

Rules and regulations on the reimbursement of relocation expenses and the granting of additional benefits in connection with the appointment of new professors

LEX 4.2.10

of 1 October 2024

The Direction of the École polytechnique fédérale de Lausanne (EPFL),

based on Art. 21 paras. 2 and 3 of the Ordonnance du Conseil des EPF sur le corps professoral des écoles polytechniques fédérales of 18 September 2003,
hereby adopts the following:

Article 1 Scope of application

These regulations apply to professors who are subject to the Ordonnance sur le corps professoral des EPF. It specifies the conditions under which EPFL reimburses the costs of relocation incurred by professors in connection with their appointment to EPFL, as well as the conditions under which EPFL grants them additional benefits in exceptional cases. All reimbursements will be made upon presentation of the corresponding receipts and proof of payment to EPFL Faculty Affairs.

Article 2 Principles applicable to relocation expenses

¹ Relocation expenses reimbursed by EPFL within the meaning of these Regulations are those incurred by a newly appointed professor in order to settle in Switzerland or the wider EPFL region.

² EPFL shall reimburse the actual relocation costs as defined in Article 3, up to the following maximum amounts:

- CHF 10,000 for a move within Switzerland
- CHF 15,000 for a move from the European Union
- CHF 25,000 for a move from other countries.

³ Relocation expenses apply to the professor and their spouse, partner and/or children living in the same household as the professor.

⁴ The professor shall organise the relocation. They shall contact the companies of their choice and assert their right to reimbursement.

⁵ Only the cost of moving personal belongings are eligible for reimbursement. The cost of any relocation of scientific equipment is negotiated as part of the granting of start-up funds for the professor's unit, in coordination between the Equipment & Centres Management Office (AVP-CP-ECO) and the Dean's Office of the faculty concerned.

⁶ Once the relocation has taken place and the related invoices have been paid, the professor forwards the paid invoices and proof of payment to EPFL Faculty Affairs, which assesses their

validity with a view to reimbursement. Reimbursements are made to the Swiss salary account and are subject to tax.

⁷ Professors have a period of one year from the date of taking up their post at EPFL to claim reimbursement of relocation expenses. No reimbursement may be made before the date of taking up employment at EPFL.

⁸ If the professor leaves the EPFL less than one year after the beginning of their contract, they will reimburse EPFL for the relocation expenses incurred upon their arrival at EPFL.

Article 3 Standard relocation expenses

Standard relocation expenses reimbursed by EPFL are as follows, within the limit of the amounts mentioned in Article 2 para. 2 above:

- Transport costs: economy class plane tickets, train tickets, taxi bills, and similar costs directly related to the relocation, as per the EPFL reimbursement/travel rules.
- The cost of transporting used personal belongings.
- The cost of a search for accommodation with a relocation agent (search for and visits to accommodation, preparation of the application file and support during the inventory of fixtures and fittings and the signing of the lease), max. CHF 3,000 plus VAT (within the maximum reimbursement amount mentioned in Article 2, para. 2 above).
- The equivalent of the cost of hotel accommodation for a maximum of six days on arrival in Switzerland, just before the start of a new rental agreement.

Article 4 Exceptional additional benefits

¹ In exceptional and duly justified cases, EPFL may cover the following expenses:

a. French language course fees for the professor and/or spouse and/or partner and/or children. Priority will be given to group courses offered by the EPFL Language Centre. If this standard offer is inadequate for objective reasons, private lessons may be taken. In all cases, a maximum of CHF 10,000 may be reimbursed for courses taken within two years of taking up employment.

b. In exceptional and duly substantiated cases, i.e. in particular where children who do not have any knowledge of French (as of third cycle/Secondary I), or who have a disability that does not allow integration into the public school system, and if, in the context of the appointment negotiations with the President or Vice-President for Academic Affairs, it appears that the payment of tuition fees is a key decision-making criterion for accepting the EPFL offer, a contribution to the tuition fees of the professor's children may be considered for the first three school years following the start date at EPFL (max. CHF 30,000/year in total). The professor forwards the paid invoices and proof of payment to EPFL Faculty Affairs, which assesses their validity with a view to reimbursement. If the professor leaves EPFL less than one year after the start of the contract, they will return the financial contribution from EPFL.

² Reimbursements are made to the Swiss salary account and are subject to tax.

Article 5 Expenses not eligible for reimbursement

The following expenses are not eligible for reimbursement:

- Expenses related to obtaining a work permit and its renewal, or a settlement visa.
- Costs of bringing a private vehicle up to Swiss standards (technical and administrative costs), or any other private vehicle.
- Purchase of furniture or personal effects.
- Costs associated with renting/acquiring accommodation, as well as cleaning or taxes associated with the previous accommodation.
- Transport or accommodation costs relating to return journeys prior to the final relocation.
- Childcare costs incurred by third parties.

Article 6 Dual Career Programme at EPFL

A dual career support programme for the spouses or partners of professors newly hired at EPFL may be made available, on request, in addition to relocation expenses.

In particular, this programme offers financial support for fixed-term positions at EPFL (or another Swiss public academic institution) of up to two years, or support in finding a job or changing careers in Switzerland (up to 50% of the costs incurred, but a maximum of CHF 30,000). Under no circumstances does the Dual Career Programme provide or guarantee employment or placement.

Article 7 Entry into force

These Regulations shall enter into force on 1 October 2024.

On behalf of the EPFL Direction:

President:
Martin Vetterli

Director of Legal Affairs:
Françoise Chardonnens