

Welcome at D-ITET!

Welcome Event for new doctoral students

17 June 2024

Welcome



Prof. Christian Franck

- Professor for High-Voltage Engineering
- Director of Studies at D-ITET

Welcome



Virginie de Mestral

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



Reto Kreuzer

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



Adrian Anner

- Human Resources (HR) Partner for D-ITET

Programme

1. **ETH and D-ITET**
2. Introduction vमित
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
- 1989 Foundation of the Department of Electrical Engineering (D-ELEK)
- 1996 Department **Website** goes online (www.ee.ethz.ch -> The Department -> History of the Department)
- 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. Morteza Aramesh



Prof. Laura Bégon-Lours



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



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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. 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. Morteza Aramesh



Prof. Laura Bégon-Lours



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Faculty – Energy



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Prof. Fisher Yu

Faculty – Information and Communication



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Faculty – Biomedical Engineering and Neuroinformatics



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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



Christian Franck

Delegate for
Communication



Mathieu Luisier

Statistics

	2010	2015	2023	Change (2010-23)
Students	1254	1624	2427	+94%
Bachelor students	509	672	793	+56%
Master students	375	507	1080	+188%
Guest students, post-graduate students	27	42	81	+200%
Doctoral students	343	403	473	+38%
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

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vmitet: Association
of the *Mittelbau* at ITET

**We represent your voice at
D-ITET and at the ETH-level**

**We support your career with
personal development tools
+ instructive seminars**

**We organize social events
to strengthen our
community and help you
build your network**

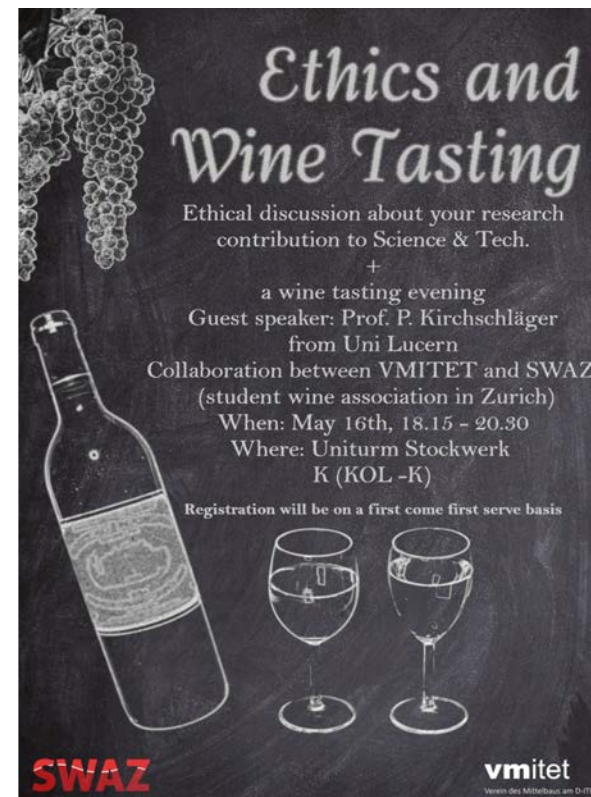


RESILIENCE

A seminar on how to manage, adapt, and rebound from internal and external challenges

May 22nd, 2024
16:00 - 17:15
Zentrum, Room: TBD

Followed by
VMITET monthly apéro



Vmitet board



Vice-president President Treasurer

Apero



IEEE link

Politics



Comm,
politics

Helpdesk



politics

Contact Details

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

vmitet@ee.ethz.ch

vdemestral@iis.ee.ethz.ch

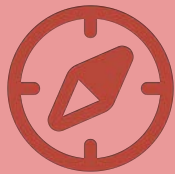


politics



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

Diversity and Inclusion at D-ITET



Cindy Karina

Create an open discussion and transform institutional culture

Contact us 
diversity@ee.ethz.ch



Overcoming Bias in Academia



Leonard Deuschle



Drinks of the World



Role of Diversity in Innovation

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What is "Research"?

...a detailed study of a subject, especially in order to discover (new) information or reach a (new) understanding

[Cambridge Dictionary]

Most important difference to your studies:

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

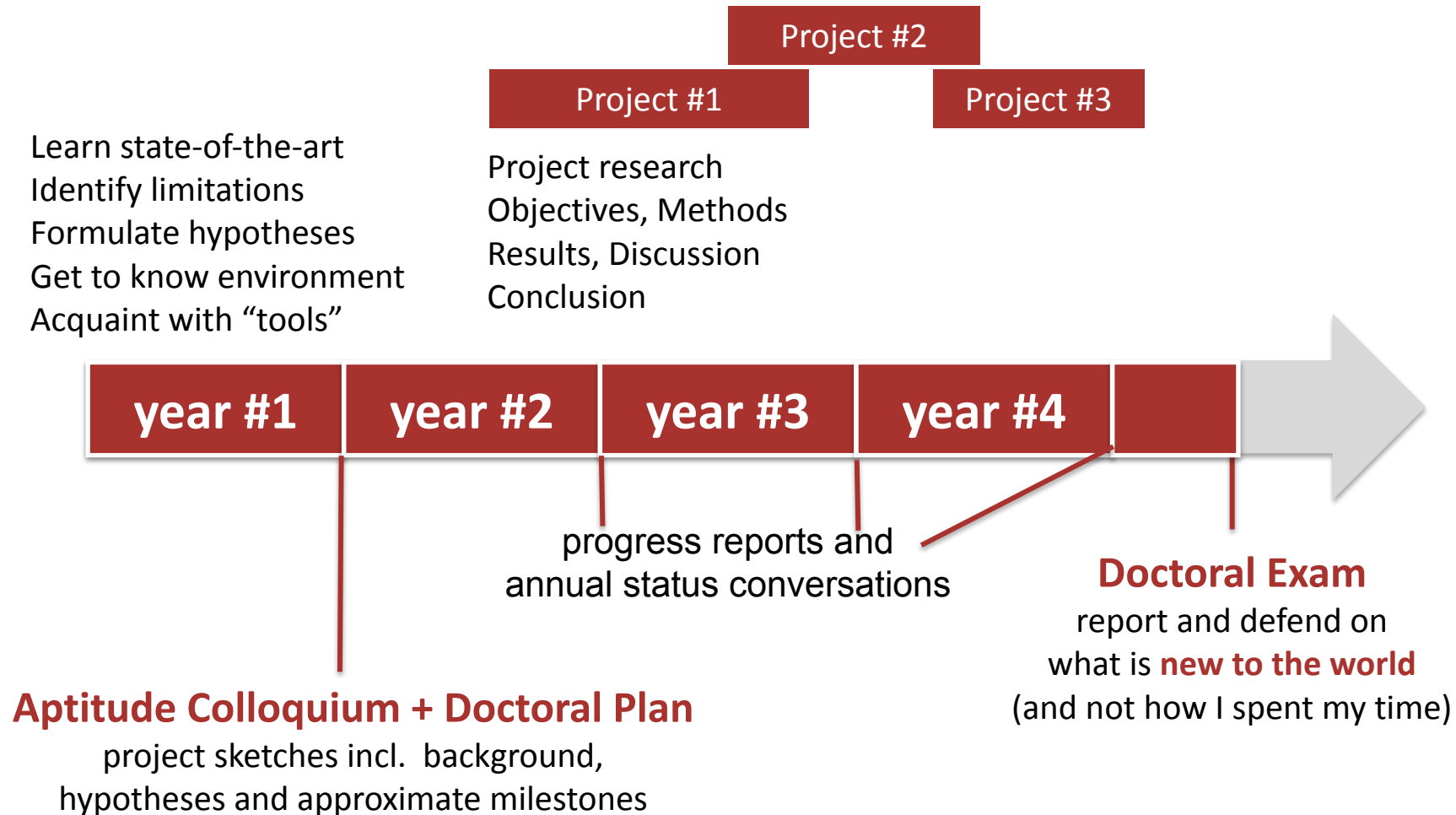
School

Undergraduate studies

Graduate studies

Research degree (PhD)

How is the doctorate structured at ETH and D-ITET?



What is a doctoral plan?

- to be written within the first year by you.
- declaration of intent between you and your doctoral thesis supervisor (“making the implicit explicit”)
- should be conceived as a living instrument. Changes are possible and almost certainly necessary. Major changes should be documented in the annual status conversations.

Should cover the following topics:

- research proposal
(abstract, introduction and current state of research in the field, progress of work to date and objectives, detailed work plan, timetable, references)
- teaching responsibilities
- other duties (e.g. operation or maintenance of equipment etc.)
- extended doctoral studies (if relevant)

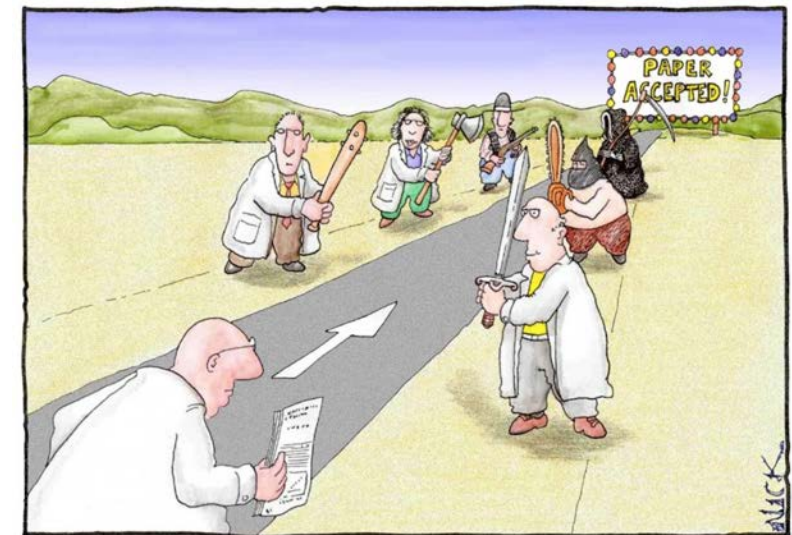
Any "Research" advice?

- **Be pilot and driver of your projects**
- **Take ownership and communicate**
- **Arrange for regular personal meetings with supervisor** (prepare them well for optimal use of time and to get the feedback/information that you need)
- **Nobody solves everything by her/himself:** seek feedback and advice from your advisor(s), colleagues, experts in the field,
- **Keep work-life balance** (despite bumpy roads)

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
- **Much** easier to do this in smaller steps rather than once at end of your doctoral work
- **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** (“ETH open access policy”)

<https://ethz.ch/en/research/open-science/open-access.html>



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.

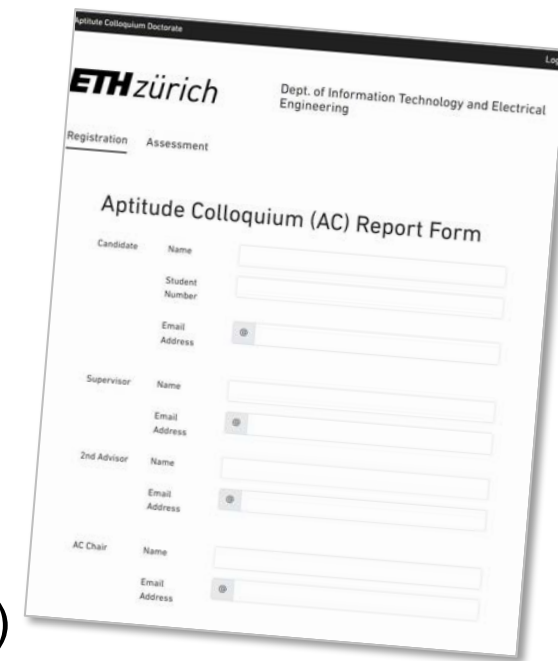
<https://ethz.ch/students/en/doctorate/second-advisor.html>

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

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

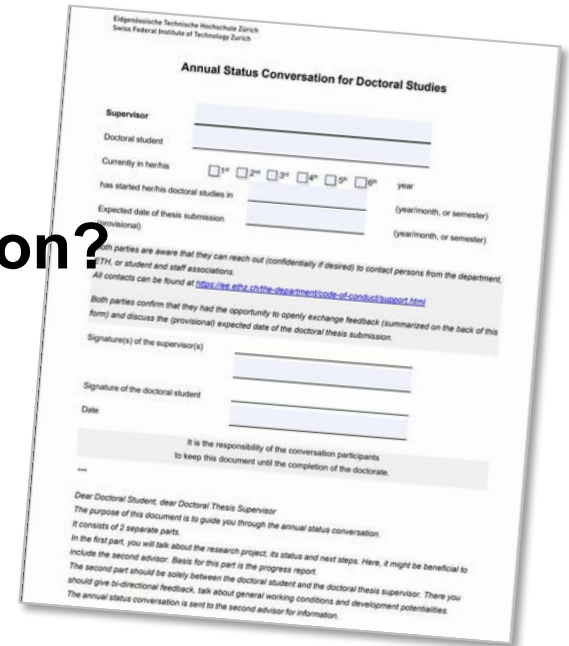


The image shows a screenshot of a web-based form titled "Aptitude Colloquium (AC) Report Form". The form is part of the "Registration" and "Assessment" process at ETH Zürich, specifically for the Department of Information Technology and Electrical Engineering. The form includes fields for the Candidate (Name, Student Number, Email Address), Supervisor (Name, Email Address), 2nd Advisor (Name, Email Address), and AC Chair (Name, Email Address). Each email address field has a small circular icon next to it, likely representing a dropdown menu or a specific email selection tool. The form is presented on a white background with a black border, and the ETH Zürich logo is visible in the top left corner.

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



The image shows a form titled "Annual Status Conversation for Doctoral Studies" from the Swiss Federal Institute of Technology Zurich. 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 field for "Expected date of thesis submission" with a date picker. It also contains a disclaimer about confidentiality, a link to the department's code of conduct, and signature lines for both the supervisor and the doctoral student, along with 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." Below the form, there is a short explanatory text: "Dear Doctoral Student, dear Doctoral Thesis Supervisor. The purpose of this document is to guide you through the annual status conversation. It consists of 2 separate parts. In the first part, you will talk about the research project, its status and next steps. Here, it might be beneficial to include the second advisor. Basis for this part is the progress report. The second part should be solely between the doctoral student and the doctoral thesis supervisor. There you should give bi-directional feedback, talk about general working conditions and development possibilities. The annual status conversation is sent to the second advisor for information."

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

“Becoming a Researcher”

“The doctoral degree provides certification of the ability to conduct high-quality scientific research and is conferred on the basis of an original thesis and an oral examination.”

[Rector's Implementation Provisions for the ETH Zurich Ordinance on the Doctorate, RSETHZ 340.311en]

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But becoming a researcher goes beyond “hard facts”

- Knowledge and intellectual abilities
- Personal effectiveness
- Research governance and organisation
- Engagement, influence and impact

[Researcher Development Framework]



Doctoral studies – credit point requirements

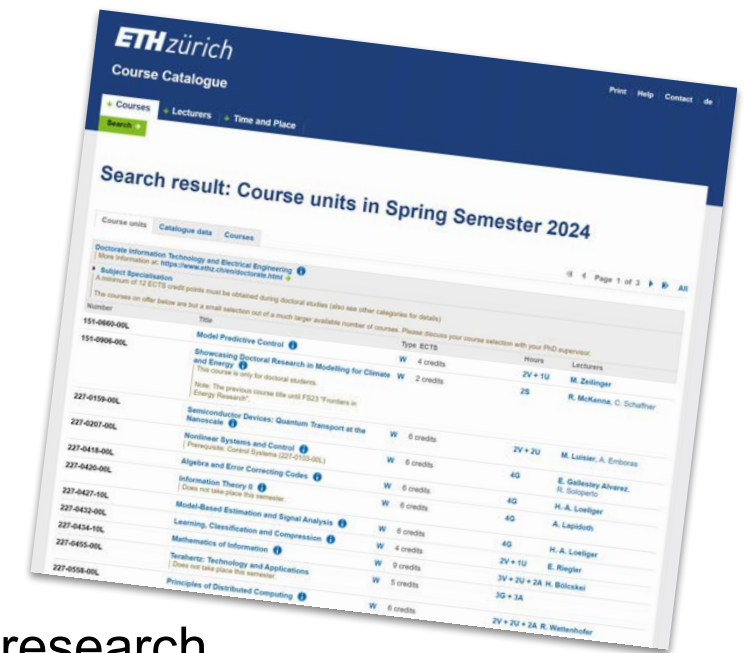
During doctoral studies, all doctoral students must acquire **at least 12 credit points ECTS** form courses (or equivalent).

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

- A. Subject specialization** – deepen knowledge in the area of research field and extend knowledge outside of it
- B. Transferable skills** – Enable cross-disciplinary competences. **1 ECTS** at least must be from an **ethics course**, e.g. 851-0178-00L Ethics and Scientific Integrity for Doctoral Students, 227-0809-00L Ethics in Technology etc.
- C. 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 the [D-ITET website](#).



A few years ahead – completing your doctoral studies

A few useful things when you graduate

Start the **process early** (ca. 6 months before the planned examination date)

Discuss the final steps with your supervisor, look for an examination date, (if still missing) find co-examiners – must be approved by department – and the exact thesis title.

When you need its decision, remember that the **doctoral committee** only meets **once a month** (see [upcoming dates](#)), act accordingly!

Don't forget to finalize the **learning agreement** - you cannot apply for the defense without it.

Check our website for **important deadlines** and ask the doctoral administration in case of doubt.



Education at ETH and your role in it

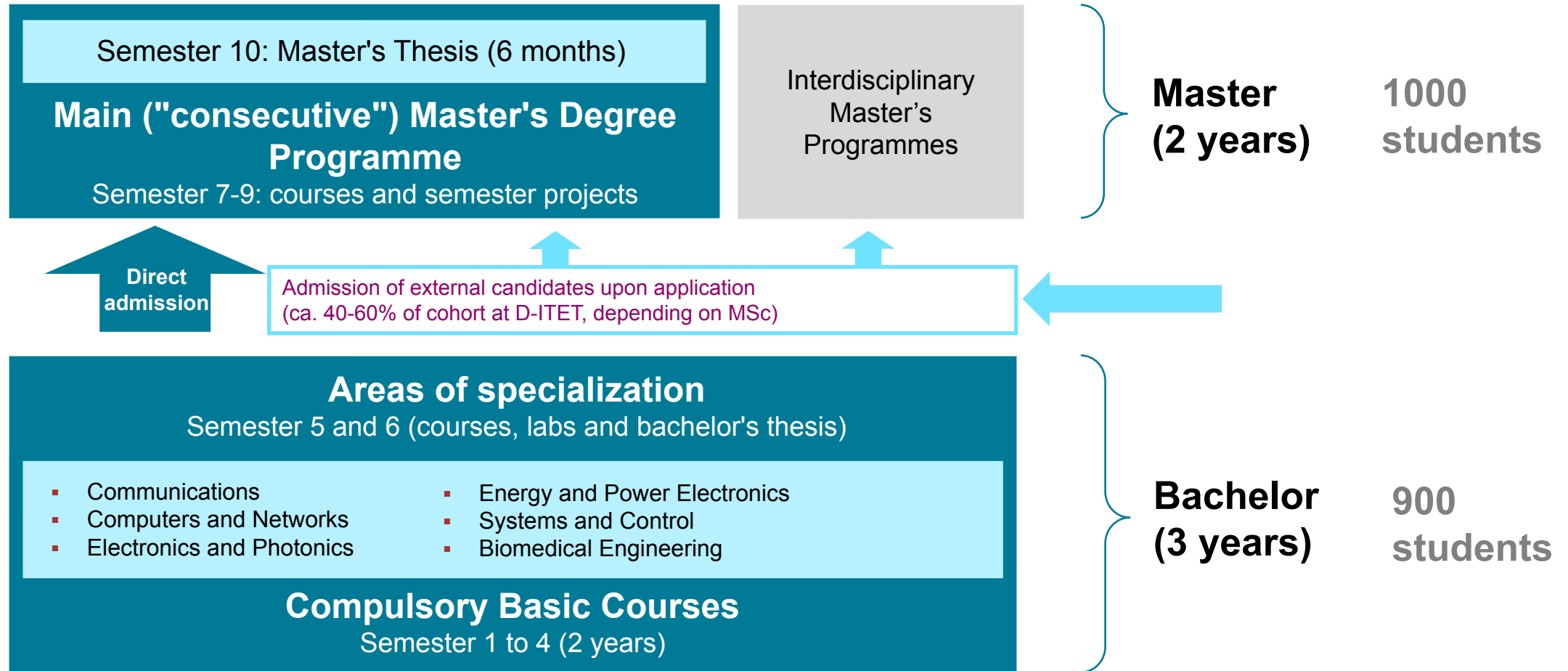
- **Education at ETH Zurich – a quick overview**
- **Your interaction with bachelor's and master's degree students**
- **Teaching as an opportunity?**

Education at ETH Zurich

- **A comprehensive offer** – currently over 20 BSc and close to 50 MSc programmes
- **Compact study programmes**
 - **Bachelor's Degree Programs** are 6 semester (3 years), Language of instruction is mainly **German** in year 1+2 and English in year 3.
 - **Master's Degree Programs** are 4 semester (2 years), teaching language is **English**.
- **ETH Zurich is 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.

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Rules, regulations, directives – doctoral students with an employment at ETH

- **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 – doctoral students with an employment at ETH

- **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 – doctoral students with an employment at ETH

- 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](#)

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Doctoral administration



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

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

Human Resources



Adrian Anner (ETZ H 86)
HR Partner D-ITET
adrian.anner@vppl.ethz.ch
+41 44 633 26 46

Contact person for

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



Melanie Rösch (OCT F19)
Personnel administration D-ITET
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 (Prof. Ch. Franck or R. Kreuzer for teaching-related issues / A. Anner for HR issues)
- [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.

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6. Code of conduct

"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."

See our website for:

- Our principles – what is inappropriate behavior?
- How to react to inappropriate behavior?
- Support, contact people



Thank you