

Welcome at D-ITET!

Welcome Event for new doctoral students

29 November 2023

Welcome



Prof. Sebastian Kozerke

- Head of the Cardiovascular Magnetic Resonance Group at the Institute for Biomedical Engineering
- Director of Studies at D-ITET

Welcome



Virginie de Mestral

- Doctoral student at the Integrated Systems Laboratory
- President of **vmitet**



Reto Kreuzer

- Coordinator of studies and student advisor D-ITET
- Head of student administration D-ITET



Roland Munz

- Head of Human Resources (HR) for D-ITET ad interim

Programme

1. **ETH and D-ITET**
2. Introduction **v**mitet
3. Doctoral studies, research and teaching
4. Some employment information
5. Further information & contact persons
6. Code of Conduct

History

- 1912 Foundation of the **Electrotechnical Institute**, housed in the Federal Physics building at Gloriastrasse 35
- 1935 Establishment of the **Division of Electrical Engineering** with 241 enrolled students
- 1950 Completion of **ETF building** at Sternwartstrasse 7
- 1973 Completion of **ETL building** at Physikstrasse 3
- 1980 Completion of **ETZ building** at Gloriastrasse 35
- 1996 Department **Website** goes online (www.ee.ethz.ch -> History)
- 2001 Foundation of the **Department of Information Technology and Electrical Engineering (D-ITET)**

Rankings



- THE World University Ranking, Times Higher Education (2024):
Nr. 11 worldwide
Nr. 11 in Electrical & Electronic Engineering
- Academic Ranking of World Universities (2024):
Nr. 20 worldwide
Nr. 16 in Electrical & Electronic Engineering
- QS World University Ranking of Quacquarelli Symonds (2024):
Nr. 7 worldwide
Nr. 4 in Electrical & Electronic Engineering

Mission



Faculty



Prof. Luca Benini



Prof. Jürgen Biela



Prof. Helmut Bölcskei



Prof. Colombo Bolognesi



Prof. Florian Dörfler



Prof. Christian M. Franck



Prof. Benjamin Grewe



Prof. Ulrike Grossner



Prof. Richard Hahnloser



Prof. Gabriela Hug



Prof. Giacomo Indiveri



Prof. Taekwang Jang



Prof. Lana Josipovic



Prof. Johann W. Kolar



Prof. Ender Konukoglu



Prof. Sebastian Kozerke



Prof. Amos Lapidot



Prof. Jürg Leuthold



Prof. Hans-Andrea Loeliger



Prof. Mathieu Luisier



Prof. John Lygeros



Prof. Valerio Mante



Prof. Onur Mutlu



Prof. Lukas Novotny



Prof. Mickaël Perrin



Prof. Klaas P. Prüssmann



Prof. Daniel Razansky



Prof. Kaveh Razavi



Prof. Metin Sitti



Prof. Marco Stampanoni



Prof. Klaas Enno Stephan



Prof. Christoph Studer



Prof. Luc Van Gool



Prof. Laurent Vanbever



Prof. János Vörös



Prof. Hua Wang



Prof. Roger P. Wattenhofer



Prof. Vanessa C. Wood



Prof. Mehmet Fatih Yanik



Prof. Maksym Yarema



Prof. Fisher Yu

Faculty – Electronics and Photonics



Prof. Luca Benini



Prof. Jürgen Biela



Prof. Helmut Bölcskei



Prof. Colombo Bolognesi



Prof. Florian Dörfler



Prof. Christian M. Franck



Prof. Benjamin Grewe



Prof. Ulrike Grossner



Prof. Richard Hahnloser



Prof. Gabriela Hug



Prof. Giacomo Indiveri



Prof. Taekwang Jang



Prof. Lana Josipovic



Prof. Johann W. Kolar



Prof. Ender Konukoglu



Prof. Sebastian Kozerke



Prof. Amos Lapidot



Prof. Jürg Leuthold



Prof. Hans-Andrea Loeliger



Prof. Mathieu Luisier



Prof. John Lygeros



Prof. Valerio Mante



Prof. Onur Mutlu



Prof. Lukas Novotny



Prof. Mickaël Perrin



Prof. Klaas P. Prüssmann



Prof. Daniel Razansky



Prof. Kaveh Razavi



Prof. Metin Sitti



Prof. Marco Stampanoni



Prof. Klaas Enno Stephan



Prof. Christoph Studer



Prof. Luc Van Gool



Prof. Laurent Vanbever



Prof. János Vörös



Prof. Hua Wang



Prof. Roger P. Wattenhofer



Prof. Vanessa C. Wood



Prof. Mehmet Fatih Yanik



Prof. Maksym Yarema



Prof. Fisher Yu

Faculty – Energy



Prof. Luca Benini



Prof. Jürgen Biela



Prof. Helmut Bölskei



Prof. Colombo Bolognesi



Prof. Florian Dörfler



Prof. Christian M. Franck



Prof. Benjamin Grewe



Prof. Ulrike Grossner



Prof. Richard Hahnloser



Prof. Gabriela Hug



Prof. Giacomo Indiveri



Prof. Taekwang Jang



Prof. Lana Josipovic



Prof. Johann W. Kolar



Prof. Ender Konukoglu



Prof. Sebastian Kozerke



Prof. Amos Lapidot



Prof. Jürg Leuthold



Prof. Hans-Andrea Loeliger



Prof. Mathieu Luisier



Prof. John Lygeros



Prof. Valerio Mante



Prof. Onur Mutlu



Prof. Lukas Novotny



Prof. Mickaël Perrin



Prof. Klaas P. Prüssmann



Prof. Daniel Razansky



Prof. Kaveh Razavi



Prof. Metin Sitti



Prof. Marco Stampanoni



Prof. Klaas Enno Stephan



Prof. Christoph Studer



Prof. Luc Van Gool



Prof. Laurent Vanbever



Prof. János Vörös



Prof. Hua Wang



Prof. Roger P. Wattenhofer



Prof. Vanessa C. Wood



Prof. Mehmet Fatih Yanik



Prof. Maksym Yarema



Prof. Fisher Yu

Faculty – Information and Communication



Prof. Luca Benini



Prof. Jürgen Biela



Prof. Helmut Bölcskei



Prof. Colombo Bolognesi



Prof. Florian Dörfler



Prof. Christian M. Franck



Prof. Benjamin Grewe



Prof. Ulrike Grossner



Prof. Richard Hahnloser



Prof. Gabriela Hug



Prof. Giacomo Indiveri



Prof. Taekwang Jang



Prof. Lana Josipovic



Prof. Johann W. Kolar



Prof. Ender Konukoglu



Prof. Sebastian Kozerke



Prof. Amos Lapidot



Prof. Jürg Leuthold



Prof. Hans-Andrea Loeliger



Prof. Mathieu Luisier



Prof. John Lygeros



Prof. Valerio Mante



Prof. Onur Mutlu



Prof. Lukas Novotny



Prof. Mickaël Perrin



Prof. Klaas P. Prüssmann



Prof. Daniel Razansky



Prof. Kaveh Razavi



Prof. Metin Sitti



Prof. Marco Stampanoni



Prof. Klaas Enno Stephan



Prof. Christoph Studer



Prof. Luc Van Gool



Prof. Laurent Vanbever



Prof. János Vörös



Prof. Hua Wang



Prof. Roger P. Wattenhofer



Prof. Vanessa C. Wood



Prof. Mehmet Fatih Yanik



Prof. Maksym Yarema



Prof. Fisher Yu

Faculty – Biomedical Engineering and Neuroinformatics



Prof. Luca Benini



Prof. Jürgen Biela



Prof. Helmut Bölcskei



Prof. Colombo Bolognesi



Prof. Florian Dörfler



Prof. Christian M. Franck



Prof. Benjamin Grewe



Prof. Ulrike Grossner



Prof. Richard Hahnloser



Prof. Gabriela Hug



Prof. Giacomo Indiveri



Prof. Taekwang Jang



Prof. Lana Josipovic



Prof. Johann W. Kolar



Prof. Ender Konukoglu



Prof. Sebastian Kozerke



Prof. Amos Lapidoth



Prof. Jürg Leuthold



Prof. Hans-Andrea Loeliger



Prof. Mathieu Luisier



Prof. John Lygeros



Prof. Valerio Mante



Prof. Onur Mutlu



Prof. Lukas Novotny



Prof. Mickaël Perrin



Prof. Klaas P. Prüssmann



Prof. Daniel Razansky



Prof. Kaveh Razavi



Prof. Metin Sitti



Prof. Marco Stampanoni



Prof. Klaas Enno Stephan



Prof. Christoph Studer



Prof. Luc Van Gool



Prof. Laurent Vanbever



Prof. János Vörös



Prof. Hua Wang



Prof. Roger P. Wattenhofer



Prof. Vanessa C. Wood



Prof. Mehmet Fatih Yanik



Prof. Maksym Yarema



Prof. Fisher Yu

Department Management

Head of
Department



Jürg Leuthold

Deputy Head of
Department



Gabriela Hug

Director
of Studies



Sebastian Kozerke

PR Delegate



Mathieu Luisier

Statistics

	2010	2015	2022*	Change (2010-22)
Students	1254	1624	2420	+93%
Bachelor students	509	672	786	+54%
Master students	375	507	1031	+175%
Guest students, post-graduate students	27	42	90	+233%
Doctoral students	343	403	513	+50%
Professors (FTE)	26.1	32.8	35.7	+37%
Full Professors	21.7	28.4	28.5	+31%
Assistant professors (incl. tenure track)	4.4	4.4	7.2	+64%
Personnel (FTE)	455.5	522.2	666.3	+46%
Scientific staff (incl. doctoral students)	381.6	450.5	590.8	+55%
Technical, IT and administrative staff (incl. apprentices)	73.9	71.7	75.5	+2%

* official 2023 figures not yet available

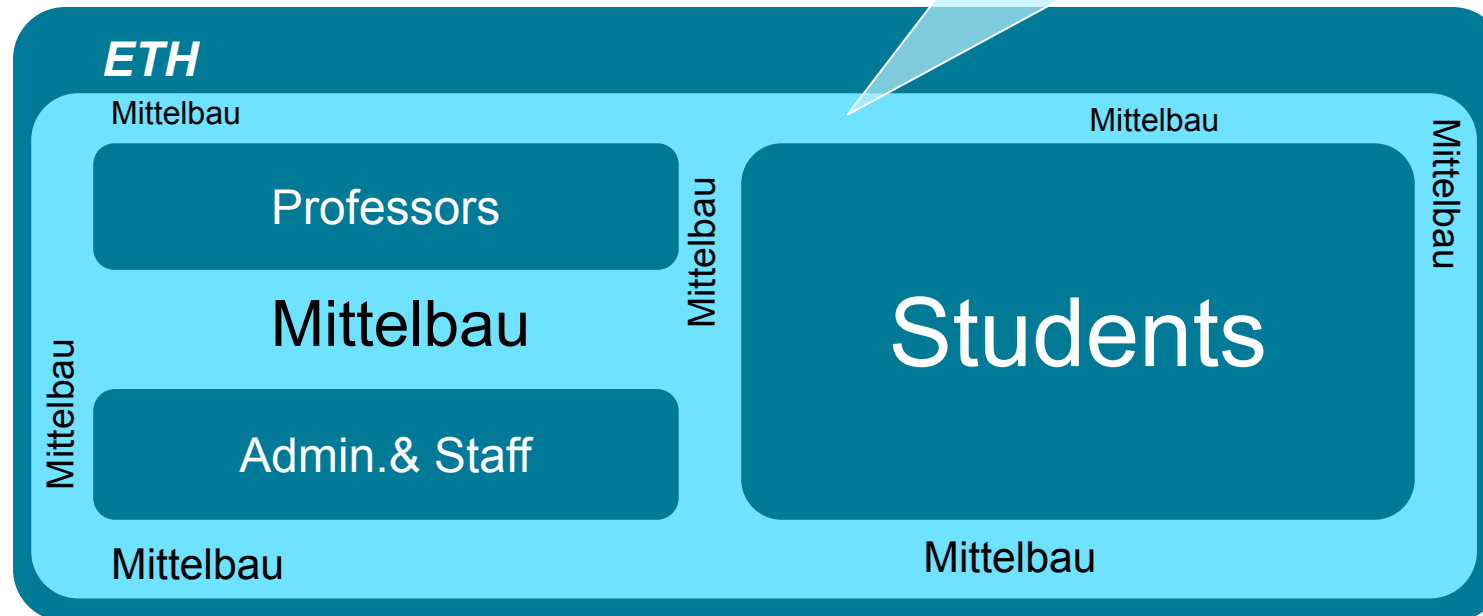
Programme

1. ETH and D-ITET
2. **Introduction vmitet**
3. Doctoral studies, research and teaching
4. Some employment information
5. Further information & contact persons
6. Code of Conduct

vmitet is the association of the *Mittelbau* at ITET

- # What is **vmitet**?
- # What is the Mittelbau?

Doctoral Students
Post-Docs
Senior Scientists






What do we do?

vmitet
Verein des Mittelbaus am D-ITET

About us Representatives Events and Pictures Useful Links **Join Us**

Welcome to **vmitet**, the association of the Scientific Staff at ITET

- 
Representation
of Doctoral Students
Post-Docs
Scientific Staff
- 
Personal development
Career-talks
Seminars
- 
Social Events
Welcome Events
Apéros
Movie-Nights

What do we do?

Representation in ITET Commissions



Professors
only

What do we do?

Social and personal development Events

Social

- vmitet Monthly Apéro
- Welcome event for doctoral students and PostDocs

Personal development

- Career orientation

Seminars

- Industry talks
- D-ITET Poster Day

ETH zürich **DITET**

vmitet
Verein des Mittelbaus am D-ITET

Have you heard about... ?

the vmitet Monthly Apéro

Time 5:30pm, first Wednesday of the month

Place ETZ Foyer (E Floor)

It's fairly simple

- Bring along your colleagues
- Meet your fellows from ITET
- Enjoy free snacks and beer ☺

See you around!

vmitet@ee.ethz.ch
www.vmitet.ethz.ch

AVETH
Akademische Vereinigung der Mittelbau der ETH Zürich
Academic Association of Scientific Staff at ETH Zurich



vmitet is the association
of the *Mittelbau* at ITET



AVETH
Association of Scientific Staff ETH

VMITET - Executive board committee



Virginie de Mestral

Doctoral student at the Integrated Systems Laboratory
vmitet President, DK Representative



Xiaying Wang

Doctoral student at the Integrated Systems Laboratory
vmitet Vice-President, DK Representative, UK Deputy



Fran Kostelac

Doctoral student at the Millimeter-Wave Electronic Laboratory
vmitet Treasurer



2023 vmitet Executive Board

Contact Details

<https://www.vmitet.ethz.ch>

vmitet@ee.ethz.ch

vdemestral@iis.ee.ethz.ch

VMITET - Executive board



Katarina Vulić

Member of the Executive Board (since 2022)

Social Coordinator (since 2022)



Emily Louise Badsvik

Member of the Executive Board (since 2022)

Politics Liaison



Patrick Jattke

Member of the Executive Board (since 2022)

Helpdesk Counselor (since 2023)



Cindy Karina

Member of the Executive Board (since 2023)



Austin Eichelberg

Member of the Executive Board (since 2023)

Communication Officer (since 2023)



Cristian Cioflan

Member of the Executive Board (since 2023)



Théophane Dimier

Member of the Executive Board (since 2023)

Diversity and Inclusion at D-ITET



Cindy Karina:

- PhD Student at the IT'IS Foundation.



Leonard Deuschle:

- PhD Student at the Computational Nanoelectronics group.

Diversity and Inclusion at D-ITET



Mission Statement

- Create an open **discussion culture+enable building of empathy** to combat bias in our department.
- **Transform institutional culture** so that the potential of people with diverse backgrounds, personalities and working styles can be leveraged.



Comment | [Published: 16 September 2014](#)

Collaboration: Strength in diversity

[Richard B. Freeman](#) & [Wei Huang](#)

[Nature](#) 513, 305 (2014) | [Cite this article](#)

8115 Accesses | 170 Citations | 334 Altmetric | [Metrics](#)



Leonard Deuschle



Cindy Karina



Ilan Bouquet



Alexander Dietmüller

Past D+ITET Events



Overcoming Bias in Academia



How to Leverage Diversity?



Drinks of the World



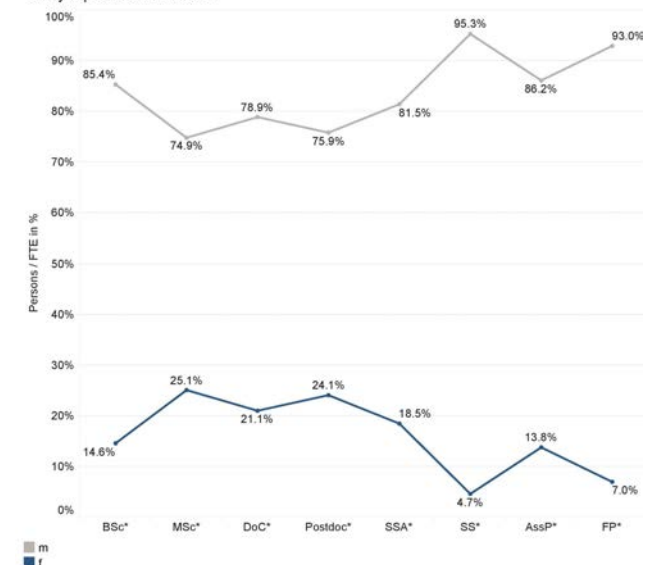
Role of Diversity in Innovation

Projects for 2024

- Identifying Language Barriers and Career Paths for non-German speakers in Switzerland after graduating from D-ITET
- Panel discussion on female representation in academia
 - Role Models
 - Equality Monitoring and Fixing the Leaky Pipeline



Leaky Pipeline D-ITET 2022



Diversity and Inclusion at D-ITET



Contact us 
diversity@ee.ethz.ch



<https://www.vmitet.ethz.ch/diversity.php>



Listen and Advise

We help to clarify your needs and offer advice.



Provide Guidance

We help navigating through ETH's rules and resources and also academia in general.



Assistance

We de-escalate or mediate conflicts with your colleagues or supervisors.



Coaching

We help improving your situation and discuss your future.



Patrick

- 4th year PhD student
- Computer Security Group (COMSEC), TIK

Programme

1. ETH and D-ITET
2. Introduction vmitet
- 3. Doctoral studies, research and teaching**
4. Some employment information
5. Further information & contact persons
6. Code of Conduct

Research Activities

What is "Research"?

Re Search

again, anew

to examine carefully, to test and try

What is new to me versus what is new to the world

School

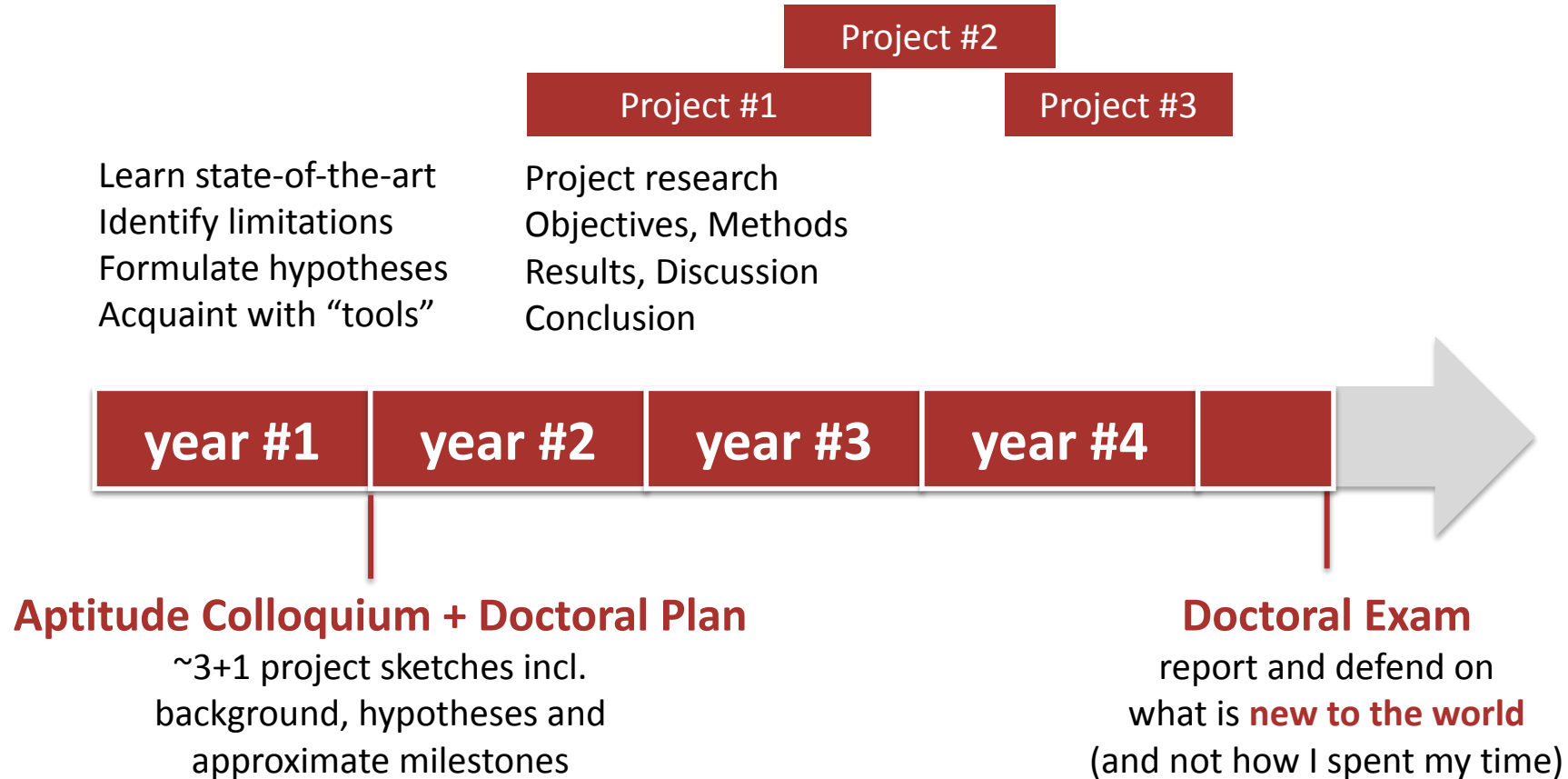
Undergraduate studies

Graduate studies

Research degree (PhD)

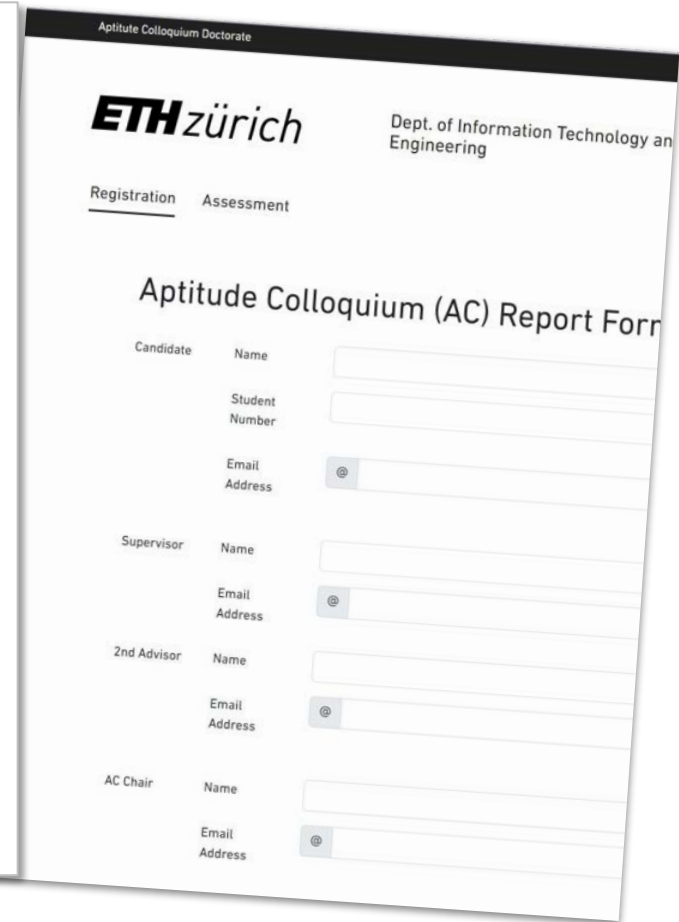
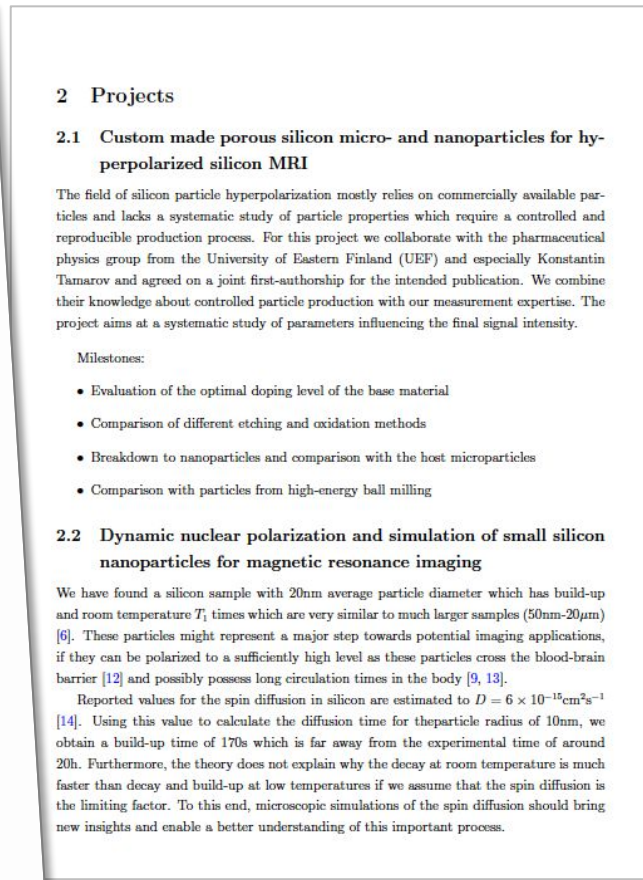
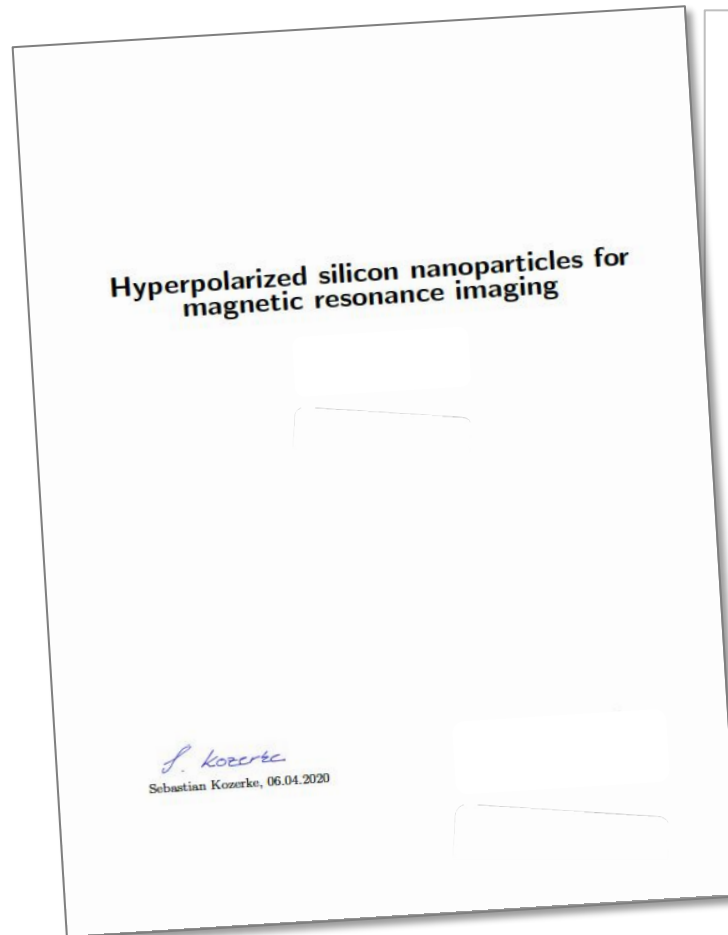
Research Activities

How is "Research" structured?



Research Activities

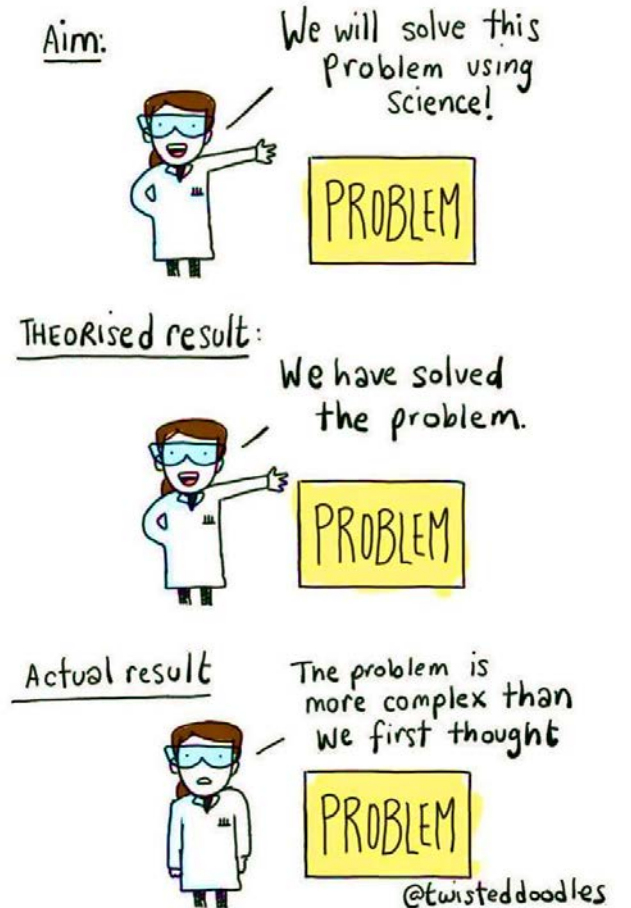
What is a doctoral plan?



Research Activities

Any "Research" advice?

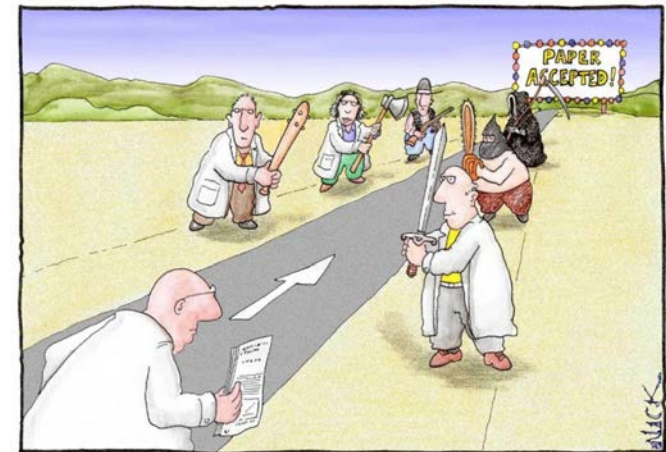
- **Be pilot and driver of your projects**
- **Take ownership and communicate**
- **Seek feedback and advice from your advisors**
- **Arrange for regular personal meetings**
- **Keep work-life balance (despite bumpy roads)**



Research Activities

Why "Research" papers?

- **A research project is never finished** – a paper forces you to report, discuss and conclude your current results and relate them to overall progress in the field
- **You learn to defend your work objectively and critically** during review process
- **Papers document your progress relative to your peers** and hence allow you to gauge your performance
- **Papers make your data & results accessible to outside world** (PhD theses hardly do)



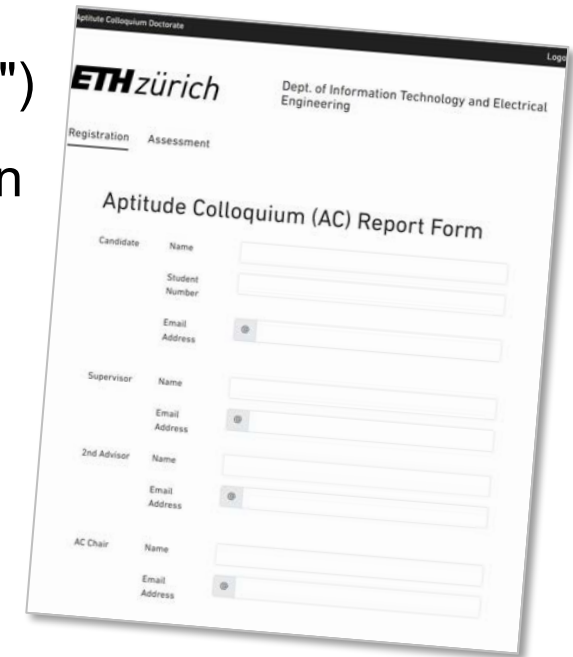
Second advisors

- All doctoral students must agree on a **second advisor within the first year** of doctoral studies – contact your (first / main) supervisor for more information.
- The second advisor provides **additional academic mentoring and support** to doctoral student.
- The second advisor must hold a doctoral degree him / herself.

Yearly updates – after first year

What is the aptitude colloquium?

- In-depth discussion of the first year of doctoral studies based on the **doctoral plan** between the doctoral student and a committee composed of the supervisor, the second advisor and a chair ("**aptitude colloquium**") on the progress of the research project, doctoral studies, work situation in research group etc.
- Committee decides on continuation of doctoral studies
- Mandatory for all doctoral students having started their doctoral studies after 31.12.2021 – other students: see annual status conversation



The image shows a screenshot of a web application interface for the Aptitude Colloquium (AC) Report Form. The interface is titled "Aptitude Colloquium (AC) Report Form" and is part of the "Registration" and "Assessment" sections. It features the ETH Zürich logo and the Department of Information Technology and Electrical Engineering. The form includes fields for Candidate Name, Student Number, Email Address, Supervisor Name, Supervisor Email Address, 2nd Advisor Name, 2nd Advisor Email Address, and AC Chair Name, AC Chair Email Address. Each field has a corresponding input box and a small circular icon next to the email address fields.

Plan your AC by logging in onto <http://acd.ee.ethz.ch>

Yearly updates – following years

What are the progress report and annual status conversation?

- Discussion between doctoral student and supervisor based on a **progress report** of the research project, doctoral studies, work situation in research group, as well as development opportunities.
- Mandatory for all doctoral students once per year

<https://ee.ethz.ch/doctoral-studies/forms-and-documents.html>



The image shows a form titled "Annual Status Conversation for Doctoral Studies" from the Eidgenössische Technische Hochschule Zürich (ETH Zürich). The form includes fields for Supervisor and Doctoral student names, a section for "Currently in her/his" with checkboxes for 1st, 2nd, 3rd, 4th, 5th, and 6th year, and a section for "Expected date of thesis submission (provisional)" with a date field. Below these fields, there is a disclaimer: "Both parties are aware that they can reach out (confidentially if desired) to contact persons from the department, ETH, or student and staff associations. All contacts can be found at <https://www.ethz.ch/the-departmentcode-of-conductsupport.html>". There are also two sections for signatures: "Signature(s) of the supervisor(s)" and "Signature of the doctoral student", each with a line for the signature and a date field. A note at the bottom states: "It is the responsibility of the conversation participants to keep this document until the completion of the doctorate." The form concludes with a "Dear Doctoral Student, dear Doctoral Thesis Supervisor" section explaining the purpose of the document and the structure of the conversation.

Doctoral studies – credit point requirements

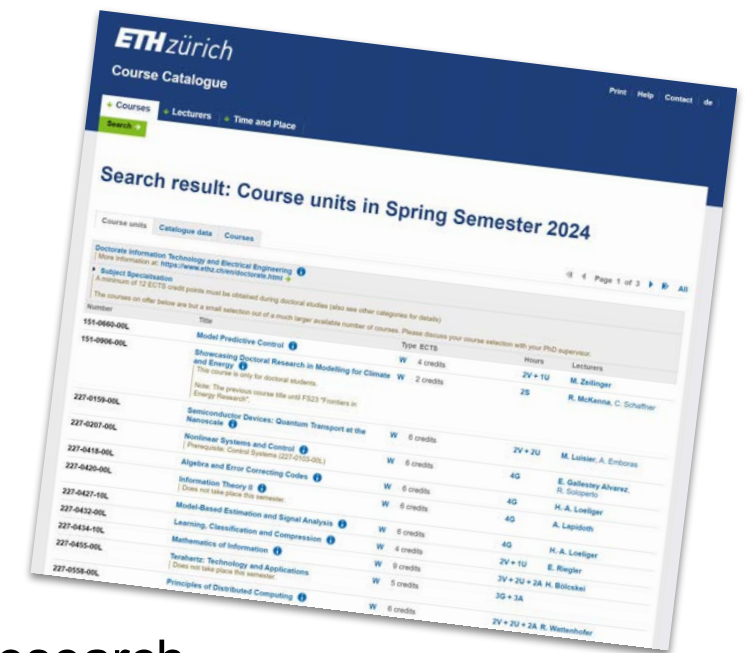
During doctoral studies, all doctoral students must acquire **at least 12 credit points ECTS** from courses (or equivalent).

Students must acquire **credits in three areas**, that

- **Subject specialization** – deepen knowledge in the area of research field and extend knowledge outside of it
- **Transferable skills**: Enable cross-disciplinary competences (e.g. languages, ethics courses etc.)
- **Integration into Scientific Community** – e.g. conferences, summer schools etc.

Courses must be **agreed upon with the supervisor** in a **learning agreement** (see myStudies).

For more information and details see <https://ee.ethz.ch/doctoral-studies/governing-rules.html>



Doctoral studies – doctoral examination

Initiating the process – ca. 6 months before the planned examination date

- start discussing the final steps with your supervisor
- look for an examination date, define any further co-examiners and the exact thesis topic
- The department's **doctoral committee** must have approved **at least one co-examiner** (other than the second advisor) no later than **3 months before the examination date**

Please note

- The **doctoral committee** only meets once a month (see [upcoming dates](#)), act accordingly
- The request for final examination date must be submitted **no later than 6 weeks** before the **proposed examination date**

Doctoral examination – final steps



At the very latest 6 weeks before the doctoral exam

- Agree on an exact examination date with the examiner and the co-examiner(s)
- Submit thesis to examiner and co-examiner(s) for review
- Notify the department's doctoral administration of the desired examination date

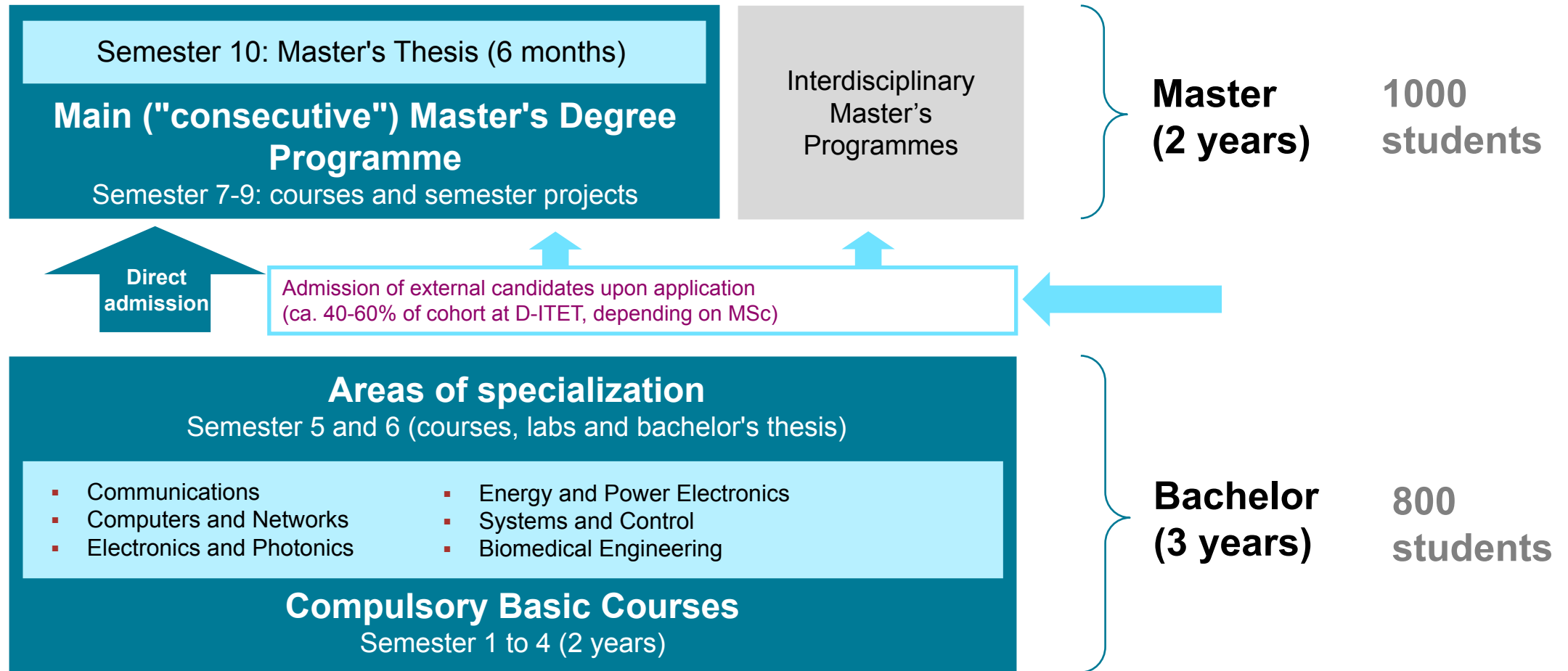
At least **15 working days before the doctoral exam** submit the **complete registration form** with all necessary confirmations to the **ETH doctoral administration**, see: [Doctoral examination – Student portal | ETH Zurich](#)

Education at ETH Zurich

- **A large offer** – currently over 20 BSc and close to 50 MSc programmes
- **Compact study programmes**
 - **Bachelor's Degree Programme:** 6 semester (3 years), teaching language mainly **German** in 1st + 2nd year and largely English in 3rd year
 - **Master's Degree Programme:** 4 semester (2 years), teaching language **English**
- **A research university:** Teaching at ETH is a combination of sound scientific foundations and practical application in industry and research.



D-ITET bachelor's and master's curricula



D-ITET master's degree programs

Programmes offered

- MSc Electrical Engineering and Information Technology (consecutive)
- MSc Biomedical Engineering (interdisciplinary)
- MSc Energy Science and Technology (interdisciplinary)
- MSc Quantum Engineering (interdisciplinary)

Common to all D-ITET master's degree programmes

- **Tutor-based** programmes: a professor helps students select courses
- 1-2 **academic projects** (14 weeks, part-time during the semester): Training for master thesis.
- A **master's thesis** (6 months, full-time) is the culmination of the programme

Your interaction with undergraduate (BSc/MSc) students

Semester	Course type	Specifics
All	Lectures	Ex-cathedra, usually held by a professor (graded exams)
All	Exercises	Solving exercises, usually in smaller groups, supervised by teaching assistants – doctoral students or senior undergraduate students (teaching assistants)
All	Exams	Various types (written, oral) and schedules (end-of-semester, session), corrected mostly by doctoral students
1 to 6	Lab courses	1 compulsory lab per semester (1 st / 2 nd year), afterwards free choice of lab courses, most labs offered by doctoral students .
3 to 6	Projects & Seminars	Various type of small projects or seminars ranging from a few meetings to all-semester offers, various groups, usually supervised by doctoral students or self-supervised by student TA.
5 and 6	Group Projects / BSc thesis	Small third year BSc projects in groups, usually supervised by doctoral students .
7 to 9	Semester projects	Compulsory at the MSc level, <u>alongside courses</u> , 14 weeks, ca. 25h per week, routine, day-to-day supervision by doctoral students . Official supervision and grading by professor, projects finish with a written report and presentation
10	MSc thesis	Final project, sometimes at very advanced academic level. Supervision, grading and presentation as in semester projects (doctoral students + professors)

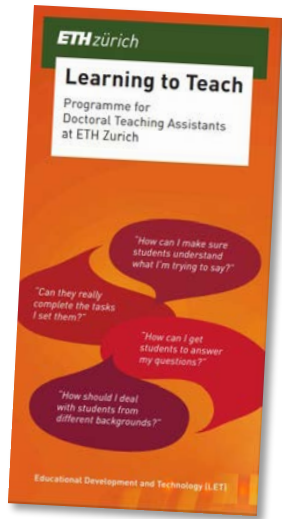
In a nutshell

- Teaching at **ETH is interdisciplinary**, courses offered in various programmes / students with different backgrounds – keep in mind when addressing students' questions
- Admission of **students without an ETH-Bachelor's degree** further diversifies student body
- Students' **workload** in first two years of Bachelor programme is **very high** but varies largely in third year and higher
- **Final exams** play a very important role at ETH (few midterms), particular care in grading exams is important
- Semester projects and master's theses are the culmination of each programme, **different students need different levels of supervision**
- If you encounter problems **don't hesitate to ask!**

For study related questions, contact info@ee.ethz.ch

Teaching Responsibilities ... *and Opportunities!*

- Teaching is a **stepping stone** in any **academic career** – consider it an opportunity.
- There are **many levels of teaching**, starting at rather informal lab courses, managing exercises, supervision of projects/theses and regular teaching in classes
- For **regular teaching in classes**, you should get a [teaching assignment](#) and **appear** in the course catalogue **as lecturer**
-
- You want to **get better at teaching?** – check out the [offers](#) of the group for **educational development**, e.g., didactic courses, teaching labs, refresh teaching, etc.



Programme

1. ETH and D-ITET
2. Introduction vmitet
3. Doctoral studies, research and teaching
- 4. Some employment information**
5. Further information & contact persons
6. Code of Conduct

Doctoral students with an employment at ETH* (rules, regulations, directives)

- **Duration of employment contracts**

- Employment lasts from the date of matriculation until the doctoral examination, up to 6 years
- First employment contract is 18 months, subsequent contracts 12 months each, final phase before doctoral examination 3 months possible

- **Employment level**

- 100%, part-time employment only in special cases

- **Progress report and status conversation**

- A status conversation must be conducted each year

- **Extension of the employment contract**

- Communication: Preferably six months (and at the latest three months) before the contract expires
- Initiation of the extension process: Two months before the contract expires at the latest
- If the contract is not to be extended, the doctoral candidate must be informed (in writing) 3-6 months in advance.

*applies to newly matriculated doctoral students from 01.01.22 and already matriculated doctoral students from 01.01.23

[Legal basis doctorate](#)

Salary

- **Fixed rates** for Doctoral students / Postdocs / Scientific Assistants I & II
- Payment is in 12 **monthly instalments**
- Automatic **increase** every year until 3rd-year-rate
- Obligation to top up the salary to at least the standard rate (SNF) for doctoral students with a **scholarship** or - where possible, to the usual rate for the Institute / Professorship
- Employees with children of minor age or children in education receive a **family allowance**

- **Policy D-ITET:**
 - Each Institute / Professorship handles the **salary rates transparently** and ensures a **fair distribution** of work in teaching and service.
 - This must be **applied consistently** for all group members

Vacation and Absences

- Register absences in [ETHIS](#) – obligation for scientific personnel: vacation and absences only
- 5 weeks of vacations / year
- Vacation days must be taken in the year the entitlement arises, at least once 2 weeks in a row
- Your supervisor is allowed to decide **when vacations can be taken** – plan and discuss your vacation plans early in order to ask for an early approval
- Vacation means regeneration - it is not allowed to reduce the annual entitlement
- Accidents must be reported through the Human Resources [webpage](#)
- A doctor's certificate or accident certificate is required after 3 days of absence

[Regulations for the recording of working time and absences](#)
[Personnel Law ETH domain](#)

Programme

1. ETH and D-ITET
2. Introduction vmitet
3. Doctoral studies, research and teaching
4. Some employment information
- 5. Further information & contact persons**
6. Code of Conduct

Doctoral administration

Ask your supervisor and the administration/secretary of your lab for inside knowledge!



Reto Kreuzer (ETZ H 83)
Head of student administration D-ITET
reto.kreuzer@ee.ethz.ch

044 632 0815 (upon appointment)

Contact person for

Student counselling, curricula questions and regulations



Yasemin Tomaschett (ETZ H 85)
Doctoral administration D-ITET
doktorat@ee.ethz.ch

044 632 3336 (Monday, Wednesday, Thursday)

Contact person for:

All administrative steps regarding doctoral programme from official application to doctoral exam

Human Resources



Roland Munz (ETZ H 86)
HR Partner D-ITET
roland.munz@vppl.ethz.ch
+41 44 632 59 82

Contact person for

provides support in operational personnel management, labour law issues, retention and development, conflicts, consulting



Personnel administration D-ITET (OCT F19)
Melanie Rösch
melanie.roesch@vppl.ethz.ch
+41 44 633 80 72

Contact person for

Residence / work permits, family allowance, social insurances, accident and sickness

Contact and Advice Services



- [Support contacts at D-ITET](#): First point of contact: you can always turn to our designated D-ITET contact person (Director of Studies , Mr. R. Kreuzer for Teaching-related issues, Mr.R. Munz for HR issues or finally the Head of Department etc.)
- [External](#) / [internal ETH](#) advice and conciliation service respect: Provides all members of ETH with advice and support regarding bullying, harassment and discrimination
- [Ombudsperson and confidants](#): General contact point for conflicts and issues concerning integrity and scientific misconduct
- [Psychological Counseling Service](#): Free of charge service open to all students and doctoral students at the UZH and ETH Zurich
- [Safety, Security, Health and Environment \(SSHE\)](#): Responsible for safety and security as well as the health of the ETH members.

➡ <https://respekt.ethz.ch/en/contact-and-advice-services.html>

Programme

1. ETH and D-ITET
2. Introduction **v**mitet
3. Doctoral studies, research and teaching
4. Some employment information
5. Further information & contact persons
- 6. Code of Conduct**

6. Code of conduct

- Our principles, what is "inappropriate behavior" etc.
- How to react to inappropriate behavior
- Support, contact people

"At D-ITET, we maintain an inclusive, open and friendly environment, where our students, employees and faculty can thrive and achieve their highest potential, based on mutual respect.

To preserve this cordial environment, we do not tolerate misbehavior of any kind, including threats, violence, bullying, sexual harassment, discrimination, or dishonesty in study and in research."

Code of Conduct

[Study and research](#) > [Support](#) >

[Diversity & Inclusion](#) >

ETH Zurich and the Department of Information Technology and Electrical Engineering aim for highest quality in teaching and research with a positive and open atmosphere for all people involved.



At D-ITET, we maintain an inclusive, open and friendly environment, where our students, employees and faculty can thrive and achieve their highest potential, based on mutual respect. To preserve this cordial environment, we do not tolerate misbehaviour of any kind, including threats, violence, bullying, sexual harassment, discrimination, or dishonesty in study and in research.

Prof. Juerg Leuthold, Head of Department