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RSETHZ 516.1

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

Date: 16 September 2014

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*The Executive Board of the Swiss Federal Institute of Technology Zurich,*

pursuant to Article 3 Paragraph 1 of the Personnel Ordinance for the ETH Domain dated 15 March 2001<sup>1</sup> (ETH PO),

*hereby decrees:*

**Chapter 1: General Provisions**

**Article 1** Scope

<sup>1</sup> This Ordinance governs the terms and conditions of scientific employees of the Swiss Federal Institute of Technology Zurich (ETH Zurich). It covers the following:

- a. Assistants and senior assistants;
- b. Scientific employees on fixed-term contracts;
- c. Scientific employees on contracts of unlimited duration.

<sup>2</sup> It does not cover academically qualified employees who are mainly responsible for infrastructure tasks.

<sup>3</sup> This Ordinance is without prejudice to the conditions of employment specified in ETH PO.

**Article 2** Allocation to a functional level

<sup>1</sup> Employees are allocated to a functional level in accordance with Annex 1; the allocation is based on the Function Grid for the ETH Domain.

<sup>2</sup> Any change to an employee's function or functional level requires an application by his or her superior to the Human Resources Infrastructure Division.

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<sup>1</sup> SR 172.220.113

### **Article 3** Reporting line

<sup>1</sup> Scientific employees report to a Budget Officer as specified in Article 13 of the Financial Regulations of ETH Zürich<sup>2</sup>.

<sup>2</sup> If an employee is assigned to an institute, department or other unit of ETH Zurich, its manager is his or her superior.

### **Article 4** Career planning and training

<sup>1</sup> In the fourth year of employment, immediate superiors shall conduct a career-planning interview with Senior Assistants I and II and Scientific Collaborators I and II employed on fixed-term contracts in excess of 4 years.

<sup>2</sup> Assistants, Senior Assistants and Scientific Collaborators may attend free of charge any event organised as part of a bachelor or master programme at either ETH establishment.

<sup>3</sup> In agreement with their superior, scientific employees may attend university training events.

## **Chapter 2: Assistants and senior assistants**

### **Article 5** Positions

<sup>1</sup> Employment as an assistant or senior assistant is designed to facilitate an academic career or professional development.

<sup>2</sup> The following positions exist:

- a. Assistant;
- b. Senior Assistant I;
- c. Senior Assistant II.

### **Article 6** Qualifications required

<sup>1</sup> The positions are open to those with a university degree recognised by ETH Zurich.

<sup>2</sup> The following are employed as Assistants:

- a. Doctoral students as defined in the Ordinance on Doctoral Studies of ETH Zurich dated 1 July 2008<sup>3</sup>;

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<sup>2</sup> RSETHZ 245

<sup>3</sup> SR 414.133.1

b. Post-doctoral students.

<sup>3</sup> Positions as Senior Assistants I are open to those with a university degree, a doctorate and a minimum of two years' professional experience.

<sup>4</sup> Positions as Senior Assistants II are open to those with a university degree, a doctorate and a minimum of five years' professional experience.

#### **Article 7** Level of employment for assistants

<sup>1</sup> Doctoral students are employed on a full-time basis, i.e. 100%.

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

#### **Article 8** Salary

<sup>1</sup> Salary is determined as follows:

- a. Doctoral students: Rates as specified in Annex 2;
- b. Post-doctoral students: Rates as specified in Annex 3;
- c. Senior Assistants I and II: individual starting salary depending upon useful experience as defined in Article 26 ETH PO with annual adjustments based on the performance review.

<sup>2</sup> The Executive Board shall determine the rates specified in Paragraph 1 a. and b.

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

#### **Article 9** Duration of employment (Article 17b Paragraph 2 Letter b ETH Law of 4 Oct. 1991<sup>4</sup>)

<sup>1</sup> Assistants and Senior Assistants are employed on fixed-term contracts for a maximum of six years.

<sup>2</sup> In the event of a change from Assistant to Senior Assistant, no account is taken of the years as an Assistant.

#### **Article 10** Duties

<sup>1</sup> Doctoral students shall work for a minimum of 70% of their working time on their dissertation, the underlying research project and their doctoral studies. They shall also undertake teaching and

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<sup>4</sup> SR 414.110

other general duties, whereby the Department shall regulate the extent of these duties. This shall be without prejudice to any special agreements with external funding bodies.

<sup>2</sup> Post-doctoral students shall pursue their own research and participate in research projects. They shall also undertake important teaching and research tasks and other services within the area of responsibility of their superior.

<sup>3</sup> Senior Assistants I and II shall undertake management tasks required for the preparation, organisation and implementation of research tasks and teaching within the area of responsibility of their superior. In addition, they shall undertake administrative and infrastructure tasks.

### **Chapter 3: Scientific employees on fixed-term contracts**

#### **Article 11**    Positions

<sup>1</sup> Fixed term employment as a scientific employee is designed to facilitate a project career.

<sup>2</sup> The following positions exist:

- a.     Scientific Assistant I;
- b.     Scientific Assistant II;
- c.     Scientific Collaborator I;
- d.     Scientific Collaborator II.

#### **Article 12**    Qualifications required

<sup>1</sup> The positions are open to those with a university degree recognised by ETH Zurich.

<sup>2</sup> Positions as Scientific Assistant I are open to graduates without professional experience if they are not pursuing a doctorate.

<sup>3</sup> The following can be employed as Scientific Assistants II:

- a. University graduates with a doctorate;
- b. University graduates without a doctorate with a minimum of three years' professional experience who can demonstrate that they possess the relevant specialist knowledge.

<sup>4</sup> Positions as Scientific Collaborators I are open to university graduates as defined in Paragraph 3 plus a minimum of two years' professional experience.

<sup>5</sup> Positions as Scientific Collaborators II are open to university graduates as defined in Paragraph 3 plus a minimum of five years' professional experience.

## **Article 13** Salary

Salary is determined as follows:

- a. Scientific Assistants I and II: Rates as per Annex 3;
- b. Scientific Collaborators I and II: individual salary depending upon useful experience as defined in Article 27 ETH PO with annual adjustments based on the performance review.

## **Article 14** Duration of employment (Article 17b Paragraph 2 ETH Law dated 4 Oct. 1991<sup>5</sup>)

The maximum duration of fixed-term contracts for scientific employees working in a similar function to that of an Assistant or Senior Assistant is six years; for scientific employees working on teaching and research projects it is nine years.

## **Article 15** Duties

Scientific employees on fixed-term contracts shall undertake duties in teaching, research and provide general services.

## **Chapter 4: Senior scientific employees on contracts of unlimited duration**

### **Article 16** Positions

<sup>1</sup> Employment as a scientific employee for an unlimited duration is designed to facilitate the continued pursuit of an academic career.

<sup>2</sup> The following positions exist:

- a. Executive Scientific Collaborators I;
- b. Executive Scientific Collaborators II;
- c. Senior Scientists I;
- d. Senior Scientist II.

### **Article 17** Qualifications required

<sup>1</sup> Contracts of unlimited duration are available to scientists with a recognised academic qualification who undertake tasks in teaching and research and provide other services.

<sup>2</sup> Any change from a contract of limited duration to one of unlimited duration during the term of employment requires an application by the Head of Department to the Executive Board.

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<sup>5</sup> SR 414.110

<sup>3</sup> Employment as a Senior Scientist II is open to those who in addition to the qualifications specified in Paragraph 1:

- a. have international recognition and based on international standards are potential professors; and
- b. are titular professors of ETH Zurich.

<sup>4</sup> For an employee to be classified as a Senior Scientist II, the Head of Department shall submit an application to the Executive Board for approval.

#### **Article 18**    Salary

Salary and salary development are governed by Articles 26–28 ETH PO.

#### **Article 19**    Duties

<sup>1</sup> Executive Scientific Collaborators are involved in teaching, research and the supervision of students and also provide administrative and technical support.

<sup>2</sup> Senior Scientists I and II manage a teaching or research area or a research group.

### **Chapter 5:    Final provisions**

#### **Article 20**    Repeal of other Ordinances

The Ordinance of 12 December 2005<sup>6</sup> on scientific employees of ETH Zurich is hereby repealed.

#### **Article 21**    Effective date

This Ordinance shall come into effect on 1 January 2015.

On behalf of the Executive Board:  
President:                Ralph Eichler  
Secretary General:    Hugo Bretscher

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<sup>6</sup> AS 2006 3375

## Function Titles

### 1 Fixed-term employment

<i>Academic function</i>	<i>Project function</i>		
		<b>Code</b>	<b>Function level</b>
Doctoral student	Scientific Assistant I	1011	06
Post-doctoral students	Scientific Assistant II	1022	08
Senior Assistant I	Scientific Collaborator I	1023	09
Senior Assistant II	Scientific Collaborator II	1024	10

### 2 Employment for an unlimited duration

<i>Function</i>		
	<b>Code</b>	<b>Function level</b>
Executive Scientific Collaborator I	1031	10
Executive Scientific Collaborator II	1032	11
Senior Scientist I	1033	12
Senior Scientist II	1034	13

**Annex 2**

*(Article 8 Paragraph 1 Letter a)*

**Salary rates for doctoral students**

**Rates 2014**

<b>Year</b>	<b>Rate</b>	<b>Salary</b>
Year 1	Standard	47,040.00
Year 1	2	52,855.00
Year 1	3	58,670.00
Year 1	4	64,485.00
Year 1	5	70,300.00
Year 2	Standard	48,540.00
Year 2	2	55,230.00
Year 2	3	61,920.00
Year 2	4	68,610.00
Year 2	5	75,300.00
Year 3	Standard	50,040.00
Year 3	2	57,610.00
Year 3	3	65,180.00
Year 3	4	72,750.00
Year 3	5	80,320.00



### Annex 3

*(Article 8 Paragraph 1 Letter b and Article 13 Letter a)*

#### Salary rates for Scientific Assistants I and II and Post-doctoral students

#### Salary rates 2014

	Year 1	Year 2	Year 3
<b>Scientific Assistant I</b>	70,300.-	75,300.--	80,320.--
<b>Post-doctoral students/Scientific Assistant II*</b>	85,750.--	90,050.--	94,400.--