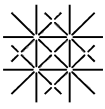


Guidelines for Members of the BASEL GRADUATE SCHOOL OF HISTORY

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1. Doctorate 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 program without restricting their freedoms, individual research interests or their doctoral thesis projects. It is part of the [Graduate School of Humanities and Social Sciences](#), which acts as an umbrella for all doctoral students and doctoral programs at the Faculty of Humanities and Social Sciences.

BGSH members can take advantage of a wide range of funding opportunities and courses for advanced training, allowing them to acquire the specialist knowledge and experience required for their doctorates and further careers. For example, they can attend doctoral-level workshops and academic programs, organize their own workshops and obtain funding for research stays and archive visits. In addition, the BGSH regularly organizes “annual conferences” focused on fundamental questions of methodology and content within historical research.

The BGSH provides doctoral students with workstations at its premises on Kanonengasse and, in some cases, at the Department of History on Hirschgässlein. This enables doctoral students to work efficiently and without disruption and encourages academic exchange among doctoral students and with the staff at the Department of History.

It is the express goal of the BGSH to enable its members both to produce excellent individual research work and to acquire historical and methodological knowledge and skills that go beyond the boundaries of their own doctoral theses.

1.2 Curriculum

In addition to writing a thesis, doctoral students must earn 18 credit points during their doctorate. During their doctorate, BGSH members are obligated to attend at least three one-semester research colloquiums and, as a rule, at least five courses from the BGSH program. They must also present their research project at least once in an academic forum. The remaining credit points can be earned in various ways in consultation with supervisors, for example by organizing conferences, attending workshops, organizing or participating in research and reading groups, participating in other academic events within or outside of the University of Basel, attending transferable skills courses or completing academic vocational internships. (Members accepted before 22 November 2018 may also complete the old curriculum).

1.3 Doctoral study regulations and “doctorate guidelines”

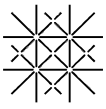
BGSH members are subject to the [doctoral study regulations of 2 March 2017](#) (in German only). The rules and instructions set out in the [doctorate guidelines](#) must also be taken into account.

1.4 Doctoral agreement

In accordance with the new doctoral study regulations, doctoral students must conclude a [doctoral agreement](#). Only fundamental questions on the doctoral agreement are discussed here; detailed information can be found in the [doctoral agreement fact sheet](#). The entire doctoral agreement is to be submitted to the Office of the Dean of Research when registering for the doctoral examination.

The doctoral agreement consists of five parts:

- a) Cover sheet (pages 1-2)
- b) Funding plan (pages 3-4)
- c) Admission to the doctorate with additional requirements and individual plan of study (page 5)
- d) Status review meetings with agreement on objectives (pages 6-9)
- e) Overview of supervisory meetings (page 10)



a) Cover sheet: doctoral program, field of study, Doctoral Committee

The cover sheet states

- that the student will complete their doctorate in the BGSB program
- the subject they will study
- the supervisors who will make up the Doctoral Committee

Doctoral students in the field of history can obtain a doctorate in History or Eastern European History.

The cover sheet must be filled out within 6 months of matriculation and signed by the first supervisor. The doctoral student retains the original and a copy must be sent to the BGSB coordinator in PDF format.

If the entire Doctoral Committee is not stipulated in the first version of the cover sheet, a second, updated version must be completed within 12 months of matriculation containing the names of the second supervisor and any external experts and sent again to the BGSB coordinator.

The inclusion of external experts must be approved by the Doctoral Board; an informal application can be submitted.

b) Funding plan

This section determines the funding for the doctorate, where applicable. There are three categories: 1. "Doctorate with structural position", e.g. an employment contract in the department; 2. "Doctorate with non-structural position", or a position as a project assistant funded via an externally funded research project (e.g. SNSF); 3. "Doctorate without an employment contract at the University of Basel", e.g. a self-funded doctorate or a doctorate funded via a grant/scholarship.

c) Additional requirements for admission to the doctorate and individual plan of study

The first supervisor must sign to confirm that any additional requirements stipulated for admission to the doctorate have been fulfilled. The acquisition of credit points must have been certified via the MoNA web application.

In the individual plan of study, the first supervisor signs to confirm which activities/coursework are to be completed. This is based on the BGSB curriculum (section 1.2).

d) Status review meetings with agreement on objectives

Status review meetings between a doctoral student and first supervisor must take place at least once a year. Together, the doctoral student and the first supervisor clarify the type, form and frequency of these meetings. The doctoral student writes a short report after the meeting and provides this to the first supervisor for signature. Examples of objectives are provided in the [doctoral agreement fact sheet](#).

e) Overview of supervisory meetings

Meetings with the supervisors are to be documented in this table.

1.5 Recognition of credit points

a) Registration via MoNA

All credit points must be earned via MoNA.

The BGSB strives to announce its courses in the central curriculum so that the credit points to be earned can be entered directly via MoNA. To gain credit points for a BGSB course, members must check whether the course is included in the [course directory](#) and, if so, register for the course.



Due to application deadlines, it is unfortunately not possible to announce all courses in time. If a course does not appear in the central curriculum, members must conclude a learning contract (see next section).

b) Learning contracts

Learning contracts must be concluded for all academic achievements for which credit points cannot be earned via MoNA. A [fact sheet](#) is provided explaining the process.

In accordance with the BGSB curriculum, such academic achievements include the presentation of a doctoral thesis project in an academic forum, participation in summer schools, conferences, transferable skills courses and workshops (with or without a paper), organizing events, and vocational internships with academic relevance.

Members can name either the BGSB coordinator or their first supervisor as the assessor.

In **all** learning contracts, the **Module** and **Recommendations** option must be selected in the **Credited module** field, regardless of the type of academic achievement (this includes, for example, participating in a conference). The *Free electives* option must not be selected.

Grades are never awarded; only a **Pass/Fail**.

NB: The conclusion of learning contracts **does not replace the signature of the supervisor in the individual plan of study**.

d) Recognition of academic achievements certified by other universities

If there is a certificate confirming that ECTS points have been earned, then academic achievements completed at other universities can be recognized directly. The certificates can be sent to the Office of the Dean of Studies.

1.6 Matriculation and admission to a doctorate

All information on applications and the link to the online application process can be found [here](#).

The application by the first supervisor required for admission can be found [here](#).

A declaration of time availability during the doctorate can be provided in an informal letter.

1.7 Completion of doctorate and end of membership

Doctoral students who are about to complete their doctorates must take note of the "[Applying for Doctoral Examinations](#)" [fact sheet](#). This also contains a list of all documents required.

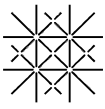
As members of a doctorate program, doctoral students at the BGSB must have confirmation that they have successfully participated in the education program and fulfilled the necessary academic achievements and curriculum-based requirements. The coordinator issues the confirmation as a PDF scan on request.

Members are obligated to inform the coordinator of the date of their doctoral examination. Members who have completed their doctorate must clear their workstation and return their key (if they have one) to the secretariat.

2. Program

2.1 Research colloquiums

The [research colloquiums](#) of the individual subject areas are a central pillar of the BGSB program. BGSB members are expressly welcomed to make suggestions for the program. Anyone wishing to



submit a suggestion should make contact with the people responsible for and the coordinators of the relevant colloquiums. The colloquium programs are planned well in advance, so suggestions should be submitted at the start of the preceding semester.

2.2 Self-organized events

a) Principles

In addition to the events organized by the BGSB and in the context of the respective subject areas, the BGSB assumes that doctoral students will take a high degree of personal responsibility. BGSB members are expressly welcomed to organize events on specific topics, and it is possible to earn credit points for doing so.

Events can take various formats. For example, experts can be invited to advise on specific research questions (*internal workshop with experts*) or traditional *workshops with talks* can be organized. Other potential formats include podium discussions, themed afternoons (short workshops of 3–4 hours) and “BGSB lectures” (individual talks by prominent speakers).

The BGSB also welcomes self-organized informal events such as reading groups and small workshops.

The BGSB makes funding available for self-organized events (section 3.2).

b) Announcing events

Self-organized events taking place within the BGSB framework must be announced via the website to reach the widest possible audience. Details must be sent to the coordinator.

c) Reserving rooms

Members can directly reserve rooms for workshops, reading groups, etc. The booking plans can be viewed at rauminfo.unibas.ch. Rooms at the Department of History can be reserved by sending a request to sekretariat-geschichte@unibas.ch.

2.3 Special formats

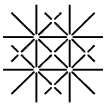
The BGSB **Annual Conference** plays a prominent role in the BGSB events program. The BGSB Annual Conference is the central event for exchange between doctoral students in the various subject areas and the faculty members. It is usually held every year. BGSB members are expected to participate regularly in the Annual Conference. Credit points can be earned for this.

As part of the *Basel History Lecture*, which usually takes place every year, a **master class** is held with an internationally renowned historian. The format may change.

The BGSB regularly invites academics from other universities and institutions in Switzerland and abroad to spend time at the University of Basel as fellows. These **BGSB fellowships** generally last for two to three weeks. During this time, fellows contribute to the events program with colloquium lectures or workshops, for example.

BGSB members and the faculty can propose new fellows to the BGSB commission at any time. Ideally, a proposal should be supported by several people from different subject areas.

BGSB socials usually take place every year and give the members and faculty an opportunity to meet and chat in a non-academic setting.



2.4 Transferable skills

BGSH members are urged to take advantage of the wide range of [transferable skills](#) courses offered by GRACE. These courses and workshops are free of charge and enable participants to gain transferable methodological, social and self-competence skills. The BGSH organizes occasional further courses tailored to the needs of doctoral students in the field of history (e.g. on the topic of “career prospects for historians” or “academic writing in English”).

2.5 Suggestions

Beyond research colloquiums and self-organized events, the BGSH commission is always glad to receive suggestions for its program. Suggestions can be submitted to the coordinator or the member representatives on the BGSH commission.

3. Funding

The main areas funded by the BGSH are research stays (3.1) and self-organized events (3.2). Funding can also be allocated for other areas (3.3).

A brief application must be submitted for all funding formats, outlining the sources to be viewed or the activities planned and the level of costs. The application form can be [downloaded here](#). The coordinator invites members to submit new applications twice a year. These are generally dealt with at the commission meetings in February and September. The BGSH commission decides on funding allocations via majority vote.

3.1 Research stays

The University of Basel [Travel Fund](#) supports archive visits (max. 10 days and active participation in conferences (giving a presentation)) for doctoral students. BGSH members are invited to make active use of this funding. On average, 80% of travel costs are covered by the Travel Fund. Applications are submitted following the conclusion of the relevant trip.

The BGSH also offers its members funding for research stays and archive visits that **cannot** be covered by the Travel Fund because, for example, they exceed the maximum duration of 10 days (*archival fieldwork grants*).

In addition to funding applications for longer research stays, applications can be submitted for funding for regular archival trips within Switzerland and nearby (e.g. 5 trips between Basel and Bern to visit the xy archive).

Research stays at universities outside Switzerland can also be subsidized if they allow students to establish contacts as visiting scholars or to get to know a research environment that is important for their doctoral theses. For this purpose, funding can be requested for stays lasting between two and eight weeks (*BGSH Exchange Fellowship*).

BGSH members who have their own funding within their project must exhaust this before they can submit funding applications to the BGSH.

3.2 Self-organized events

The BGSH also funds academic events. For funding to be approved, the proposed event must address the interests of other BGSH members. Collaborations and networking with early career researchers at other universities are expressly welcomed. BGSH members are urged to first make use of funding opportunities offered by the Research Fund Junior Researchers at the University of Basel, the SNSF and various foundations (such as the *Freiwillige Akademische Gesellschaft*).



As part of its funding for academic events, the BGSB usually contributes to the travel and accommodation expenses of invited speakers and experts as well as to catering costs for all participants. If need be, support for larger events can be requested from the BGSB student assistant. Fees can only be paid in justified exceptional cases, such as for expert workshops.

3.3 Other funding areas

In addition to research stays and self-organized academic events, the BGSB provides funding for:

3.3.1 Editing of English-language papers

The Research Fund Junior Researchers at the University of Basel offers “[Academic Editing](#)” grants covering the costs of editing English-language publications (e.g. paper in an academic journal) up to a maximum of CHF 500. Should this amount prove insufficient or if an application is not approved, members can also submit an [application](#) to the BGSB.

3.3.2 Digital reproductions

Funding can be requested for (digital) reproductions of archival/source material relevant to the doctoral thesis, with or without reference to a research stay abroad.

3.4 Areas not funded

The BGSB does not grant funding for participation in external conferences and workshops (with or without a contribution by the participant), printing costs or translation costs.

4. Collaborations and international networking

4.1 School of History, Queen Mary University of London

The Queen Mary University of London is an important international collaboration partner for the BGSB. The BGSB and QMUL organize an annual doctoral workshop in Basel or London. BGSB members are expressly invited to present their doctoral thesis projects at this workshop and establish contact with their colleagues at the QMUL. The cost of participating in doctoral workshops in London is covered by the BGSB.

4.2 Regimes of Inequality

The BGSB collaborates with the transdisciplinary [Regimes of Inequality](#) doctoral program at the Department of Contemporary History, University of Fribourg. The program is aimed at doctoral students who are exploring the topic and analysis of inequality in a Swiss, European and global context. The program is designed to be a platform to discuss various aspects of inequality. BGSB members are invited to play an active part in this collaboration and, if interested, to contact the BGSB coordinator or the doctoral program directly.

4.3 Graduate School at the “Institut Kulturen der Alpen” in Altdorf

“Kulturen der Alpen” (Alpine Cultures) is an independent institute engaged in academic research and knowledge transfer in the Alpine region, acting as an affiliated institute to the University of Lucerne. The IKdA Graduate School aims to educate early career researchers and holds regular activities in this context. The IKdA and BGSB provide doctoral students with access to the relevant event programs and credit academic achievements in each other’s doctoral curriculums. BGSB



members are invited to play an active role in this collaboration and, if interested, to contact the BGSB coordinator or the *Institut Kulturen der Alpen* directly.

5. IT

5.1 ITSC-PG2 and research-oriented IT support

The **IT Service Center PG2** is responsible for questions regarding the operation of workstations and IT applications at the Department of History:

Email: support-its@unibas.ch

Phone: +41 61 207 14 11

Web: <https://support.its.unibas.ch/>

RISE (Research and Infrastructure Support) offers research-oriented IT support for BGSB members. RISE provides specialized and practical IT support for project-specific questions that can be submitted via email or during a personal meeting. Topics may include the use of databases, Office, reference management programs and other IT solutions.

The **Research Data Management** network at the university library can help to create data management plans for the SNSF, for example.

The Department of History has a large pool of people with expertise in **Digital History** (in German only), including two expert assistants. BGSB members are welcome to contact them informally for initial advice, tips and tricks.

5.2 BGSB website

The BGSB website is a key instrument in its public image. It is maintained by the coordinator. The BGSB coordinator is responsible for all questions and suggestions regarding the general structure of the website and the information it provides. Technical questions should be addressed to the BGSB student assistant (bgsh-geschichte@unibas.ch)

5.3 Online profiles and project pages of BGSB members

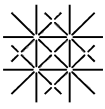
BGSB members have a profile page and project page on the website that they fill out themselves. Instructions are provided in the "BGSB members" folder in ADAM.

BGSB members receive their login details from the student assistant or coordinator and can log in via this [URL](#).

Please note the following:

- The Firefox browser is recommended.
- The profile must be written as prose text and kept as short as possible.
- In light of increasing internationalization, the BGSB expressly welcomes bilingual profile pages in German and English.

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



5.4 BGSB email list

The coordinator maintains a mailing list that regularly informs BGSB members of all relevant events. Anyone with information that they would like to be included should send an inquiry to the coordinator.

5.5 Reporting

Once a year, the coordinator sends out a reminder to members to update information on external funding obtained, mobility, publications and presentations. The BGSB requires this information for its annual reporting to the Graduate Center (GRACE) at the University of Basel and to tailor its program and funding instruments to the needs of its members.

6. Premises

6.1 Workstations: allocation, technical support and vacating workstations

All BGSB members are entitled to a fully equipped workstation. This is usually in the Kanonengasse. The coordinator is responsible for allocating workstations in the Kanonengasse.

Members without doctorate funding are not entitled to a dedicated workstation. They may, however, they may use one of the four workstations in the shared office. This is subject to a clean desk policy and has plenty of shelving for storing documents.

In the event of a technical problem at a workstation, BGSB members can contact IT Support (see above).

If a workstation is not required for an extended period, the coordinator must be informed.

The workstation must be cleared during a vacant period so that it can be allocated to other people if required.

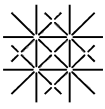
6.2 Reserving seminar rooms

Seminar rooms at the University can be reserved for academic events or meetings (including rooms at the Department of History) via the University of Basel [room-booking tool](#) (this can only be accessed from the University network). Alternatively, rooms can be reserved in consultation with the coordinator.

6.3 Recreation room in the Kanonengasse

The larger ground floor room in the Kanonengasse serves primarily as a recreation room for BGSB members. It cannot be reserved via the central University room-booking tool, which means that University members cannot block it for regular events.

BGSB members can use this room for seminars and workshops. This should only happen in exceptional cases and not regularly. Use should not affect the lunch break as a rule and must not last longer than one day. The room is to be reserved in good time. The coordinator will be informed and pass on the information to the members affected.



7. Committees and people

7.1 Faculty, commission and coordinator

The BGSH **faculty** includes all professors at the Department of History and associated professors at other institutions (Institute for European Global Studies, Center for Jewish Studies). They supervise the doctoral thesis projects of BGSH members and contribute to the content of the doctoral program as a group.

The BGSH **commission** is the executive board responsible for strategic development, the events program, evaluation and quality assurance at the BGSH. The commission's tasks include strategic planning, advertising and implementing the scholarships awarded at the BGSH, allocating funding to BGSH members, evaluations, and representing the BGSH on university committees and in national and international matters. The commission is made up of three professors, a postdoctoral employee, the coordinator and a BGSH member representing all members. The commission members also serve as representatives for their group; group-specific matters can be reported to them for the attention of the commission. The commission usually meets four times a year in February, April, September and November. The dates are announced on the website.

The **coordinator** is responsible for the ongoing operation of the BGSH and is available to all members and faculty members for questions relating to the BGSH program, funding, scholarships and other activities. The coordinator is supported by a student assistant who can also be contacted with questions (bgsh-geschichte@unibas.ch).

7.2 Points of contact for problems

In the event of a problem or misunderstanding (e.g. between a BGSH member and their supervisor or other BGSH members), BGSH members can contact the coordinator or the administrative director of the Department of History. They will provide advice and treat the situation as confidential.

The University of Basel has also set up a central **Personal Integrity office** and a **Diversity & Inclusion office**, which are available for advice and support at any time. Other points of contact include the **Students Without Barriers service point**, the **faculty representatives of trust**, the **avuba assistants' association** and the **VPOD group for non-professorial teaching staff**.

7.3 Contacts at the Offices of the Dean of Research and Dean of Studies

Office of the Dean of Research Staff Unit: Dr. Sandrine Mayoraz

Office of the Dean of Studies (doctorates): Hildegard Räuber

7.4 Administrative contacts at the Department of History

Directors: Dr. Olivia Hochstrasser / Dr. Marino Ferri (study + teaching)

Externally funded projects: Rodica Schmidinger

Contracts/agreements: Zuzana Trkovsky

Finances: Agnes Weidkuhn

Communication (web, flyers): Christina Panizzon