

Welcome at D-ITET!

Welcome Event for new doctoral students

30 November 2021

Welcome



Prof. Sebastian Kozerke

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

Welcome



Sean Weaver

- Doctoral student at the Laboratory of Biosensors and Bioelectronics
- President of VMITET



Reto Kreuzer

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



Maja Bügler

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

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
7. Case studies

Top university in Europe



- THE World University Ranking, Times Higher Education (2021):
Nr. 15 worldwide
Nr. 9 in Electrical & Electronic Engineering
- Academic Ranking of World Universities (2021):
Nr. 21 worldwide
Nr. 16 in Electrical & Electronic Engineering
- QS World University Ranking of Quacquarelli Symonds Ltd (2021):
Nr. 8 worldwide
Nr. 7 in Electrical & Electronic Engineering

Mission



Faculty – Electronics and Photonics



Prof. Luca Benini



Prof. Jürgen Biela



Prof. Helmut Böttschi



Prof. Colombo Bolognesi



Prof. Florian Dörfler



Prof. Christian M. Franck



Prof. Benjamin Grewe



Prof. Ulrike Grossner



Prof. Richard Hahnloser



Prof. Qiuting Huang



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. Onur Mutlu



Prof. Lukas Novotny



Prof. Klaas P. Prüssmann



Prof. Daniel Razansky



Prof. Kaveh Razavi



Prof. Metin Sitti



Prof. Klaas Enno Stephan



Prof. Marco Stamparoni



Prof. Christoph Studer



Prof. Lothar Thiele



Prof. Luc Van Gool



Prof. Laurent Vanbever



Prof. János Vörös



Prof. Hua Wang



Prof. Roger P. Wattenhofer



Prof. Armin Wittneben



Prof. Vanessa C. Wood



Prof. Mehmet Fatih Yanik



Prof. Maksym Yarema



Prof. Fisher Yu

Faculty – Energy



Prof. Luca Benini



Prof. Jürgen Biela



Prof. Helmut Bötschi



Prof. Colombo Bolognesi



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Prof. Fisher Yu

Faculty – Information and Communication



Prof. Luca Benini



Prof. Jürgen Biela



Prof. Helmut Bötschi



Prof. Colombo Bolognesi



Prof. Florian Dörfler



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Prof. Benjamin Grewe



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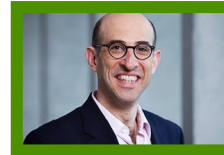
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Prof. Fisher Yu

Faculty – Biomedical Engineering and Neuroinformatics



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Prof. Jürgen Biela



Prof. Helmut Böltskei



Prof. Colombo Bolognesi



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Prof. Armin Wittneben



Prof. Vanessa C. Wood



Prof. Mehmet Fatih Yanik



Prof. Maksym Yarema



Prof. Fisher Yu

Department Management

Head of
Department



Klaas Enno Stephan

Deputy Head of
Department



Florian Doerfler

Director
of Studies



Sebastian Kozerke

PR Delegate



Mathieu Luisier

Statistics

| | 2005 | 2010 | 2015 | 2020 |
|--|------|-------|-------|-------|
| Students | 1262 | 1254 | 1624 | 2163 |
| Bachelor students | 605 | 509 | 672 | 834 |
| Master students | 306 | 375 | 507 | 815 |
| Guest students, Post-graduate students | 33 | 27 | 42 | 55 |
| Doctoral students | 318 | 343 | 403 | 459 |
| Professors (FTE) | 23 | 26.7 | 32.7 | 36 |
| Full Professors | 18 | 21.7 | 28.7 | 29.6 |
| Assistant professors (incl tenure track) | 5 | 5 | 4 | 6.4 |
| Personnel (FTE) | 442 | 452.8 | 529.1 | 643 |
| Scientific staff | 365 | 377.7 | 455.3 | 571.8 |
| Technical, IT and administrative staff (including apprentices) | 77 | 75.1 | 73.8 | 71.2 |

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Introduction VMITET

Sean Weaver, **vmitet**

President



Contact Details

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

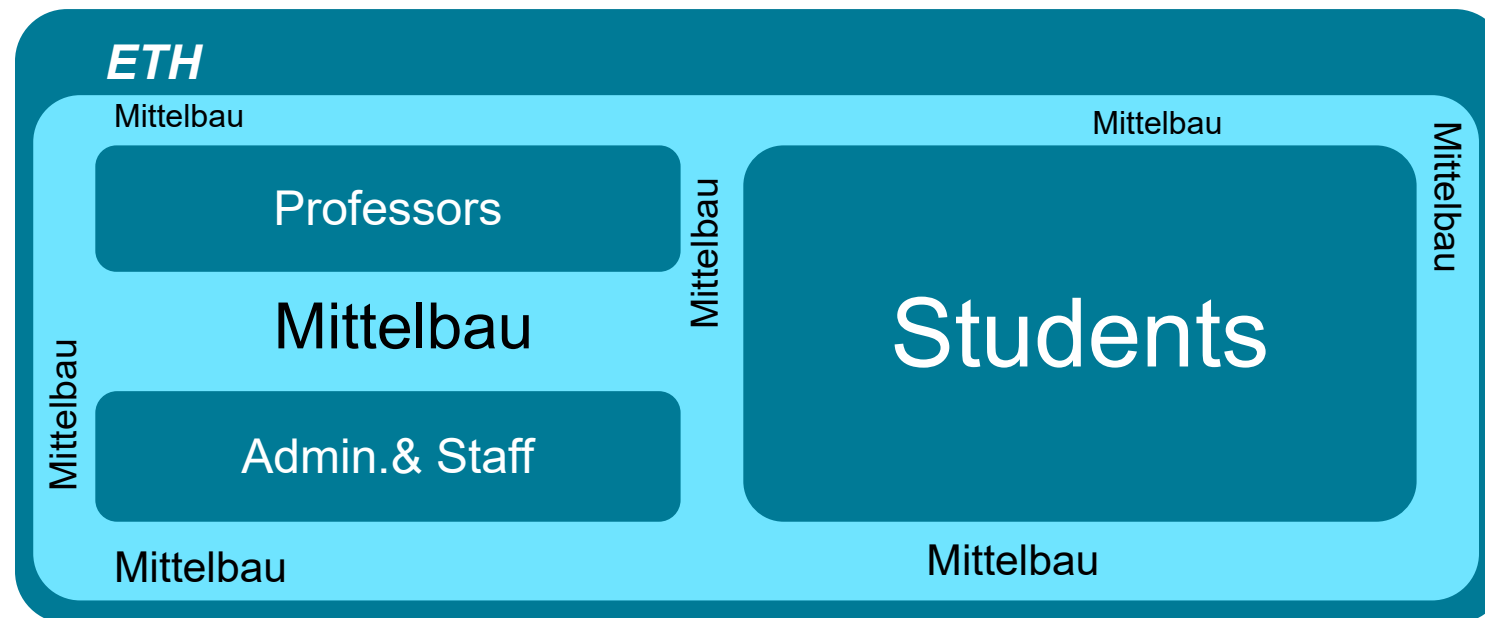
vmitet@ee.ethz.ch

weaver@biomed.ee.ethz.ch

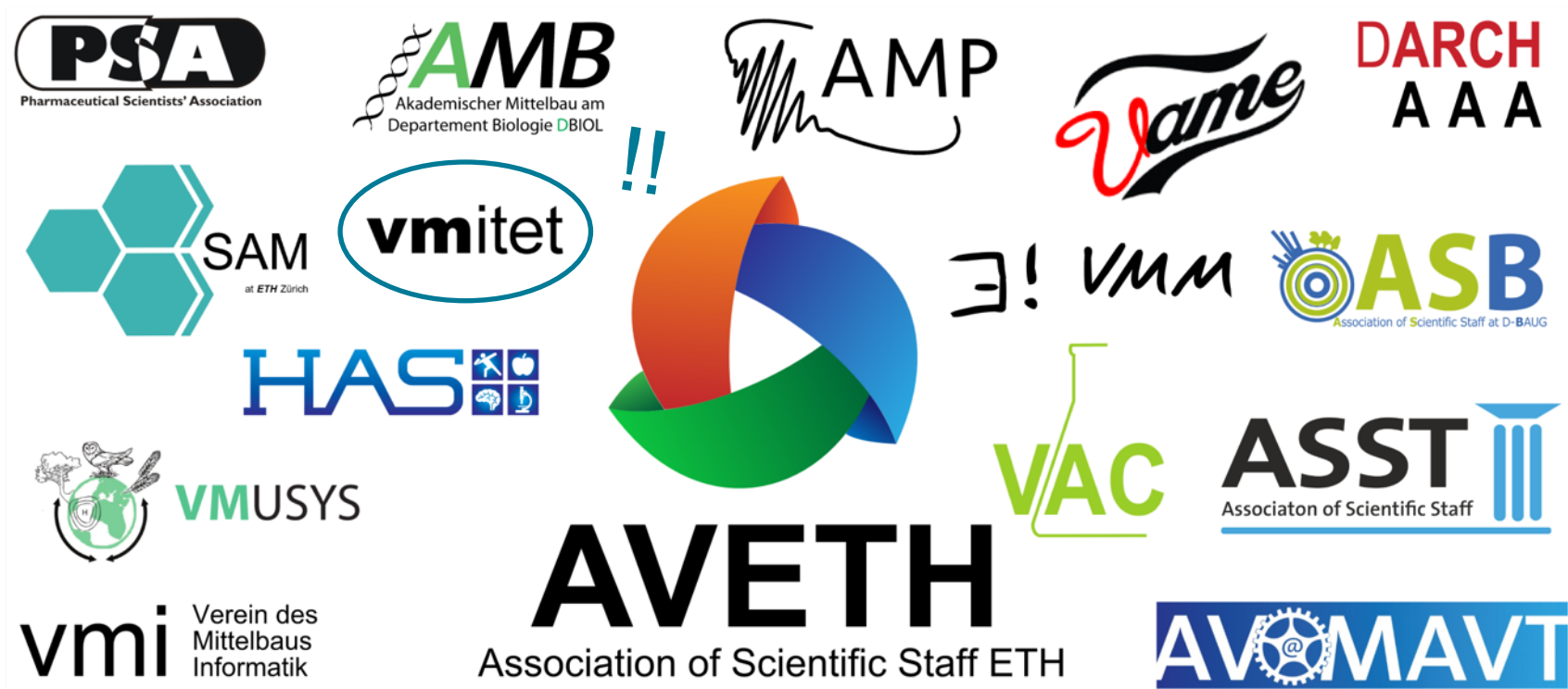
vmitet is the association of the *Mittelbau* at ITET

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

— Doctoral Students
— Post-Docs
— Senior Scientists



vmitet is the association
of the *Mittelbau* at ITET






#2 What do we do?

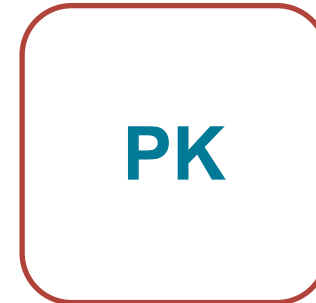
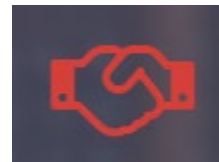
vmitet
Verein des Mittelbaus am D-ITET

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

#2 What do we do? Representation in ITET Commissions



Professors
only

#2 What do we do?

Personal development events

Career Talks

- Alumni come by to tell you about their careers



Diversity events

D+ITET

#2 What do we do? Social Events

“Ours”

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

↳ This event!

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 des Mittelbaus der ETH Zürich
Academic Association of Scientific Staff at ETH Zürich



#3 What *else* can we do? Personal development events



We take care of the beers 😊

- Workshops**
- Open Access Research
 - Sustainable data storage
 - Leadership
 - ...

- Seminars**
- **vm**itet meets TIK / IfA / 'your lab name'
 - Postdoc/PhD career day

Diversity and Inclusion at ITET



- **Nako Nakatsuka:**
- Senior Scientist at the Laboratory of Biosensors and Bioelectronics.
Member of D+ITET Diversity Team and AVETH Diversity Team at ETH Zurich.



- **Leonard Deuschle:**
- PhD Student at the Computational Nanoelectronics group.
Member of D+ITET Diversity Team.

Diversity and Inclusion at D-ITET



Mission Statement

- Create an open **discussion culture+enable building of empathy** about difficult topics regarding discrimination.
- **Transform institutional culture** so that the potential of people with diverse backgrounds, personalities and working styles and can be leveraged.



Zeta Avarikioti



Alexander Dietmüller



Andreas Messner



Maria Apostolaki



Leonard Deuschle



Nako Nakatsuka



Dominik Bauer

Past D+ITET Events



Overcoming Bias in Academia



How to Leverage Diversity?



Food Bazaar



Role of Diversity in Innovation

Diversity and Inclusion at D-ITET



Contact us 
diversity@ee.ethz.ch



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

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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

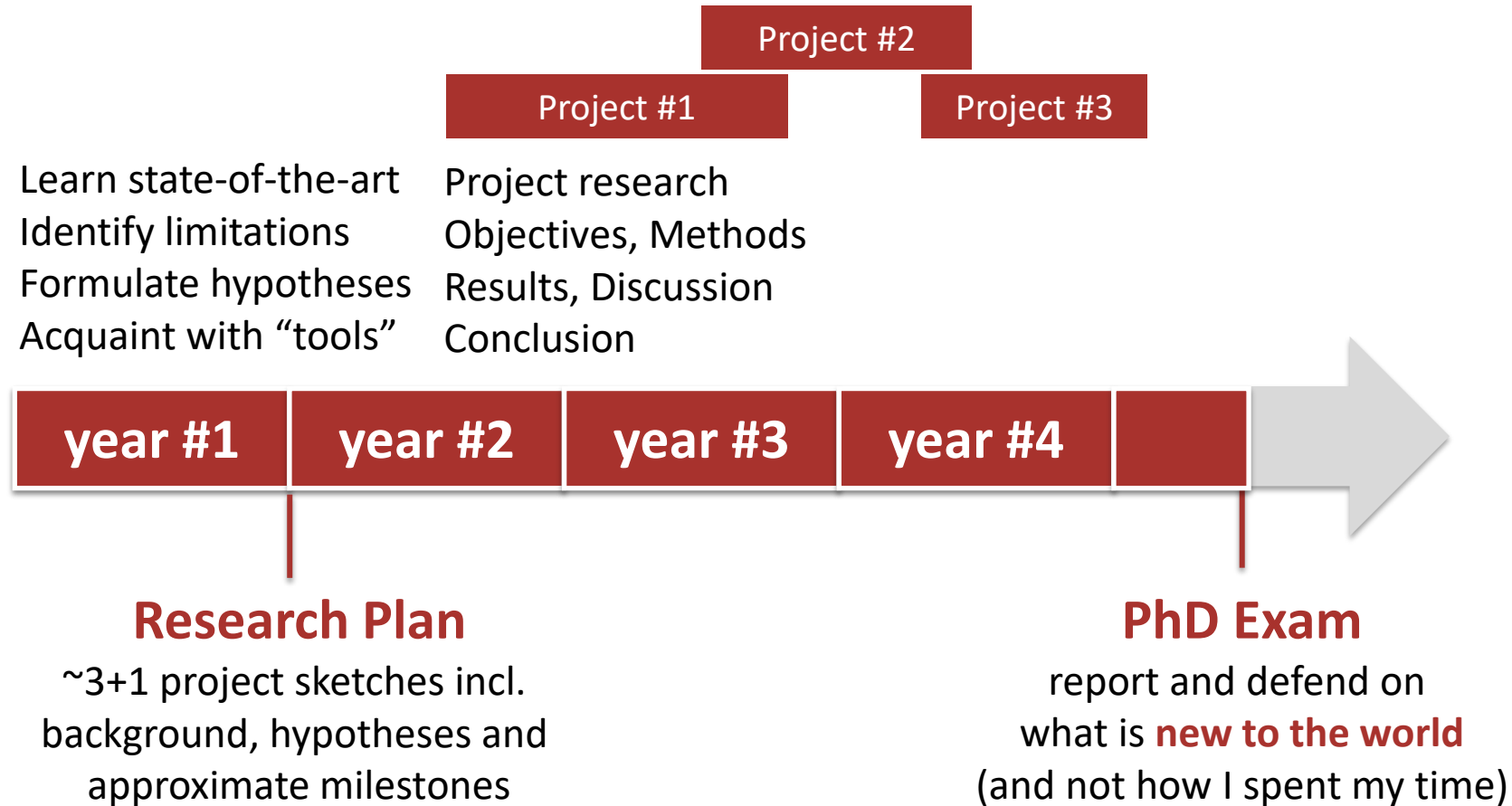
Undergraduate studies

Graduate studies

Research degree (PhD)

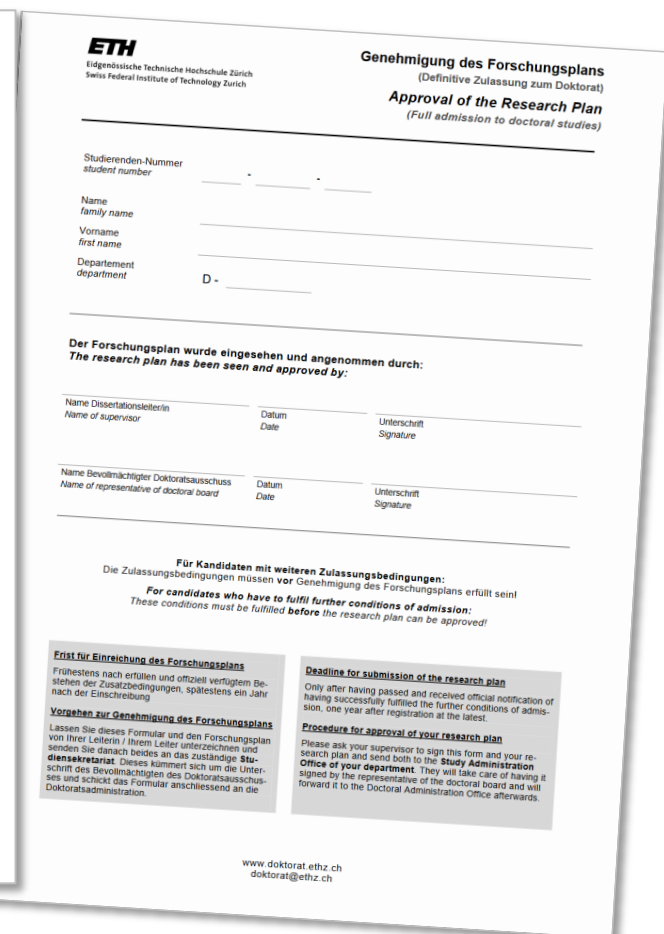
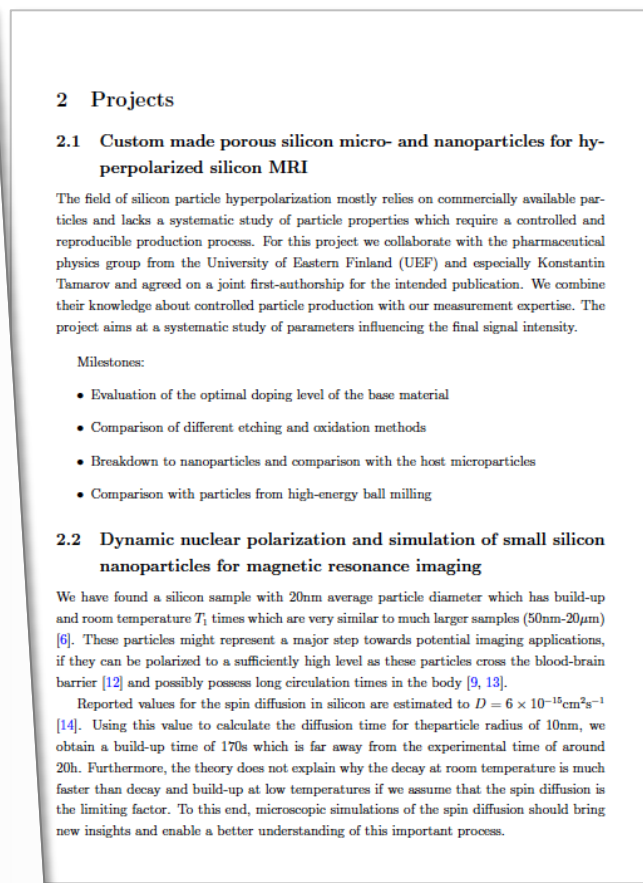
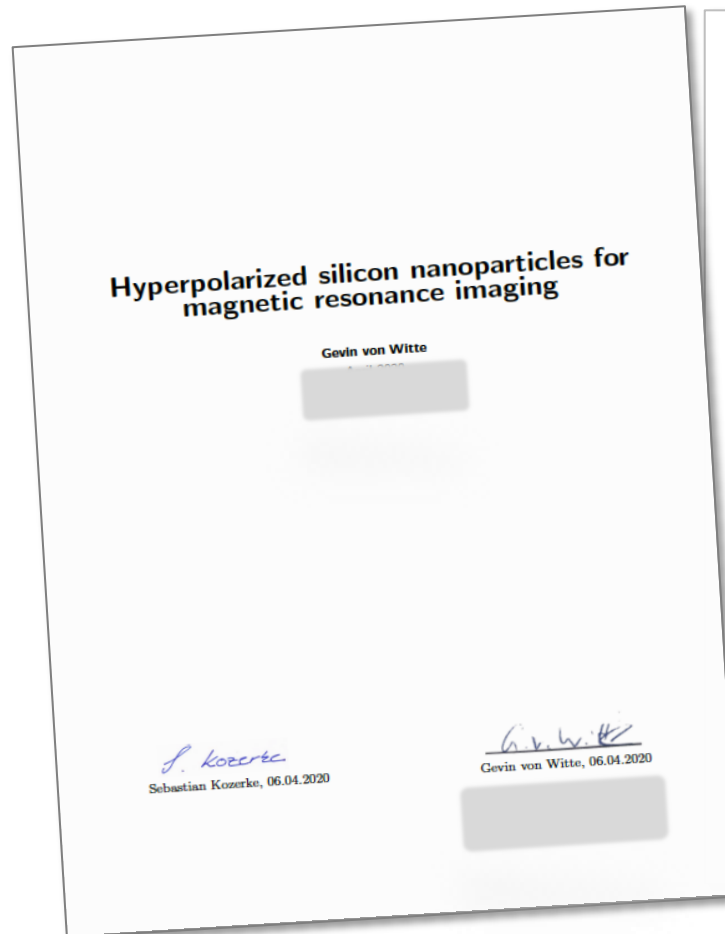
Research Activities

How is "Research" structured?



Research Activities

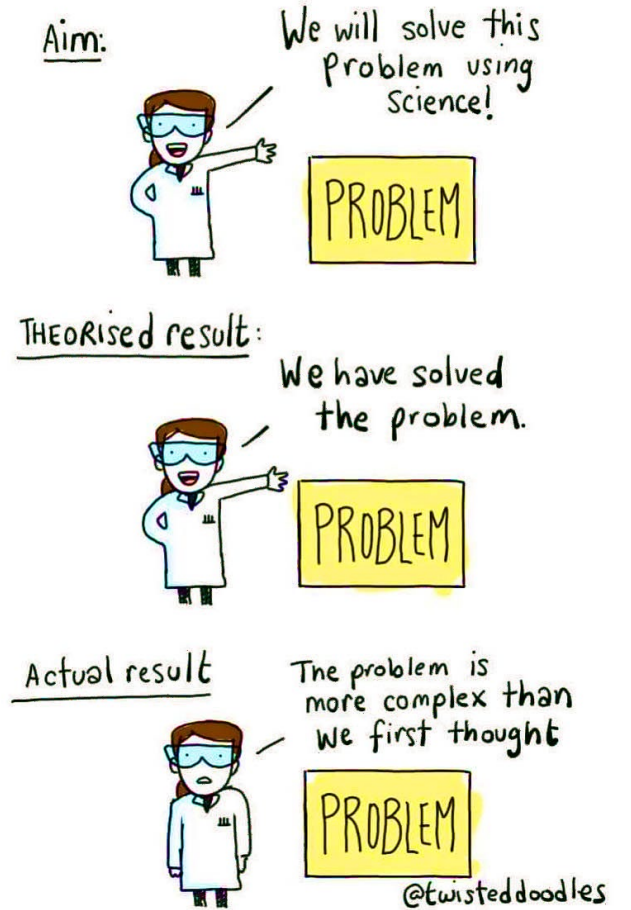
What is a "research" (or doctoral) plan?



Research Activities

Any "Research" advice?

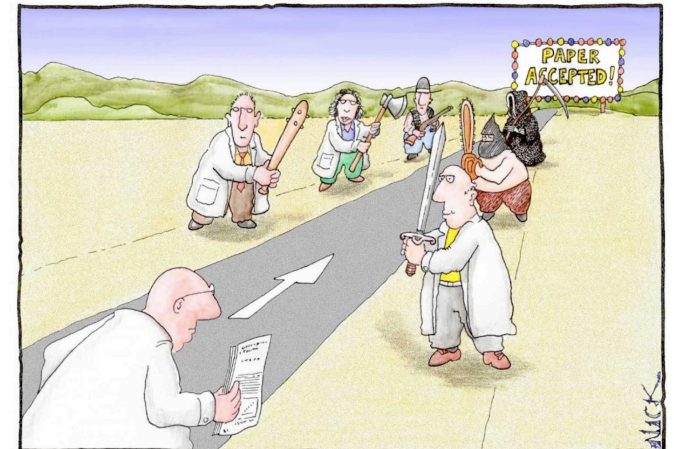
- **Be pilot and driver of your projects**
- **Take ownership and communicate**
- **Seek feedback and advice from your advisors**
- **Arrange for regular personal meetings**
- **Keep work-life balance (despite bumpy roads)**



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)



Co-advisor

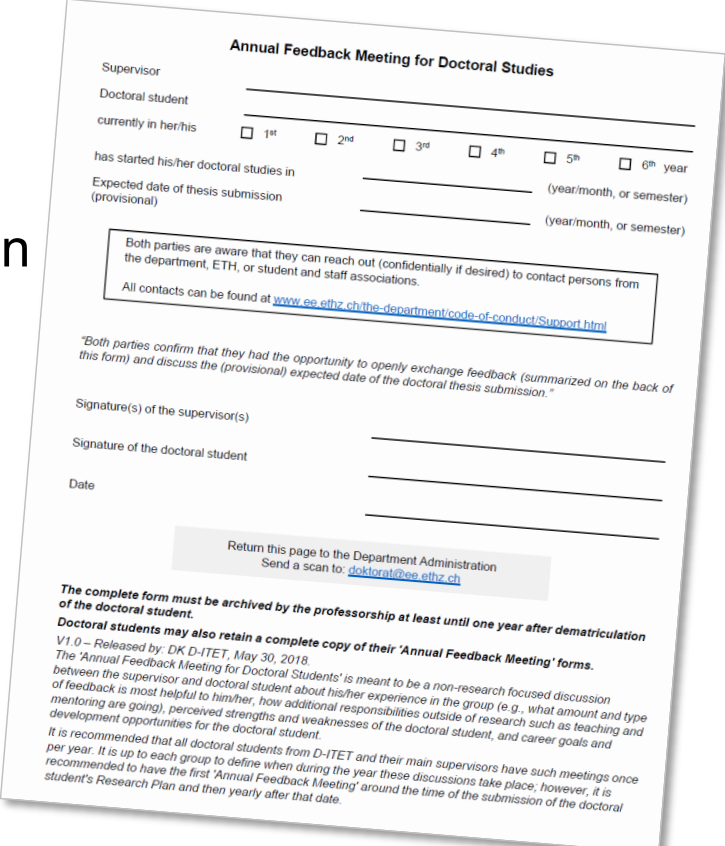
Transition to New Doctoral Ordinance

- All doctoral students, currently enrolled included, must agree on a **co-advisor** by **June 30, 2022** – contact your (first/main) supervisor
- Co-advisor provides additional academic mentoring and support to doctoral student.
- Co-advisor must hold a PhD

Yearly updates

What is the “annual feedback meeting”?

- Discussion between doctoral student and supervisor on the progress of the research project, doctoral studies, work situation in research group, as well as development opportunities.
- Mandatory for all doctoral students once per year
- First Annual Feedback Meeting around time of submission of research plan ("doctoral plan")
- www.ee.ethz.ch/studies/forms-and-documents.html



Annual Feedback Meeting for Doctoral Studies

Supervisor _____
Doctoral student _____
currently in her/his 1st 2nd 3rd 4th 5th 6th year
has started his/her doctoral studies in _____ (year/month, or semester)
Expected date of thesis submission (provisional) _____ (year/month, or semester)

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 www.ee.ethz.ch/the-department/code-of-conduct/Support.html

"Both parties confirm that they had the opportunity to openly exchange feedback (summarized on the back of this form) and discuss the (provisional) expected date of the doctoral thesis submission."

Signature(s) of the supervisor(s) _____
Signature of the doctoral student _____
Date _____

Return this page to the Department Administration
Send a scan to: doktorat@ee.ethz.ch

The complete form must be archived by the professorship at least until one year after dematriculation of the doctoral student.
Doctoral students may also retain a complete copy of their 'Annual Feedback Meeting' forms.
V1.0 – Released by: DK D-ITET, May 30, 2018.
The 'Annual Feedback Meeting for Doctoral Students' is meant to be a non-research focused discussion between the supervisor and doctoral student about his/her experience in the group (e.g., what amount and type of feedback is most helpful to him/her, how additional responsibilities outside of research such as teaching and mentoring are going), perceived strengths and weaknesses of the doctoral student, and career goals and development opportunities for the doctoral student.
It is recommended that all doctoral students from D-ITET and their main supervisors have such meetings once per year. It is up to each group to define when during the year these discussions take place; however, it is recommended to have the first 'Annual Feedback Meeting' around the time of the submission of the doctoral student's Research Plan and then yearly after that date.

Doctoral Studies - Credit points

Important

During your doctoral studies, you must acquire **a total of at least 12 credits (cp) ECTS** from courses.

- **Students enrolled before 31.12.21:** At least **one third** must be acquired **outside the field of research**
- **Students enrolled after 31.12.21:** Must acquire credits in **three areas**, that
 - Deepen knowledge in the area of research field and extend knowledge outside of it
 - Enable cross-disciplinary competences
 - Integrate into the scientific community.

For more information and details see: www.ee.ethz.ch/doctoral-studies - currently only track (1) above

Preparing the exam – co-examiners and date

- **3 years after start of your doctorate**

The department's **doctoral committee** must have approved to of **at least one co-examiner** (if they are not professors of ETH Zurich)

- **6 to 3 months before the (planned) exam date**

Look for an approx. examination date, define any further co-examiners and the exact thesis topic

NOTE: The **doctoral committee** only meets once a month (see [upcoming dates](#)), act accordingly

Preparing the exam – final steps

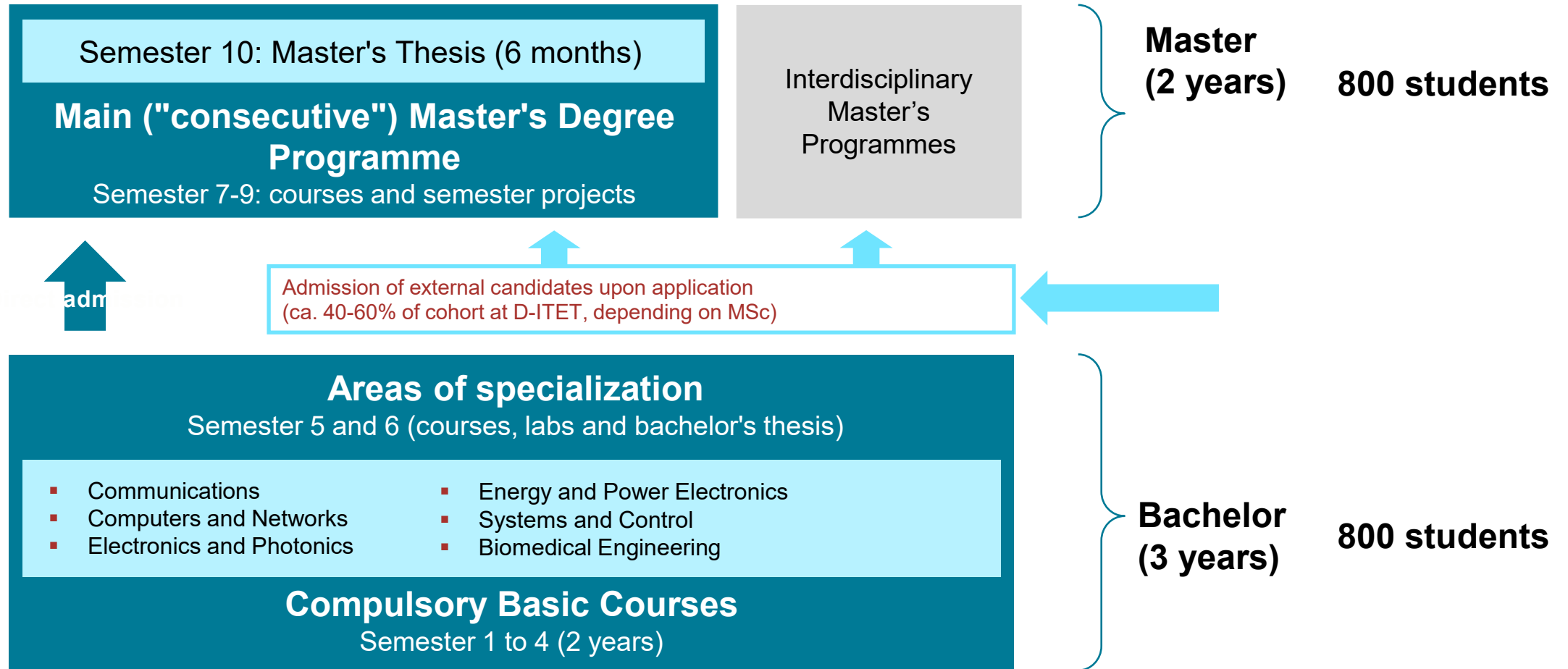
- **At the latest 6 weeks before the doctoral exam**
 - Agree on an exact examination date with the examiner and the co-examiner(s)
 - Submit thesis to co-examiner(s) for review
 - Notify the department's doctoral administration of the desired examination date
- At least **15 working days before the doctoral exam** the complete registration form with all necessary confirmations must be submitted to the **ETH doctoral administration**

Education at ETH: BSc/MSc study programmes

- **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.



Bachelor's and Master's Curriculum at D-ITET



The Master's Degree Programmes at D-ITET

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 | 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 | Master's Theses | Final project, sometimes at very advanced academic level. Supervision, grading and presentation as in semester projects (doctoral students + professors) |

In a nutshell

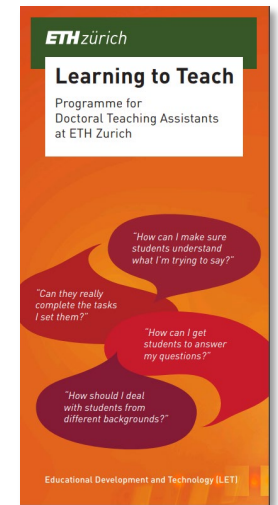
- Teaching at **ETH is interdisciplinary**, courses offered in various programmes / students with different backgrounds – keep in mind when addressing students' questions
- Admission of **students without an ETH-Bachelor's degree** further diversifies student body
- Students' **workload** in first two 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!**

Contact: info@ee.ethz.ch

Teaching Responsibilities ... *and Opportunities!*

- Teaching is a **steppingstone** in any **academic career** – consider it an opportunity!
- There are **many levels of teaching**, starting at rather informal lab courses (P&S), managing exercises, supervision of projects/theses and regular teaching in ex-cathedra classes
- For **teaching in classes**, you should get a [teaching assignment](#) and **appear** in the course catalogue **as lecturer**

- Do 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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Directives for doctoral students with employment at ETH

- **Duration of employment contracts**

- Subsequent contracts 12 months each, final phase before doctoral examination 3 months possible
- For students entering the program after 01.01.2022, first employment contract is 18 months

- **Employment level**

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

- **End of employment for doctoral students**

- Successful defense of doctoral thesis or non-admission
- Matriculation until at least the end of the doctoral examination, up to 6 years

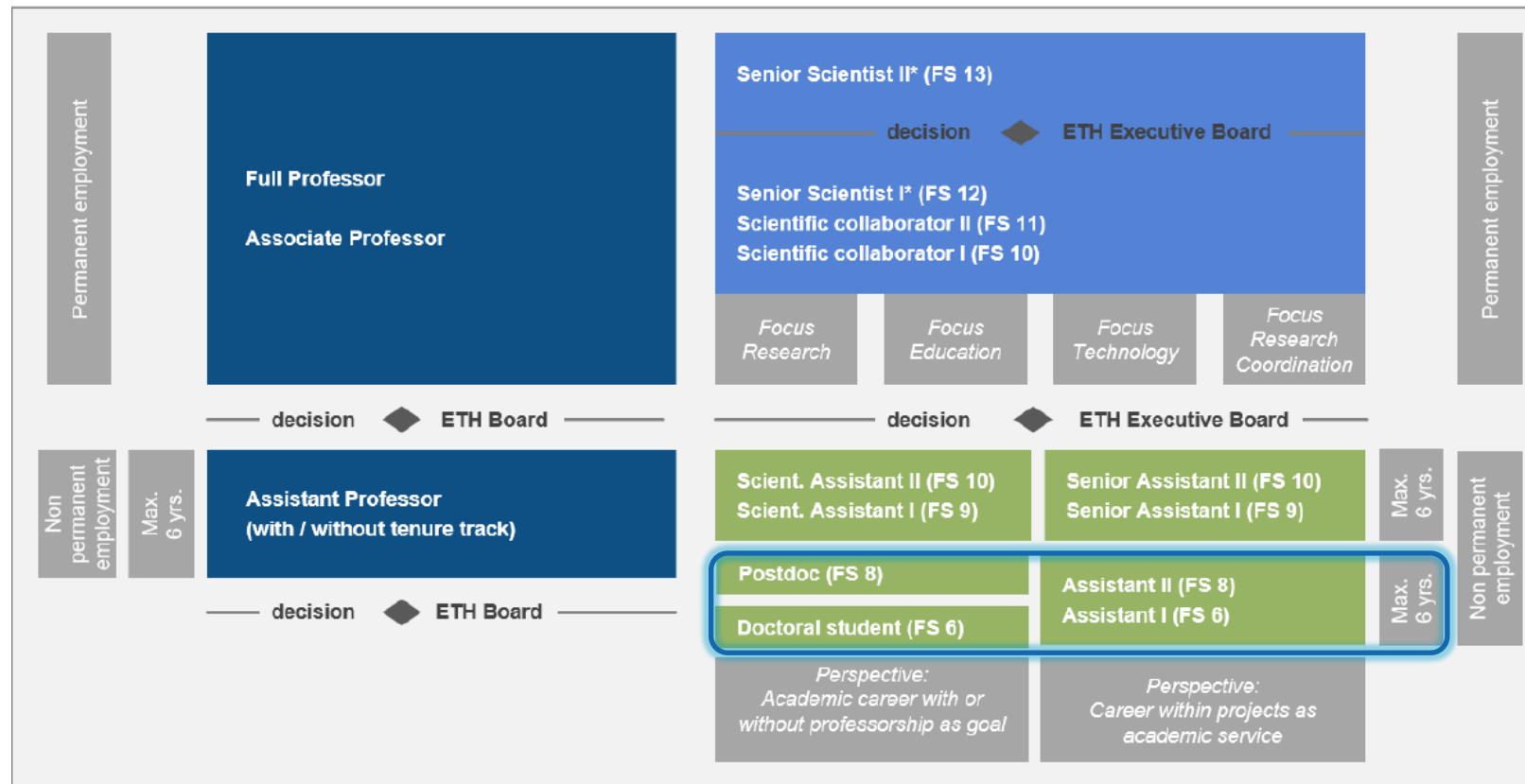
- **Extension rules**

- Application for extension by Budget Officer must be done at least 2 months before expiry. Doctoral student must be informed of extension at least 3 months before expiry.
- If the contract is not to be extended, the doctoral candidate must be informed (in writing) 6-4 months in advance.

Salary

- **Fixed rates** for Doctoral students / Postdocs / Assistants, set by Executive Board of ETH / ETH Council / Swiss Federal Council to be aligned with SNF
- Payment is in 12 **monthly instalments**
- Automatic **increase** every year until 3rd-year-rate
- **Policy D-ITET**
 - each Institute or Professorship **can select** a fixed rate
 - this must be **applied consistently** for all group members
- 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**

Development opportunities in science and time constraints



[Scientific Functions at ETH Zurich](#)

- **6 years max.** as Doctoral Student and Postdoc
- **6 years max.** as Senior Assistant or Senior Collaborator

(Defined in: [Ordinance governing scientific employees of the Swiss Federal Institute of Technology Zurich](#))

Vacation and Absences Regulation

- Duty to register absences in [ETHIS](#) – obligation for scientific personnel: negative time management only (vacation and absences)
- 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 your vacations early and get the OK in advance!
- Vacations are for regeneration, supervisors are **not allowed to reduce** vacation days of their employees
- **Accidents** must be reported by the injured person via the Human Resources [webpage](#)
- A doctor's certificate or accident certificate is required **from the fourth day of absence** at the latest.

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

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ETH Welcome Center

More information on:
www.welcomecenter.ethz.ch

Before arrival
and starting work



Arrival in
Switzerland



Living/Housing



Family



Working contract
and salary



Insurance and
Pension Fund



Taxes



Living in Zurich



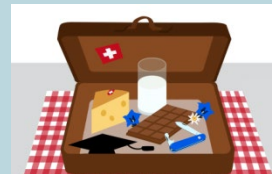
Language



Job search
Job applications



Departure



Services und
Downloads



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



Maja Bügler (ETZ H 86)
personnel manager D-ITET
maja.buegler@hr.ethz.ch
044 633 94 98 (Tuesday – Friday)

Contact person for: provides support in operational personnel management, labour law issues, retention and development, conflicts, consulting



Denise Siegrist (OCT F 19)
personnel administration D-ITET
denise.siegrist@hr.ethz.ch
044 632 09 48 (Monday – Thursday)

Contact person for: residence and work permits, family allowance, social insurance, 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, Ms. M. Bügler 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>

More contacts for advice



- Counselling & Coaching
- Studies and Health
- Studying as a parent
- Studies and top-level sports
- Problems / legal advice

Other offices

- Equal opportunities
- Nightline Zurich



More information:

<https://www.ethz.ch/students/en/advice.html>

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**
7. Case studies

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."

The screenshot shows the website for the Department of Information Technology and Electrical Engineering (D-ITET) at ETH Zurich. The page title is "Code of Conduct". The navigation menu includes "News & Events", "The Department", "Research", "Studies", "Doctoral Studies", "Continuing Education", and "Explore D-ITET". The breadcrumb trail is "Homepage > The Department > Code of Conduct". The main content area features a quote from Prof. Klaas Enno Stephan, Head of Department, which is also repeated in a separate box on the right. The quote states: "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." The page also includes a "Support" section with links for "List of contacts" and "Respect campaign".

ETH zürich Dept. of Information Technology and Electrical Engineering

News & Events The Department Research Studies Doctoral Studies Continuing Education Explore D-ITET

Homepage > The Department > Code of Conduct

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 misbehavior of any kind, including threats, violence, bullying, sexual harassment, discrimination, or dishonesty in study and in research.

Prof. Klaas Enno Stephan, Head of Department

DITET

The ITET Code of Conduct is in line with the Federal Act on Gender Equality and the Swiss Code of Obligations as well as the ETH Respect campaign and other related initiatives.

Support

[List of contacts](#)

[Respect campaign](#)