

English is not an official language of the Swiss Confederation. This translation is provided for information purposes only and has no legal force.

Ordinance governing scientific employees of the Swiss Federal Institute of Technology Zurich

dated 16 September 2014 (Stand am 1. Januar 2018)

*The Executive Board of the Swiss Federal Institute of Technology Zurich,
pursuant to Art. 3 para. 1 Personnel Ordinance for the ETH Domain
dated 15 March 2001¹ (PVO-ETH),
hereby issues the following regulations:*

Section 1: General provisions

Art. 1 Scope

1 This ordinance governs employment contracts with scientific employees of the Swiss Federal Institute of Technology Zurich (ETH Zurich). This encompasses:

- a. assistants and established researchers;
- b. scientific employees engaged on a fixed-term basis;
- c. scientific employees engaged on a permanent basis.

2 This ordinance does not apply to academically qualified employees who are responsible primarily for infrastructural tasks.

3 The conditions of employment as stipulated by PVO-ETH remain reserved.

Art. 2 Allocation to a function

1 Employees are allocated to functions in accordance with Annex 1 of this ordinance. It is based on the function grid for the ETH Domain in accordance with Annex 1 PVO-ETH.

2 Applications for a change in function or function level must be submitted by the employee's supervisor to the Infrastructure Division's HR team.

Art. 3 Reporting

1 Scientific employees report to a budget officer under Art. 13 Financial Regulations dated 28 September 2005² of ETH Zurich.

2 When an employee is assigned to an institution, department or other unit of ETH Zurich, the head of this body is the employee's supervisor.

AS 2014 3803

¹ SR 172.220.113

² RSETHZ 245

Art. 4 Career planning and training

1 In the fourth year of employment, direct supervisors conduct progress interviews with established researchers I and II and scientific collaborators I and II who are on fixed-term employment terms of four years or more.

2 Assistants, established researchers and scientific collaborators may attend events in Bachelor's and Master's degree courses at the two ETH facilities free of charge.

3 In agreement with their supervisor, scientific employees may attend university further education and training events.

Section 2: Assistants and established researchers**Art. 5** Positions

1 Employment as an assistant or established researcher serves to facilitate an academic career or professional development.

2 Positions are as follows:

- a. assistant;
- b. established researcher I;
- c. established researcher II.

Art. 6 Prerequisites for employment

1 Prerequisite for employment as an assistant or established researchers is a university degree recognised by ETH Zurich.

2 Employment as an assistant:

- a. doctoral students as defined by the Ordinance on Doctoral Studies ETH Zurich dated 1 July 2008³;
- b. postdocs.

3 Established researchers I must be university graduates with doctorates and at least two years of professional experience.

4 Established researchers II must be university graduates with doctorates and at least five years of professional experience.

Art. 7 Level of employment for assistants

1 A 100 percent level of employment applies to doctoral students.

2 Part-time employment is admissible in justifiable cases, particularly if the employee has parental duties or works in addition for another employer.

³ SR 414.133.1

Art. 8 Salary

1 The salary is determined as follows:

- a. doctoral students: rates as set out in Annex 2;
- b. postdocs: rates in accordance as set out in Annex 3;
- c. established researchers I and II: individual starting salary taking into account useful experience as defined in Art. 26 PVO-ETH, with annual adjustments based on performance assessment.

2 The rates set out in para. 1 (a) and (b) are determined by the Executive Board.

3 If doctoral students provide teaching services in excess of the normal minimum level of teaching in the department, they are entitled to a higher rate of payment.

Art. 9 Duration of employment

(Art. 17b para. 2 (b) ETH Law dated 4 October 1991⁴)

1 Assistants and established researchers are employed for a maximum of six years.

2 In the event of a change from assistant to established researchers, no account is taken of the years as an assistant.

Art. 10 Duties

1 Doctoral students must spend at least 70 percent of their working hours on their dissertation and underlying research project and on their doctoral studies. They perform duties in teaching and general services, the scope of which are regulated by the departments. Special agreements with third-party funding bodies remain reserved.

2 Postdocs conduct their own research and contribute to research projects. They also perform important tasks in their supervisor's area of responsibility through teaching, research and services.

3 Established researchers I and II take leading roles in preparing, organising and conducting research projects, and in teaching in their supervisor's area of responsibility. They also undertake administrative and infrastructural tasks.

Section 3: Scientific employees engaged on a fixed-termed basis**Art. 11** Positions

1 Employment as a scientific employee on a fixed-term basis serves to facilitate a project-based career.

2 Positions are as follows:

- a. scientific assistant I;
- b. scientific assistant II;

⁴ SR 414.110

- c. scientific collaborator I;
- d. scientific collaborator II.

Art. 12 Prerequisites for employment

- 1 The prerequisite for fixed-term employment as a scientific employee is a university degree recognised by ETH Zurich.
- 2 University graduates with no professional experience and who are not pursuing a doctorate may be employed in the role of scientific assistant I.
- 3 The following may be employed in the role of scientific assistant II:
 - a. university graduates with doctorates;
 - b. university graduates without doctorates but with a minimum of three years' professional experience who display a level of specialist knowledge equivalent to a doctorate.
- 4 Scientific collaborators I must be university graduates as set out in para. 3, with an additional two years of professional experience.
- 5 Scientific collaborators II must be university graduates as set out in para. 3, with an additional five years of professional experience.

Art. 13 Salary

The salary is determined as follows:

- a. scientific assistant I and II: rates in accordance with Annex 3;
- c. scientific collaborators I and II: individual salary taking into account useful experience as defined in Art. 27 PVO-ETH, with annual adjustments based on performance assessment.

Art. 14 Duration of employment

(Art. 17b para. 2 (b) ETH Law dated 4 October 1991⁵)

The maximum duration of fixed-term employment is six years for scientific employees with similar functions to assistants or established researchers, and nine years for scientific employees in teaching and research projects.

Art. 15 Duties

Scientific employees engaged on a fixed-term basis carry out duties in teaching, research and general services.

Section 4: Leading scientific employees engaged on a permanent basis**Art. 16** Positions

1 Employment as a scientific employee on a permanent basis serves to facilitate further pursuit of an academic career.

2 Positions are as follows:

- a. executive scientific collaborator I;
- b. executive scientific collaborator II;
- c. senior scientist I;
- d. senior scientist II.

Art. 17 Prerequisites for employment

1 Scientists with recognised academic qualifications may be employed on a permanent basis for duties in teaching, research and services.

2 A change to a permanent academic position during the employment relationship is subject to approval by the Executive Board at the request of the department management.

3 In addition to the qualifications set out in para. 1, candidates for the role of senior scientist II should be:

- a. internationally recognised and potentially eligible for professorship under international standards; and
- b. titular/adjunct professors of ETH Zurich.

4 The Executive Board is responsible for appointment to senior scientist II status at the request of the department management.

Art. 18 Salary

Conditions for determination and development of the salary apply as in Arts. 26-28 PVO-ETH.

Art. 19 Duties

1 Executive scientific collaborators are active in teaching, in carrying out research work and in helping to supervise students; they also provide administrative or technical support.

2 Senior scientists I and II lead a teaching or research field or a research group.

Section 5: Final provisions**Art. 20** Repeal of other ordinances

The Ordinance on Scientific Personnel of the Swiss Federal Institute of Technology Zurich dated 12 December 2005⁶ is hereby repealed.

Art. 21 Entry into force

These regulations enter into force on 1 January 2015.

⁶ [AS 2006 3375, 2008 4297, 2014 161]

Annex I
(Art. 2 para. 1)

Function titles

1 Fixed-term employment

Academic function	Project function	Code	Function level
Doctoral student	Scientific assistant I	1011	06
Postdoc	Scientific assistant I	1022	08
Established researcher I	Scientific collaborator I	1023	09
Established researcher II	Scientific collaborator II	1024	10

2 Permanent employment

Function	Code	Function level
Executive scientific collaborator I	1031	10
Executive scientific collaborator II	1032	11
Senior scientist I	1033	12
Senior scientist II	1034	13

Annex 2
(Art. 8 para. 1 a)

Salary rates for doctoral students

Rates

Year	Rate	Salary (CHF)
1st year	Standard	47,040
	2	52,855
	3	58,670
	4	64,485
	5	70,300
2nd year	Standard	48,540
	2	55,230
	3	61,920
	4	68,610
	5	75,300
3rd year	Standard	50,040
	2	57,610
	3	65,180
	4	72,750
	5	80,320

*Annex 3*⁷
(Art. 8 para. 1 b and para. 13 a)

Salary rates for scientific assistants I and II and postdocs

Salary rates

	1st year (CHF)	2nd year (CHF)	3rd year (CHF)
Scientific assistant I	70,300	75,300	80,320
Scientific assistant II	86,800	91,150	95,600
Postdoc	86,800	91,150	95,600

⁷ Version in accordance with Section I. Ordinance of the Executive Board ETHZ dated 14 November 2017, in effect since 1 January 2018 (AS **2018** 1273).