

# Directive on Terms of Employment of Student Assistants, Construction Assistants and Temporary Assistants at EPFL

LEX 4.7.1

1<sup>st</sup> April 2010, status as at 1<sup>st</sup> January 2017

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*The Direction of the Ecole polytechnique fédérale de Lausanne,*  
based on Art. 5 § 1 of the *Ordonnance-cadre relative à la loi sur le personnel de la Confédération* of 20 December 2000 ([RS 172.220.11](#))

hereby adopts the following:

## Article 1 Scope

<sup>1</sup> This Directive governs the hiring and terms of employment of student assistants, construction assistants and temporary assistants at EPFL.

<sup>2</sup> In the absence of specific provisions, this Directive applies to all categories of student assistants. Only the provisions specific to each category shall be the subject of separate regulations.

## Article 2 Definitions

<sup>1</sup> The wording “student assistant” covers the following categories:

1. student assistants with teaching assignments (lectures, practicals, projects and lab work), who may also be assigned “tutoring” tasks;
2. student assistants assigned to research work in an institute/laboratory;
3. student assistants assigned to administrative tasks.

<sup>2</sup> Construction assistants are external specialists with university education and a professional experience of at least 3 years since graduation. Their mission is to supervise students in practicals, projects and labs.

<sup>3</sup> Temporary assistant positions are intended for young graduate engineers providing short-term support in the framework of a course or of enhancement of student work.

## Article 3 Teaching Student Assistant Positions

<sup>1</sup> Students enrolled in an EPFL Bachelor or Master curriculum may apply for student assistant positions for teaching and tutoring, as advertised by sections or learning units, in principle for each semester.

<sup>2</sup> These positions must be compatible with the study plan for the chosen curriculum.

<sup>3</sup> Lecturers contact the students of their choice, evaluate their application and explain the assignment. They submit offers of employment using the form *Proposition d'engagement personnel temporaire*<sup>1</sup> to the selected student assistants.

<sup>4</sup> Student assistants finally receive written confirmation of their employment, together with an explanatory note regarding the terms of employment.

<sup>5</sup> The immediate superior is responsible for recording hours worked.

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<sup>1</sup> Available for download on the [Human Resources](#) website.

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#### **Article 4 Research Student Assistant Positions**

<sup>1</sup> Student assistant positions in research are advertised by the laboratories and are open to students with an excellent academic level admitted or enrolled in an EPFL Master programme.

<sup>2</sup> Advertising available positions and selecting students is the responsibility of each School. External candidates (not yet registered at EPFL) have the opportunity to indicate their interest in such a position when they apply for a Master programme. Students already registered at EPFL may apply directly for a student assistant position in research at any time of the year.

<sup>3</sup> Interested heads of institute/laboratory contact the students of their choice, evaluate their application and explain the assignment.

<sup>4</sup> Once the candidate has been selected, the work schedule is set on a six-monthly basis in agreement between the student and the head of institute/laboratory. Prior to this, students shall contact their section head to establish a study plan compatible with their position as a research student assistant.

<sup>5</sup> The head of institute/laboratory submits an offer of employment using the form *Proposition d'engagement personnel temporaire*<sup>2</sup>.

<sup>6</sup> Student assistants finally receive written confirmation of their employment, together with an explanatory note regarding the terms of employment.

#### **Article 5 Administrative Student Assistant Positions**

<sup>1</sup> Students enrolled in an EPFL Bachelor or Master curriculum may be hired as student assistants for administrative tasks, both within research units and within central administration units or departments.

<sup>2</sup> The units submit an offer of employment using the form *Proposition d'engagement personnel temporaire*<sup>2</sup>.

<sup>3</sup> Student assistants finally receive written confirmation of their employment, together with an explanatory note regarding the terms of employment.

<sup>4</sup> The immediate superior is responsible for recording hours worked.

#### **Article 6 Work Schedule of Research Student Assistants**

<sup>1</sup> Working hours are scheduled at the start of employment and are subsequently adjusted at the start of each semester, imperatively according to the student assistant's personal study plan. Studies take precedence over the work position.

<sup>2</sup> An appropriate reduction of working time is effected during exam periods (including preparation time).

<sup>3</sup> Students remain responsible for reconciling assistantship work with their studies. They will inform their immediate superior and the head of their section of any work overload.

<sup>4</sup> As an annual average, assistantship work may not exceed 15 hours per week.

<sup>5</sup> An average weekly workload of 15 hours as a research student assistant generally entails an extension of the normal duration of the Master curriculum by one semester.

<sup>6</sup> Holding a student assistant position does not in any way relieve students of their obligation to comply with the maximum authorised time to complete their study curriculum.

<sup>7</sup> The immediate superior is responsible for recording hours worked.

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<sup>2</sup> Available for download on the [Human Resources](#) website.

<sup>8</sup> A typical work schedule could be as follows:

1. from 15 July to 15 September and from 1 to 21 February (university vacations): full-time work;
2. during courses: 20%, 30% or 40% part-time work depending on individual study plans;
3. exam periods (January and June): no work.

### **Article 7 Duration**

<sup>1</sup> Student assistants are employed for a fixed term, renewable from semester to semester by agreement between the parties.

<sup>2</sup> The immediate superior will immediately terminate employment of student assistants who fail to acquire the credits required under their study plan. Borderline cases are discussed between the student's superior and section director.

<sup>3</sup> Employment will not be renewed in the case of the student's academic failure. If studies are terminated for any other reason during the semester, employment of the student assistant will also be terminated without notice and without delay.

### **Article 8 Remuneration**

<sup>1</sup> Remuneration of (Bachelor or Master) student assistants, construction assistants and temporary assistants is based on an hourly rate. The hourly rates are listed in the table attached to this Directive. They are set by the EPFL Direction.

<sup>2</sup> Amounts include compensation for four weeks' annual vacation corresponding to 8.33% of the gross amount, as well as a 2.27% compensation for bank holidays.

<sup>3</sup> AVS, AI, APG and AC contributions are deducted from pay.

<sup>4</sup> A student assistant may not work more than 806 hours per calendar year. Consequently, whether remuneration is for work performed for one or for several EPFL units, the average gross monthly salary may not exceed the LPP coordinated salary.

<sup>5</sup> Remuneration of student assistants in teaching is funded by the relevant section. Remuneration of student assistants in research is funded by the unit concerned. Remuneration of student assistants in the administration is funded by the administrative unit concerned.

### **Article 9 Legal Framework Applicable to Foreigners**

<sup>1</sup> All foreign assistants must hold a valid student permit.

<sup>2</sup> In addition, foreign students may not engage in incidental gainful employment beyond a maximum 15 hours per week during courses and full-time during university vacations.

<sup>3</sup> For nationals of EU and EFTA countries, employment may begin from the start of their stay in Switzerland, unlike nationals of non-EU/EFTA countries, who must wait 6 months before taking up employment, except for student assistants employed in research in connection with their field of study.

**Article 10 Entry into Force**

<sup>1</sup> This Directive enters into force on 1<sup>st</sup> April 2010. Version 1.2, status as at 1<sup>st</sup> January 2017.

On behalf of the EPFL Direction:

Patrick Aebischer  
President

Susan Killias  
General Counsel

Comment: this Directive has been reviewed as part of the 2017 reorganisation. No modifications were made to this directive as a result of the review.

Annex: Remuneration

**Annex: Remuneration Student Assistants, Construction Assistants and  
Temporary Assistants at EPFL**

<b>Position</b>	<b>Minimum hourly rate in CHF</b>	<b>Maximum hourly rate in CHF</b>
Student Assistant assigned to teaching Student Assistant assigned to research Administrative Student Assistant	24	24
Construction Assistant and Temporary Assistant with HES Bachelor	26.50	51
Construction Assistant and Temporary Assistant with University Master	33	71