

Directive on Terms of Employment of EPFL Assistants

LEX 4.4.1

1st October 2005, status as at 10 March 2014

The Direction of the Ecole polytechnique fédérale de Lausanne,
based on Art. 2 § 2 of the *Ordonnance-cadre relative à la loi sur le personnel de la Confédération* of 20 December 2000 ([RS 172.220.11](#)) and
based on Art. 3 of the *Ordonnance sur le personnel du domaine des écoles polytechniques fédérales* of 15 March 2001 ([RS 172.220.113](#))
hereby adopts the following:

Article 1 Scope

¹ This Directive governs the terms of employment of persons employed by the EPFL, after ETH graduation or equivalent, to conduct a PhD.

² Moreover, this Directive also governs terms of employment of persons who, after graduation, are given short-term employment as an assistant in the framework of a teaching and research project.

Article 2 Subordination

¹ Assistants are hired by their immediate superior in agreement with the School's Human Resources manager.

² Assistants report to an immediate superior. This may be a full, associate or tenure-track assistant professor or another person appointed by the Dean of the relevant School or, alternatively, by a member of the EPFL Direction.

Article 3 Employment Contract

¹ The employment contract is drawn up in accordance with Art. 16 of [Opers](#). In addition to the employment contract, each employee is given a detailed job description outlining, among other things, their tasks and responsibilities. This description distinguishes between research, teaching and personal training activities. It is regularly updated to reflect progress in the assistant's work and evolution of their academic status (admission to PhD studies). EPFL Human Resources keep a model employment contract in French and English up-to-date. The employment contract and job description are available in English for employees who do not speak French.

² The duration of employment and work rate may be adjusted as appropriate to specific situations (maternity, dependent child(ren), officer military service or any interruption due to *force majeure*). The School Dean and HR manager are competent to adjust the duration of working relationships.

Article 4 Employment Duration

¹ Assistants are hired for a fixed term based on one-year contracts. The total employment duration as an assistant may not exceed six years (Art. 20, § 2 of [Opers](#)). The annual assessment of thesis work according to the EPFL doctorate ordinance is decisive in updating and renewing the contract.

² Assistants who have completed their thesis within a period of about four years may remain employed, at their professor's request, subject to the maximum period of six years. In this context, transfer to another laboratory or another School is possible, subject to justification. A new contract is drawn up to replace the previous one.

³ For assistants hired for a specific project after graduation, employment is limited to three years maximum.

⁴ If a PhD is undertaken in the course of the 3rd year, any exceptional extension of the 6-year period is the responsibility of the Vice President for Academic Affairs.

⁵ Art. 4 § 3 does not apply to assistants working for architecture studio professors, provided that they have their main activity outside EPFL.

Article 5 Entry into Force

¹ This Directive enters into force on 1st October 2005, version 1.1, status as at 10 March 2014.

On behalf of the EPFL Direction:

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