



Welcome at D-ITET!

9 October 2019

Welcome

Prof. Vanessa Wood

- Head of Electronics Laboratory
- Head of Department at D-ITET



Welcome

Romain Jacob

- PhD student at Computer Engineering and Networks Laboratory, ETH Zürich
- Member of the Executive Board of VMITET



Reto Kreuzer

- Head of student administration D-ITET
- Coordinator of studies and student advisor 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. Contacts
6. Code of Conduct
7. Case studies

1. ETH and D-ITET

Prof. Vanessa Wood

Top education in continental Europe



THE World University Ranking

from the Times Higher Education

No. 13 in the world (overall ranking)

No. 13 in Electrical & Electronic Engineering

Academic Ranking of the World

from Shanghai Jiao Tong University

No. 19 in the world (overall ranking)

No. 11 in Electrical & Electronic Engineering

QS World University Ranking

from Quacquarelli Symonds Ltd

No. 6 in the world (overall ranking)

No. 3 in Electrical & Electronic Engineering

D-ITET Facts & Figures : Fall Semester 2018

	Fall Semester 2018
Bachelor's students	704
Master's students	668
PhD students	397
Postdocs	45
Professors	36

Four core research areas

- **Electronics and Photonics**
- **Information and Communication**
- **Energy**
- **Biomedical Engineering and Neuroinformatics**

in 17 Labs

Four core research areas in 17 labs

Electronics and Photonics

- Prof. Luca Benini
- Prof. Colombo Bolognesi
- Prof. Gian-Luca Bona
- Prof. Qiuting Huang
- Prof. Taekwang Jang
- Prof. Juerg Leuthold
- Prof. Mathieu Luisier
- Prof. Lukas Novotny
- Prof. Vanessa Wood

Four core research areas in 17 labs

Information and Communication

- Prof. Helmut Bölcskei
- Prof. Florian Dörfler
- Prof. Orçun Göksel
- Prof. Maryam Kamgarpour
- Prof. Ender Konukoglu
- Prof. Amos Lapidot
- Prof. Hans-Andrea Loeliger
- Prof. John Lygeros
- Prof. Lothar Thiele
- Prof. Luc Van Gool
- Prof. Laurent Vanbever
- Prof. Roger Wattenhofer
- Prof. Armin Wittneben

Four core research areas in 17 labs

Energy

- Prof. Jürgen Biela
- Prof. Christian Franck
- Prof. Ulrike Grossner
- Prof. Gabriela Hug
- Prof. Johann W. Kolar

Four core research areas in 17 labs

Biomedical Engineering and Neuroinformatics

- Prof. Benjamin Grewe
- Prof. Richard Hahnloser
- Prof. Sebastian Kozerke
- Prof. Klaas Prüssmann
- Prof. Daniel Razansky
- Prof. Marco Stampanoni
- Prof. Klaas Enno Stephan
- Prof. János Vörös
- Prof. Mehmet Fatih Yanik

Faculty staff



Prof. Luca Benini



Prof. Jürgen Biela



Prof. Helmut Bölskei



Prof. Colombo Bolognesi



Prof. Gian-Luca Bona



Prof. Florian Dörfler



Prof. Christian M. Franck



Prof. Orçun Göksel



Prof. Benjamin Grewe



Prof. Ulrike Grossner



Prof. Richard Hahnloser



Prof. Qiuting Huang



Prof. Gabriela Hug



Prof. Taekwang Jang



Prof. Maryam Kamgarpour



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. Lukas Novotny



Prof. Klaas P. Prüssmann



Prof. Daniel Razansky



Prof. Marco Stamparoni



Prof. Klaas Enno Stephan



Prof. Lothar Thiele



Prof. Luc Van Gool



Prof. Laurent Vanbever



Prof. János Vörös



Prof. Roger P. Wattenhofer



Prof. Armin Wittneben

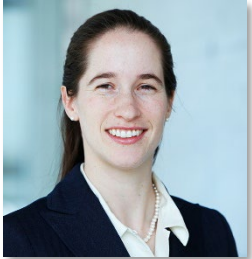


Prof. Vanessa C. Wood



Prof. Mehmet Fatih Yanik

The Department Management



Head of Department: Prof. Vanessa Wood



Deputy Head of Department: Prof. Klaas Enno Stephan



Director of Studies: Prof. Juerg Leuthold

Programme

1. ETH and D-ITET
2. **Introduction VMITET**
3. Doctoral studies, research and teaching
4. Some employment information
5. Contacts
6. Code of Conduct
7. Case studies

2. Introduction VMITET

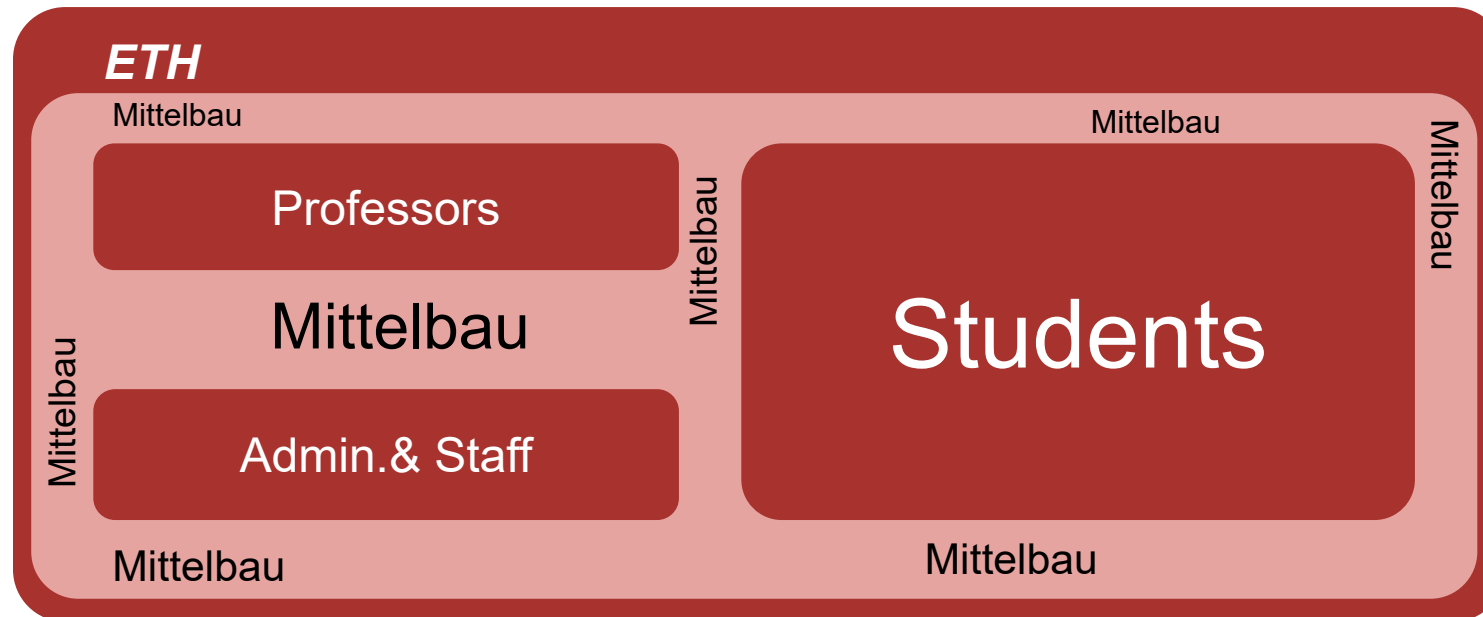
Romain Jacob, **vmitet**

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

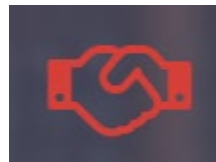
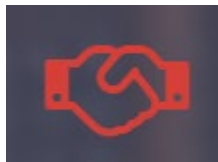


AVETH
Association of Scientific Staff ETH

#2 What do we do?

The screenshot shows the vmitet website with a dark blue background. At the top left is the logo 'vmitet' and the text 'Verein des Mittelbaus am D-ITET'. At the top right is a navigation menu with links: 'About us', 'Representatives', 'Events and Pictures', 'Useful Links', and 'Join Us'. The main content area features a large white text block: 'Welcome to **vmitet**, the association of the Scientific Staff at ITET'. Below this are three rounded rectangular boxes, each with a red icon and a title. The first box has a handshake icon and is titled 'Representation', listing 'of Doctoral Students', 'Post-Docs', and 'Scientific Staff'. The second box has a line graph icon and is titled 'Personal development', listing 'Career-talks' and 'Seminars'. The third box has a group of people icon and is titled 'Social Events', listing 'Welcome Events', 'Apéros', and '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 PhD and PostDocs

↳ This event!



ETH zürich DITET

vmitet
Verein des Mittelbaus am D-ITET

Next Apéro
Nov. 2nd

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
Academy Association of Scientific Staff at ETH Zürich

#3 What *else* can we do?

Personal development events

BYOI
Bring Your
Own Ideas

We take care of the beers 😊

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

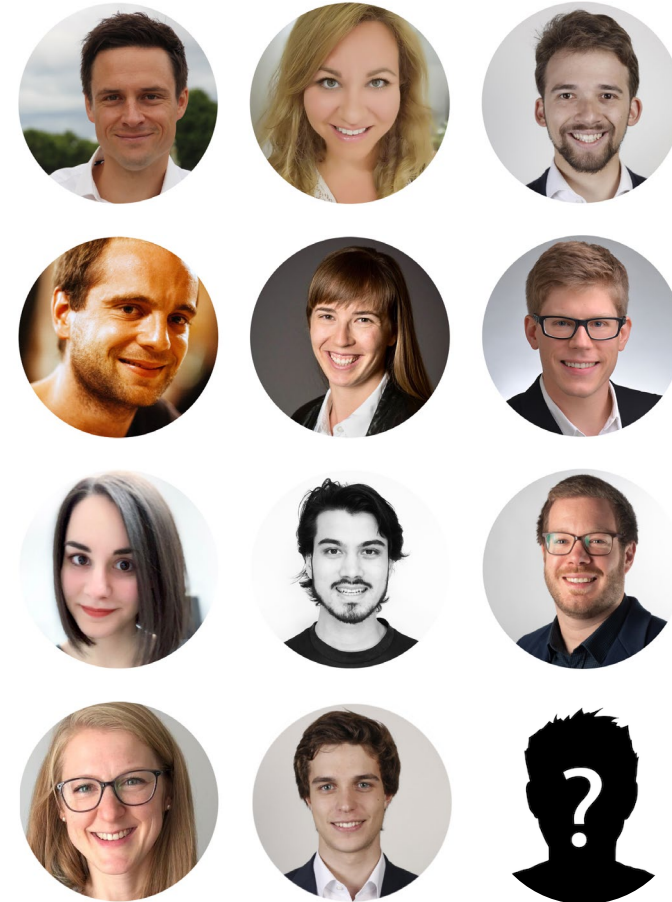
- Seminars**
- **vm**itet meets TIK / IfA / 'your lab name'
 - Postdoc/PhD career day

Diversity and Inclusion at ITET



Goals

- **positive work environment** where every identity feels welcome
- a space where people feel **emotionally, physically, and intellectually safe**
- open **culture** where difficulties are acknowledged and addressed



Diversity and Inclusion at ITET



Summer Festival
Food Bazaar



Workshop
16 Personalities



Talks

- Uncovering Unconscious Bias
- The Role of Diversity in Innovation



Diversity and Inclusion at ITET

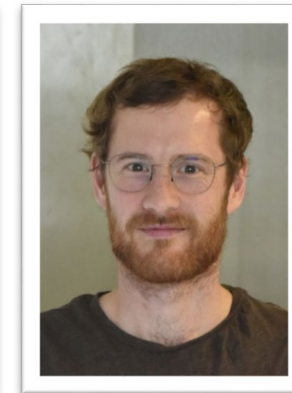
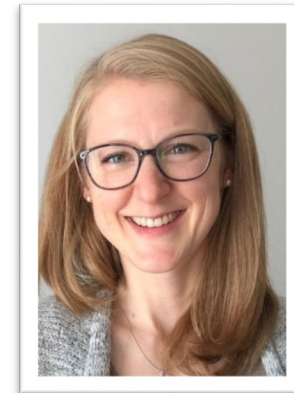
D+ITET

HelpDesk



ITET HelpDesk

- First point of contact in early state conflicts
- Trusted mediators are fellow ITET PhD students
- Strictly confidential



www.vmitet.ethz.ch/counseling.php

Diversity and Inclusion at ITET

The logo for DITET, featuring a stylized 'D' with a blue-to-purple gradient, a '+' sign, and the letters 'ITET' in black.

Join us 😊

We meet and discuss every
Wednesday at 12:00 in ETZ H61.2

Upcoming flagship event:

‘How to leverage diversity’

- November 7, 4:30 PM
- ETH HG, ‘Dozentenfoyer’
- Practical insights, what are benefits, possible caveats?



Programme

1. ETH and D-ITET
2. Introduction VMITET
3. **Doctoral studies, research and teaching**
4. Some employment information
5. Contact persons & D-ITET infrastructure
6. Code of Conduct
7. Case studies

A. Research Activities and Doctoral Studies

Prof. Vanessa Wood

Reto Kreuzer

Research Activities

What is "research"?

What is expected?

Research Activities

- You are expected to drive your project
- Ask for feedback, communicate goals, seek advice

Research plan

ETH
Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich

Genehmigung des Forschungsplans
(Definitive Zulassung zum Doktorat)
Approval of the Research Plan
(Full admission to doctoral studies)

Studierenden-Nummer
student number _____ - _____ - _____

Name
family name _____

Vorname
first name _____

Departement
department D - _____

Der Forschungsplan wurde eingesehen und angenommen durch:
The research plan has been seen and approved by:

Name Dissertationsleiterin <i>Name of supervisor</i>	Datum <i>Date</i>	Unterschrift <i>Signature</i>
Name Bevollmächtigter Doktoratsausschuss <i>Name of representative of doctoral board</i>	Datum <i>Date</i>	Unterschrift <i>Signature</i>

Für Kandidaten mit weiteren Zulassungsbedingungen:
Die Zulassungsbedingungen müssen vor Genehmigung des Forschungsplans erfüllt sein!
*For candidates who have to fulfil further conditions of admission:
These conditions must be fulfilled before the research plan can be approved!*

Frist für Einreichung des Forschungsplans
Frühestens nach erfüllen und offiziell verfügbem Bestehen der Zusatzbedingungen, spätestens ein Jahr nach der Einschreibung

Vorgehen zur Genehmigung des Forschungsplans
Lassen Sie dieses Formular und den Forschungsplan von Ihrer Leiterin / Ihrem Leiter unterzeichnen und senden Sie danach beides an das zuständige **Studiensekretariat**. Dieses kümmert sich um die Unterschrift des Bevollmächtigten des Doktoratsausschusses und schickt das Formular anschliessend an die Doktoratsadministration.

Deadline for submission of the research plan
Only after having passed and received official notification of having successfully fulfilled the further conditions of admission, one year after registration at the latest.

Procedure for approval of your research plan
Please ask your supervisor to sign this form and your research plan and send both to the **Study Administration Office of your department**. They will take care of having it signed by the representative of the doctoral board and will forward it to the Doctoral Administration Office afterwards.

www.doktorat.ethz.ch
doktorat@ethz.ch

→ **Do it on time,
it helps a lot!!**

Annual feedback meeting form

ETH
Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zürich

Department of Information Technology
and Electrical Engineering

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 _____ (year/month, or semester)
 (provisional)

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.

DITET

Doctoral studies

What are "doctoral studies"?

Doctoral studies: credit points

Important:

A total of at least 12 credits is required, of which at least **one third** have to be acquired **outside the field of research**.

For more information and details see: www.ee.ethz.ch/doctoral-studies

Doctoral studies: Preparing the exam

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

Have the approval of **at least one co-examiner** by the department's doctoral committee, if they are not professors of ETH Zurich.

- **About 6 to 3 months before the exam:**

➔ Define the examination date, the examiners and the thesis topic

NOTE

In case of **external co-examiners**, you need approval of department's doctoral committee. The committee meets irregularly (see [upcoming dates](#)).

The (main) **supervisor** must make the request **no later than three months** before the examination date.

Doctoral studies: Preparing the exam (cont.)

- **About 2 months before the defense**
 - ➔ Agree on an (exact) examination date with the examiner and the co-examiner(s)
 - ➔ Notify the doctoral administration of the desired date
- **At least 12 working days before the defense** the following must be submitted to the **ETH doctoral administration**
 - ➔ The completed [registration form](#) with all necessary confirmations
 - ➔ A copy of the thesis (bound, spiral or adhesive binding), see the [Doctoral Regulation](#) (Annex 1 of the [Implementation Provisions](#)).
 - ➔ A separate CV of the author.

B. Education at ETH and your role in it

Reto Kreuzer

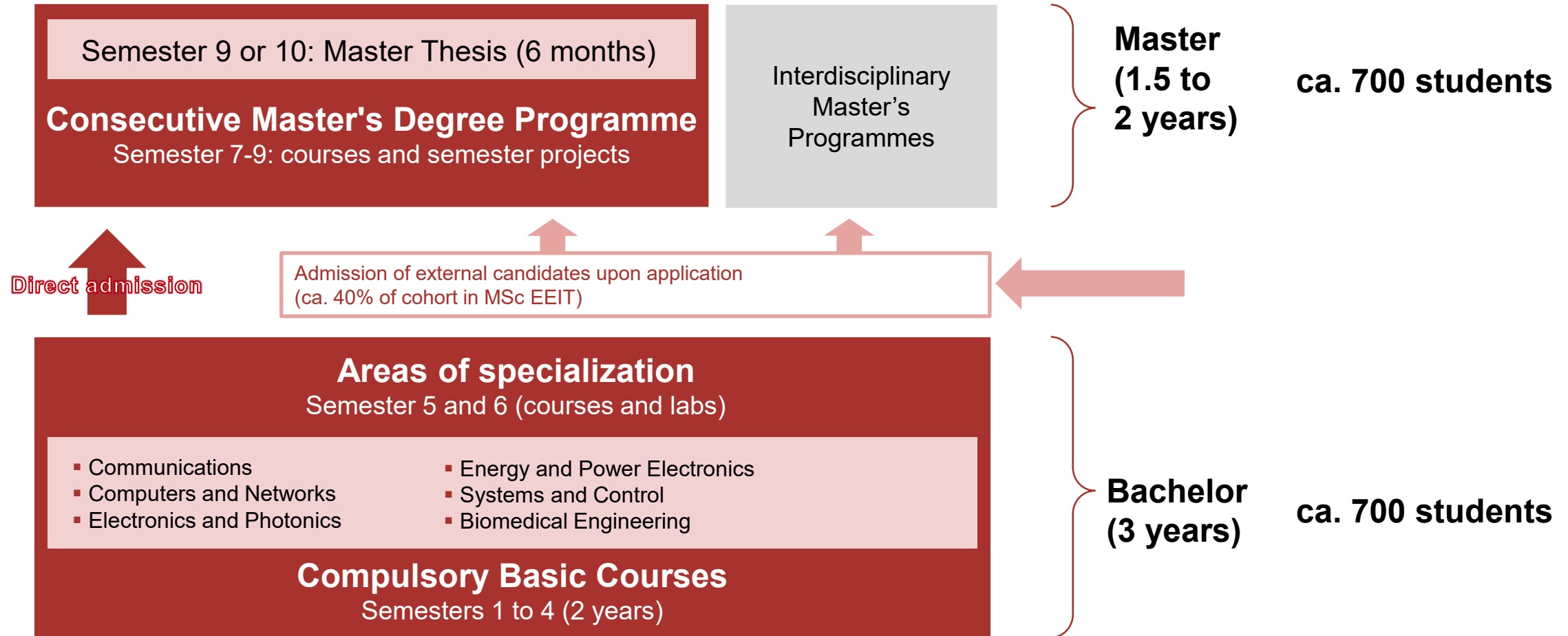
- 1. Education at ETH: BSc/MSc study programmes**
- 2. Your interaction with BSc/MSc students**
- 3. Teaching as an opportunity**

1. Education at ETH Zurich

- **A large offer:** currently 23 Bachelor's and 44 Master's Degree Programmes.
- **Compact study programmes:**
 - **Bachelor's Degree Programme:** 6 semester (3 years), teaching language **mainly German** in 1st + 2nd year; partially English in 3rd year
 - **Master's Degree Programme:** 3 to 4 semester (1.5 to 2 years), teaching language **mainly 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

Common to all Master's Degree Programmes at D-ITET

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

2. Your interaction with undergraduate (BSc/MSc) students

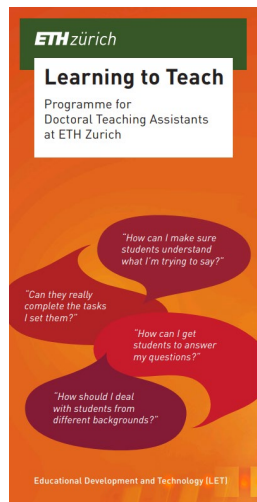
Semester	Course type	Specifics
All	Lectures	Ex-cathedra, usually held by a professor (graded exams)
All	Exercises	Solving exercises, usually in smaller groups, supervised by teaching assistants – doctoral students or senior undergraduate students (teaching assistants)
All	Exams	Various types (written, oral) and schedules (end-of-semester, session), correction 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
9 or 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!**

3. 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 (P&S), managing exercises, supervision of projects/theses and regular teaching in classes.
- For **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** like didactic courses, teaching labs, refresh teaching etc.



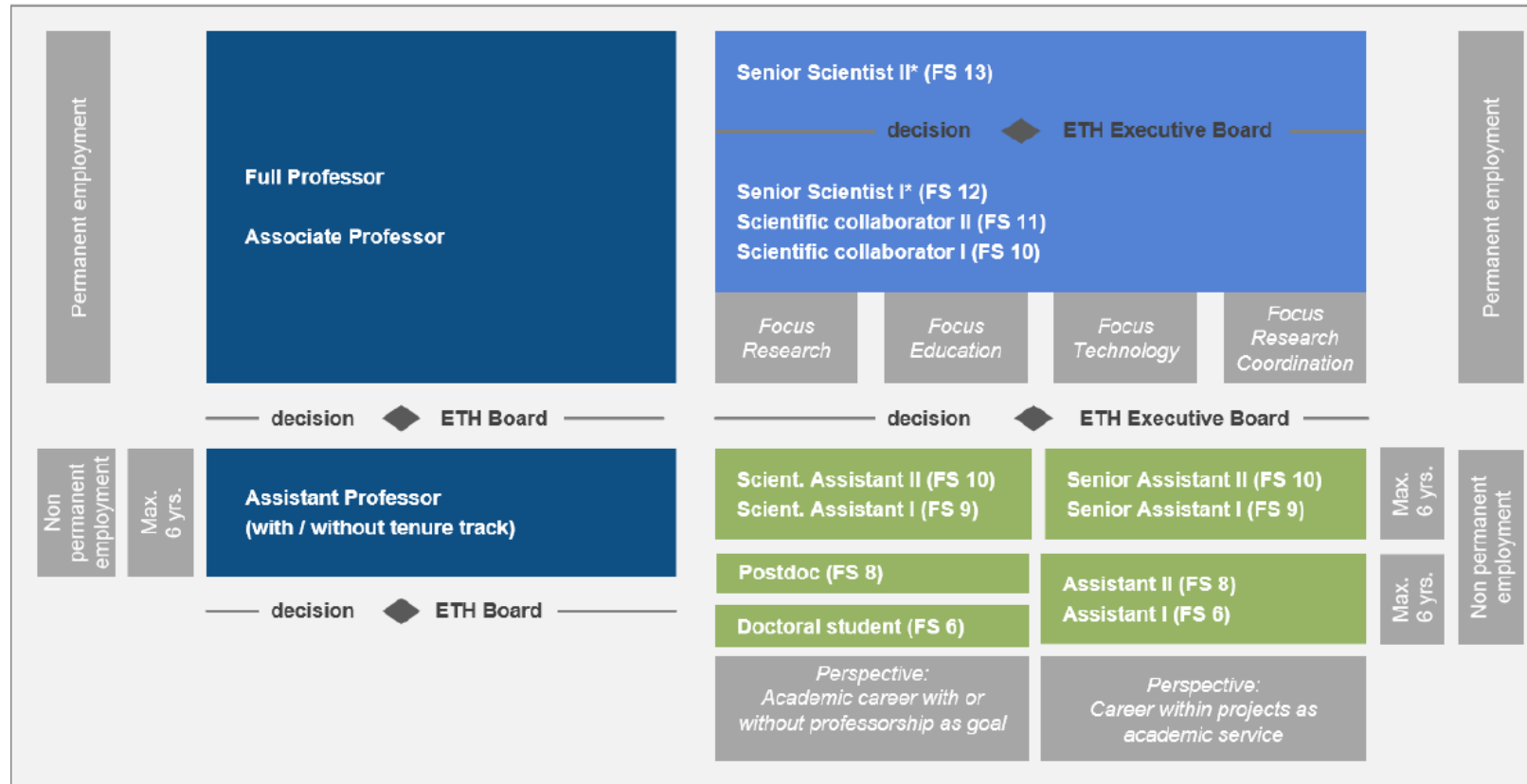
Programme

1. ETH and D-ITET
2. Introduction VMITET
3. Doctoral studies, research and teaching
4. **Some employment information**
5. Contacts
6. Code of Conduct
7. Case studies

4. Some employment information

Maja Bügler

Development opportunities in science and time constraints



[Link EN: Scientific career](#)

- ✓ **6 years max.** as Doctoral Student and Postdoc
- ✓ **6 years max.** as Senior Assistant or Senior Collaborator
- ✓ **9 years max.** as Senior Collaborator (if start at ETH Domain in this function)

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

Salary system

- ✓ **Fixed rates** for Doctoral students / Postdocs / Assistants
 - ✓ Set by Executive Board of ETH / ETH Council / Swiss Federal Council to be aligned with SNF
- ✓ Automatic increase every year until 3rd-year-rate
- ✓ Payment is in 12 monthly instalments

- ✓ D-ITET policy:
 - ✓ Each Institute or Professorship can select the fixed rate(s)
 - ✓ This must be applied consistently for all group members

Legal and contract details

	PhD students / Postdoctoral students
Probation period	Probation period of 3 month
Contract duration	Typically 1 year, renewable
Employment level *	100% - Part-time employment is permitted in reasonable cases, in particular parenthood or employment with another employer, with a written request
Termination of contract	On contract end Early termination of contract by mutual agreement only
Specifics PhD students	Matriculation and work contract are two different legal situations

- (Defined in: Ordinance governing scientific employees of the Swiss Federal Institute of Technology Zurich)
<https://ethz.ch/services/en/employment-and-work/employment/employment-salary.html>

Time Management, Absences & Vacation Regulation

- ✓ Duty to register absences in ETHIS
 - ✓ Obligation for Scientific Personnel: Negative time management only
(= Vacation and Absences due to illness, military, maternity leave, unpaid leave)
- ✓ If an employee is absent due to illness/accident, latest after five days ask them send a doctor's certificate to HR
- ✓ 5 weeks for employees up to age 49
- ✓ Vacations are for recreation purposes
- ✓ Vacation days have to 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. Get the ok in advance!
- ✓ A small left-over can be taken into the new year with the commitment when these days will be taken (e.g. 1 week for plan of long vacation)
- ✓ Supervisors are not allowed to reduce vacation days of their employees

Programme

1. ETH and D-ITET
2. Introduction VMITET
3. Doctoral studies, research and teaching
4. Some employment information
5. **Contacts**
6. Code of Conduct
7. Case studies

5. Where to find your contacts

Maja Bügler

Reto Kreuzer

ETH Welcome Center

<p>Before arrival and starting work</p> 	<p>Arrival in Switzerland</p> 	<p>Living/Housing</p> 	<p>Family</p> 
<p>Working contract and salary</p> 	<p>More infos on: www.welcomecenter.ethz.ch</p> 	<p>Taxes</p> 	<p>Living in Zurich</p> 
<p>Language</p> 	<p>Job search Job applications</p> 	<p>Departure</p> 	<p>Services und Downloads</p> 

Human Resources

Personnel administration (Denise Siegrist, denise.siegrist@hr.ethz.ch)

- Residence and work permits for foreign employees,
- Family allowance, holidays and vacations, social insurance, accident and sickness
- Work certificates and employer certificates for unemployment insurance fund



Personnel Manager (Maja Bügler, maja.buegler@hr.ethz.ch)

- Support in personnel matters within the ETH common personnel policy and in accordance with the framework of legal requirements
- staff recruitment, development, retention, conflict management, consulting and separation
- Treats your issues confidentially



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

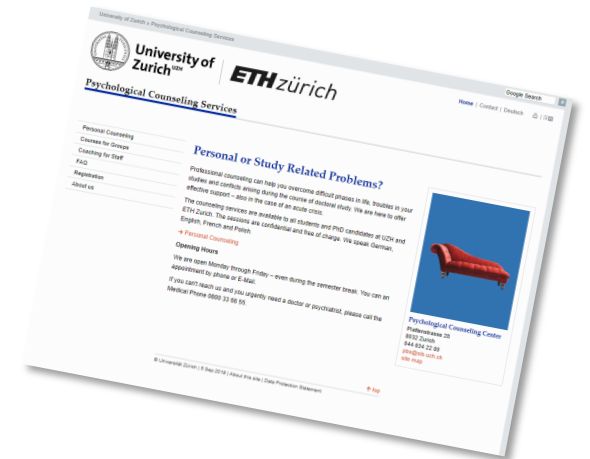
DITET

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

Equal, Ombudspersons, Counselling

Psychological Counselling Service

- Free of charge and fully confidential [service](#) open to all students and doctoral students at the University of Zurich or ETH Zurich



ETH Equal

- [ETH equal](#) is the office that promotes Equal Opportunities for Women and Men at ETH

eQual!

Ombudspersons and trusted intermediaries

- General [contact points](#) for conflicts that cannot be solved by direct communication and reporting suspected illegal actions and issues concerning research integrity and scientific misconduct



More contacts for advice

- Career Center
- Student Advisory Service/Coaching
- Talent Development
- Legal Advice
- Studies and Childcare
- Studying and Professional Sports
- Trusted intermediary
- etc.

More infos:

>>>>> <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. Contact persons & D-ITET infrastructure
6. **Code of Conduct**
7. Case studies

6. Code of Conduct

Prof. Vanessa Wood

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."

Prof. Vanessa Wood, Head of Department

Information on our website, flyer

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

The screenshot shows the ETH Zurich website interface. The top navigation bar includes 'Student portal', 'Login', 'Contact', 'en', 'Alumni association', 'Keyword or person', 'D-ITET Intranet', and 'Departments'. The main header identifies the 'Dept. of Information Technology and Electrical Engineering' with sub-navigation for 'News & Events', 'The Department', 'Research', 'Studies', 'Doctoral Studies', 'Continuing Education', and 'Explore D-ITET'. A sidebar on the left lists various departmental services. The main content area features the 'Code of Conduct' section, which includes a photo of Prof. Vanessa Wood, Head of Department, and a quote: '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.' Below this, the 'Our principles' section states: 'We ensure that our environment is respectful and professional for all D-ITET members including professors, students, lecturers, research, ad-'. A 'DITET Support' section with a 'List of contacts' link is also visible.

The flyer is titled 'Code of Conduct at D-ITET' and features a photograph of a group of people sitting at an outdoor table. The text on the flyer includes the ETH Zurich logo and the title 'Code of conduct' with the subtitle 'Department of Information Technology and Electrical Engineering' and the URL 'www.ee.ethz.ch/code-of-conduct'. The flyer is shown next to a larger document titled 'Code of Conduct at D-ITET' which contains detailed text. The visible text in the larger document includes:

- DISCRIMINATION**: Intentional or unintentional discrimination of persons in comparable situations, because of actual or attributed group-specific characteristics such as gender, weight, nationality, religion, ideology, physical ability, sexual identity, and professional status (See Federal Constitution of the Swiss Confederation, Art. 8, para. 2).
- INAPPROPRIATE BEHAVIOUR IN STUDY AND RESEARCH**: Our interpretation is:
 - Knowingly or unknowingly incorrect behaviour in study or in research.
 - Irregularities in examinations.
 - Not giving proper credit to others' ideas.
 - Proportionately less contribution to group projects.
 - Fabricate statements about one's own work or the work of third parties.
 - Manipulation of data and results.
 - Dishonesty in IT business.
- How to react to inappropriate behaviour**:
 - If you are a victim of inappropriate behaviour, you should respond quickly and firmly.
 - A slow response makes it more difficult to convey that the behaviour or actions are inappropriate and unwelcome. It must be understood that you will not tolerate such behaviour. If you are silent or passive, this can be interpreted as acceptance of the inappropriate actions and behaviour.
 - If verbal communication is unsuccessful, inform the harasser in writing that the inappropriate behaviour must stop. See sample letter to someone harassing you on the website: www.ee.ethz.ch/code-of-conduct.
 - Talk to other people. Determine if others are having similar experiences.
 - Document your situation. Keeping a data log in which you note all incidents (i.e. the person harassing you, date, time, place, words, gestures, type of offense, witnesses) can make it easier to prove inappropriate behaviour and actions.
 - Depending on the type of inappropriate behaviour, ETH regulations provide different mechanisms through which complaints can be escalated. The people in our contact list can advise on this matter.
 - People who accuse innocent people of inappropriate behaviour can expect the same consequences as those who harass others.

 Please find more information on www.ee.ethz.ch/code-of-conduct. 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.

Thank you!

