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## MVUB Starter Kit

This starter kit contains useful information for your start at the University of Bern.

### MVUB presents itself

As a research assistant, doctoral student, post-doctoral fellow or lecturer, you are part of the mid-level staff<sup>1</sup>. We represent your interests within and outside the University. We are organized as an association and represent the intermediate staff of the University of Bern. Membership of the MVUB is free of charge and involves no obligations.

➤ **Join us now!**

### News

You will find important information about your work at the University of Bern on our website. As a member of our association, we will keep you regularly informed about issues relevant to intermediate staff.

### Representation

We represent your academic and professional interests both inside and outside the University. As a member of the MVUB, you can have your say and get involved in representing the mid-level faculty, for example by sitting on a university-wide committee.

As a member, you could also become part of the MVUB Board. If you are interested in gaining an insight into our work, please contact us at info.mvub@unibe.ch.<sup>2</sup>

### Networking

Would you like to network and get to know other researchers at the University of Bern? We organize various events for this purpose, from lunch talks to coffee breaks. We look forward to meeting you in person at one of these events.

### Support

Do you have questions about your employment relationship or difficulties related to your employment? The MVUB Triage Office will help you find the right person to talk to and guide you through the counselling process.

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<sup>1</sup> Members of the intermediate staff are defined in Art. 21, para. 1, letters c to f of the University Act (UniG; BSG 436.11) and in Art. 50, para. 1, letters a and b of the University Ordinance (OUni; RSB 436.111.1). [ (University ordinance, UniV; BSG 436.111.1).

<sup>2</sup> Knowledge of German is required to work on the steering committee and commissions.

As a member of the MVUB, you are also entitled to initial advice on legal matters or support in preparing for difficult discussions. All enquiries are free, straightforward and confidential.

## Guides

### Good to know

#### *Doctoral and postdoctoral agreements*

All PhDs and postdocs should have a doctoral agreement or postdoc agreement (in the tab menu under 'Postdoc'). It must be signed within 6 months of starting employment.

#### *Employee interviews (MAG)*

An interview takes place 4 - 5 months after starting the job. Regular appraisal interviews (MAG) take place regularly at the end of the year. According to the Personnel Ordinance of the Canton of Berne (Art. 161), employee appraisal is mandatory.

### Points of Contact

The university's Welcome Centre provides advice to researchers and their families on day-to-day issues during and after their move to Switzerland. Their website offers help with finding accommodation, health insurance, public holidays and much more.

The Career Services of the University of Bern supports doctoral students in preparing for their professional careers. They offer information on the transition to professional life, events, contact opportunities with employers and job vacancies.

The Lifelong Learning Centre offers further training in a variety of areas.

The Transferable Skills Programme helps you to acquire key skills for your academic and non-academic career.

The Language Centre is a resource for the acquisition of language skills in an academic context.

The Counselling Centre of the University of Bern offer support with questions related to work at the University of Bern or personal development. Psychologists will address your individual concerns and help you with a wide range of topics.

### Financial Applications

UniBE funding programmes

Travel Grants

Further financial applications

We wish you every success in your new position at the University of Bern and look forward to meeting you in person at one of our events. Please do not hesitate to contact us if you have any questions ([info.mvub@unibe.ch](mailto:info.mvub@unibe.ch)).

The MVUB-Team