

MTEC Doctorate Guidelines

Information and advice on how to effectively
manage the MTEC Doctorate.

Welcome

Dear Doctoral Candidate,

It is a great pleasure to welcome you to the doctorate at the Department of Management, Technology, and Economics (D-MTEC)!

The D-MTEC Doctorate draws on the strengths of the department's faculty and offers doctoral candidates a broad-based education in the field of management, technology, and economics. With students and faculty members from more than 50 different countries, the MTEC department is characterised by a pronounced international outlook and multicultural diversity. Our research groups make for a stimulating intellectual environment and ensure that D-MTEC doctoral candidates get the supervision they need on their way to becoming independent researchers in their fields of expertise. The annual doctoral retreat brings together D-MTEC doctoral candidates from the various academic (sub-)disciplines and offers them an opportunity to share their knowledge and experience. Furthermore, the "Future Ready Researchers" event supports D-MTEC doctoral candidates in their career transitions into practice and academia.

Close links to business and industry, combined with a constant engagement with business practice, ensure that research is relevant to social and industrial needs.

The MTEC Doctorate Guidelines provides information and links to help you effectively manage your doctorate. We hope it will help you to identify opportunities for making the most of your doctoral experience at D-MTEC.

We wish you all the best on your MTEC doctoral journey!



Head of the Doctoral Committee
Professor Ursula Renold



BWTEL

Sophie Auvion

PhD Student, School of
Information Systems

Information Systems, University of
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Contents

Introduction	6
D-MTEC Doctoral Committee	6
D-MTEC Doctoral Administration	7
The Association of Scientific Staff at D-MTEC	7
The MTEC Doctorate at a glance	8
Supervision	9
Doctoral plan	10
Aptitude Colloquium	10
Progress report and annual status conversation	11
Doctoral studies	11
Doctoral thesis	12
Doctoral examination	12
Employment at ETH Zurich	13
Legal basis	14
Events	16
MTEC Doctoral Retreat	16
Future Ready Research	17
MTEC Day	17
ETH Doctoral Ceremony	17
Career planning and educational development	18
Instruments/Tools	18
Events/Programmes	18
Research funding	19
Funding instruments	19
Industry and knowledge transfer	20
Points of interest	21
Advice centres	21
Associations	22
Diversity	23
Logistics	24
Glossary	25

Introduction

D-MTEC Doctoral Committee

The Doctoral Committee acts on behalf of the Department Conference and reports back to it regularly.

Members of the Doctoral Committee



Doctoral Committee Head
Professor Ursula Renold
ursula.renold@mtec.ethz.ch



Doctoral Committee Member
Professor Bart Clarysse
bclarysse@ethz.ch



Doctoral Committee Member
Professor Massimo Filippini
mfilippini@ethz.ch



Doctoral Committee Member
Wan Ri Ho (Representative of
the Scientific Staff)
who@ethz.ch

The Doctoral Committee reviews requests for deadline extensions, ECTS credits, ETH re-entry, admission and external dissertations. Furthermore, it appoints the chair of the Aptitude Colloquium and reviews the nominations of co-examiners who are not professors at ETH Zurich. Furthermore, it evaluates the doctoral theses nominated for the ETH Medal. The Doctoral Committee issues the guidelines and requirements for the doctorate at D-MTEC.

D-MTEC Doctoral Administration

The D-MTEC Doctoral Administration ensures the smooth running of the administrative side of the doctorate and supports the administrative needs of all doctoral candidates. It is the point of contact for enrolled D-MTEC doctoral candidates and professors for questions relating to the doctorate.



D-MTEC Doctoral Administration

Ms Judith Holzheimer
+41 44 632 88 03
mtec-doctorate@ethz.ch

The Association of Scientific Staff at D-MTEC

The mission of the Association of Scientific Staff at D-MTEC is to support scientific staff by organising events and actively contributing to discussions of departmental issues.

The Association of Scientific Staff at D-MTEC (ScSt@MTEC) is the representative body for assistants, doctoral candidates and scientific employees at the Department of Management, Technology, and Economics. Our mission is to support scientific staff by organising events and actively contributing to departmental politics. We operate in close cooperation with AVETH, the association of scientific staff at ETH.

To represent the interests of the scientific staff, we have three delegates in the departmental conference and two delegates in the teaching commission. We are also active in a variety of working groups, including search committees for new professors. Each summer, we hold a general meeting to elect representatives and to keep people informed about our past and planned activities. Moreover, we hold regular meetings to keep track of ongoing projects and discuss current issues.

If you want to help shape the future of D-MTEC, please join us at any time – we look forward to your active participation!



Association of Scientific Staff at D-MTEC

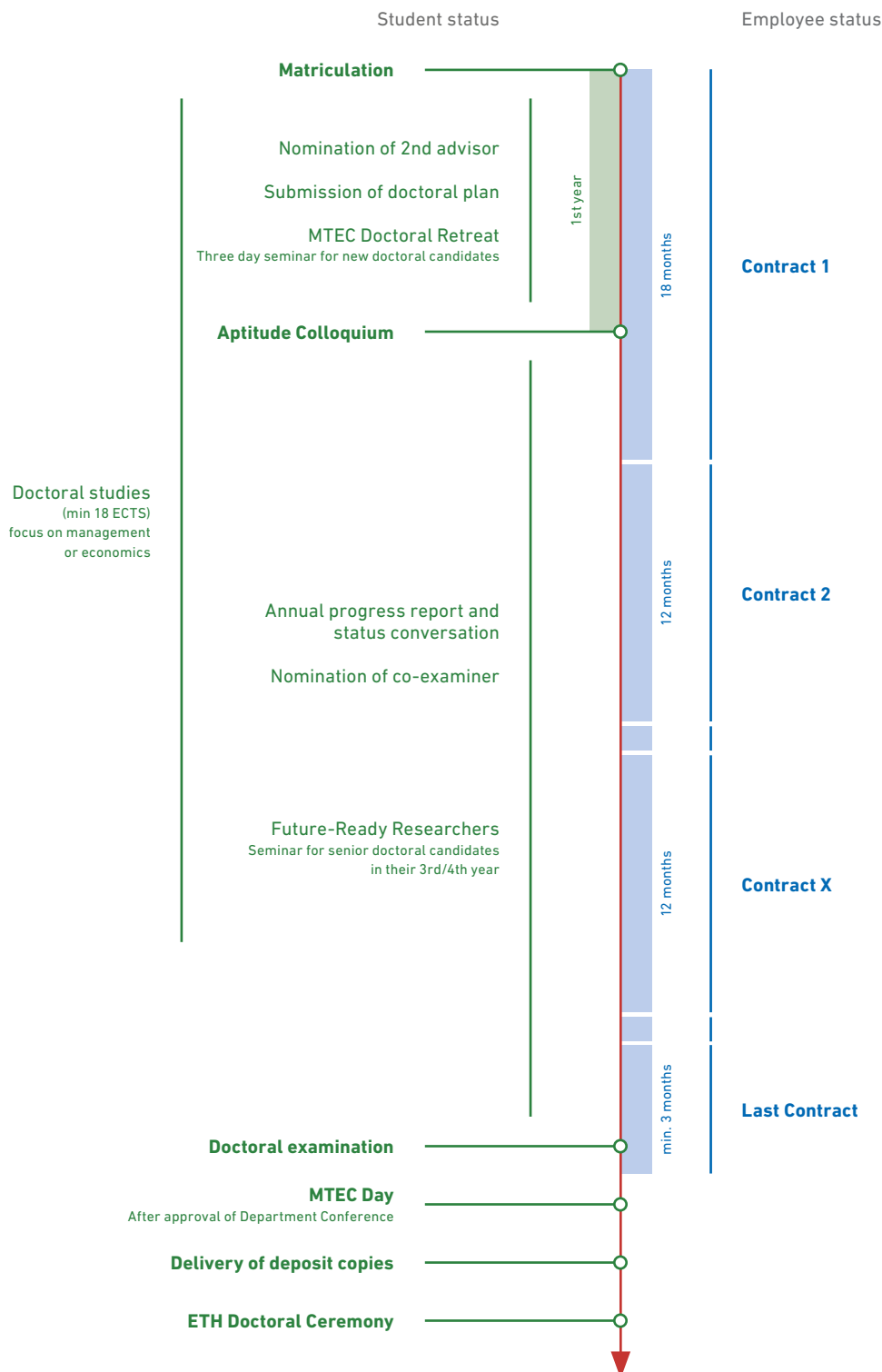
mtec-scientific-staff@ethz.ch
mtec.ethz.ch/research/scientific-staff

[Join our LinkedIn group >>](#)



The MTEC Doctorate at a glance

The doctorate introduces doctoral candidates to current research and represents one of the most essential parts of academic work at ETH Zurich. The doctoral degree provides recognition of the ability to conduct high-quality academic research and is awarded on the basis of an independent original thesis and an oral examination. The quality of doctoral theses depends on the work of the doctoral candidates and their supervisors, as well as the topic examined.



Supervision

The basic and most important prerequisite for a successful doctorate is a shared commitment to a high-quality supervisory environment. To this end, doctoral candidates at ETH are supervised by at least two people: the doctoral thesis supervisor and the second advisor.

The relationship between the doctoral candidate and the supervisors is a partnership in which the doctoral thesis supervisor and the second advisor support the doctoral candidate in developing his or her academic competitiveness and career. The two parties share and develop ideas in an atmosphere that is respectful in every sense and is in diligent compliance with the applicable rules on integrity in research.

Expectations of supervisors

Doctoral thesis supervisors guide doctoral candidates on a task-related basis and actively support them in their personal and professional development. They foster a trusting and open dialogue, provide regular feedback and encourage independent action by doctoral candidates. They take responsibility for the joint definition of tasks based on the doctoral plan, progress reports and annual status conversations. They clarify expectations regarding the project (number of publications, quality of work, volume of documents, archiving, etc.) and promote national and international networking. Especially in the last phase of the doctorate, they openly and transparently discuss the academic competitiveness of the candidate's work. Second advisors support the doctoral candidates professionally. They are candidates' regular point of contact for questions regarding the research project and for planning next steps.

The supervisors also inform doctoral candidates about the different main phases of the doctorate. Generally, more intensive phases of supervision are required at the beginning and towards the end of a doctorate. The supervisors thoroughly familiarise the doctoral candidate with the topic of the doctoral thesis and its interdisciplinary context. They ensure an adequate balance between guidance and personal responsibility and provide honest, precise, constructive and timely feedback on ideas, reports, drafts, etc. They also express concerns clearly and as early as possible if the performance of a doctoral candidate does not meet their expectations.

Expectations of doctoral candidates

Doctoral candidates act with a high degree of personal responsibility and organise regular meetings and feedback sessions with their supervisors. In close cooperation with the supervisor and second advisor, they define tasks based on the doctoral plan, discuss their progress, reflect on their potential and continuously develop their career prospects. Together with their supervisors, they are responsible for arranging regular meetings and annual progress reviews. Doctoral candidates are expected to be proactive and to communicate any concerns and problems clearly to their supervisors at an early stage.

Within the professorship and its working groups, doctoral candidates also take on teaching activities and other tasks in addition to their work on their research project. However, at least 70% of their total working time must be available for work on their doctoral research. This is regulated by the Ordinance Governing Scientific Employees of ETH Zurich (see General Conditions/Legal Basis).

Second advisor

Every doctoral candidate is supervised by at least two persons: the supervisor of the doctoral thesis and a second advisor.

In agreement with the doctoral candidate, the supervisor nominates an academically qualified person with proven expertise who provides the doctoral candidate with additional specialist support and task-related advice.

Doctoral candidates must inform the ETH Doctoral Administration of the name of their second advisor via the relevant registration form.

Please consult the student portal for further information on second advisors and their nomination.
ethz.ch/students/en/doctorate/second-advisor

Doctoral plan

During the first year, doctoral candidates draw up a doctoral plan. This plan describes their research project and their collaboration in teaching and other tasks. Doctoral candidates who are required to complete extended doctoral studies must also include an individual study plan.

Please consult the student portal for further information on the doctoral plan.

ethz.ch/students/en/doctorate/doktoratsplan

D-MTEC offers supervisors and doctoral candidates a non-binding template for the doctoral plan that can be used as a guideline. Provisionally accepted doctoral candidates must draw up a doctoral plan which provides information on at least the following points:

- Research objectives
- Teaching tasks
- Any other duties, such as monitoring of equipment or performing organisational tasks for the research group
- Study plan for regular doctoral studies
- Details regarding a short presentation as part of the doctoral examination

The doctoral plan must be submitted to the Aptitude Committee ten days before the Aptitude Colloquium. Candidates must clarify with the members of the Aptitude Committee in which form they would like to receive the doctoral plan: in paper form or as a PDF file.

Candidates should note that the doctoral plan is not a legally binding agreement but is rather a declaration of intent made by the doctoral candidate and the doctoral thesis supervisor, and should be conceived as a living instrument. Changes are possible and in many cases necessary. Major changes should be documented in the annual status conversations.

mtec.ethz.ch/doctorate-plan

Aptitude Colloquium

Before the end of the first year, doctoral candidates defend their research project in the Aptitude Colloquium. Here, they demonstrate that they are able to assess the relevance of their area of research and place it in the current context of academic research. The Aptitude Colloquium is organised by the doctoral candidate in consultation with the doctoral thesis supervisor.

The Aptitude Colloquium is conducted by the Aptitude Committee, which is composed of:

- the chairperson (member of the Doctoral Committee or another person appointed by the Doctoral Committee)
- the doctoral thesis supervisor
- the second advisor
- tentative members of the Aptitude Colloquium

Definitive admission to the doctorate proceeds if the Aptitude Colloquium evaluates the examination as “passed”.

Please consult the student portal for further information on the Aptitude Colloquium.

ethz.ch/students/en/doctorate/doktoratsplan

The name of the second advisor and the details regarding the Aptitude Colloquium must be made known at the latest on submission of the doctoral plan (ten working days before the Aptitude Colloquium). At the same time, candidates must communicate the details of the Aptitude Colloquium to the D-MTEC Doctoral Administration via the web form “Details for the Aptitude Colloquium”. Within the framework of the Aptitude Colloquium, the doctoral candidate gives a presentation of the content of the doctoral plan.

mtec.ethz.ch/doctorate/keyelements/aptitudecolloquium

Progress report and annual status conversation

The doctoral thesis supervisor conducts an annual status conversation with his or her doctoral candidate. This consists of two separate parts.

In preparation for the first part of the status conversation (academic progress), doctoral candidates write a progress report that describes research results and further steps, as well as any significant deviations from the doctoral plan. It is recommended that second advisors participate in this part of the status conversation.

The second part of the status conversation (appraisal, career and personal development) is conducted in confidence between the doctoral candidates and their supervisors. This part includes mutual feedback and a discussion about the further development of the candidate's competencies.

Please consult the student portal for further information on the progress report and annual status conversation.

ethz.ch/doctorate-progress-report

Doctoral studies

Doctoral candidates have the obligation and the right to continue their education within the framework of the doctoral studies. Doctoral studies effect the consolidation of specialised knowledge, the expansion of transferable skills and the integration into the academic community. Doctoral candidates coordinate the details of their individual doctoral studies with their doctoral thesis supervisors.

Some doctoral candidates are required to complete extended doctoral studies. These are intended to close knowledge gaps in the candidate's area of research. Extended doctoral studies may be recommended upon admission to the programme. Details of extended doctoral studies are coordinated with the supervisor of the doctoral thesis.

To earn the required ECTS credits, either a performance assessment must be passed or a verification of active contribution must be made. ECTS credits must be earned in each of the following

three categories:

1. Consolidation of knowledge in the area of research of the doctoral thesis and the extension of knowledge beyond the original discipline, e.g. through attendance of courses designed especially for doctoral candidates, regular Master's degree courses or courses from the third year of Bachelor's degree studies
2. Acquisition of transferable skills, e.g. by attending soft-skills courses or participating in ETH Zurich bodies or committees
3. Integration into the academic community, e.g. by attending international conferences

Courses offering transferable skills:

ethz.ch/students/en/doctorate/transferable-skills

Please consult the student portal for further information on doctoral studies.

ethz.ch/students/en/doctorate/doctoral-studies

In regular doctoral studies, a minimum of 18 ECTS credits must be earned. Of these, at least 4 ECTS credits must be earned at ETH Zurich. Credits earned through language courses do not count toward the required credits for doctoral studies.

Doctoral candidates should discuss their study plan with their doctoral thesis supervisor. D-MTEC recommends recording the courses in a Learning Agreement via myStudies to provide an overview and as a dynamic document that forms part of the doctoral plan.

Good to know:

- Credits earned in lectures listed in the ETH course catalogue automatically show up in myStudies, provided the exam is passed.
- Candidates' study achievements can be documented in myStudies.
- Courses/Performance assessments outside ETH and UZH or not booked online must be added by doctoral candidates via myStudies.

mtec.ethz.ch/doctorate-studies

The blue text indicates stipulations specific to the MTEC doctorate.

Doctoral thesis

The writing of the doctoral thesis is primarily directed toward the attainment of the doctoral degree; other goals, such as publication as monographs or in specialist journals, or obtaining patents, must be considered as subordinate to this larger goal.

Please consult the student portal for further information on the doctoral thesis.

ethz.ch/students/en/doctorate/doctoral-thesis-examination

At D-MTEC, a cumulative doctoral thesis consists of at least three manuscripts that have already been published in peer-reviewed journals or books, or are soon to be published in peer-reviewed journals or books.

For co-authored manuscripts, the nature and extent of the contribution of the doctoral candidate must be described in the introductory chapter. A cumulative doctoral thesis must begin with an introductory chapter. In this chapter, the connections between the single works and their positioning within the area of study must be made clear.

ETH Medal

Outstanding doctoral theses are honoured with the Silver Medal of ETH Zurich and a financial sum. The prize will be awarded at the doctoral ceremony.

ethz.ch/en/the-eth-zurich/education/awards/eth-medal

The blue text indicates stipulations specific to the MTEC doctorate.

Doctoral examination

At the end of the doctorate, the doctoral diploma is awarded on the basis of the evaluation of the doctoral thesis and the doctoral examination.

Doctoral candidates write an independent, original thesis, which they must defend in an oral examination before an examination committee.

Please consult the student portal for further information on doctoral examination.

ethz.ch/students/en/doctorate/doktorpruefung

Doctoral candidates are responsible for the organisation of their doctoral examination. D-MTEC recommends recording in the doctoral plan whether a presentation will be given in addition to the examination.

At least three months before the doctoral examination, doctoral candidates must submit a transcript of records of their doctoral studies, approved by the doctoral thesis supervisor, to the D-MTEC Doctoral Administration to confirm that the 18 ECTS credits have been earned.

At least one month before the doctoral examination, doctoral candidates must submit their doctoral thesis as a PDF to the D-MTEC Doctoral Administration. At the same time, they must communicate all relevant information about the doctoral examination to the D-MTEC Doctoral Administration via the web form "Details for the doctoral examination".

mtec.ethz.ch/doctorate-examination

The D-MTEC Doctoral Administration will request that the doctoral thesis supervisor and the co-examiner(s) submit their reports at least ten working days before the date of the examination.

The D-MTEC Doctoral Administration will provide the chair of the examination committee with all documents relevant to the examination at least one week before the examination.

Employment at ETH Zurich

Most ETH doctoral candidates have a double status: they are students as well as staff members of ETH Zurich. Signing an employment contract does not automatically register employees as a students, however employment contracts are handled by the Human Resources department, while student registration occurs separately through the ETH Doctoral Administration.

The employment of doctoral candidates lasts from enrolment until at least the end of the month of the doctoral examination.

The basis for the contract is the confirmation of provisional admission and the definitive admission (passing the Aptitude Colloquium). If definitive admission is not granted, or if the doctorate is discontinued, the fixed-term contract ends early or at the end of the contract by mutual agreement. As soon as confirmation of admission has been received, the initial contract is issued for 18 months. Subsequent contracts last 12 months each. In the final phase, contracts may also be shorter, with a corresponding written justification. If a contract is not extended, the doctoral candidate will be informed in a timely manner. Any non-renewal must be justified in writing.

Part-time employment is also possible under special circumstances but must be justified in writing. Continued employment after the doctoral examination is possible within the legal maximum employment period of six years but must be adequately remunerated.

All important information on employment at ETH Zurich can be found here:

ethz.ch/en/the-eth-zurich/working-teaching-and-research/welcome-center/employment-contract-and-salary/employment

If in connection with your doctorate you are not employed through ETH Zurich but through an institute of the ETH Domain (EMPA, EAWAG, PSI, WSL) or another research institution, please contact the relevant Human Resources Department.

Absences/Holidays

In the event of illness or accident, doctoral candidates must report their absence to their supervisors as soon as possible. If a doctoral candidate is unable to work for more than three working days, he or she must present a medical certificate, even without being requested to do so.

Annual holiday entitlement for doctoral candidates is based on the Personnel Ordinance for the ETH Domain (ETH PO). In general, holiday must be taken in the calendar year in which the holiday entitlement arises. Holiday planning and the determination of holidays dates takes place in consultation with the doctoral thesis supervisor. Arrangement and control of absences for doctoral candidates is the responsibility of the supervisor.

Doctoral candidates who are employed in the ETH Domain or externally are subject to the employment conditions of their respective employer.

Doctorate without employment

As an exception and under certain circumstances, it is possible to earn a doctoral degree at ETH without being employed.

ETH HR Contacts

Personal Manager for D-MTEC
Ms Barbara Krcmar Meyer
+41 44 632 51 35
barbara.krcmar@hr.ethz.ch

Personal Administrative Assistant
Mr Dennis Kusch
+41 44 632 54 77
dennis.kusch@hr.ethz.ch

Legal basis

ETH Regulations

The doctorate is regulated by the Ordinance on Doctoral Studies at ETH Zurich and the associated implementing provisions of the Rector's Implementation Provisions for the Ordinance on Doctoral Studies at ETH Zurich.

Only the German versions are legally binding.

Ordinance

- www.fedlex.admin.ch/eli/cc/2021/805/de (German)
- rechtssammlung.sp.ethz.ch/Dokumente/340.31en.pdf (English)

Implementation

- rechtssammlung.sp.ethz.ch/Dokumente/340.311.pdf (German)
- rechtssammlung.sp.ethz.ch/Dokumente/340.311en.pdf (English)

If the doctorate is linked to any employment at ETH Zurich, this is regulated by the Ordinance Governing Scientific Employees of ETH Zurich and the Directives for Doctoral Students Employed at ETH Zurich and the corresponding information sheet.

Ordinance

- rechtssammlung.sp.ethz.ch/Dokumente/516.1.aspx (German)
- rechtssammlung.sp.ethz.ch/Dokumente/516.1en.pdf (English)

Directives

- rechtssammlung.sp.ethz.ch/Dokumente/622.pdf (German)
- rechtssammlung.sp.ethz.ch/Dokumente/622en.pdf (English)

Information sheet

- ethz.ch/content/dam/ethz/associates/services/Anstellung-Arbeiten/Downloads/files/infos/Information_sheet_doctoral_students_at_ETH.pdf

D-MTEC detailed stipulations

The Doctoral Ordinance defines the basic elements for doctoral studies. The detailed stipulations are the responsibility of the departments. Depending on the department in which you are doing your doctorate, the detailed regulations for doctoral studies may vary.

- ethz.ch/content/dam/ethz/main/doctorate/files/Detailbestimmungen_Dep/2022-01-27_Detailbestimmungen_MTEC_DE.pdf (German)
- ethz.ch/content/dam/ethz/main/doctorate/files/Detailbestimmungen_Dep/2022-01-27_Detailbestimmungen_MTEC_EN.pdf (English)

Academic integrity

ETH Zurich is committed to academic excellence. Trust in research is largely dependent on the responsible actions of researchers. In order to ensure enduring, high-quality research, every employee is called upon to act responsibly and to follow the guidelines on academic integrity. Supervisors will inform doctoral candidates about the guidelines applicable at ETH Zurich. All parties involved are required to comply with these at all times.

ethz.ch/en/research/ethics-and-animal-welfare/research-integrity

Events

MTEC Doctoral Retreat

The MTEC Doctoral Retreat is an annual three-day event for first and second year MTEC doctoral candidates. The aims of the retreat are:

- to introduce doctoral candidates to the full breadth of the economic, management, and systems research taking place at D-MTEC
- to bring together MTEC doctoral candidates and faculty across the various academic disciplines
- to facilitate the exchange of academic practices, knowledge, and experience
- to discuss current academic topics in the different research domains
- to get to know faculty members and other doctoral candidates, and to have a good time together during the ample leisure time.

Doctoral candidates will be invited by email in due time.

mtec.ethz.ch/doctorate/studies/doctoral-retreat



Future Ready Research

D-MTEC is planning a new internal half-day event, “Future Ready Researchers”, offering senior doctoral candidates the opportunity to focus on their career transition into practice or academia. The event is designed to:

- facilitate discussions around managing doctoral research activities and individual best practices that will help participants successfully complete their doctoral dissertation
- provide the opportunity to receive feedback from faculty members besides their supervisor and from former MTEC doctoral graduates
- promote active career planning directed toward both practice and academia
- foster intra-departmental networking and joint research activities

Doctoral candidates will be invited by email in due time.

MTEC Day

On MTEC Day we celebrate our D-MTEC graduates. We learn about their thesis topics and seek inspiration from our keynote speakers and graduate presenters.

mtec.ethz.ch/mtecday



ETH Doctoral Ceremony

A ceremony at which doctoral certificates are presented takes place four times a year. Once candidates have handed in their deposit copies of their doctoral thesis to the ETH Doctoral Administration Office, they will receive a link by email for an online form, where they can register for the doctoral awards ceremony.

ethz.ch/students/en/doctorate/final-steps/awards-ceremony



Career planning and educational development

Instruments/Tools

myFuture

Scientific employees have a high degree of personal responsibility over their professional development and employability. ETH Zurich supports them when it comes to making career decisions.

Be sure to start evaluating the options that exist in the academic world and beyond early enough. Be proactive and start managing your career now.

ethz.ch/services/en/employment-and-work/leadership-and-development/entwicklung/academic-careers/laufbahn-wissenschaftliche-mitarbeitende

myPath

myPath is a portal for extracurricular activities and initiatives at ETH Zurich. It offers you the opportunity to actively shape your journey at ETH and to find support for your studies or work.

mypath.ethz.ch

Career Center

The Career Center is the central platform connecting companies with students, doctoral candidates and postdocs as they embark on their careers.

ethz.ch/en/industry/industry/attract-eth-talents/career-center

Events/Programmes

Career programmes for women academics

For doctoral candidates and postdocs.

ethz.ch/services/en/employment-and-work/working-environment/equal-opportunities/services-and-counselling/scientific-career/doktorandinnen-und-postdocs

Learning to teach

For all those who are engaged as a teaching assistants, all-important information can be found in the "Guidelines for Lecturers".

ethz.ch/services/en/teaching/guidelines-lecturers

Refresh Teaching

These one-hour, practice-oriented events will show you how to integrate new approaches in your own teaching.

Hear from teachers actively using these techniques, learn about new ideas and strategies, and network with like-minded people. Be refreshed!

blogs.ethz.ch/refreshteaching

Research funding

You have probably started your doctorate at ETH and already have an employment contract. Thus, the financing of your doctorate has probably already been arranged. In the course of your doctoral work, you will decide whether you want to pursue a further academic career, which means working as a postdoc for a while and aiming for an assistant professorship with or without tenure. Such positions are often financed with external funding. The following information will give you an overview of possible funding instruments, which you can discuss together with your supervisor at the appropriate time.

Career funding is personal and non-transferable. Its main purpose is to provide a salary for a single researcher (fellowship) or student (scholarship) at an early stage of their career (Master's student, doctoral candidate, postdoc). Project funding is intended to finance material costs and salaries of project members apart from the PI. Since the PI is typically already employed at a research institution and receives a salary from there, this type of funding is generally associated with professors. However, there are also instruments for doctoral and postdoctoral project funding.

There are numerous options for securing funding as a researcher employed at or wishing to join ETH Zurich. The Office of Research is your access point for national and international funding schemes. Industry Relations can help you finding funding for industry collaborations.

ethz.ch/en/research/research-promotion

Office of Research

The Office of Research is responsible for research funding (national and international) and prizes, technological infrastructures, competence centres, research ethics and animal welfare, and provides many services that research directly benefits from.

ethz.ch/en/the-eth-zurich/organisation/staff-units/stab-forschung

Funding instruments

ETH Zurich puts great value on the early independence of doctoral candidates, postdocs and other early-career researchers. This website provides an overview of the most important career and project funding instruments for young researchers, including those specific to ETH Zurich:

ethz.ch/en/research/fellowship-programmes-specifically-for-young-researchers

MTEC Foundation

The MTEC Foundation aims to support innovative and relevant research and education projects at the Department of Management, Technology, and Economics at ETH Zurich.

mtec.ethz.ch/research/support/mtec-foundation

Robert Gnehm Grants

A grant for supporting conference attendance and short research stays by doctoral and postdoctoral candidates and business trips and further education for administrative and technical staff with young children.

ethz.ch/robertgnehmgrant

Industry and knowledge transfer

In the course of your doctoral work, you may come in contact with various issues related to industry cooperation or knowledge transfer. We have listed some institutions that might be of interest to you in this context.

ETH AI Center

As ETH's central hub for artificial intelligence, it brings together researchers in the fields of AI foundations, applications and implications across all departments. The hub fosters excellence in research, industry innovation and AI entrepreneurship to promote trustworthy, accessible and inclusive AI systems.

ai.ethz.ch

ETH transfer

ETH transfer is the technology transfer office of ETH Zurich. ETH transfer supports the ETH community in all questions relating to inventions, patent applications, licensing and research contracts with industry. ETH transfer reports directly to the Vice President for Knowledge Transfer and Corporate Relations.

ethz.ch/en/industry/transfer

ETH Entrepreneurship

Excellence in entrepreneurship at ETH Zurich is driven by world-class research and education. It gives rise to groundbreaking new ventures that consolidate Switzerland's technological leadership. For ETH entrepreneurs, founders, Pioneer Fellows and spin-offs.

ethz.ch/en/industry/entrepreneurship

Pioneer Fellowships

ETH offers Pioneer Fellowships for MSc and doctoral candidates as individuals or as part of groups intending to independently develop a highly innovative product or service to be used commercially and for the benefit of society.

ethz.ch/pioneerfellowship

Strategic Foresight Hub

ETH Zurich has established the Strategic Foresight Hub based within the Office of the President to deep-dive into the intriguing territory of long-term trends and plausible futures. The Hub's core mission is to advance a deeper and more profound understanding of how the university, our society and the world at large could evolve in the future. The intent is to look beyond the obvious.

The Strategic Foresight Hub provides space, guidance, tools and methodologies to all those interested in engaging with "what could be". The power of strategic foresight lies in its ability to engage a wide range of stakeholders in a creative and non-partisan manner to facilitate new, refreshing perspectives concerning future developments of relevance. The team helps others to reflect upon the implications that various future contexts might carry.

ethz.ch/services/en/organisation/staff-units/office-of-the-president/foresight

Points of interest

Advice centres

ETH Zurich's various support services can provide you with coaching, advice, and qualified and confidential help in case of difficulties, conflicts and personal crises.

ethz.ch/students/en/advice

D-MTEC Counselling Helpdesk

Founded in 2021, the D-MTEC Counselling Helpdesk is a safe space to ask questions and to share your concerns in a strictly confidential environment. We assist in mediation and provide answers to department- or employment-related questions. We are here to support you in difficult times.

We are volunteers from both the Association of Scientific Staff @ MTEC (ScSt@MTEC) and the Association of Scientific Staff ETH (AVETH).

At the D-MTEC Counselling Helpdesk, we aim to help you find solutions in early stages of conflicts involving academic or personal issues.

We would be happy to help answer any questions you might have regarding your rights and the working-condition regulations of ETH Zurich and/or the Swiss government. We can provide you with information and refer you to the appropriate centres if more specialised help is needed. No action will be taken at any stage of the process without your prior consent. We are here to listen and support in a confidential way.

Contact any of our volunteers via email to set up a face-to-face confidential conversation, or pose your question directly in the email.

mtec-scst-helpdesk@ethz.ch

mtec.ethz.ch/research/scientific-staff/d-mtec-counseling-helpdesk

Points of contact

ETH Zurich encourages its staff and students not to tolerate inappropriate behaviour and to take firm action against it. This also requires paying attention and not looking the other way – and, if necessary, speaking out against unacceptable behaviour.

respekt.ethz.ch/en/kontakt-und-fachstellen

Welcome Center

Do you come from another country and will be working at ETH Zurich? The ETH Zurich Welcome Center can provide you with information on topics such as immigration, finding accommodation, childcare and living in Switzerland.

ethz.ch/en/the-eth-zurich/working-teaching-and-research/welcome-center

Network "Crisis & Suicide"

"Active observers" in the Network "Crisis & Suicide" are able to recognise when a colleague or a student is having a crisis or even suicidal thoughts. They can address the issue and help the affected person find professional support.

The Psychological Counselling Services at the University of Zurich and ETH Zurich offer a training course every year. Interested parties at both universities can learn more about the network and about the role of an active observer.

www.netzkrisesuizid.uzh.ch/en

Associations

Academic Sports Association Zurich

The ASVZ offers a diverse sports programme with plenty of opportunities to discover new activities. Some courses require registration in advance. You can participate in team sports such as football and badminton, or choose from a wide range of classes, from yoga to jazz dance. Use the ASVZ app to stay up to date with schedule changes, news and sports-related entertainment.

www.asvz.ch

AVETH Survival Guide for Scientific Staff

AVETH stands for Akademische Vereinigung des Mittelbaus der ETH, which translates to “academic association for scientific staff at ETH”. The elected board of AVETH consists of volunteers who organise the political representation of the scientific staff at ETH, bring people together by holding a variety of events, and offer counselling and other services for AVETH members.

Read the AVETH
Survival Guide
online!



feMTEC

We are feMTEC – a women’s association at the Department of Management, Technology, and Economics at ETH Zurich. Our mission is to promote gender equality and build a strong community that offers valuable support to our colleagues at D-MTEC. Our association is open to all Master’s and doctoral candidates, as well as to academic and administrative employees working in the ETH D-MTEC domain.

Objectives

- Network: connect with current and former D-MTEC scientific staff
- Contribute: represent scientific staff in departmental politics
- Exchange: organise social events and activities
- Collaborate: promote interdisciplinary research

Contact us to learn more about feMTEC!

femtec_all@ethz.ch
mtec.ethz.ch/femtec

Diversity

ETH is committed to offering every ETH member the same opportunities to study, do research and work successfully at ETH Zurich.

ETH Diversity develops and pursues strategies to promote diversity and equal opportunities for all at ETH Zurich. Even though the amount of data available only allows us to draw a limited number of conclusions about diversity at ETH Zurich, our annual Equality Monitoring does provide an important overview. This instrument surveys the gender distribution, age range, internationality and spoken languages of students and academic staff at ETH Zurich and has revealed inequality especially when it comes to gender. The most recent data from 2020/2021 shows that the proportion of women remains comparatively low, as it was the previous year as well (women students: 32.4%, women doctoral students: 34.3%, women academic staff: 27.1%).

The “leaky pipeline” phenomenon – in which a well-balanced proportion of women and men start at the Bachelor’s degree level but the proportion of women declines from the doctoral degree level onwards – is particularly evident in certain departments at ETH Zurich. Other departments, meanwhile, continuously show a relatively low proportion of women at all levels of the academic career trajectory. D-MTEC belongs to the latter group.

If we consider the data on doctoral students at D-MTEC, we find that the proportion of women in 2020 was 36.5%, slightly above the average of 34.3% for all ETH departments. A comparison of the years 2016 and 2020 shows that, while some departments have seen declines in the proportion of women doctoral students, there has been an increase in the proportion of women doctoral students at D-MTEC (+2.2 percentage points).

In order to create a more balanced gender distribution, especially in mid-level academia, the “Fix the leaky pipeline” mentoring programme was created for young women academics. In addition to this programme, ETH Diversity has other projects and strategies aimed at promoting equal opportunities, diversity and inclusion at ETH. These include, for example, workshops on salary negotiation and inclusive language, as well as public relations work via LinkedIn.

Finally, it should be mentioned that, in order to protect personal privacy, the data collection process can only register binary gender categories (M/F), and statistics can therefore only be presented for these two categories. Unfortunately, the number of people who do not (exclusively) identify as male or female is therefore not reflected in the data.

ethz.ch/services/en/employment-and-work/working-environment/diversity

fix-the-leaky-pipeline.ch

linkedin.com/company/eth-diversity

Equal opportunities

“Equal” supports women’s and men’s career development within the academic environment, promotes the integration of gender-specific content in research and teaching, and helps you to balance your studies, work and family.

ethz.ch/services/en/employment-and-work/working-environment/equal-opportunities

Logistics

Infrastructure

The research unit in which the doctorate is pursued provides a workplace for the doctoral candidate. Doctoral candidates are entitled to shared use of the infrastructure of ETH Zurich (rooms, equipment and facilities, IT, library, etc.). They use these in accordance with the instructions of the relevant departments.

ethz.ch/students/en/service

ETH card

When you begin your studies, you will receive a personal ETH card as an electronic and visual identity card. You need to validate your ETH card every semester at one of ETH Zurich's validation terminals situated at ETH Zentrum and ETH Hönggerberg. If you already have a valid ETH card, it can be revalidated at any validation terminal.

The ETH card enables you to access the WEV building (Weinbergstrasse 56/58, 8092 Zurich) during off-hours. For this purpose you have to create a PIN at:

adressen.ethz.ch

If you lose your ETH card or have any problems with it, please contact the ETH Doctoral Administration Office: doctorate@ethz.ch.

For more information about the ETH card and the location of validation terminals, please visit:

ethz.ch/services/en/service/eth-card

Email account

On being accepted to the programme you will receive an ETH email account: a username ending with "@student.ethz.ch" and an initial password. The username is automatically assigned by the system and cannot be changed during the course of study.

All communication with the programme and ETH occurs solely via your student email account.

Gastronomy

ETH Zurich has more than 15 student canteens and cafeterias (Mensa) in various buildings. Showing your validated ETH card entitles you to the student discount at ETH canteens and cafeterias. They offer affordable daily meals, sandwiches and salad buffets. The opening hours, menu plans and prices can be found online at:

gastro.ethz.ch

Course Catalogue

The Course Catalogue contains detailed information and schedules for all courses offered at ETH Zurich. The Course Catalogue for the upcoming semester is generally published in calendar week 20 (for the Autumn Semester) and calendar week 46 (for the Spring Semester).

vvz.ethz.ch

myStudies

myStudies is the central application for students to administrate their studies. Some of the most important functions and activities in myStudies are:

- enrolling for a new semester
- registering for courses and course groups
- accessing electronic learning materials
- registering for/withdrawing from examinations (except semester performances)
- viewing your examination dates
- viewing your Transcript of Records
- requesting the issuance of your degree

mystudies.ethz.ch

Libraries

The ETH Library's Knowledge Portal gives you access to up-to-date academic resources and media that are essential for your studies. You can receive support on how to access publications not only from libraries based at ETH Zurich but also from a variety of other collections, libraries and archives. The ETH card serves as your library card. All members of ETH Zurich are automatically members of the ETH Libraries. The Info Center and circulation desk are located on Floor H of the main building.

library.ethz.ch

IT Services

ETH IT Services provides you with a free basic IT package which includes an email address, access to computers, an ETH-wide directory, and the opportunity to publish a personal homepage. You also have access to some free software and several other services. More information about IT Services and some how-to guides can be found at:

www.ethz.ch/students/en/service/it-services

Projekt Neptun

Projekt Neptun offers students and higher-education employees selected devices such as laptops and tablets for discount prices. At the beginning of each semester, Neptun selects a range of laptop models suitable for students. These can be ordered for a limited time.

www.projektneptun.ch

Glossary

Additional entrance examination Entrance examination required as an additional entrance requirement. Only for doctoral students admitted before 1 January 2022.

Admission (definitive) Definitive admission to the doctorate after passing the Aptitude Colloquium.

Admission (provisional) Provisional admission to the doctorate according to the decree of the Vice Rector for Doctoral Studies after basic admission requirements are met.

Application Administrative process of checking fulfilment of basic admission requirements. Coordination of further steps towards matriculation and appointment may depend on it.

Aptitude Colloquium Investigation into the aptitude of the doctoral candidate within the first 12 months of enrolment.

Co-examiner Specialist selected according to academic criteria as co-reviewer of the doctoral thesis and participant in the oral examination.

Dissertation Synonym for doctoral thesis; no longer used in the ETH Zurich Ordinance on the Doctorate and Rector's Implementation Provisions for the ETH Zurich Ordinance on the Doctorate.

Doctoral examination Oral examination in the discipline or disciplinary area of the doctoral thesis after submission of the thesis.

Doctoral plan Document which summarises important components of the doctorate such as research objectives, participation in teaching, further duties and extended doctoral studies. Serves as a tool for structuring the doctorate as efficiently as possible.

Doctoral studies, extended Extended, in-depth course of study in the area of research of the doctoral thesis during doctoral studies. The scope of these studies is determined at admission to the doctorate.

Doctoral studies, regular Courses taken by doctoral candidates during the doctorate, with achievements comprising at least 18 ECTS credits (specific to D-MTEC).

Doctoral thesis Written work which is a prerequisite for acquiring the doctoral title.

Doctorate Process leading to acquisition of the doctoral title.

Enrolment Registration for the current semester and confirmation of doctoral candidate status.

Examiner Role of the doctoral thesis supervisor during the doctoral examination.

Integration into the academic community One of three mandatory goals of regular doctoral studies. Can be achieved by attending conferences outside ETH Zurich and summer schools where doctoral candidates connect with other researchers.

Matriculation Inclusion in the list of doctoral candidates at ETH Zurich. Compiling of master data on the doctoral student and issuing of the ETH card.

Progress report Annual report on the progress of the research project which includes findings, anticipated progress and any significant deviations from the research objectives set out in the doctoral plan.

Second advisor Advises and supports the doctoral candidate in academic matters.

Status conversation Annual discussion between the doctoral candidate and the doctoral thesis supervisor regarding the progress of the research project and of doctoral studies, the working situation in the research group, and personal development possibilities. The basis for the discussion is the progress report.

Supervisor (of the doctoral thesis) Professor responsible for academic and administrative supervision of the doctoral thesis.

Transferable skills One of three mandatory goals of regular doctoral studies. Competencies acquired and trained in the framework of regular doctoral studies. These include competencies needed in the academic environment as well as for future career steps and personal development.

ETH Doctoral Administration

Responsible for general questions concerning the doctorate and especially for the application and admission process

Rämistrasse 101
HG FO 23.1 / HG FO 23.2
+41 44 632 26 72
doktorat@ethz.ch

ethz.ch/en/doctorate

D-MTEC Doctoral Administration

Responsible for enrolled MTEC doctoral candidates and MTEC-specific questions regarding the doctorate

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