Long-term stay

ETH regulates visitor stays in non-public areas with the visitor stay directive. Long-term stays according to this directive, including academic guests, are handled as described here.

Information sheet

Target group
– Visitors who are considered to be in gainful employment under the terms of the competent cantonal migration office and who are unable to provide an adequate residence permit for the duration of their stay.
– Visitors who stay for more than 90 days in the non-public areas of ETH Zurich over a period of one year and/or who are granted independent access or an unsupervised stay.

Requirements
ETH regulates visitor stays in the non-public areas of ETH Zurich with the visitor stays directive, RSETHZ 515.2. The Terms & Conditions (GTCs) of this directive apply to visitors. All long-term stays at ETH Zurich must have a clear purpose and the visitor must have an operational function as per the directive’s requirements.

Application, approval and agreement
All long-term stays must be requested via ETHIS, at the latest one month before start of the stay and two months before for foreign visitors. An integral part of the application is a declaration by the visitor’s organisation indicating that it accepts the GTCs for visitor stays. Following approval, the Human Resources department issues the agreement for a long-term stay. This agreement refers to the GTCs for visitor stays. If other agreements are made, they are to be concluded based on the template “Special provisions for visitor stays”. Legal Services provides advice on this. This document and the signed agreement are sent to Human Resources for archiving.

Use of infrastructure and access authorisation
Insofar as is necessary to fulfill the purpose of their stay, long-term residents may receive a place of work, access rights to IT infrastructure and access authorisation by means of an ETH card or key.

Responsibilities and liability
The inviting budget officer is responsible for their visitors, ensures their knowledge and compliance with the applicable regulations, and at the end of their stay ensures that the key, ETH card and IT infrastructure provided are returned and that IT access is immediately deactivated.

Remuneration or fee
The inviting organisational unit can make a contribution to the travel expenses. These costs are reimbursed by the Finance department by means of a payment order. If a fee is paid, the payment is always made via SAP HR. Long-term residents may not be paid using the form “Invoice for services ordered by ETH Zurich”.

Short-term stay
The visitor stay directive also regulates short-term stays. This status is granted decentrally through issuance of the “Agreement for short-term stays” [template available at www.hr.ethz.ch/downloads].

Short-term residents without a telephone connection or email address at ETH Zurich cannot be alerted in the event of an incident (except in buildings with public address systems). An alert is carried out by the host ETH organisational unit.

Human Resources

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