Directive
Visitor stays at ETH Zurich

13.11.2018

The Vice President for Human Resources and Infrastructure,
Pursuant to Art. 11b of the ETH Zurich Organisational Ordinance of 16.12.2003,¹ has issued the following directive:

Chapter 1: General

Art. 1 Objective

This directive sets out the policy which governs the stays of visitors at ETH Zurich.

Art. 2 Scope

¹ This directive defines visitors as persons who, with the consent of the unit which has invited them, operate in areas of ETH Zurich which are not accessible to the public.

² This directive does not define the following persons as visitors:

   a) Persons employed by ETH Zurich who operate at ETH Zurich in the framework of their employment
   b) Persons matriculated at ETH Zurich, unless they are in the “operative functions” category defined in Art. 7
   c) Persons with the status of “visiting professor” in the sense of Art. 12 of the Verordnung des ETH-Rates über die Eidgenössischen Technischen Hochschulen Zürich und Lausanne [ETH Board ordinance regarding the Federal Institutes of Technology Zurich and Lausanne] of 13 November 2003² and guest speakers. They are subject to the respective Executive Board guidelines.³
   d) Persons who, as self-employed personnel, as employees of third parties, or as employees of ETH Zurich receive remuneration from ETH Zurich for services rendered. This also applies if said services were carried out at ETH Zurich.
   e) Persons with teaching assignments [Lehrbeauftragte] as set out in the Richtlinien für die Erteilung und Entlöhnung von Lehraufträgen [guidelines on the issuing of teaching assignments and remuneration of lecturers at ETH Zurich; in German only] of 17 June 2008⁴
   f) Employees of dual professorships and shared technology platforms as set out in Art. 61 of the ETH Zurich Organisational Ordinance,⁵ unless they have been allocated a role as set out in Art. 25 ff. of the Financial Regulations of ETH Zurich⁶

¹ RSETHZ 201.021
² SR 414.110.37
³ RSETHZ 512.1
⁴ RSETHZ 513.12
⁵ RSETHZ 201.021
⁶ RSETHZ 245
g) Auditors, as defined in Art. 39 of the ETH Zurich Admissions Ordinance

**Art. 3 Rights of visitors**

1 The persons responsible for ETH Zurich premises must ensure that only visitors authorised to do so by this directive operate in non-public areas of ETH Zurich. Visitors who are not so authorised must be prevented from entering non-public areas of ETH Zurich.

2 The unit hosting them may allow visitors to enter non-public areas of ETH without registering them formally with Human Resources as “short-term” visitors provided that the visitor is under the supervision of an ETH Zurich employee and is not obliged by Para. 3 to register.

3 The unit hosting a visitor must obtain the approval of and register the visitor with Human Resources as a “long-term” visitor if any of the following apply:
   a) The visitor is regarded by the responsible cantonal migration office as employed (with or without remuneration) but his/her residence permit does not cover the duration of the stay.
   b) Over the period of one year the visitor will spend more than 90 days in non-public areas of ETH Zurich.
   c) The visitor will be allowed independent access to and stays in non-public areas of ETH Zurich, e.g. by receiving a key or access card or by operating unsupervised in non-public areas of ETH Zurich.

Visitors approved by Human Resources receive the status of “long-term” visitors.

**Chapter 2: Recording and registration of visitors**

**Art. 4 Recording and registration by the unit/professorship**

1 Art. 3, Para. 2 stipulates that the unit which has invited them has sole discretion to register visitors. The hosting unit must ensure that the visitor’s stay will not disadvantage ETH Zurich, and in particular that the contractual and legal duties of ETH Zurich can be upheld in connection with the stay. In addition, an associated written agreement regarding a short-term stay, with mention of the general terms and conditions governing visitor stays, should be concluded with the visitor.

2 The senior budget manager ("Budgetverantwortliche") of the hosting unit has the right to sign agreements regarding short-term stays as set out in Art. 3, Para. 2. The signed agreement is stored by the hosting unit for a compulsory period of 10 years. No application is made to Human Resources and the agreement is not entered in SAP.

3 As soon as the prerequisites set out in Art. 3, Para. 3 have been fulfilled, the hosting unit registers the visitor with Human Resources via the application form.

**Art. 5 Registration of long-term visits via application to Human Resources**

1 Art. 3, Para. 3 of this directive stipulates that visitors must be registered in all cases. For this purpose the hosting senior budget manager should submit an application to Human Resources using the designated application form in ETHIS at the latest one month, and for foreign visitors at the latest two months, before the visit begins.

2 If the visitor is an emeritus professor, the associated application should be submitted by the Head of Department or the Office for Faculty Affairs.

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7 SR 414.131.52
8 Art. 151 of the Financial Regulations of ETH Zurich and the *Weisung über die Archivierung von Dokumenten der ETH Zürich* [directive on the archiving of ETH Zurich documents; in German only] (RSETHZ 201)
Art. 6  Review of the application

1 Review and approval of the application and the whole process of administering long-term stays, including any associated immigration procedures (procurement of residence permits, confirmations of receipt, etc.) are undertaken by the responsible persons in Human Resources.

2 Every long-term stay at ETH Zurich requires a clear establishment of aims and is always for a limited period. To obtain long-term visiting status, visitors must have an operative function as set out in Art. 7, Para. 4 and must fulfil the prerequisites given in Appendix A.

3 Inviting persons as visitors in order to circumvent ETH Zurich personnel regulations is not permitted.

Art. 7  Approval of the application

1 Human Resources makes the final decision and exercises sole discretion as to approval of a long-term stay. If a request is approved Human Resources issues the corresponding agreement.

2 When ETH Zurich, represented by Human Resources, and the visitor sign the respective agreement regarding a long-term stay, the visitor assumes the status of long-term visitor. The signed agreement is stored in SAP.

3 Human Resources is responsible for monitoring and ensuring the orderly process of registering long-term visitor stays at ETH Zurich.

4 Long-term stays are registered by Human Resources in SAP HR (“Operational functions”) in the following categories (see Appendix A):

a. **Academic guests**  
Scientists and other staff employed by other Swiss or foreign universities or research institutes (e.g. SIB, Max Planck, CNRS) who are on sabbatical leave from their home institutions, provided they are not at ETH Zurich as visiting professors

b. **Scientists not on sabbatical leave**  
Scientists and other staff employed by Swiss or foreign universities or research institutes (e.g. SIB, Max Planck, CNRS) who are not on sabbatical leave who are conducting their own or a collaborative research project, provided that the stay is not in the framework of a formal research partnership

c. **ETH domain and SEC**  
Scientists and other staff employed by another institution in the ETH domain or by SEC Singapore who are staying at ETH Zurich in the framework of projects or pursuing a doctorate as per Art. 16, Para. 1 of the Ordinance on Doctoral Studies

d. **Research partnerships**  
Scientists and other staff employed by Swiss or foreign private enterprises, universities or government organisations subject to public law, usually as research partners of ETH Zurich

e. **Spin-off companies**  
Employees or owners of an ETH Zurich spin-off company during the term of validity of a contract which governs the respective spin-off’s right of presence (e.g. a rental contract or infrastructure use contract)

f. **Reintegration**  
Persons who are active at ETH in the framework of reintegration, provided that no work appointment at ETH Zurich follows

g. **ETH Zurich doctoral students**  
ETH Zurich doctoral students who are not employed by ETH Zurich, and only if they come from a non-EU country

9 Personnel Ordinance for the ETH Domain, Ordinance governing scientific employees

10 SR 414.133.1 (matriculation at ETH; the doctoral thesis project is conducted at one of the institutions in the ETH domain)
h. Scholarship holders and persons in compulsory practical training
Scholarship holders (postgraduates)\textsuperscript{11} and persons in compulsory practical training, provided that they are not employed by or matriculated at ETH Zurich

i. Emeritus professors
Emeritus professors – with or without a contract of mandate – as per the pertaining guidelines of the President regarding the emeritus status of professors\textsuperscript{12} and retired titular associate professors (adjunct professors).

Chapter 3: Entry and responsibilities

Art. 8 Use of infrastructure, access rights and ETH Card

If required to realise the goal of the stay, visitors receive a workplace and access rights to the ETH Zurich IT infrastructure.

If required to realise the goal of the stay, long-term visitors receive access rights via an ETH Card or key.

Art. 9 Responsibilities and liability

The hosting organisational unit or the hosting senior budget manager (“Budgetverantwortliche”) is responsible for the respective visitors. The senior budget manager responsible for the visitor also ensures that his/her visitors know and adhere to ETH regulations, i.e. its house rules, the ETH Zurich Acceptable Use Policy for Telematics Resources and the relevant security provisions. If the visitor is active in security-relevant facilities of ETH Zurich, in particular laboratories and workshops, the hosting senior budget manager ensures training. Access to security-relevant facilities may only be granted if their use is necessary to fulfil the goal of the stay.

At the end of the stay the senior budget manager also ensures the return of all of the following:

\begin{itemize}
  \item Key(s)
  \item The ETH Card
  \item Any IT infrastructure made available by the hosting unit for the visitor’s stay
  \item The senior budget manager also informs IT Services and the department’s IT support group leader (ISL) of the end of the stay.
\end{itemize}

Short-term visitors who are not active for ETH Zurich for training, educational, research or other purposes must provide proof that they have personal liability insurance involving coverage of at least CHF 5,000,000.00.

Art. 10 Remuneration or fees

Visitors staying at ETH Zurich normally pay their own living costs. The organisational unit hosting them can make a contribution to travel costs if these are not paid by the home institution or company. Any divergent contractual agreements still apply.

If a fee is paid, funds from the hosting unit or from the senior budget manager responsible for the visitor must be used for this. Payment must proceed via SAP HR.

\begin{itemize}
  \item A fee is only paid to persons with the operational function “academic guest” or “visiting professor”.
  \item Payment of short-term visitors may only proceed via the form “Invoice for services ordered by ETH Zurich”.
  \item Payment of guest speakers may only proceed via the form “Invoice for guest speakers”.
  \item Long-term visitors may not be paid via the form “Invoice for services ordered by ETH Zurich”, but must be issued with an employment contract. Exceptions to this rule are visitors who are regarded by the Migration Office as employed and also need not be registered as per Art. 3, Para. 3 (b) or (c).
\end{itemize}

\begin{footnotes}
\item[9] E.g. Swiss Government Excellence Scholarship holders, Scholarship Council
\item[10] RSETHZ 510.40
\end{footnotes}
3 External lecturers engaged in the context of continuing education programmes are subject to Art. 32 of the Organisationsreglement für die Weiterbildung an der ETH Zürich [ETH Zurich Organisational Rules on Continuing Education; in German only] of 26.3.2013.  

4 If a person holds visitor status at ETH Zurich and is paid expenses by ETH Zurich this in no way signifies an employment relationship between that person and ETH Zurich.

Chapter 4 Final clauses

1 This directive enters into force on 01.01.2019. It replaces the previous regulations governing academic guests and guest speakers set out in the Richtlinien für das Einladen von Gastprofessoren/Gastprofessorinnen, akademischen Gästen und Gastreferenten [guidelines for inviting visiting professors, academic guests and guest speakers; in German only]. When this directive enters into force no further workplace agreements [Arbeitsplatzvereinbarungen] will be issued.

2 For those academic guests and visitors with ongoing workplace agreements which are subject to previous guidelines, this directive applies from the next agreement extension onwards.

Zurich, 13 November 2018

Vice President for Human Resources and Infrastructure
Prof. Dr Ulrich Weidmann
# Appendix A – Operational functions

<table>
<thead>
<tr>
<th>Goal</th>
<th>Prerequisites</th>
<th>Duration of stay</th>
</tr>
</thead>
</table>
| **Academic guests** | Participation in research activities in the framework of cooperation agreements, agreements with partner universities or research institutions via a common institute, (competence) centre, technology platform or dual professorship; or a sojourn at ETH Zurich (institute, laboratory, professorship) while on sabbatical leave, whereby participation in research serves the purposes of personal continuing education | • Studies have been completed  
• Employed at a Swiss or foreign university or research institution (hereafter: home institution) as a scientist (usually as Assistant or Senior Assistant)  
• Has a letter of invitation for foreign academic visitors from the host unit/professorship  
• Is not matriculated at ETH Zurich  
• For foreign academic guests: Confirmation of leave or posting from the home institution  
• If applicable: Contractual foundation | • 1 year, in justified exceptional cases up to 2 years  
• Any diverging contractual agreements with the home institution still apply  
• This rule does not apply to persons from partner universities or research institutions in Switzerland |
| **Scientists not on sabbatical leave** | Stay at ETH Zurich for research purposes | • Studies have been completed  
• Employed at a Swiss or foreign university or research institution (hereafter: home institution) as a scientist (usually as Assistant or Senior Assistant) | • Limited in principle to 1 year, or in justified exceptional cases to 2 years  
• This rule does not apply to persons from partner universities or research institutions in Switzerland |
| **ETH domain and SEC** | Participation in research and teaching activities in the framework of either a concrete project collaboration; a professorship which is active in an institution of the ETH domain or SEC Singapore; or a doctorate | • Employed at an institution of the ETH domain or at SEC Singapore  
• Matriculated at ETH Zurich as a doctoral student  
• If applicable: Contractual foundation | • Guests from the ETH domain or SEC Singapore: A maximum of 4 years  
• Doctoral students from the ETH domain: A maximum of 6 years |
| **Research partnerships** | A stay at ETH Zurich for research purposes in the framework of a cooperation agreement with a commercial organisation, a university, or a governmental organisation subject to public law | • Cooperation agreement with ETH Zurich  
• Employed at a commercial organisation, a university or a governmental organisation subject to public law | • The duration depends on the accord set down in the cooperation agreement  
• Doctoral students employed by a contractual partner of ETH Zurich: The duration is in principle limited to 6 months per calendar year unless it is agreed otherwise |
<p>| <strong>Spin-off companies</strong> | Engaged in an ETH spin-off company according to spin-off guidelines | • Employed in or ownership of an ETH spin-off company | • The stay of employees or owners of ETH spin-off companies in principle ends with the end of the company’s rental contract or infrastructure use contract |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reintegration</td>
<td>A stay at ETH Zurich in the framework of reintegration programmes of social insurance bodies or similar organisations</td>
<td>• Agreement or a written statement of conditions from the organisation which sends and looks after the person in question</td>
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<td></td>
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<td>• The duration of the stay depends on the stipulations of the reintegration programme</td>
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<tr>
<td>ETH Zurich doctoral students</td>
<td>Doctoral students from third-countries who are at ETH Zurich out of their own interest and are not employed by ETH Zurich</td>
<td>• Matriculated at ETH Zurich</td>
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<td>• The maximum duration is 6 years</td>
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<td>Scholarship holders and persons in compulsory practical training</td>
<td>A stay at ETH Zurich (institute, laboratory, professorship) and participation in research activities in the framework of doctoral studies or for purposes of specialisation and furtherance of personal research work (e.g. postdoctoral scholars)</td>
<td>Scholarship holders</td>
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<td></td>
<td>Compulsory practical training of Master’s/Bachelor’s degree students from Swiss and EU/EFTA universities of applied sciences at ETH Zurich</td>
<td>• Studies completed at a Swiss or foreign university</td>
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<td></td>
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<td>• The stay is funded by a scholarship, without extension/replenishment</td>
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<td></td>
<td></td>
<td>• Matriculated at ETH Zurich as a doctoral student</td>
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<td></td>
<td></td>
<td>Compulsory practical training</td>
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<td></td>
<td>• Matriculated as a Master’s/Bachelor’s degree student at a Swiss or foreign university</td>
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<td>• The stay is within the framework of compulsory practical training</td>
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<td>• The maximum duration is 4 years</td>
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<td>Emeritus professors</td>
<td>A stay at ETH Zurich (in a department) after retiring, in the framework of a contract of mandate from the President or the department to continue an ERC project, conduct special tasks or carry out a teaching assignment</td>
<td>• Contract of mandate from the department or the Executive Board or continuation of research activities</td>
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<td>• Allocation of infrastructure, resources and a workplace by the department or the Executive Board</td>
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<td>• The maximum duration is normally 10 years</td>
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<td>• The stay ends with the end of the contract of mandate or the cancellation of the allocated workplace by the department or the Executive Board</td>
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