

Handling internships and work assignments outside ETH Zurich during the doctorate

Information sheet, April 2022

This information sheet provides doctoral students with an employment and their supervisors at ETH Zurich with an overview of the topic internships and work assignments outside ETH Zurich during the doctorate.

A distinction is made between A) internship and B) work assignment.

A) Internship – if the work assignment is closely related to the doctorate

If the work assignment is closely related to the doctorate and/or is part of it, it is referred to as an internship. Most internships take place in the 3rd/4th year of the doctorate and last from 3 to a maximum of 6 months. As a rule, the doctoral student is granted unpaid leave during the internship. The internship and the unpaid leave must be discussed with the supervisor in advance and approved by a written agreement. In addition, the following criteria should be taken into account and the relevant HR Partner should be involved at an early stage.

General conditions of the internship

Duty to inform

Doctoral students must inform their supervisor and HR Partner about where and with which employer the internship is planned and under what conditions it is to take place. The employer must check whether the company is listed in one of the internationally applicable sanctions lists ([Sanctions Search Database of ETH Zurich](#)). The superior contacts the Export Control Office of ETH Zurich (exportkontrolle@fc.ethz.ch) if the search in the ETH sanctions database results a hit. If the search does not produce a result, there is no need for further sanctions checks by the employer. However, if doctoral students take export-controlled items to their employer abroad, the superior must ensure that a corresponding export license has been obtained (Goods Control). The doctoral student must also inform the internship company that ETH Zurich will grant unpaid leave during the internship.

Work and residence permit - employees from EU/EFTA countries

Internship in Switzerland / abroad

Prior to the internship, doctoral students must ensure that their residence and work permit is also valid during the time of the internship, which means that any extension of permits should be applied for at an early stage. The responsibility for this lies with the doctoral student. It should be noted that doctoral students with a B and / or C permit may stay abroad for a maximum of 6 months. Otherwise, the permit is no longer valid.

Work and residence permit - third-country employees

Internship in Switzerland

Doctoral students are only allowed to complete an internship outside ETH Zurich and within Switzerland to a limited extent on the basis of their permit, as the permit is linked to employment at ETH Zurich. We strongly recommend that the doctoral students clarify this individually with the responsible office in advance. During the internship, the company in which the internship is completed is responsible for obtaining the work permit.

Internship abroad

Please note that doctoral students with a B and / or C permit may stay abroad for a maximum of 6 months. Otherwise, the permit is no longer valid.

Insurance

Accident, continued payment of salary in case of illness and pension fund

During unpaid leave, insurance coverage at ETH Zurich does not apply. This should be guaranteed by the internship company (accident and continued payment of salary in the event of illness). Concerning the pension fund, it is possible to remain insured at one's own expense, but only if the intern is not included in the pension fund of the internship company.

Family allowances

The family allowance is paid for 3 months from the beginning of the unpaid leave. From the 4th month, the entitlement ceases and the doctoral student is responsible for applying to the internship company for the allowance.

Enrolment

The doctoral students must ensure that he/she remains enrolled at ETH Zurich during the time of the internship, and must therefore ensure that he/she complies with the request for enrolment from the central Doctoral Administration in time.

Doctorate

The employee and the supervisor discuss possible effects of the internship/absence on the doctorate (extension, financing, completion, etc.) as well as mutual expectations in this regard. In addition, it is recommended that this be recorded in writing.

Agreement

The unpaid leave due to the internship is confirmed and regulated by means of an agreement. This includes the following points:

- Duration of the internship
- Maximum employment
- Insurance (social security, accident insurance, continued payment of salary in the event of illness) and pension fund
- Family allowance/s
- Holiday entitlement
- Enrolment
- Doctorate and research plan
- Data protection/official secrecy/handling of confidential data

B) Work assignment with little or no connection to the doctorate

If there is little or no connection with the doctorate, the employment at ETH Zurich will be terminated. If agreed with the supervisor, the employment can be resumed (re-entry) after the work assignment at another company. From an administrative point of view, an early resignation must be accompanied by an appropriate justification and the re-entry must be initiated after the external work assignment.

Duty to inform

The supervisor and HR Partner must be informed about the company and location in which the work assignment is planned and under what conditions it is to take place. The supervisor checks the requirements regarding export control (double mandates).

Important points for a work assignment in an internship company (employment at ETH Zurich is terminated)

Work and residence permit - employees from EU/EFTA countries

Work assignment in Switzerland / abroad

Before the work assignment, the doctoral students must ensure that the residence and work permit is valid during the work assignment. The responsibility for this lies with the doctoral students. It is strongly recommended that the doctoral students contact the responsible personnel assistants from HR Administration in good time. This applies to assignments in Switzerland

as well as abroad. It should be noted that doctoral students with a B and / or C permit may stay abroad for a maximum of 6 months.

Work and residence permit - employees from third countries

Work assignment in Switzerland / abroad

Since the permit is linked to the employment contract with ETH Zurich, the validity expires upon termination of the employment contract. During the work assignment in Switzerland / abroad, the assignment company is responsible for obtaining the work permit.

Insurance

Due to the resignation, the insurance coverage in case of accident is cancelled, as well as the entitlement to continued salary payment in case of illness. The same applies to the pension fund.

Enrolment

The doctoral students must ensure that he/she remains enrolled at ETH Zurich during the time of the internship, and must therefore ensure that he/she complies with the request for enrolment from the central Doctoral Administration in time.

Doctorate

The doctoral students and the supervisor discuss the possible effects of the work assignment/interruption on the doctorate (extension, financing, completion, etc.) as well as mutual expectations in this regard. In addition, it is recommended that this be recorded in writing.

Confirmation of resignation - re-entry

The doctoral students receive a confirmation of resignation and arrange with their supervisor when he/she will re-enter and continue the doctorate.

ETH Zurich
Vice-Presidency for Personnel Development and Leadership
Binzmühlestrasse 130
8092 Zurich

www.ethz.ch/vppl