



## Buddy Program – Information for Junior Buddies

Dear (future) Junior Buddy, thank you for your interest in the Buddy Program! The buddy program is designed to help new PhDs and interns, like yourself, to settle in faster and happier. In the program, we match you to more experienced PhD students outside your own group. Once you are matched, you can informally discuss any practicalities, progress in your PhD or internship, or even the best location for a coffee in Zurich. Basically, you can ask your buddy anything you would like to know! We hope that this will provide you with context for future decisions and experience. This information sheet provides all you need to know about the buddy program. If you have any questions, please do not hesitate to contact any of the Graduate School Representatives. We wish you a great time as a buddy!

### For whom is the program designed?

The program is designed especially for new PhD students or interns (up to 1 year at the Department), who are looking for some more guidance and coaching for their PhDs.

### Who will be my buddy?

You will be coupled with a “Senior Buddy”, a PhD student or Post-Doc who has been at the Department of Geography for quite some time and knows all about the practicalities and protocols of a PhD or internship. You meet at least one time with your Senior Buddy to ask him/her everything you would like to know. After this meeting, you can of course meet as many times as you (both) like!

### What topics could I discuss?

You are free to discuss anything you like with your buddy. Your buddy will listen to you and answer your questions at the best of his/her ability. Your buddy cannot take any action but can advise you on where to go if issues arise that require action. Below you can find a list of topics you could potentially discuss with your buddy:

- Matriculation (where, when and how?)
- Agreement form (what is it, when is it updated?)
- Proposal (what is it, what to include, when to hand in and present and what to do with feedback?)
- IT-infrastructure (geoWIKI, IT-guru, Group Server)
- Funding (where do you find it and how do you apply?)

- Micro-funds (what is it and how do I apply?)
- Teaching (amount, confidence, courses and advice)
- Working hours (amount, home office, keeping track of absence and rules)
- Coffee breaks/lunch
- Holidays (planning and duration)
- Supervision (how often do you meet, ask for more or less, how much support?)
- Timelines (progress, stress, control and pitfalls)
- Conferences (what, which kind and when?)
- Research platforms (what, when and where?)
- Master concept talks (what is the interaction between Master’s and PhDs and how to contribute?)
- Library (where is it, what can you find there and how does it work?)
- MAV (what is it and who needs to attend?)
- Graduate school representatives (who are they and what do they do?)

### How can I find a buddy?

To find a buddy please send an email to one of the graduate school representatives of GIUZ (Nico Neureiter ([nico.neureiter@geo.uzh.ch](mailto:nico.neureiter@geo.uzh.ch)), Hanneke van ‘t Veen ([hanneke.vantveen@geo.uzh.ch](mailto:hanneke.vantveen@geo.uzh.ch)) or (Carrie Thomas ([carrie.thomas@geo.uzh.ch](mailto:carrie.thomas@geo.uzh.ch))). We will match you with one of the interested Senior Buddies.