Company  
First Name LAST NAME

Address

CH-1015 Lausanne

Lausanne, the XX month 20XX

***Warning! You must adapt the footer on the two first pages. For the next ones, it is automatic.*  
  
Explanatory note concerning your assistantship during your Master's studies[[1]](#footnote-1)**

We are happy to inform you that we are able to offer you a research assistant position whereby you will work on a research project during your studies.

You will work on a project in the field of: *FILL IN* – under the supervision of: *FILL IN*

The opportunity to work on the project is however subject to the condition that you obtain a sufficient number of credits (23 per semester). The time spent working on the research project is spread out as follows:

* From July 15 to September 15 and from February 1 to February 21 (University vacations): 100% (corresponding to 41 hours per week);
* During courses: 20%, 30% or 40% depending on individual study plans;
* During exam periods (January and June): 0%

Time spent working on the research project should not exceed 15 hours per week during courses (during vacations, this limit no longer applies: see above[[2]](#footnote-2)). Exact schedules will be established upon your arrival.

Please note that your participation in a research project may extend your studies by one semester. The maximum authorised time[[3]](#footnote-3) for completing your studies must however be respected. The renewal of your research project is subject to obtaining a sufficient number of credits and to our approval. Should you fail your exams, your assistantship will end automatically.

You will receive a gross flat rate of 24 CHF per hour, which includes holiday pay. Customary social security contributions are retained from this amount (AVS, AI, AC, APG) as well as source tax in certain cases. Should you spend the maximum authorised time on your research project over two semesters including vacations, your monthly income will total about 1'500 CHF (gross) on average which is sufficient to cover your expenses.

Please note that your admission to the program remains subject to a valid student residence authorisation.

We are looking forward to hearing from you.

Yours sincerely.

Title, First name, Last name

Signature

1. The EPFL Internal Regulations on Research Assistants ("*Directives sur les rapports de travail des assistants-étudiants, des assistants de construction et des assistants temporaires à l'École polytechnique fédérale de Lausanne*", [in French]) are applicable and are an integral part of the present note: <https://documents.epfl.ch/groups/p/po/polylex/www/formation_etudes/dir_rapport_assist.pdf> [↑](#footnote-ref-1)
2. Article 38 OASA: Ordonnance du 24 octobre 2007 relative à l’admission, au séjour et à l’exercice d’une activité lucrative: RS 142.201 [↑](#footnote-ref-2)
3. Twice the initial duration of the program [↑](#footnote-ref-3)