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**Postdoctoral Agreement**

The Postdoctoral Agreement serves as a job description and regulates individual aspects of the employment position that are relevant to the current phase of the postdoctorate. The Postdoctoral Agreement describes the duties, sets objectives, and clarifies the supervision. Details on completing the Postdoctoral Agreement can be found in the guidelines.

*The Postdoctoral Agreement must be completed no later than six months after the start of employment and must be stored by both the postdoctoral researcher and the supervisor. Substantial changes (e.g. change of supervisor, change in employment, etc.) require a direct amendment to the Doctoral Agreement; minor changes are subject to Employee Appraisal Interviews (EAI).*

**Postdoctoral researcher**

|  |
| --- |
| First name and last name: |
|  |
| Pers. no.: |
|  |
| Appointment:*(Early Postdoc / Advanced Postdoc / Senior Research Assistant)* |
|  |
| Type and duration of the secured financing of employment: |
|  |
| Organizational unit: |
|  |
| Employment level:*(see Postdoc Regulations, section 7.3; generally, at least 80%)* |
|  |
| Proportion of protected research time in terms of working hours in accordance with the University Ordinance:*(see Postdoc Regulations, section 7.2; i.e. at least 50% of a full-time job; for postdoctoral researchers with duties in the supply of services in the medical and veterinary fields, at least 20%)* |
|  |

**Supervision**

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| --- |
| Main supervisor / supervisor*(see Postdoc Regulations, section 8.3; title, first name and last name and institute of the University of Bern)* |
|  |
| Secondary supervisor:*(title, first name and last name and institute / university)* |
|  |
| If applicable, any other supervisor/s such as mentor:*(title, first name and last name, role and institute / university)* |
|  |

**Details of research project**

|  |
| --- |
| Title (possibly working title), topic (if involved in multiple projects, focus on the most important): |
|  |
| Further information:*(e.g. role of the postdoctoral researcher, main applicant, details of funding institution, funding agency, project outline, authorship of publications, etc.)* |
|  |

**Schedule**

|  |
| --- |
| **Milestones research achievements**e.g. development of concept, data collection, fieldwork, scientific conference papers, publications, project acquisition, supervision within their own project |
| Milestones of the postdoctorate |  | Date, type/form, scope |
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| **Measures continuing education**e.g. summer schools, research methods, university didactics, Transferable Skills Program, specific further training |
| Measure, title of event |  | Date, scope |
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| **Other duties within the scope of the employment that exceed the protected research time**In particular, participation in teaching activities must be listed (see Postdoc Regulations, section 8.1), as well as employment- and administration-related duties, self-administration tasks, student counselling, etc. |
| Type |  | Description |
|  |  |  |
|  |  |  |
|  |  |  |

**Meetings with supervisor(s)**

**Employee Appraisal Interviews (EAI)**

Review of milestones, research and educational achievements, and institutional duties that exceed the protected research time, feedback regarding the cooperation (see Postdoc Regulations, sections 9.1 und 9.2)

*For the Employment Appraisal Interviews (EAI) that must be conducted (at least) once a year, the form from the Human Resources Office must be used.*

|  |  |  |
| --- | --- | --- |
| Meeting participants |  | Frequency (at least annually) |
|  |  |  |

**Potential Interviews (on further career direction)**

before the end of each phase of the postdoctorate, but at least every two years (see Postdoc Regulations, section 4)

*A separate form is available on the website for the Potential Interviews.*

|  |  |  |
| --- | --- | --- |
| Meeting participants |  | Date |
|  |  |  |
|  |  |  |

**Bilateral exchange between supervisor and postdoctoral researcher**

Information on the availability of the supervisor for a bilateral exchange (e.g. meeting participants, frequency)

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**Supporting measures**

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| --- |
| Special measures or arrangements designed to balance family life and academic activity:*(e.g. flexible working time models, financial contributions, dual career measures, coaching/consulting, etc.)* |
|  |
| General comments:*(e.g. special measures or arrangements designed for a good work-life balance)* |
|  |

Main supervisor Postdoctoral researcher

Date Signature Date Signature

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Secondary supervisor if applicable, mentor

Date Signature Date Signature

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