The Direction of the École polytechnique fédérale de Lausanne,
based on Art. 12 of the ordonnance sur l'EPFL et l'EPFZ (RS 414.110.37) of 13 November 2003, hereby adopts the following:

**Section 1** Principles

In order to promote scientific relations with key academic personalities, EPFL establishes the principles below. Requests concerning dispensations with regard to these principles must be submitted to the Vice-President for Research (hereinafter referred to as VPR) by the Dean of the School or the Director of the College concerned.

**Article 1** Definitions

1. A visiting professor, in the context of the present directive, is defined as a professor from a Swiss or foreign university, invited by EPFL to participate in teaching and research activities.
2. An academic guest, in the context of the present directive, is defined as a Swiss or foreign advanced-level member of the teaching and research staff of a university, invited by EPFL to participate in teaching or research activities.
3. The visiting professor and academic guest are hereinafter referred to as "the guest".

**Article 2** Basic rules concerning the invitation

1. An invitation must be proposed by an EPFL professor (full, associate or tenure track) to the School Dean or College Director, supported by written justification. The guest’s participation in teaching and research at EPFL must be described in detail in the supporting letter.
2. Participation in teaching activities is obligatory for guests financed by the Schools or Colleges.
3. The stay at EPFL extends over a maximum period of 1 to 9 months.
4. The guest’s age must not exceed 65 during their stay.
5. The organisation of public events enabling the EPFL scientific community to benefit from the guest’s presence is encouraged.

**Article 3** Fees

The fees, depending on the proposed activity at EPFL, amount to a maximum of CHF 8,000.- per month. This constitutes a fixed sum covering the services provided and expenses incurred by the guest (including travel and accommodation).

**Section 2** Administrative regulations

**Article 4** Finance

The School or College pays guests’ fees from its resources (budgets made available from fund 6029 016).
Article 5   Reception and accommodation
1 Inviting professors are responsible for their guests during their stay. They make all the arrangements necessary for the guest to establish themselves in Switzerland and within the unit and School or College.
2 The appropriate services of the Real Estate and Infrastructures Domain can check lease agreements and request any necessary amendments.

Article 6   Employment of guest
The inviting professor liaises with Human Resources for all matters concerning the employment contract, and if necessary the obtaining of residence and work permits (3-month waiting period), and questions relating to remuneration and insurance.

Section 3   Procedures

Article 7   The inviting professor
The inviting professor presents an invitation proposal for the person concerned to the School Dean or College Director (duration determined by the School/College) comprising the following information and documents:

- description of activity at EPFL;
- benefits on academic and scientific levels;
- remuneration for activity carried out during stay at EPFL;
- method of financing and budget;
- curriculum vitae using the form Curriculum (to ensure that all necessary information is provided).

Article 8   The School Dean or College Director
1 The School Dean or College Director refers to the principles set out above, studies the invitation proposals submitted to him/her and makes a final choice in accordance with the budget he/she intends to allocate for this purpose.
2 He/She submits any requests for dispensations with regard to the principles set out in Section 1 to the VPR.
3 He/She sends an official invitation letter to the guest on behalf of EPFL. He/She sends a copy of the letter to the inviting professor and Human Resources for execution and to Affairs for information.
4 He/She provides Human Resources with any documents that may be useful for obtaining residence and work permits (3 months prior to the start of the stay at the latest):
   - copy of the invitation letter (stating the precise dates of the stay and the monthly remuneration);
   - “Curriculum” form with, if applicable, the “Employer’s Declaration” duly completed and signed.

Article 9   Human Resources
1 Human Resources draw up the employment contract and, if necessary, submit an application for residence and work permits to the competent authorities.

1 information concerning INSURANCE
Human Resources record the guest’s personal data according to the information supplied by the School or College and transmit them to the Central Services concerned.

Human Resources manage the payment of fees and any matters regarding insurance.

**Section 4  Entry into force**

**Article 10  Entry into force**

1. The present directive comes into force on 22nd July 2011.

On behalf of the EPFL Direction:

President: Patrick Aebischer

General Counsel: Susan Killias