Rules and regulations for “temporary academic staff”

In this document, the masculine gender is used in a neutral sense and refers to women as well as men.
Contents

1. Introduction p. 3
2. Objectives, scope and key elements p. 4
3. Type of Temporary Academic Staff p. 5-8
   3.1 Bachelor / master students in labs p. 5
   3.2 Bachelor / master students in summer internship p. 6
   3.3 Master's valorisation p. 7
   3.4 Visiting PhD students p. 8
4. IS Regulations p. 9
1. Introduction

Human Resources, in collaboration with the Vice-Presidency for Education, has defined rules and regulations for some categories of temporary academic staff. These rules concern four categories:

- Bachelor/master students in labs
- Bachelor/master students doing summer internships
- Master's valorisation
- Visiting PhD students

This excludes guest professors, academic hosts, academic experts and lecturers. The regular academic staff on fixed-term contract, which includes PhD students and Post docs, is outside the scope of this document.

Legal aspects are based on current legal requirements and may evolve at any time. In the event of changes in legal requirements, the rules will automatically be adapted in order to comply with our legal obligations.
2. **Objectives, scope and key elements**

2.1 **Objectives**

The objectives to clarify rules and regulations for temporary academic staff are to:

- Balance the academic freedom of individual labs with EPFL's overall responsibility to ensure fairness and protect students and collaborators
- Ensure legal compliance regarding, among others, type of payment, social security, taxation or immigration requirements
- Ensure clarity, efficiency and consistent application across the school.

2.2 **Scope**

About (1) 330 bachelor/master students in the labs, (2) 120 bachelor/master students for summer internship, (3) 150 master’s valorisation and (4) 250 Visiting PhD students (approximate numbers per year).

2.3 **Key elements**

Define the following key elements for each category:

- Definition and criteria
- Owner
- Type of payment / pay service
- Permit
- Social security and taxation
- Intellectual property (IP)
- Information Systems (IS)

2.4 **Date of implementation**

March 30, 2020. Rescheduled to June 1, 2020 due to reasons related to COVID-19

2.5 **Periodic review**

Human Resources will examine these rules and regulations at least once a year in order to incorporate the lessons learned.
3. Type of Temporary Academic Staff

3.1 Bachelor / master students in labs

3.1.1 Definition and criteria
- Students enrolled in another university for the entire duration of the internship
- Project or academic/research internship required in the academic curriculum and recognized by their university
- Min 2 months / Max 12 months
  → If the criteria are not met, the student will not join EPFL.

3.1.2 Owner: Registrar’s office (Service académique)

3.1.3 Type of payment / pay service: Finance
- Scholarship is discretionary and to be decided on by the laboratory director up to max. CHF 1'600/month in all “cantons” or max. CHF 2'500/month for Geneva (due to immigration requirements)
- The payment itself is handled by Finance at the request of the laboratory based on the acceptance letter from the Registrar’s office and the payment order.

3.1.4 Permit
- Student permit, issued based on enrolment letter available in IS-Academia
- The student is responsible to apply for the residence permit within 14 days after the arrival in Switzerland.

3.1.5 Social security / Taxation
- Not applicable as scholarship is not considered as a salary.

3.1.6 Intellectual property
- IP does generally not belong to EPFL, except if an IP agreement is signed between the student and EPFL (TTO).

3.1.7 Information systems (see point 4 for additional information)
- EPFL guidelines for SW licenses (LEX 6.1.5) are applicable. Each User must verify the rights stemming from the license held by EPFL. The unit director will ensure that the student is aware of this
- EPFL directive on the Use of Private Computer Equipment for Professional Purposes (LEX 6.1.3) applies as soon as the student uses his private computer
- All users shall comply with the EPFL directive on the Use of EPFL Electronic Infrastructure (LEX 6.1.4)
- ACCRED: Automatic student accreditation via IS-Academia. Specific access to laboratory granted by the unit accreditor.
3.2 Bachelor / master students in summer internship

3.2.1 Definition and criteria
- Students enrolled in another university
- Internship not required in the academic curriculum
- Internship for a maximum duration of 3 months
- Currently applicable for IC (Summer@EPFL), SV (EPFL School of Life Sciences Summer Research Program and STI (E3 Program – EPFL Excellence in Engineering)

3.2.2 Owner: Human Ressources
- Managed centrally for all faculties (invitation letter, CV, passport) in order to get a work permit
- The program is managed via the EPFL Schools.

3.2.3 Type of payment / pay service: Finance
- Scholarship of CHF 1’600/month in all “cantons” or CHF 2’500/month for Geneva (due to immigration requirements)
- The payment itself is handled by Finance at the request of the laboratory or Faculty based on the invitation letter and payment order.

3.2.4 Permit
- Work permit (as of 2019)

3.2.5 Sécurité sociale / fiscalité
- Not applicable as scholarship is not considered as a salary.

3.2.6 Intellectual property
- IP does generally not belong to EPFL, except if an IP agreement is signed between the student and EPFL (TTO).

3.2.7 Information systems (see point 4 for additional information)
- EPFL guidelines for SW licenses (LEX 6.1.5) are applicable. Each User must verify the rights stemming from the license held by EPFL. The unit director will ensure that the student is aware of this
- EPFL directive on the Use of Private Computer Equipment for Professional Purposes (LEX 6.1.3) applies as soon as the student uses his private computer
- All users shall comply with the EPFL directive on the Use of EPFL Electronic Infrastructure (LEX 6.1.4)
- ACCRED made by the unit accreditor.
3.3 Master’s valorisation

3.3.1 Definition and criteria, (defined in the HR contract management process for PhD Students)
- A non-renewable internship to enhance the value of a Master is possible, in exceptional cases only, provided that it takes place within the 6 months following the obtaining of an academic qualification (MA or BA). The 6 months excludes time required to obtain valid visa and administrative formalities.
- Upon completion of the internship, either the student leaves EPFL, or they are hired as Scientific Assistant (permit very difficult for non-EU member states due to quota), or they are exceptionally hired as Doctoral Assistant.

3.3.2 Owner: Human Ressources
- Managed by each faculty. Laboratories should contact their HR Manager.

3.3.3 Type of payment / pay service : HR
- Hiring proposal for temporary staff with a gross flat rate of CHF 2'500/month made to all (CH/EU and Third countries). No employment contract.

3.3.4 Permit
- Simplified work permit as scholarship holder, including for Third countries.

3.3.5 Social security / Taxation
- Applicable to all (CH/EU and Third countries).

3.3.6 Intellectual property
- IP does generally not belong to EPFL, except if an IP agreement is signed between the student and EPFL (TTO).

3.3.7 Information systems (see point 4 for additional information)
- EPFL guidelines for SW licenses (LEX 6.1.5) are applicable. Each User must verify the rights stemming from the license held by EPFL. The unit director will ensure that the student is aware of this.
- EPFL directive on the Use of Private Computer Equipment for Professional Purposes (LEX 6.1.3) applies as soon as the student uses his private computer.
- All users shall comply with the EPFL directive on the Use of EPFL Electronic Infrastructure (LEX 6.1.4).
- ACCRED : Automatic staff accreditation via SAP. Specific access to laboratory granted by the unit accreditor.
3.4 Visiting PhD students

3.4.1 Definition and criteria
- Students enrolled in another university, doing a thesis in that university
- Join EPFL from a few weeks and up to 1 year
- Registered at EPFL as of the first day.

3.4.2 Owner
- Registrar’s office unless stay exceeds one year or scholarship > CHF 30'000 per year, HR becomes the owner (see 4.8 below)

3.4.3 Type of payment / pay service: Finance
- Scholarship amounts to CHF 2'500/month and includes any other potential grant
- The payment itself is handled by Finance at the request of the laboratory based on the acceptance letter from the Registrar’s office and payment order.

3.4.4 Permit
- Student permit issued based on enrolment letter available in IS-Academia
- The student is responsible to apply for the residence permit within 14 days after the arrival in Switzerland.

3.4.5 Social security / Taxation
- Not applicable as scholarship is not considered as a salary up to CHF 30’000/year.

3.4.6 Intellectual property
- IP does generally not belong to EPFL, except if an IP agreement is signed between the student and EPFL (TTO).

3.4.7 Information systems (see point 4 for additional information)
- EPFL guidelines for SW licenses (LEX 6.1.5) are applicable. Each User must verify the rights stemming from the license held by EPFL. The unit director will ensure that the student is aware of this
- EPFL directive on the Use of Private Computer Equipment for Professional Purposes (LEX 6.1.3) applies as soon as the student uses his private computer
- All users shall comply with the EPFL directive on the Use of EPFL Electronic Infrastructure (LEX 6.1.4)
- ACCRED: Automatic student accreditation via IS-Academia. Specific access to laboratory granted by the unit accreditor.

3.4.8 Stay exceeding one year or scholarship > CHF 30’000 per year
Human Resources becomes owner with the following implications:
- Hiring request submitted by the laboratory to HR at least 3 months in advance in order to proceed to work permit formalities
- The scholarship/grant must be topped off to the regular EPFL PhD salary level for stays exceeding one year (refer to the HR contract management process for PhD students – group 2; CHF 52400 as of 01.2020)
- Permit: Work permit
- Social security / Taxation: Applicable to all.
4. IS Regulations

From the IS point of view, it is important to point out that this category of temporary academic staff must be compliant with IT security guidelines and SW licenses agreements. The main points to care about are:

- Temporary academic staff must comply with the EPFL guidelines for SW licenses (LEX 6.1.5). Each User must verify the rights stemming from the license held by EPFL. The unit director will ensure that the student is aware of this.

- EPFL directive on the Use of Private Computer Equipment for Professional Purposes (LEX 6.1.3) applies as soon as the student uses his private computer. The user shall take all measures necessary to ensure the protection of professional data and his/her user identification information. The user is bound to create regular and complete copies of the professional data that he handles on his private computer equipment. These copies must be stored within EPFL’s electronic infrastructure and made available to the unit director. The unit director shall determine and communicate to the user the necessary frequency of copies, their location, and the format of the data and any methods of encryption required. Before leaving EPFL, the user shall transfer all of his professional data to the unit director on the day of departure at the latest. The unit director may authorize the user leaving EPFL to keep professional data relating to his research stored on his private computer equipment provided that no legal, regulatory or contractual provision should prevent such an action and provided that no personal data(*) is included (other than the user’s own personal data).

(*) any information relating to an identified or identifiable natural person in the sense of art. 3 let. a Federal Act on Data Protection (FADP)

- All users shall comply with the EPFL directive on the Use of EPFL Electronic Infrastructure (LEX 6.1.4). The unit director will ensure that the student is aware of this, in particular, of misuse cases (the downloading, consultation, retention or transmission of pornographic images; committing or incitement to commit criminal offenses; use of the EPFL infrastructure in breach of third party rights, including copyright; the downloading, consultation, retention or transmission of films without the prior approval of the copyright owner, unless done so for strictly academic or personal purposes, pursuant to Art. 19 of the Federal Act on Copyright and Related Rights (CopA); harassment or spreading false, misleading or unnecessarily offensive information….). The student is required to sign an undertaking to comply with the provisions of the LEX 6.1.4 and appropriate additional provisions taking into account its status as a third party user; the text of the undertaking is made available by the VPSI (https://inside.epfl.ch/secure-it/en/secure-it-intranet/baselines/).