

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 Research (hereinafter referred to as VPR) by the Dean of the School or the Director of the College concerned, 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 Real Estate and Infrastructures Domain can check lease agreements and request any necessary amendments.

Article 6 Employment of guest

The inviting professor liaises with Human Resources 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 VPR. 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 VPR (and/or the VPE, where necessary).

⁴ He/She sends an official invitation letter to the guest on behalf of EPFL, drafted by Human Resources (see Article 9). He/She sends a copy of the letter to the inviting professor and to Human Resources 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 Human Resources 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

¹ Human Resources draw up the invitation letter and, if necessary, submit an application for residence and work permits to the competent authorities.

² Human Resources record the guest’s personal data according to the information supplied by the School or College and transmit them to the Central Services concerned.

³ Human Resources manage 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.

² It nullifies and replaces the directive of 23rd May 2005. Version 2.2, status as at 13th April 2018.

On behalf of the EPFL Direction:

President:
Martin Vetterli

General Counsel:
Susan Killias