

UMB Information Sheet for PhDs and Post-docs at GIUB

Intermediate Staff Association GIUB / Mittelbauvereinigung GIUB (UMB)

The UMB represents and promotes the interests of intermediate staff at the Institute of Geography. UMB members have the right to participate and voice their opinion in important committees and panels. We actively help to increase the Institute's attractiveness as a workplace and an innovative research institution. We are a port of call and a service center for all intermediate staff.

https://www.geography.unibe.ch/about_us/intermediate_staff/index_eng.html

The UMB is a member of the Intermediate Staff association (Mittelbauvereinigung) of the university (MVUB), which represents the interests of intermediate staff at the university level. For more information, visit their website: https://mvub.unibe.ch/about_us/membership/index_eng.html

You will be informed about meetings and other news via the **UMB mailing list**. If you are not on the list, please register via the webpage. Participating in the UMB meetings and committees is highly valued and considered part of your working hours.

The UMB meets **every first Monday of the Month at 12h** in the Social Hub for a joint **lunch and informal exchange**. Bring your own food and join in without registration – we look forward seeing you there!

GIUB in General

Geography Library

The Geography Library is the specialized scientific library of the Institute of Geography at the University of Bern and offers a selection of books and periodical subscriptions related to the institute's research specialties. It is part of the University Library Bern. A detailed overview of the acquisition process for books and journal articles is pictured in this [flow chart](#). For more information and helpful links consult their website:

https://www.geography.unibe.ch/services/library/index_eng.html

Please get in touch with Eri Amsler (eri.amsler@unibe.ch) or Kerstin Schneider (kerstin.schneider@unibe.ch) as they will gladly give you a detailed introduction to the libraries' services and events.

GIUB Equal Opportunity Commission

This Commission is concerned with offering equal opportunities to all GIUB employees, in particular with regard to gender equality, reconciliation of care duties and overall awareness.

https://www.geography.unibe.ch/about_us/equal_opportunities/index_eng.html

Legal Regulations

General legal regulations regarding employment (available in German only)

https://www.unibe.ch/universitaet/organisation/rechtliches/rechtssammlung/personal_angehoerige/personal/index_ger.html

mLab

The mLAB is an experimental space that encourages researchers and students to test new forms of transdisciplinary collaboration. The aim is to make new media, art and digital technologies an integral part of research activities, to reflect on them critically and to develop unorthodox coalitions of aesthetics and geography. Besides making research results visible for a non-academic public, the focus is also on sensorial routes of knowledge creation.

<https://mlab.unibe.ch/>

Social Hub

In the third floor in room 308 you find the social hub of the institute, a room with coffee, tea and basic cooking facilities (microwave, oven), which is intended for breaks and informal meetings.

For getting a coffee and printer badge please contact Isabella Geissbühler- Greco (room 202a, isabella.geissbuehler@unibe.ch , +41 31 684 88 59).

You can charge your coffee badge in the IT-office (room 213) on Tuesdays.

GIUB equipment

There are several measuring devices and instruments available at the institute that can be borrowed from the respective group. For reservations please contact the responsible person of each group (see link below - the link works only inside the GIUB-network or via VPN):

https://intern.unibe.ch/oe_intranets/philosophisch_naturwissenschaftliche_fakultaet/geographisches_institut/dienstleistungen/ausleihmaterial/index_ger.html

GIUB workshop / lab

A lab with several tools and instruments is located on the underground floor and can be accessed by the institute's staff. Furthermore, there is a person responsible for the measurement lab in the institute (sampling instruments, logging and electronic devices, fieldwork measurements, etc.)

For further information, please contact Aurea Hernandez (aurea.hernandez@unibe.ch).

GIUB mobility: institute's car

The institute disposes of a car, which can be used for fieldwork by institute's staff.

For registration and for getting an introduction to the car please contact Peter Leiser (room -109, peter.leiser@unibe.ch, +41 31 684 88 82).

Once registered, the car can be reserved via the following link, which is only accessible inside the GIUB-network or via VPN: <https://car.giub.unibe.ch>

Safety at Work

Inform yourself about the emergency regulations for the GIUB, the next emergency exit and the location of the next fire extinguisher. Furthermore, read the safety rules for the GIUB lab, when working in the field as well as when staying abroad.

https://www.geography.unibe.ch/about_us/security/index_eng.html

Bouldering Hall

In the underground floor a bouldering hall is installed. To use the hall members of the institute's staff can become member of the association and contribute with 100 CHF subscription fee.

Please contact adrien.mestrot@unibe.ch or stefan.wunderle@unibe.ch for subscription and further information.

PhD at GIUB

General Information about PhD Here you can find information about the first steps as a PhD student, overall objectives of the PhD, advisory services concerning funding, gender equality, job portals and much more. https://www.unibe.ch/studies/programs/doctorate/doctoral_degree/find_out_more/index_eng.html

Regulations governing doctoral studies at the Faculty of Science

PromR-Phil.-nat.-19 is the document you have to look for!
https://www.philnat.unibe.ch/studium/reglemente/index_ger.html

Doctoral Agreement

The Doctoral Agreement must be completed at the latest six months after starting your PhD. In order to offer the best possible support to doctoral students, the Doctoral Agreement defines the framework conditions of the doctorate (form and duration of the doctorate, educational, research and supervision goals) as well as the aspired academic accomplishments (written contributions and conference contributions). The educational and research objectives of the doctoral student shall be specified one year at a time, reviewed annually and readjusted:
https://www.unibe.ch/studies/programs/doctorate/doctoral_degree/doctoral_agreement/index_eng.html

Additional information concerning the doctoral agreement from the Faculty of Science (watch out for document *Code of practice doctoral degree program*)
https://www.philnat.unibe.ch/studies/forms/index_eng.html

Application for refund of fieldwork expenses

PhD Students who have no access to third party funding (Drittmittel) are eligible for a maximum refund of CHF 2400. Please find the instructions and the respective form for obtaining the reimbursement of fieldwork expenses under:
https://www.geography.unibe.ch/studies/study_programs_forms_leaflets/leaflets/index_eng.html
Application for refund:
https://www.geography.unibe.ch/studies/study_programs_forms_leaflets/forms/index_eng.html

International Graduate School (IGS) North-South

The IGS North-South is a graduate school of the Universities of Basel, Bern, Lausanne, and Zurich in Switzerland. It is dedicated to establishing a leading international research network that analyses the impacts of global change, with a view to advancing sustainable development worldwide. The IGS North-South organizes and carries out international disciplinary, interdisciplinary, and transdisciplinary courses at doctoral level for PhD candidates who have already started their career.
<http://www.igs-north-south.ch/Pages/default.aspx>

Graduate School Gender Studies

https://www.izfg.unibe.ch/studium/graduate_school/index_ger.html

Postdoc at GIUB

General information for postdoc/early career researchers UniBe

General information and contacts.

https://www.unibe.ch/research/promotion_of_early_career_researchers/career_steps/after_the_doctorate/post_doc/index_eng.html

Postdoc regulations

Intranet site with postdoc information and documents (site is available in German only, but some documents are also in English)

https://intern.unibe.ch/dienstleistungen/personal/anstellungsbedingungen/anstellung/anstellungsverhaeltnis/qualifikationsfunktionen/index_ger.html

Official postdoc regulations (pdf)

German:

https://www.unibe.ch/unibe/portal/content/e152701/e322683/e325053/e815539/ul_rgl_postdoc_ger.pdf

English:

https://www.unibe.ch/unibe/portal/content/e152701/e322683/e325053/e916384/ul_rgl_postdoc_en_ger.pdf

Postdoc guidelines (pdf)

German:

https://www.unibe.ch/unibe/portal/content/e1133/e9726/e9783/e41501/e249533/section249599/files249600/leitfaden_promotion-und-dann_2015_web_ger.pdf

English:

https://www.unibe.ch/unibe/portal/content/e1133/e9726/e9783/e41501/e249533/section249599/files249600/GuideBeyondDoctorate_2014_eng.pdf

University services

Welcome Center

The Welcome Center wants to simplify the start for our researchers and their families through an advisory service concerning "everyday questions" about their new life in Bern. We provide personalized, individual and prompt information and advice.

https://www.unibe.ch/research/advisory_services/welcome_center/welcome_offer/index_eng.html

University Library The university library provides access to books, journals and subject-specific databases and offers support in and around topics of academic writing, literature management, open science, etc.

https://www.ub.unibe.ch/ub/index_eng.html

Conflicts at Work

In case of conflict you can get advice and confidential consultations either from the MVUB legal advisor, or from the ombudsperson, or from the Human Resources Office:

https://www.unibe.ch/university/organization/intermediate_staff_association/support/conflicts_at_work/index_eng.html

Contact points in cases of sexual harassment

Several internal and external contact points are available. Here you also find information regarding procedures.

https://www.respekt.unibe.ch/concerned_zwnjwhat_to_do/contact_points/index_eng.html

Counselling Centre

The counselling Centre offers help in times of crises, anxiety, depressive moods, difficulties with home-office, social isolation, conflicts and questions of personal development, career planning and professional cooperation.

https://www.bst.unibe.ch/counselling_services/counselling_centre_universities_of_bern/index_eng.html

University Intranet

Official UniBe documents, services, templates and news from the University central services. Access from workplace or via VPN. German version only.

https://intern.unibe.ch/index_ger.html

Support for early-career researchers

The Faculty of Science offers additional funding opportunities for early-career researchers including support for conferences and fieldwork.

https://www.philnat.unibe.ch/research/support_for_early_career_scientists/index_eng.html

University Grants Office

The Grants Office is the central point of contact for all researchers at the University of Bern and ensures the necessary support from initial advice until completion of the project. Advice and support is provided for national and international funding schemes from public funding agencies.

https://www.unibe.ch/university/organization/executive_board_and_central_administration/vice_rectorate_research/grants_office/index_eng.html

IT-Services

An overview of the different platforms and services of Bern University and how to access them with which user name (campus account, SWITCH EDU-id).

https://www.unibe.ch/university/campus_and_infrastructure/rund_um_computer/campusnbspaceaccount_zwnj_switch_edu_id/index_eng.html

Education and networking

Zentrum für universitäre Weiterbildung ZUW (website only in German)

The ZUW offers trainings in university teaching, as well as in the areas of assessment and research management.

<https://www.zuw.unibe.ch/>

Transferable Skills Program

Transferable skills are competencies acquired in one context that can be applied to other contexts, jobs, positions, functions or fields of work. The lectures offered by this program are free of charge for postdocs and doctoral candidates of the University of Bern.

https://www.unibe.ch/research/promotion_of_early_career_researchers/ts/ts/index_eng.html

Language courses

Different language courses offered by the university including German as a foreign language, English for academic purposes and many other languages. Some courses are for free; some are not.

https://www.unibe.ch/studies/programs/language_offer/language_center/index_eng.html

Oeschger Centre for Climate Change Research (OCCR)

The OCCR is the interdisciplinary centre of excellence for climate research of the University of Bern. The main scientific focus is on the climate system and its interactions with society and the economy and, thus, contributes to the “Sustainability Focus” of the University of Bern.

<https://www.oeschger.unibe.ch/>

The [Young Researchers Meeting](#) is an annual two-day workshop organized by the Oeschger Centre. The meetings are open to all PhD and post-doctoral students in Switzerland focusing on climate research.

Centre for Development and Environment (CDE)

CDE is Switzerland’s centre of excellence for sustainable development. One of the University of Bern’s strategic research centres, they are tasked with mainstreaming sustainability throughout the university’s research and teaching.

<https://www.cde.unibe.ch/>

Portal Sciences Switzerland

The Portal Sciences Switzerland provides organisations committed to science (such as the Swiss Academy of Sciences or the Swiss Academy of Humanities and Social Sciences) with the means to share their knowledge with you and to inform you about their activities. It furthermore offers some financial support and promotes programs supporting young scientists.

<https://naturalsciences.ch/>

General information on Bern

RonOrp Bern

Page with information regarding concerts, events, apartments, jobs, etc etc (in German)

<https://www.ronorp.net/bern>

EnMasse

Podcasts on arriving in Bern (in German)

<https://enmasse.ch/ankommen/>

Radio RABE – Kulturradio

Radio based in Bern with broadcasts in German and other languages

<https://rabe.ch/>