

Directive concerning visiting professors and academic guests

LEX 4.2.5

Of 22nd July 2011, status as at 15th March 2021

The Direction of the Ecole polytechnique fédérale de Lausanne, based on Art. 12 of the ordonnance sur l'EPFL et l'EPFZ (RS 414.110.37) of 13th November 2003, hereby adopts the following:

Section 1 Principles

In order to promote scientific relations with key academic personalities, EPFL establishes the principles below. Requests concerning dispensations with regard to these principles must be submitted to the Vice President for Academic Affairs by the Dean of the School or the Director of the College respectively, by way of an exemption request transmitted to Faculty Affairs (APR).

Article 1 Definitions

¹ A visiting professor, in the context of the present directive, is defined as a person assigned the title of professor in a Swiss or foreign university, invited by EPFL to participate in teaching and research activities.

² An academic guest, in the context of the present directive, is defined as a Swiss or foreign advanced-level member of the teaching and research staff of a university, invited by EPFL to participate in teaching or research activities.

³ The visiting professor and academic guest are hereinafter referred to as "the guest".

Article 2 Basic rules concerning the invitation

¹ An invitation must be proposed by an EPFL professor (full, associate or tenure track) to the School Dean or College Director, supported by written justification. The guest's participation in teaching and research at EPFL must be described in detail in the supporting letter.

² Participation in teaching activities is obligatory for guests financed by the EPFL Schools or Colleges.

³ The stay at EPFL extends over a maximum period of 1 to 9 months.

⁴ The guest's age must not exceed 65 during their stay.

⁵ The organisation of public events enabling the EPFL scientific community to benefit from the guest's presence is encouraged.

Article 3 Fees

The fees, depending on the proposed activity at EPFL, amount to a maximum of CHF 8,000.- per month. This constitutes a fixed sum covering the services provided and expenses incurred by the guest (including travel and accommodation).

Section 2 Administrative regulations

Article 4 Finance

The School or College pays guests' fees from its resources (budgets made available from fund 6029 016).

Article 5 Reception and accommodation

¹ Inviting professors are responsible for their guests during their stay. They make all the arrangements necessary for the guest to establish themselves in Switzerland and within the unit and School or College.

² The appropriate services of the Development & Construction department can check lease agreements and request any necessary amendments.

Article 6 Employment of guest

The inviting professor liaises with the Human Resources department for all necessary procedures concerning the work and stay of the guest (3-month waiting period), as well as for questions relating to remuneration and insurance¹.

Section 3 Procedures

Article 7 The inviting professor

The inviting professor presents an invitation proposal for the person concerned to the School Dean or College Director (duration determined by the School/College) comprising the following information and documents:

- description of activity at EPFL (research and teaching);
- benefits on academic and scientific levels;
- remuneration for activity carried out during stay at EPFL;
- method of financing and budget;
- curriculum vitae using the Curriculum form ² (to ensure that all necessary information is provided);
- proof of the guest's identity;
- completed and co-signed IP agreement².

Article 8 The School Dean or College Director

¹ The School Dean or College Director refers to the principles set out above, studies the invitation proposals submitted to him/her and makes a final choice in accordance with the budget he/she intends to allocate for this purpose.

² The School Dean or College Director is responsible for invitations.

³ He/She submits any requests for dispensations with regard to the principles set out in Section 1 to the Vice President for Academic Affairs. If dispensation is necessary, he/she transfers the complete dossier (including the documents listed under Article 7 as well as his/her consent) to Faculty Affairs, in order to receive the authorisation of the Vice President for Academic Affairs.

⁴ He/She sends an official invitation letter to the guest on behalf of EPFL, drafted by the Human Resources department (see Article 9). He/She sends a copy of the letter to the inviting professor and to the Human Resources department for execution; he/she also transfers a copy of the invitation letter, the IP agreement and the CV to Faculty Affairs for information.

⁵ He/She provides the Human Resources department with any documents that may be useful for obtaining residence and work permits (3 months prior to the start of the stay at the latest):

- copy of the invitation letter (stating the precise dates of the stay and the monthly remuneration);

¹ information concerning [INSURANCE](#)

² forms available from: <https://professeurs.epfl.ch/page-78848-en.html>

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- “Curriculum” form with, if applicable, the “Employer’s Declaration” duly completed and signed.

Article 9 Human Resources department

¹ The Human Resources department draws up the invitation letter and, if necessary, submits an application for residence and work permits to the competent authorities.

² The Human Resources department records the guest’s personal data according to the information supplied by the School or College and transmits them to the Central Services concerned.

³ The Human Resources department manages the payment of fees and any matters regarding insurance¹.

Section 4 Entry into force

Article 10 Entry into force

¹ The present directive entered into force on 22nd July 2011 and was revised on 15th March 2021 (version 2.3).

² It nullifies and replaces the directive of 23rd May 2005.

On behalf of the EPFL Direction:

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