

# ETH Zurich guest regulations

Dated 15.09.2022

*The Executive Board,*

based on Art. 12 of the ETHZ-ETHL Ordinance of 13 November 2003<sup>1</sup> and Art. 4 para. 1(g) of the ETH Zurich Organisational Ordinance of 16 December 2003,<sup>2</sup>

*This English translation serves information purposes only and has no legal force. The original German version is the legally binding document.*

*hereby adopts the following regulations:*

## Chapter 1: General

### Art. 1 Subject

The subject of these regulations is the definition of principles concerning guests of ETH Zurich.

### Art. 2 Scope

<sup>1</sup> For the purposes of these regulations, guests are persons who are not listed in para. 2 below and who meet the criteria of a category in Annex A of these regulations.

<sup>2</sup> For the purposes of these regulations, the following are not considered guests:

- a) Persons who are employed by ETH Zurich.
- b) Persons who are matriculated at ETH Zurich, provided they do not fall into one of the categories defined under Annex A.
- c) Persons who are Adjunct Lecturers in accordance with the guidelines for the award and remuneration of teaching assignments dated 17 June 2008.<sup>3</sup>
- d) Persons who are considered employees of dual professorships within the meaning of Art. 61 of the Organisational Ordinance,<sup>4</sup> provided they do not perform a role in accordance with Art. 25 ff. of the Financial Regulations of ETH Zurich.<sup>5</sup>
- e) Auditors in accordance with Art. 39 of the ETH Zurich Admissions Ordinance<sup>6</sup>

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<sup>1</sup> SR 414.110.37

<sup>2</sup> RSETHZ 201.021

<sup>3</sup> RSETHZ 513.12

<sup>4</sup> RSETHZ 201.021

<sup>5</sup> RSETHZ 245

<sup>6</sup> SR 414.131.52

### **Art. 3 Purpose**

<sup>1</sup> Any physical presence (stay) at ETH Zurich as a guest or any virtual access to the IT infrastructure and data or intangible assets of ETH Zurich (access) as a guest in accordance with these regulations requires a clear purpose and is always limited in time.

<sup>2</sup> It must be possible to assign the guest to a category according to Annex A for guest status to be granted.

<sup>3</sup> The purpose must be declared in advance by the host Budget Officer.<sup>7</sup>

<sup>4</sup> The use of guest status for the purpose of circumventing ETH Zurich personnel law provisions<sup>8</sup> is not permitted.

## **Chapter 2: Registration and review of request**

### **Art. 4 Registration**

<sup>1</sup> Registration in the form of a request must be submitted for each guest.

<sup>2</sup> The modalities of registration<sup>9</sup> depend on the guest category requested in accordance with Annex A. Registration is the responsibility of the host Budget Officer.

<sup>3</sup> In the case of emeritus professors, the corresponding request is made by the Management of the Academic Department or by the Office for Faculty Affairs.

### **Art. 5 Review of request**

The request is reviewed in accordance with the guest category in Annex A and in accordance with the subject areas (a) to (f) listed below by central guest management with the involvement of the responsible specialist units, insofar as necessary based on the information on the modalities of the stay or access.

- a. Export control
- b. Licence agreements for software
- c. Licence agreements for information resources
- d. Requirements concerning entry and residence
- e. Information security
- f. Academic considerations in the case of visiting professors

### **Art. 6 Approval of the request**

<sup>1</sup> The request is approved by the central guest management on the basis of the prior review and approval of the responsible specialist units, and once the guest has agreed to the "GTC Visitor Stay ETH Zurich" (Annex B) and, if applicable, a signed agreement with the home institution.

<sup>2</sup> In the case of visiting professors, approval will be granted by the Rector at the request of the Management of the Academic Department.

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<sup>7</sup> Art. 19 Financial Regulations

<sup>8</sup> Personnel Ordinance of the ETH Domain, ordinance governing scientific staff

<sup>9</sup> In future, registration will take place via a central guest portal

## Chapter 3: Authorisations and responsibilities

### Art. 7 Use of infrastructure, access authorisation and ETH card

Guests may be granted access authorisation by means of an ETH card or keys/badges as well as any access rights to the IT infrastructure and data or intangible assets of ETH Zurich, insofar as this is necessary to fulfil the relevant purpose.

### Art. 8 Responsibilities and liability

<sup>1</sup> The host organisational unit or Budget Officers are responsible for the guests.

<sup>2</sup> The hosting Budget Officers will also ensure that the guests are familiar with and comply with the regulations in force at ETH Zurich, namely the house rules, the user regulations for information and communication technology (BOT) and the relevant security regulations. If the guest is to work in sensitive facilities of ETH Zurich, in particular laboratories and workshops, the host Budget Officers will be responsible for ensuring that training is provided. Access to sensitive facilities and to data or intangible assets worthy of protection may only be granted if their use has been examined and found to be necessary for the fulfilment of the purpose of the stay.

<sup>3</sup> At the end of the stay, the host Budget Officers will inform IT Services or the IT support group leader (ISL) of the department and ensure the return of

- a. keys/badges;
- b. ETH card;
- c. IT hardware and software infrastructure provided by the host unit for the guest's stay.

### Art. 9 Remuneration and fees

<sup>1</sup> Guests at ETH Zurich generally cover their own living expenses.

<sup>2</sup> For academic guests, the host organisational units may make a contribution towards travel and accommodation costs, provided that these costs are not covered by the home institution and appropriate receipts are submitted. Any contractual agreements that deviate from this shall remain reserved.

<sup>3</sup> Visiting professors and guest speakers may be remunerated in accordance with Art. 12 para. 3 of the ETHZ-ETHL Ordinance. In this regard, the following shall apply:

- a) Guest speaker's fee: CHF 100 to CHF 300 per hour; the Rector shall decide in the case of any potential exceptions
- b) Visiting professors: the level of remuneration depends on their position at the home university and on the scope of the teaching and research activities at ETH Zurich. It is also taken into account whether visiting professors receive full or partial paid leave from their home university for their work at ETH Zurich.

<sup>4</sup> For external speakers involved with continuing education programmes, Art. 32 of the Organisational Regulations for Continuing Education at ETH Zurich dated 26 March 2013 shall apply<sup>10</sup>.

<sup>5</sup> Service providers are remunerated according to the contractual conditions.

<sup>6</sup> Guests of ETH Zurich may not claim expenses within the meaning of Art. 138 of the Financial Regulations.<sup>11</sup>

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<sup>10</sup> RSETHZ 330.71

<sup>11</sup> RSETHZ 245

## **Chapter 4 Final provisions**

### **Art. 10**

These regulations enter into force on 1.7.2023. They replace the previous regulations for guest stays at ETH Zurich<sup>12</sup> and the guidelines governing the invitation of visiting professors, academic guests and guest speakers.<sup>13</sup>

Zurich, 15.9.2022

On behalf of the Executive Board

President: Mesot

General Secretary: Poiger Ruloff

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<sup>12</sup> RSETHZ 515.2

<sup>13</sup> RSETHZ 515.1

**Annex A – RSETHZ 515.2**

| No. | Person category                        | Description   | Purpose  | Requirements  |
|-----|--|---|--|---|
| 1   | <b>Academic guests</b>                 | Academic guests are scientific employees of domestic or international universities or a research institute, usually on paid or unpaid sabbatical leave from the home institution. | Academic guests spend between a few months and a maximum of one year at ETH Zurich (institute, laboratory, professorship), mainly on their own initiative, primarily for personal further education or a subject-specific collaboration. | <ul style="list-style-type: none"> <li>• No matriculation at ETH Zurich</li> <li>• Completed degree</li> <li>• Employment as a scientist at a domestic or international university or research institute (hereinafter “home institution”)</li> <li>• Invitation letter for international academic guests from the inviting unit</li> <li>• Letter of dispatch from the home institution for international academic guests</li> <li>• Project description, where appropriate</li> <li>• Physical presence as a rule, especially for international academic guests</li> </ul> |
| 2   | <b>Visiting professors<sup>1</sup></b> | At ETH by invitation  | Teaching and research; involved in ongoing research projects and teaching  | <ul style="list-style-type: none"> <li>• Employment as a scientist at a domestic or international university or research institute (hereinafter “home institution”)</li> <li>• Invitation from a department/professorship</li> <li>• Approval by the Rector at the request of the Management of the Academic Department</li> </ul>  |

<sup>1</sup> Art. 12 para. 2 ETHZ-EPFL Ordinance (SR 414.110.37)

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| 3 | <b>Academic partner institutions</b>  | Employees of academic partner institutions of ETH Zurich and of hospitals, in principle within the framework of existing agreements, who require project-related access to ETH IT infrastructure and data or physical access for an extended period of time.               | Research purpose<br><br>Administrative purposes (role according to Financial Regulations) exceptionally in the case of dual professorships subject to approval by the Vice President for Finance and Controlling according to Art. 32 para. 4 Financial Regulations. | <ul style="list-style-type: none"> <li>• Employment at a domestic or international university or research institute, or a hospital (hereinafter “home institution”)</li> <li>• Agreements between ETH Zurich and partner universities, research institutes (SIB, MPG, etc.) or hospitals on joint institutes, centres of excellence, technology platforms, etc. (e.g. The LOOP Zurich, Wyss Zurich, Botnar, FGCZ, Collegium Helveticum)</li> </ul> |
| 4 | <b>ETH Domain and ETH SEC Singapore</b>                                       | Employees of an ETH Domain institution (EPFL, Empa, PSI, WSL, EA-WAG) or of ETH SEC Singapore  | Research purpose, either in the context of a specific project collaboration or a collaborative professorship at a Domain institution or SEC Singapore.   | <ul style="list-style-type: none"> <li>• Employment at an ETH Domain institution or SEC Singapore</li> <li>• Project contract, principles on collaborative professorships, etc. Agreements between ETH and the SEC and/or the institutions of ETH Domain professorships</li> </ul>   |
| 5 | <b>Research collaborations</b>  | Employees of private-sector companies and governmental or non-governmental organisations (NGOs) or federal offices within the framework of existing research collaborations  | Research purpose within the framework of an existing cooperation agreement between ETH Zurich and the “home institution”   | <ul style="list-style-type: none"> <li>• Cooperation agreement or other contractual basis in accordance with the Research Contract Guidelines of ETH Zurich RSETHZ 440.31.</li> <li>• Employment at a company, organisation or federal office</li> </ul>   |
| 6 | <b>Individual collaborations in research, teaching and knowledge transfer</b> | Employees of domestic and international research partners of ETH professorships without a written agreement and in the context of informal knowledge exchange without the need for on-site presence. No default authorisations – all authorisations are assigned manually. | Research purpose; purpose of knowledge transfer or loose exchange  |  |

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|    |   | Guest speakers who have been invited to ETH and do not have a teaching assignment within the meaning of Art. 17a of the ETH Act   | Teaching: individual lectures within the framework of classes   |   |
| 7  | <b>Scholarship holders and compulsory interns</b> | Scholarship holders: researchers who are not employed by another institution and come to ETH Zurich for professional development and are unable to obtain part-time employment at ETH Zurich<br><br>Compulsory interns: practical training for students | <ul style="list-style-type: none"> <li>• Research purpose and/or compulsory internship within the framework of a degree programme</li> </ul><br>Compulsory internships by students from universities in Switzerland and the EU/EFTA at ETH Zurich | <p>Scholarships</p> <ul style="list-style-type: none"> <li>• A degree from a domestic or international university</li> <li>• Financing of the stay via scholarship without top-up by the Department</li> </ul> <p>Compulsory internships</p> <ul style="list-style-type: none"> <li>• Matriculation as a student at a domestic or international university</li> <li>• Visit is associated with the completion of a compulsory internship</li> </ul> |
| 8  | <b>Retired professors</b>                         | Professors emeriti of ETH Zurich and retired adjunct professors   | Teaching<br>Completion of ERC projects or assumption of special tasks on behalf of Department/President   | <ul style="list-style-type: none"> <li>• With or without a mandate agreement or teaching assignment from the Department or Executive Board</li> <li>• Allocation of infrastructure, resources and a workstation by the Department or the Executive Board within the framework of the President's guidelines on emeritus status</li> </ul>   |
| 9  | <b>Retired employees with service</b>             | Retired employees of ETH Zurich who have submitted a corresponding request  | Affiliation with ETH Zurich in accordance with Executive Board resolution 0402 dated 14 March 2007  | <ul style="list-style-type: none"> <li>• Request from retired employees</li> </ul>  |
| 10 | <b>Reintegration programmes/civilian service</b>  | Persons who are placed with ETH Zurich within the framework of reintegration programmes by social security or similar organisations   | Reintegration into the work process   | <ul style="list-style-type: none"> <li>• Agreement or written conditions from the organisation that is responsible for and has arranged</li> </ul>  |

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|    |  |   |  | the placement of the individual (RAV, IV)  |
| 11 | <b>Tenant/user of ETH premises (including IT services where appropriate)</b> | Employees of ETH spin-off companies and shop operators (ETH Store, Coop, etc.) on the ETH Zurich site.  | <ul style="list-style-type: none"> <li>• Use of premises within the framework of ETH Zurich spin-off guidelines for a transition phase to ensure proximity to ETH infrastructure.</li> <li>• Service for ETH members: provision of shopping facilities for ETH members (food, drinks, stationery, merchandising items, etc.) on campus.</li> </ul> | <ul style="list-style-type: none"> <li>• Employment of staff by a spin-off company recognised by ETH Zurich, or by a service provider</li> <li>• Rental agreement or user agreement</li> <li>• Limited to two years (maximum three years) in the case of spin-off companies</li> </ul> |
| 12 | <b>Service providers (caterers, contractors, etc.)</b>                       | Employees of service providers who require certain IT services/infrastructure from ETH Zurich to meet their contractual obligations. The respective ordering unit within ETH requests the necessary access rights.  | Contract fulfilment  | <ul style="list-style-type: none"> <li>• Contract between ETH Zurich and service provider (software development agreement, service agreement, contract for the operation of a canteen, etc.)</li> </ul>  |
| 13 | <b>Day visitors with IT services</b>   | Persons visiting ETH who need both network connectivity and IT services; the necessary data can be entered by the inviting organisation or via self-registration, individual approval is required in all cases; no default authorisation, all authorisation is granted manually; limited to a period of seven days, after which the account is deleted. | <p>Various types of visit in principle, but typically conference attendance or course participation.</p> <p>Visits to public areas of ETH Zurich, or accompanied visits to other areas</p>   |  |
| 14 | <b>Day visitors without IT services</b>                                      | Persons visiting ETH Zurich who need network connectivity only  | Visits to public areas of ETH Zurich, or accompanied visits to other areas   | <ul style="list-style-type: none"> <li>• Self-registration and verification via SMS code or similar procedure outside of the guest registration process</li> </ul>   |