



ETH Zürich
Raum- und Stundenplanung
HG F 12
Rämistrasse 101
8092 Zürich

APPLICATION FORM

Application to the Rector of ETH Zurich for a teaching assignment

Only new lecturers who are not yet registered at ETH Zurich need to fill out and submit an application form.

Please hand in the following documents along with the application:

- Passport copy (+ copy of stay permit in the case of foreign lecturers)
- Curriculum vitae
- Publication lists
- Copy of Swiss social insurance card ("Sozialversicherungskarte" AHV) or health insurance card
- Copy of doctoral degree certificate and/or certificate of appointment as a professor, including confirmation that "professor" title will be retained.

Please note that we cannot process the application if required documents are missing, or if it is incomplete.

1. DEPARTMENT

2. MENTOR

Family Name

First Name

3. SEMESTER

Spring Semester Year

Autumn Semester Year

4. PERSONAL DATA

Family Name

First Name

Date of Birth

Sex male female

Marital status

Swiss social security number

Native language

Academic Title

Dr.

Prof. (other university)

No title

Other title

Citizenship

SWISS

Home Town

Foreigner

Country

Stay/Residence permit

Are you subject to **tax at source** ("*Quellensteuer*") in Switzerland?

Yes

No

Cross-border social insurance for lecturers residing in an EU or EFTA country

You are a Swiss citizen or a citizen of an EU or EFTA state and have your civil law domicile in an EU or EFTA state:

You are exempt from paying contributions to Swiss social insurances, if you submit to ETH Zurich Human Resources, Payroll (payroll@ethz.ch) a **Form A1** from the foreign institution certifying that you are covered by social insurance abroad. If the you are deemed to be dependent abroad, you are obliged to conclude an agreement with ETH Zurich in accordance with Article 21 paragraph of Regulation (EC) No. 987/2009, in which you assume the obligation to pay contributions to the foreign social insurance.

If the required confirmations and agreements are available, the compensation will be paid gross, i.e. including any foreign social security contributions. The correct payment of contributions to foreign social insurance schemes is your responsibility. You have to ensure your own insurance coverage.

In all other cases, the employer's and employee's social security contributions are deducted from the agreed compensation and transferred to the competent Swiss authorities.

In any case, the deduction of any withholding tax remains reserved.

If a claim is made against ETH Zurich because you have not paid or have not correctly paid the contributions to foreign social insurances or have not (correctly) insured yourself, ETH Zurich shall be entitled to have recourse against you. The right to claim damages is reserved.

ADDRESSES

Please state your postal addresses (general – „Allgemeine Versandadresse (AV)“ and academic – „Versandadresse für den Lehrbetrieb (VL)“).

AV VL

ETH Zurich:

Street/Nr:

Postal code/City:

Institute:

Office number:

Tel.:

Employer:

Company:

Street/Nr :

Postal code/City:

Tel.:

Private:

Street/Nr:

Postal code/City:

Tel.:

5. EMPLOYMENT at the beginning of the Semester

ETH employee

External Lecturer

ETH domain

Joint professorship (UZH/ETH)

Joint Institute (UZH/ETH)

6. TEACHING ASSIGNMENTS

Department

normal course

Substitution for:

Special lecture («Privatdozierende» only)

LV Number

Type

SWS

Pensum %

Title

7. DEGREE PROGRAMME

Bachelor

Master

Continuing Education (MAS/DAS/CAS)

Other

8. PAYMENT MODE (→ only if entitled to receive remuneration)

Waiver (no remuneration)

Separate remuneration

Payment to personal banking account

Payment by invoice of lecturer's employer ("Rechnungsstellung durch Arbeitgeber")

Only possible with written confirmation by employer, and lecturer's consent (see point 11).

9. BANK DETAILS

Name of account holder

Name of bank

Street/Nr

Postal code/City

Account Nr

IBAN

SWIFT code/Clearing Nr

10. SIGNATURES

Lecturer

Date:

Signature:

Mentor

Date:

Signature:

Head of Department or Director of Studies

Date:

Signature:

11. ENCLOSED DOCUMENTS

All:

Passport copy

Stay permit copy

CV

Publication lists

AHV / health insurance card copy

Copy of Dr/Prof degree

Lecturers with remuneration by invoice:

Excerpt from the commercial register

Confirmation letter