



## Governance of the PhD program in Cancer Biology (CB)

### CB Faculty

Group leaders who perform research in the field of Cancer Biology and have own (independent), competitive research funds may apply for membership of the PhD program in CB by submitting their CV, list of publications, list of current funding and a letter of intent to the coordinator. The steering committee decides on acceptance.

Faculty members of the PhD program in CB support the program by:

- Serving on admission committees
- Teaching in course modules or tutorials
- Being responsible that their students comply with the program's regulations as described in the regulations

Should a faculty member repeatedly fail to do so, he or she may be excluded from the program by the steering committee.

### CB Faculty Assembly

Usually every two years, the program director invites all faculty members to a faculty assembly meeting.

The faculty assembly decides on:

- Election of faculty representatives in the steering committee
- Changes in the CB program's by-laws

Decisions by the faculty assembly are taken by simple majority of the members present.

Alternatively, elections and decisions may be carried out by circular or other (electronic) means.

### CB Steering committee

The steering committee is elected by the CB faculty members.

The committee consists of the director, 4 faculty representatives, 1-3 student representatives, and the program administrator. The faculty representatives usually represent the individual institutions (UZH Irchel Campus, ETHZ, USZ, Kispi). The program administrator is an ex officio member of the committee.

The steering committee oversees the PhD program in Cancer Biology including:

- The roles of faculty in the program
- The composition of the admission's committee
- Graduate student progress in the program
- Curriculum development and monitoring
- Fund raising, the budget and expenses of the program
- Any other strategic issue related to the program
- Electing the director from the eligible faculty representatives by a simple majority vote.

Director and faculty representatives have one vote each, student representatives have one vote together, no matter how many students share this position. The program administrator has no voting right. We aim at deciding with a consensus. If this is not possible, we will vote; if a simple majority is not achieved, the director has the deciding vote.

The term of office of all faculty representatives in the steering committee and the program director is 4 years, re-election is possible. Faculty representatives who step down during this period can nominate



a replacement, who needs to be confirmed by the faculty.

The steering committee meets as often as necessary, usually the director calls a meeting every two years, but any member can call a meeting.

### **CB Program Director**

The director of the program acts simultaneously as chair of the steering committee.

The program director:

- Represents the program toward UZH and ETHZ leadership, the student body and the public
- Represents the program on the Program Directors Conference of the Life Science Zurich Graduate School (LSZGS)
- Is responsible for the scientific and financial annual reports together with the program coordinator
- Coordinates and promotes acquisition of third-party funding
- Supervises the program coordinator

### **CB Program Coordinator**

The program coordinator is responsible for day-to-day program matters. He or she reports to the program director and is the central coordination and contact point of the program.

The program coordinator:

- Plans, administers and controls the funds of the program
- Writes the scientific and financial annual report together with the program director
- Ensures that students comply with the program's requirements
- Is a contact point for students throughout their PhD studies
- Organizes the interview sessions with applicants for the PhD program in CB
- Is responsible for the internal (students, faculty members) and external communication (applicants, public)
- Organizes CB faculty and steering committee meetings, distributes the agenda and writes the minutes of these meetings
- Maintains the program's web site
- Organizes the program courses
- Maintains a close contact and exchanges information with the Life Science Zurich Graduate School and the other PhD programs