

# Directive concerning visiting professors and academic guests

LEX 4.2.5

Of 22<sup>nd</sup> July 2011, status as at 1<sup>st</sup> September 2024

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*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 13<sup>th</sup> November 2003, hereby adopts the following:*

## **Section 1 Principles**

In order to promote scientific relations with scientists from other institutions, EPFL establishes the principles set forth below. In justified cases, the Dean of the School may decide on dispensations from these principles.

### **Article 1 Definitions**

<sup>1</sup> 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/or research activities.

<sup>2</sup> An academic guest, in the context of the present directive, is defined as an instructor and/or researcher holding a doctorate and invited by EPFL to participate in teaching or research activities. For the purposes hereof, postdoctoral researchers, including those benefiting from a scholarship, are considered scientists.

<sup>3</sup> The visiting professor and academic guest are hereinafter referred to as "the guest".

### **Article 2 Basic rules concerning the invitation**

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

<sup>2</sup> The guest's stay at EPFL shall be for a maximum period of nine (9) months.

<sup>3</sup> The guest's age must not exceed 65 during their stay.

<sup>4</sup> The organisation of public events enabling the EPFL scientific community to benefit from the guest's presence is encouraged.

### **Article 3 Fees**

<sup>1</sup> The fees are set, taking account of the proposed activity at EPFL, at a maximum amount of CHF 8,000.00 per month. This constitutes a flat rate covering the services provided and expenses incurred by the guest (including travel and accommodation).

<sup>2</sup> The coverage of additional ancillary expenses (including accommodation, travel from home to EPFL and back, meals) is excluded.

<sup>3</sup> Professional travel expenses related to the guest's activities during his/her visit to EPFL, in accordance with LEX 5.6.1, may be covered by EPFL.

## **Section 2 Administrative regulations**

### **Article 4 Finance**

Guests' fees shall be charged to budget fund 6029 016, the designated fund/miscellaneous mandates or third-party funds if authorised by the donor.

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## **Article 5 Reception and accommodation**

<sup>1</sup> Guests are responsible for their own lodging during their stay, including their lease agreement. EPFL shall not under any circumstance act as a guarantor in this regard or advance one or more monthly rents.

<sup>2</sup> The “Housing information”<sup>1</sup> office can provide guidance about housing options.

## **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 (no later than 3 months before the start of the stay), as well as for questions relating to remuneration and insurance<sup>2</sup>.

## **Section 3 Procedures**

### **Article 7 The inviting professor**

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

- description of activity at EPFL (research and/or 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 <sup>3</sup> (to ensure that all necessary information is provided);
- copy of the guest's identity document;
- completed and co-signed IP agreement.

### **Article 8 The School Dean**

<sup>1</sup> The School Dean refers to the principles set out above, studies the invitation proposals submitted to him/her and decides whether to approve the invitation.

<sup>2</sup> The School Dean is responsible for invitations and may delegate this responsibility to the director of the relevant institute or section.

<sup>3</sup> He/She sends an official invitation letter to the guest on behalf of EPFL and sends a copy of the letter to the inviting professor. He/She sends one copy of the entire file (invitation letter and documents mentioned in Article 7 above) to the Human Resources department at least three (3) months before the start date of the stay for purposes of execution of the relevant documents and one copy to Faculty Affairs for informational purposes.

### **Article 9 Human Resources department**

<sup>1</sup> The Human Resources department requests any necessary residence and work permits from the competent authorities.

<sup>2</sup> 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.

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<sup>1</sup> <https://www.epfl.ch/campus/services/housing/>

<sup>2</sup> information concerning [INSURANCE](#)

<sup>3</sup> forms available from: <https://www.epfl.ch/about/working/visitingprofsacadvisitors/>

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<sup>3</sup> The Human Resources department manages the payment of fees, as referred to in Article 3 above, as well any matters regarding insurance.

## ***Section 4    Entry into force***

### **Article 10    Entry into force**

<sup>1</sup> The present directive entered into force on 22<sup>nd</sup> July 2011 and was revised on 15<sup>th</sup> March 2021 (version 2.3) and on 1<sup>st</sup> Septembre 2024 (version 2.4).

<sup>2</sup> It nullifies and replaces the directive of 23<sup>rd</sup> May 2005.

On behalf of the EPFL Direction:

President:  
Martin Vetterli

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