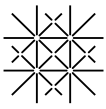


Guidelines for members of the BASEL GRADUATE SCHOOL OF HISTORY

Contents

1. PhD at the Basel Graduate School of History	2
1.1 Objectives	2
1.2 Curriculum	2
1.3 Doctoral Regulations and 'Guide to the Doctorate'	2
1.4 Doctoral Agreement	2
1.5 Recognition of credits	4
1.6 Enrolment and admission to the doctoral programme	5
1.7 Completion of the Doctorate and Termination of Membership	5
2. Programme	6
2.1 Research Colloquia	6
2.2 Self-organised events	6
2.3 Special formats	6
2.4 Transferable Skills events	7
2.5 Suggestions	7
3. Funding	8
3.1 Research stays	8
3.2 Self-organised events	8
3.3 Other funding areas	9
3.4 Areas not eligible for funding	9
4. Collaborations and international networking	10
4.1 School of History, Queen Mary University of London	10
4.2 Regimes of Inequality	10
4.3 Graduate School of the Institute for Alpine Cultures, Altdorf	10
5. IT	11
5.1 ITSC-PG2 and research-oriented IT support	11
5.2 BGSB website	11
5.3 Online profiles and project pages of BGSB members	11
5.4 BGSB email distribution list	12
5.5 Reporting	12
6. Premises	13
6.1 Workstations: Allocation, technical support and vacancies	13
6.2 Booking of seminar rooms	13
6.3 Common room in Kanonengasse	13
7. Committees and individuals	14
7.1 Sponsorship, Commission and Coordination	14
7.2 Points of contact in case of problems	14
7.3 Contact persons in the Research Dean's Office and the Dean's Office for Student Affairs	14
7.4 Contact persons in the administration of the Department of History	15



1. Doctoral studies at the Basel Graduate School of History

1.1 Objectives

The Basel Graduate School of History (BGSH) offers doctoral students all the benefits of a doctoral programme without restricting the freedom and individual research interests of the doctoral students and their dissertation projects. It is part of [the Graduate School of Humanities and Social Sciences](#), which acts as an umbrella organisation for all doctoral students and doctoral programmes within the Faculty of Arts and History.

Members of the BGSH can benefit from a wide range of training and support opportunities designed to help them acquire the specialist knowledge and experience necessary for their PhD and future careers. This is achieved, for example, through attending workshops and courses at PhD level, organising their own workshops, and receiving support for research and archival stays. Furthermore, the BGSH regularly organises 'annual conferences' that address fundamental methodological and substantive issues in historical research.

The BGSH provides doctoral students with workspaces at its premises on Kanonengasse and, to some extent, at the Department of History on Hirschgässlein. This enables doctoral students to work efficiently and undisturbed, whilst fostering academic exchange between them and the staff of the Department of History.

It is the explicit aim of the BGSH to enable its members to do both – to produce an excellent individual piece of research and to acquire skills as well as historical and methodological knowledge that extend beyond the scope of their own doctoral thesis.

1.2 Curriculum

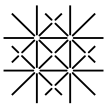
In addition to writing the dissertation, 18 credit points must be earned as part of the doctoral programme. BGSH members are required to attend at least three one-semester research colloquia and, as a rule, at least five events from the BGSH programme during the course of their doctoral studies. Furthermore, they must present their research project at least once in an academic forum. Furthermore, the remaining credit points may be acquired in various ways in consultation with the supervisors: organising conferences or workshops; organising or participating in working groups or reading groups; attending further academic events within or outside the University of Basel; taking transferable skills courses; or completing academic work placements. (Members admitted before 22 November 2018 may also complete the old curriculum).

1.3 Doctoral Regulations and 'Guidelines for the Doctorate'

The [doctoral regulations of 2 March 2017](#) ("Promotionsordnung", available in German only) apply to BGSH members. Please also note the regulations and guidelines set out in the [Guide to the Doctorate](#).

1.4 Doctoral Agreement

In accordance with the new doctoral regulations, doctoral candidates must conclude a [doctoral agreement](#). The following section covers only general issues relating to the doctoral agreement; detailed information can be found in [the information sheet on the doctoral agreement](#). The complete



doctoral agreement must be submitted to the Dean's Office for Research when registering for the doctoral examination.

The doctoral agreement consists of five parts:

- a) Cover sheet (pp. 1–2)
- b) Funding plan (pp. 3–4)
- c) Admission to the PhD programme subject to conditions and an individual study plan (p. 5)
- d) Progress reviews with agreed objectives (pp. 6–9)
- e) Overview of meetings (p. 10)

a) Cover sheet: PhD programme, subject area, PhD committee

The cover sheet specifies

- that the doctoral programme is being undertaken within the BGSB
- the subject in which the doctoral degree is being pursued
- which supervisors are members of the doctoral committee

Doctoral students in History may pursue their doctorate in the subject 'History' or in the subject 'Eastern European History'.

The cover sheet must be completed and signed by the primary supervisor **within the first six months** of enrolment. The original remains with the doctoral candidate, whilst a copy must be sent as a PDF file to the BGSB Coordination Office.

If the full doctoral committee has not been specified in the first version, a second, updated version containing the name of the secondary supervisor and, where applicable, external experts must be prepared within 12 months of enrolment and sent again to the BGSB Coordination Office.

The inclusion of external experts requires the approval of the doctoral committee, to which an informal application may be submitted.

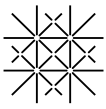
b) Funding plan

This section sets out the funding arrangements for the doctoral programme: there are three categories: 1. 'Doctorate with a permanent post', e.g. within a department, 2. 'Doctorate with a non-permanent assistantship' or a position as a research assistant, funded by a third-party project (SNSF or similar), 3. 'Doctorate without a post at the University of Basel', e.g. self-funded doctorates or those funded by a secured scholarship.

c) Requirements for admission to the doctoral programme and individual study plan

The primary supervisor must confirm by signature that any requirements specified for admission to the doctoral programme have been met. The acquisition of credit points must have been certified via the Services web application.

In the individual study plan, the primary supervisor confirms by signature which modules are to be completed. The BGSB curriculum (see 1.2) is decisive in this regard.



d) Progress reviews with agreed objectives

Progress reviews between doctoral candidates and their primary supervisor must take place at least once a year. Doctoral candidates and their primary supervisor shall jointly determine the nature, format and frequency of the progress reviews. Following the meeting, doctoral candidates shall draw up brief minutes and have these signed by the supervisor. Examples of objectives can be found in the [information sheet on the doctoral agreement](#).

e) Overview of meetings

This table is intended to document meetings with the supervising staff.

1.5 Recognition of credit points

a) Registration via [Online Services](#)

All credit points must be earned via Services.

The BGSB endeavours to list the courses it offers in the central course catalogue so that the credits to be earned can be recorded directly via Services. To receive credits for a BGSB course, members must check whether the course is listed in [the course directory](#) and, if so, register for it.

Due to registration deadlines, it is unfortunately not possible to list all courses in good time. If a course does not appear in the central course catalogue, members must conclude a study contract (see next point).

b) Study contracts

Study contracts must be concluded for all activities for which it is not possible to earn credit points via Services. A [leaflet](#) (English version on page 2) is available explaining the procedure.

According to the BGSB curriculum, such activities include the presentation of the dissertation project in an academic forum, participation in summer schools, conferences, transferable skills courses and workshops (with or without a paper), the organisation of events, and academic-related professional placements.

Members may designate either the BGSB coordination team or their primary supervisor as the assessor.

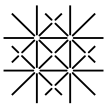
For **all** study contracts, the option '**Doctoral courses**' must be selected in the '**Credit in module**' field, regardless of the type of activity (i.e. for example, even in the case of attending a conference). The option '*Elective area/Complementary area*' must not be selected.

Furthermore, grades are never awarded; only '**Pass/Fail**' is selected.

NB: Completing the study contracts **does not replace the supervisor's signature on the individual study plan**.

c) Recognition of credits certified by other universities

Provided a certificate confirming the award of ECTS credits is available, credits earned at other universities can be recognised directly. The certificates can be sent to the Dean's Office.



1.6 Enrolment and admission to the doctoral programme

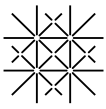
- All information regarding registration and the link to the registration form can be found [here](#).
- The application form from the primary supervisor required for admission can be found [here](#).
- The declaration regarding availability during the PhD programme can be submitted in the form of an informal letter.

1.7 Completion of the PhD and end of membership

Doctoral students who are in the process of completing their doctorate must refer to the information sheet [Registration for the doctoral examination](#). This also includes a list of all the required documents.

As members of a doctoral programme, BGSB doctoral students require confirmation of successful participation in the training programme and fulfilment of the required academic achievements and curricular requirements. This confirmation is issued by the Coordination Office as a PDF scan upon request.

Members are required to inform the Coordination Office of the date of their doctoral examination. Members who have completed their doctorate must vacate their workspace and return the key (if applicable) to the secretariat.



2. Programme

2.1 Research Colloquia

The [research colloquia](#) of the individual departments are a central pillar of the BGSB's programme of events. BGSB members are expressly encouraged to contribute their own suggestions for the programme. To this end, contact should be made with the organisers and coordinators of the respective colloquia. As the colloquium programmes are planned well in advance, proposals should be submitted at the start of the previous semester.

2.2 Self-organised events

a) Principles

In addition to the events organised by the BGSB and within the context of the respective departments, the BGSB expects a high degree of personal responsibility from doctoral students. The organisation of events on specific topics by BGSB members is explicitly encouraged, and it is possible to earn credit points.

The events can take various forms. For example, experts may be invited to provide guidance on a specific research question (*in-house workshop with experts*), or traditional *workshops featuring presentations* may be organised. Panel discussions, themed afternoons (short workshops lasting 3–4 hours) or 'BGSB Lectures' (individual talks by prominent speakers) are also possible formats.

The BGSB also welcomes self-organised informal events, such as reading groups or small workshops.

The BGSB provides funding for self-organised events (see 3.2).

b) Registration of events

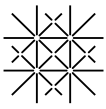
Self-organised events taking place within the framework of the BGSB must be publicised via the website in order to reach as wide an audience as possible. The details must be sent to the coordination team.

c) Room booking

Rooms for workshops, reading groups, etc. can be booked directly by members. The room schedules can be viewed at rauminfo.unibas.ch. Rooms at the Department of History can be booked by sending a request to sekretariat-geschichte@unibas.ch.

2.3 Special formats

The **BGSB Annual Conference** occupies a prominent position in the BGSB's programme of events. The BGSB Annual Conference serves as a key event for exchange between doctoral students from different disciplines and the members of the sponsoring body. It is usually held annually. BGSB members are expected to attend the Annual Conference regularly. It is possible to earn credit points.



As part of the *Basel History Lecture*, which usually takes place annually, a **masterclass** is offered by an internationally renowned historian. The format varies.

The BGSB regularly invites academics from other universities and institutions in Switzerland and abroad to spend time in Basel as fellows. These **BGSB fellowships** usually last two to three weeks. During this time, the fellows contribute to the programme of events, for example through colloquium presentations or workshops.

BGSB members and the sponsoring bodies may submit proposals for new fellows to the committee at any time. Ideally, the application should be supported by several individuals from different disciplines.

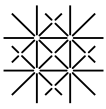
The **BGSB Socials** are generally annual social events at which members and the sponsoring bodies have the opportunity to meet and exchange ideas outside the academic setting.

2.4 Transferable Skills Events

Members of the BGSB are warmly invited to take advantage of the wide range of events offered by GRACE in the field of [transferable skills](#). The courses and workshops are free of charge and are designed to help participants acquire interdisciplinary skills in the areas of methodological, social and personal competence. In addition, the BGSB occasionally organises further events tailored to the needs of doctoral students in history (e.g. in the areas of 'Career prospects for historians' or 'Academic writing in English').

2.5 Suggestions

In addition to research colloquia and self-organised events, the BGSB Commission is always pleased to receive suggestions regarding its programme offerings. These may be submitted to the coordination team or entrusted to the members' representatives on the BGSB Commission.



3. Funding

The BGSH's main areas of funding are research stays (3.1) and self-organised events (3.2). In addition, there are other areas for which funding may be granted (3.3).

For all funding formats, a short application must outline which sources are to be examined or which activities are planned, and what the costs will be. The Coordination Committee invites members to submit new applications twice a year. These are usually considered at the Commission meetings in February and September. The BGSH Commission decides on the allocation of funding by majority vote.

3.1 Research visits

The University of Basel's [Travel Fund](#) supports archival visits by doctoral students (max. 10 days) as well as active participation (with a presentation) in conferences. BGSH members are invited to make active use of this funding opportunity. On average, 80% of travel costs are covered by the Travel Fund. Applications must be submitted after the relevant trip has been completed.

The BGSH provides its members with additional funding for research and archival visits that cannot be financed by the Travel Fund, for example because they exceed the stipulated maximum duration of 10 days (*Archival Fieldwork Grants*).

In addition to funding applications for longer research stays, applications may be submitted for funding for regular archive visits within Switzerland or the surrounding area (for example, 5 trips between Basel and Bern to visit archive xy).

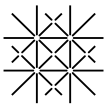
In addition, grants are available for research stays at foreign universities, which serve to enable visiting researchers to establish contacts or gain a deeper understanding of a research environment relevant to their doctoral thesis. Funding may be applied for stays of between two and eight weeks. (BGSH Exchange Fellowship)

BGSH members who have their own research funding available within the scope of their project must exhaust these funds before they can submit funding applications to the BGSH.

3.2 Self-organised events

In addition to research stays, the BGSH supports the organisation of academic events. A prerequisite for the approval of such funding is that the proposed events also appeal to the interests of other BGSH members. Collaboration and networking with early-career researchers from other universities are expressly encouraged. BGSH members are strongly urged to first make use of the funding opportunities offered by the University of Basel's Early-Career Fund, the SNF and foundations (including the *Freiwillige Akademische Gesellschaft*).

As part of its support for academic events, the BGSH generally contributes to the travel and accommodation costs of invited speakers and experts, as well as to the catering costs for all participants. For larger events, support in the form of administrative assistance from the BGSH may be requested. Fees can only be paid in justified exceptional cases, such as for expert workshops.



3.3 Other areas of funding

In addition to research stays and self-organised academic events, the BGSB supports:

3.3.1 Proofreading of English-language articles

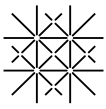
The University of Basel's Young Researchers Fund supports proofreading costs for English-language publications (e.g. articles in academic journals) with the "[Academic Editing](#)" grant, up to a maximum of CHF 500. Should these funds be insufficient or the application not be approved, members may submit an application to the BGSB coordinator, for the attention of the commission.

3.3.2 Digital reproductions

Funding for (digital) reproductions of archive or source material relevant to the dissertation may be applied for, whether or not this relates to a research stay abroad.

3.4 Areas not eligible for funding

The BGSB does not provide grants for participation in external conferences and workshops (with or without a presentation), nor does it provide subsidies for printing costs or cover translation costs.



4. Collaborations and international networking

4.1 School of History, Queen Mary University of London

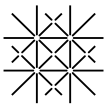
Queen Mary University of London is an important international partner of the BGSB. The BGSB and QMUL organise an annual doctoral workshop in Basel or London. Members of the BGSB are warmly invited to present their dissertation projects at this event and to network with colleagues from QMUL. The costs of attending doctoral workshops in London are covered by the BGSB.

4.2 Regimes of Inequality

The BGSB cooperates with the transdisciplinary doctoral programme 'Regimes of Inequality' run by the Department of Contemporary History at the University of Fribourg. The programme is aimed at doctoral students who are engaged in an in-depth examination of the subject matter and analysis of inequality in Swiss, European and global contexts. The programme serves as a platform for discussing various aspects of inequality. Members of the BGSB are invited to participate actively in this collaboration and, if interested, to contact the BGSB coordination team or the doctoral programme directly.

4.3 Graduate School of the Institute for Alpine Cultures, Altdorf

The Institute for Alpine Cultures (IKdA) is an independent institute active in scientific research and knowledge dissemination in the Alpine region, operating as an affiliated institute of the University of Lucerne. To train the next generation of researchers, the IKdA runs the Graduate School of Alpine Cultures and organises regular activities in this context. The IKdA and BGSB provide doctoral students with access to their respective course programmes and mutually recognise completed coursework within the doctoral curriculum. Members of the BGSB are invited to actively participate in this collaboration and, if interested, to contact the BGSB coordination team or the Institute 'Cultures of the Alps' directly.



5. IT

5.1 ITSC-PG2 and research-oriented IT support

The **IT Service Centre PG2** is responsible for questions concerning the operation of workstations and IT applications in the Department of History:

- Email: support-its@unibas.ch
- Web: <https://support.its.unibas.ch/>
- Telephone: +41 61 207 14 11

The **RISE (Research and Infrastructure Support)** unit offers research-oriented IT support to BGSB members. This involves subject-specific and practical IT support for project-related queries, which can be submitted via email or discussed in person. This may include, amongst other things, the use of databases, Office, reference management software and other IT solutions.

The University Library hosts the **Research Data Management Network**, which assists, for example, with the creation of data management plans for the SNF.

The Department of History has a wide pool of staff with expertise in the field of **digital history**, including the two specialist departmental assistants. BGSB members are welcome to contact them informally for initial technical advice, tips and tricks.

5.2 BGSB website

The BGSB website is a key tool for promoting the BGSB to the outside world. It is maintained by the Coordination team. The BGSB Coordination team is responsible for all queries and suggestions regarding the general structure of the site and the information it contains. The point of contact for technical queries is the BGSB Technical Support team (bgsh-geschichte@unibas.ch).

5.3 Online profiles and project pages for BGSB members

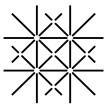
On the BGSB website, members are provided with a profile page and a project page, which they complete themselves. Instructions can be found in the ADAM folder 'BGSB Members'.

BGSB members receive their login details from the Coordination Assistant or, if necessary, from the Coordination team. Login is via this [URL](#).

Please note the following:

- 'Firefox' is recommended as the browser.
- The profile should be kept as brief as possible in continuous text.
- In light of increasing internationalisation, the BGSB expressly welcomes bilingual profile pages in German and English.

BGSB members are strongly encouraged to regularly update their personal website on the BGSB website (research project abstract, new publications, etc.)

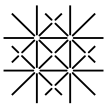


5.4 BGSB email distribution list

The Coordination Team maintains a mailing list that regularly informs BGSB members about all relevant events and happenings. If necessary, enquiries regarding the forwarding of relevant information can be sent to the Coordination team.

5.5 Reporting

Once a year, the Coordination Team sends a reminder to update members' data regarding third-party funding, mobility, publications and presentations. The BGSB requires this information both for its annual reporting to the Graduate Centre (GRACE) at the University of Basel and to tailor its programme offerings and funding instruments to the needs of its members.



6. Premises

6.1 Workspaces: Allocation, Technical Support and Vacancies

All members of the BGSH are entitled to a fully equipped workstation. These are usually located on Kanonengasse. The Coordination team is responsible for allocating workstations on Kanonengasse.

Members whose PhD is not funded are not entitled to their own workstation. However, they may use one of the four workstations in the shared office, where a clean-desk policy applies and there is ample shelf space available for storing documents.

In the event of technical problems with the workstations, BGSH members may contact IT Support (see Section 5.1).

If a workstation is not required for an extended period, the Coordination team must be notified. During a vacancy, the workstation must be cleared, as it can then be allocated to other individuals if required.

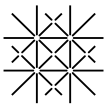
6.2 Booking of seminar rooms

Bookings of university seminar rooms for academic events or meetings (including rooms in the Department of History) can be made via the University of Basel's [room booking tool](#) (please note: accessible only via the university network). Alternatively, this can be arranged in consultation with the Coordination Office.

6.3 Common room in Kanonengasse

The larger room on the ground floor of Kanonengasse serves primarily as a common room for members of the BGSH. It cannot be booked via the University's central room booking tool and is therefore not available for the ongoing events of University staff.

Members of the BGSH may use this room for seminars or workshops. Such use should only be on an exceptional basis or at longer intervals, should not generally take place during the lunch break, and in any case should last for a maximum of one day. The room should be reserved well in advance. The Coordination Team should be informed, and they will pass this on to the relevant members.



7. Committees and individuals

7.1 Sponsoring Body, Commission and Coordination

The BGSH's **faculty** comprises all professors in the Department of History and, where applicable, associate professors from other institutions (EIB, Centre for Jewish Studies). They supervise the dissertation projects of BGSH members and, as a group, are responsible for the content of the doctoral programme.

The BGSH **Commission** acts as the governing body responsible for strategic development, the programme of events, evaluation and quality assurance within the BGSH. The Commission's tasks include strategic planning, the advertising and administration of the start-up grants awarded within the framework of the BGSH, the allocation of funding to BGSH members, evaluations, representing the BGSH in university bodies, and representing the BGSH in national and international contexts. The Commission comprises three professors, a postdoctoral research assistant, the coordinator, and a member of the BGSH representing all members. The Commission members also act as representatives for their respective groups, to whom group-specific concerns may be reported for the Commission's consideration. The Commission usually meets four times a year: in February, April, September and November. The dates are published on the website.

The **coordinator** is responsible for the day-to-day running of the BGSH and is available to all members and sponsors for questions regarding the programme, funding, scholarships and other activities of the BGSH. The coordinator is supported by an assistant, who can also be contacted with any queries (bgsh-geschichte@unibas.ch).

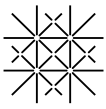
7.2 Points of contact in case of problems

In the event of any problems or misunderstandings, e.g. between a BGSH member and the support staff or other members of the BGSH, you may contact either the Coordination Team or the management of the Department of History. They will offer advice and treat the situation confidentially.

Alternatively, the University of Basel has established a central **office for Personal Integrity** and the **Diversity & Inclusion Unit**, which are available at any time to provide advice and support. Further points of contact include **Students Without Barriers (StoB) service point**, the **faculty confidential advisors**, the **avuba teaching assistants' association**, or the **VPOD mid-level academic staff group**.

7.3 Contact persons in the Research Dean's Office and the Dean of Studies' Office

Research Dean's Office:	Dr Sandrine Mayoraz
Dean's Office – Doctoral Issues:	Hildegard Räuber



7.4 Contact persons in the Administration of the Department of History

Management:	Dr Marino Ferri / Dr Mirjam Janett (Studies + Teaching)
External funding projects:	Rodica Schmidinger
Contracts:	Zuzana Trkovsky
Finance:	Agnes Weidkuhn
Communications (web, flyers):	Christina Panizzon

As of: February 2026 / MJ