

Intermediate Staff General Starterkit

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Your introduction to the MVUB

With your employment at the University of Bern as an assistant, research assistant, lecturer, doctoral or post-doctoral candidate, you are part of the academic intermediate staff. Your employment and living conditions differ significantly from those of the professors and students. To represent our and therefore your interests in the universities self-government, we are organized as an association in accordance with the university law. We represent your interests, help you network with people outside of your own faculty, and offer support and advice for your working position. Membership to the MVUB is not automatic but its free! You can easily register online: [LINK](#).

This starterkit contains all relevant information for your (new) position as intermediate staff member at the University of Bern. It will help you find your way around and guide you through everyday life at the university. Each faculty and institute has their own rules and practices, which is why we have also put together a faculty specific starterkits. Hyperlinks in these documents can sometimes only be opened with your campus account or when you are connected to the eduroam/ VPN network.

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Current topics

The [website](#) of the intermediate staff association contains relevant non-faculty specific information regarding your position at the university and is always kept up to date. It is designed to facilitate contact with colleagues within as well as outside the University of Bern and to allow you to grow your academic network. We will also keep you updated with our newsletter about news, events, and politics inside and outside the university. You will receive the newsletter once you sign up for membership: [LINK](#)

Representation

We represent you in your academic and professional interests at the university level as well as beyond the university context. As an MVUB member you can become an active representative yourself: as a member you can get involved in various commissions of the university. More information can be found in the guidelines for commission work.

All members can be elected to be part of the MVUB board. If you are interested in either a commission or a board seat, please get in touch with info.mvub@unibe.ch and we will tell you about your opportunities.

Networking

Would you like to grow your academic and private network? If so, consult our [website](#) or the newsletter about upcoming events. These are great opportunities to get to know other people from university as well as external partners. We are looking forward to getting to know you in person.

Support

Do you have questions about your employment? Do you feel like you hit a wall in your research? Are there steps towards your doctoral thesis that seem impossible to overcome? Would you simply like a non-binding consultation? If your mentor and/ or your superior/ research group leader cannot help you, the following contact points can support you:

<i>General Orientation for intermediate staff</i>	<i>Equal Opportunities / Gender</i>	<i>With serious problems and/or need for coaching</i>	<i>With serious conflicts in the working environment</i>
Intermediate staff association MVUB Hochschulstrasse 6 CH-3012 Bern	Office for Equal Opportunities Hochschulstrasse 6 CH-3012 Bern	Universities of Bern counselling center Erlachstrasse 17 CH-3012 Bern	Office of the ombudsperson c/o. Generalsekretariat Hochschulstrasse 6 CH-3012 Bern
Phone no. 031 684 52 62	Phone no. 031 684 50 14	Phone no. 031 635 24 35	(inquiries in writing only)
Universität: mvub.unibe.ch	Office for Equal Opportunities (unibe.ch)	Counselling Centre – Start page (be.ch)	Ombudsperson - University of Bern (unibe.ch)
leitung.mvub@unibe.ch	info@afg.unibe.ch	beratungsstelle.bernerhochschulen@be.ch	ombudsperson.gs@unibe.ch

The **Welcome Center** offers counselling services about everyday life for researchers and their families before/during/after their move to Switzerland. On their website you can find information about health insurance, adds for flats, public holidays and much more.

The **Career Services** of the University of Bern support doctoral students in preparing for their professional careers. Information on the transition to professional life, events, contact possibilities with employers and job vacancies can be found [here](#).

Legal Advice

Members of the MVUB can take advantage of free initial advice on legal matters. All inquiries are treated confidentially.

You can get in touch via email to our office manager at: sandra.zumbrunn@unibe.ch. More information is available on our website under [consultation](#).

The initial legal advice is free of charge for MVUB members. Non-members will be charged a flat rate of 100.- CHF.

Handbook

Starterkits

Besides the general information starterkit we have put together the relevant intermediate staff faculty specific information for each faculty or institute. You can download the starterkit for your faculty [here](#).

Employment Law

Annual Employee Appraisal Interview (EAI)

An entry interview takes place in the first few months after having started your position. The annual EAI should take place regularly at the end of each year. During the EAI, the previous year's objectives are evaluated, and new goals are set for the coming year. This also includes the planning of conference attendance. According to the personnel regulations of the Canton of Bern (Art. 161), employee appraisal interviews are mandatory; superiors and supervisors can be made aware of this obligation.

Doctoral and Postdoctoral Agreement

Within the first 6 months of your doctorate, a doctoral agreement is signed between you and your supervisor(s). This regulates the specific academic objectives of your doctorate and is adjusted annually. Signing a doctoral agreement is mandatory; supervisors can be made aware of this obligation. The relevant documents can be found [here](#).

Postdocs sign a postdoctoral agreement together with their superior. This also serves as a job description and is adjusted annually. The relevant information can be found [here](#). Information on renewal options is also provided in the latter link.

Financial Support and Project Funding

For research questions of general interest, there is the possibility to apply for funding to organise a workshop. These workshops are then advertised and open to members of other institutes, faculties, and of the university in general. The following options are on offer:

- Promotion Fund from the intermediate staff association of the University of Bern (MVUB) & Vice Rectorate Research: Call for proposals twice a year; contributions of up to CHF 5000.- [Link](#)
- Research Foundation at the University of Bern for Postdocs: [link](#)
- Open Access Publication Fund: [link](#)
- Initiator Grants for Postdocs/ early career researchers: [link](#)
- Max and Elsa Beer-Brawand Fund: [link](#)
- Travel Grants for international research and education trips: [link](#)

The [Grants Office](#) offers further information and advice as well as organisational support for your application to university internal as well as external (national and international) project funding. These are not financial funds of the grants office itself.

Some institutes and faculties have their own research grants. Check their website and talk to a supervisor/ mentor/ staff representative for further information and check the faculty specific starter kit.

Emergency Fund MVUB: The MVUB offers advice and subsidiary financial support if someone cannot take part in university commissions because of diversity effects (e.g. care duties, disability). Applications can be sent to the MVUB Office at leitung.mvub@unibe.ch .

Teaching, Doctoral Programms and Graduate Schools

- *Grading system*: The grading system of the University of Bern is explained on this [website](#).
- For the administration, organisation of courses and more, the University of Bern uses the *Core Teaching System KSL* <https://www.ksl.unibe.ch> and *ILIAS* <https://ilias.unibe.ch>
- *First steps to a doctorate*: (includes information regarding matriculation and the regulations governing doctoral studies): [Link](#)
- *For doctoral students from abroad*: [Welcome Center of the University of Bern](#)
- *Doctoral programs*: [Link](#)
- *Graduate Schools*: [structured education programs on the doctorate level](#)
- *UniBe Doc.Mobility*: [research stay abroad](#)

Further Training

- *Admissions Office*: Get a sense for what the university has to offer for students and PhD candidates: [Link](#)
- *Continuing Education Unit*: rich offer of courses, events, and activities (e.g. Scientific Writing Clinic, Effective presentations in English): [Link](#)
- *Promotion of Early Career Researchers* at the University of Bern: Interdisciplinary competencies (e.g. writing and peer reviewing, public speaking course): [Link](#)

Articles and Links

On our website we post about relevant and interesting [articles](#), [reports](#) and links to external sources.