

Institute of Earth Surface Dynamics / University of Lausanne

# A guide for newcomers

How to get started at IDYST, at UNIL and in Switzerland in general

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Note: This is not an official document. IDYST does not take responsibility for possible mistakes or inaccuracies. Official UNIL policies and regulations are available here:

<https://www.unil.ch/central/fr/home/menuinst/organisation/documents-officiels/textes-legaux.html>

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## Key contacts

- IDYST direction secretaries:
  - Contracts, human resources: Sabrina Damiani (sabrina.damiani@unil.ch),
  - Funds, salaries, finances, travel expenses Adriano Romano (adriano.romano@unil.ch)
- Technical team :
  - Field work, field equipment, maintenance, management and purchasing : Aurélien Ballu (aurelien.ballu@unil.ch), Floreana Miesen (floreana.miesen@unil.ch)
  - Lab equipment, technical support, maintenance, purchasing: Micaela Faria (micaela.faria@unil.ch)
  - Lab management, equipment, support on analyses, lab support: Laetitia Monbaron (laetitia.monbaron@unil.ch).
- PhD representatives at IDYST council: Pascal Perolo, Laurent Boualit, Isabella Zelano, Pascal Egli
- Welcome committee: Fien de Doncker, Oluwaseun Edward, Virginia Ruiz-Villanueva
- IDYST Direction : Grégoire Mariethoz (director), Nathalie Chèvre (vice-director)

## Emergency numbers at UNIL and in Switzerland

Emergency numbers for Switzerland (in general) are in **bold**.

What	Internal number (campus)	External
Emergencies on campus (24/7)	<b>115</b>	<b>021 692 20 00</b>
<b>Police</b>	<b>0117</b>	<b>117</b>
<b>Firefighters</b>	<b>0118</b>	<b>118</b>
<b>Ambulance / medical emergencies</b>	<b>0144</b>	<b>144</b>
Safety assistance service (outside of campus opening hours)	2555	021 692 25 55
Technical assistance service (outside of campus opening hours)	2599	021 692 25 99
UniSEP, safety, environment, prevention	2589	021 692 25 89
Unibat, buildings and construction	2511	021 692 25 11
Helpdesk, informatics center	2211	021 692 22 11

## 1. Before Arrival

Congratulations, you are about to join IDYST! Here, we have put together some information that should help you as you prepare to make the move to UNIL. First off, here are some useful links to check out for general information about moving to Lausanne and Switzerland in general.

[Checklist from the UNIL welcome centre](#)

[Arriving in Switzerland](#)

### 1.1. Visa

This is usually the first issue to tackle in planning to move to Switzerland as a citizen of a non-EU/EEA country. To travel to Switzerland to take up your employment, you would need a Visa D and importantly, this visa application needs to be submitted from abroad. Generally, the IDYST secretariat (usually Sabrina Damiani) would send you the necessary information to begin your visa application process. Since the process for obtaining a visa can be quite lengthy, it is recommended to consult the Swiss consular authorities in your country of domicile as soon as possible after receiving your employment offer.

### 1.2. Work and residence permit

For both non-EU and EU citizens, a work permit is required before taking up employment in Switzerland. You would need your work contract as well as other documents, which would be provided to you by the IDYST secretariat (usually Sabrina Damiani) in order to obtain a residence permit.

Generally, a residence/work permit would usually only be obtained after arrival in Switzerland. The application for this is usually made at the commune of residence in Switzerland. The documents required for this usually include:

- Employment contract
- Rental contract or attestation from landlord in Switzerland
- Valid identity document (i.e. Passport)
- Passport photographs.
- Marriage certificate in English, French, German or Italian (if you are married)

The complete/accurate list of required documents can be obtained from the commune of residence in Switzerland. Also, remember that an application fee is usually charged.

### 1.3. Finding a flat

Most apartments in Switzerland are administered by housing agencies (also known as *régie* or *gérance*). To apply for an apartment from one, some documents are usually requested (list below) which you may not yet have as a new resident in Switzerland. As such, it may be better to look for room/apartment sublets or shared apartments (collocations) in the beginning. After settling a bit more in Switzerland, you can then set about finding your desired long-term accommodation. Alternatively, you may ask your professor to circulate an email on your behalf to see if any member of the institute has or knows of a free accommodation. As it might be tricky to find suitable accommodation in Switzerland, it is best to begin the search process as early as possible before your planned arrival.

For shared apartments, here are some useful pages to check out:

[Shared Apartments](#)

[Facebook Groups](#)

If you are searching for your own apartment, these links should be helpful.

[Comparis](#)

[Apartments](#)

[Anibis](#)

The following are the documents required when applying for a flat

### **Mandatory**

- Completed application form (from housing agency)
- Copy of residence permit
- Current [record of debt collection](#)
- Attestation of employment **OR** Employment contract **OR** Last 3 salary payment slips. The attestation of employment can be obtained from the IDYST secretariat.

### **Recommended**

- Personal application letter: you can increase your chances by succinctly describing in your letter why you like this flat and why you would be the ideal tenant.
- Taking out home content and **personal liability insurance** are sometimes required by landlords and the latter is in any case recommended.
- Recommendation letter (in French) written by a Swiss person.

You may also check the website of the welcome center of the UNIL which contains information about accommodation, among other things. In addition, the welcome center can provide a weekly updated list of available accommodation for rent to new employees by email. However, you need to contact them (by email: [welcomecentre@unil.ch](mailto:welcomecentre@unil.ch)) to request and obtain this list.

Also, asking friends and colleagues at UNIL is a good way to find accommodation.

If you encounter any communication problem with landlords or agencies (as some would essentially speak French), do not hesitate to ask Sabrina Damiani for some help (phone calls to landlords or agencies for instance).

### 1.4. [Living costs in Switzerland](#)

Generally, the cost of living in Switzerland is high. However, the ultimate living cost of an individual will generally depend on living habits and preferences. Below is an indicative student budget.



### The basic student budget is around CHF 1950.- per month

This amount includes, in addition to enrolment and semester fees:

Living and food expenses	CHF 850 to 900
Accommodation (not including expenses for heating, water, electricity, telephone, etc.)	CHF 600 to 800
Health and accident insurance	CHF 150 to 300
Books and course material	CHF 100 to 150

## 2. At arrival / first days

### 2.1. Local municipal authority registration

Upon arrival in Switzerland, it is obligatory to register with the local municipal authority within 14 days of arrival. Most municipal authorities require registration in person. The responsible body is the residents' registration office. The following documents are required for registration at the municipality:

- A valid official identification document.
- A passport photo
- Documents regarding your family status (family register, marriage certificate, etc.).
- Your contract of employment
- Proof of accommodation in Switzerland

### 2.2. Bank account

It is important to open a bank account as soon as possible after arriving in Switzerland for your salary to be paid as the university does not pay salaries to non-Swiss bank accounts. Generally, in Switzerland, it is not possible to open a bank account for the first time over the internet. Therefore, it may be necessary to make an appointment with the bank of your choice. Documents to take along to an appointment include:

- An official identity document.
- Residence permit or proof of submitted application for one.
- Employment contract

If you are from a country outside of the EU/EEA, it is likely that you do not have a residence permit already in the first few weeks of your arrival. Therefore, be sure to have an attestation that you have applied for your residence permit **OR** a copy of the application **OR** copy of the completed arrival form from the commune (*annonce d'arrivée*), which will serve as a substitute pending the receipt of the official residence permit. However, this option is only available in some banks, for example: UBS and Migros bank.

### 2.3. Taxes

All foreign workers who do not have a C residence permit have the taxes payable to the federal state, canton and municipality deducted at source from their salary. Taxes payable will vary depending on your civil status and whether you have children or not. Therefore, be sure to communicate any changes in your family situation to the IDYST secretariat as soon as possible.

### 2.4. Getting a swiss mobile phone number

A swiss mobile phone number is usually important for the paperwork associated with moving to Switzerland such as opening a bank account and applying for accommodation. Although most people usually take out a phone contract, it is possible to obtain one without a contract. This is possible from companies such as Lebara, M-budget and Lycamobile. Prepaid mobile sim cards can usually be purchased at the post office or in kiosks.

### 2.5. Transportation

Most parts of Switzerland are very well connected by public transportation (train, bus, boat). Unless you live within walking distance from work, it is advisable to purchase a monthly public transportation card (*abonnement*). In addition, if you plan to visit places outside of your usual commute, it is advisable to purchase the yearly half-fare card. This way, you only pay 50% of the ticket price to those destinations. UNIL can reimburse the price of your half-fare card. For this, please send an e-mail to Carole Schrockner ([carole.schrockner@unil.ch](mailto:carole.schrockner@unil.ch)). More information is available in the links below:

[Half fare or GA Swisspass](#)

[Lausanne public transportation](#)

Other interesting deals for train tickets are the day passes that you can buy for about 40 CHF at your municipality (exact price depends on the municipality you are registered at, search for “carte journalière <municipality name>”) or the [super saver tickets](#) that you can find on the SBB mobile app or the SBB website.

Cars can be rented in multiple car rental offices in Lausanne, but you can also use the ‘Mobility cars’ of the train companies.

Cycling to work can also be an option (but do note that Lausanne is very hilly). You can buy a bike at ‘PointVélo’ at EPFL or have a look on Facebook Marketplace or on other [second hand websites](#). You can have your bike repaired for free at the ‘Atelier vélo’ located right next to Géopolis. If you don’t want to buy a bike, you can rent the pink [PubliBikes](#) that are spread all over the campus (50 CHF per year).

### 2.6. Insurance

Taking out the necessary insurances is very important in Switzerland. Apart from the health insurance, which is mandatory and must be taken out within the first 3 months of arriving in Switzerland, there are other insurance covers which are necessary in Switzerland and canton Vaud. These include:

- ECA insurance: a mandatory fire and natural hazards insurance in the canton of Vaud. After renting an apartment, you would usually receive a letter from the canton to this effect.

- Personal liability and household content insurance. This is necessary for renting an apartment.

In addition, it is mandatory in Switzerland to pay TV/radio tax. This is usually billed annually and residents are sent a bill directly from the company in charge (SERAFE).

## 2.7. Buying household items and furniture

Although things are considered to be generally expensive in Switzerland, they do not necessarily have to be if you are flexible with buying non brand-new items. Inexpensive household items, electronics, furniture etc. can be purchased on various online platforms as well as physical stores. Be sure to ask your swiss counterparts for the tips on where to get the good deals. Some examples include:

- Facebook Marketplace
- Anibis.ch
- Gloryland store (close to the Geopolis)

## 3. First weeks / IDYST life

### 3.1. The IDYST Secretariat

This is your main point of contact for all things administrative in the university. The secretariat is usually open all week, with either Sabrina Damiani or Carole Schröcker present. Opening times can be found on the IDYST website. For matters relating to finance, you should contact Carole and for things related to human resources, Sabrina Damiani is your point of contact. As a rule of thumb, if you need help/guidance with anything, it is always a good idea to contact your immediate “hierarchical superior”. This would be:

- a. For PhD students – the thesis supervisor
- b. For research assistants – the person responsible for your research
- c. For PAT researchers – the group leader
- d. For everyone else (i.e. professors) – the Institute director

### 3.2. IDYST Website

The [IDYST website](#) grants you access to the information you would usually require concerning everything in the institute. This includes everything from contact persons for laboratories, Institute news, rules/directives to information about your research or upcoming events. The site is maintained by Marj Tonini.

- If you would like to transmit information about your research or events please contact Marj Tonini at [Marj.Tonini@unil.ch](mailto:Marj.Tonini@unil.ch).
- Personal website on MyUnil: It is the responsibility of each individual to keep this up to date. The guidelines concerning this can be found on the [UNIL Intranet](#).

### 3.3. Campus card

The UNIL campus card serves as your ID card and access card to buildings in the university. It is also used as a payment method in cafeterias on the UNIL campuses. As soon as possible after receiving your campus card, please contact the IDYST secretariat (Sabrina Damiani) to obtain access to laboratories and offices/storage rooms that are needed for your work. This can already be done once you arrive at UNIL.

Please note that the campus card needs to be validated at the card readers usually at the entrance of the Geopolis building on each side. Also, the campus card needs to be validated weekly to maintain access to the building.

### 3.4. Sick leave / illness notification

Illness and accidents are governed by the directive 1.28 of the UNIL direction.

- In the event of sickness/accident, please send an email to or call Sabrina Damiani.
- If sick for more than 3 days, please supply a medical certificate to Sabrina Damiani.
- In case of an accident, fill in the form for accident declaration. This can be found on the human resources website - [Internal forms - UNIL Human Resources](#).

### 3.5 Protection of the health of pregnant or breastfeeding women

Once the employee informs her hierarchical superior of her pregnancy, the superior has to proceed to an evaluation of the working environment of the pregnant woman in order to identify any dangers to which the employee or her child could be exposed. This [document](#) and its annex guides the hierarchical superior(s) in doing so.

### 3.6 Resources in case of workplace harassment

In case an employee of IDYST feels harassed or threatened at his workplace, be it by collaborators of any hierarchical level, she or he may contact any of the following people. It is best to start with the IDYST internal contact persons.

- IDYST internal contact persons for harassment: Sabrina Damiani ( [sabrina.damiani@unil.ch](mailto:sabrina.damiani@unil.ch) ) or Laetitia Monbaron ( [laetitia.monbaron@unil.ch](mailto:laetitia.monbaron@unil.ch) ).
- UNIL mediation service: [contact.mediation@unil.ch](mailto:contact.mediation@unil.ch) , mediator Luc Wenger: +41 079 240 42 46, mediator Raymonde Richter: +41 079 643 24 16 ( [rr@etuderichter.ch](mailto:rr@etuderichter.ch) )
- Psychotherapy service by UNIL: [consult.psy-unil@chuv.ch](mailto:consult.psy-unil@chuv.ch)
- UNIL psychologists: +41 21 692 45 70

### 3.7 Laboratory and fieldwork support

- Laboratory: For any support or questions related to laboratories, please address Laetitia Monbaron ( [laetitia.monbaron@unil.ch](mailto:laetitia.monbaron@unil.ch) )
- Fieldwork: For technical or logistical questions regarding fieldwork, please address Aurélien Ballu ( [aurelien.ballu@unil.ch](mailto:aurelien.ballu@unil.ch) )

### 3.8. Economat, letterbox, correspondence

In room 3103, the Institute has provided a stationery depot where you can find all kinds of office accessories such as envelopes, paper, pens, notebooks, markers, folders etc. as well as your personal UNIL letterbox with your name on it.

Letterbox: the post arrives usually after 10am every morning. You can deposit letters to be sent there (every day before 15h). Please note that only official or work-related letters/parcels are sent and paid for

by UNIL for staff. All other (personal) mail must have the appropriate stamps in order to be sent from the IDYST mailroom.

### 3.9. Safety & First aid course

All IDYST staff are required to have undertaken a safety course before using any of the IDYST laboratories. This can be organized with Laetitia Monbaron and/or Micaela Faria upon your resumption at IDYST. This [website](#) by the 'safety, environment and prevention service' at UNIL (UniSEP) provides important information about safety measures and courses.

### 3.10. Holidays

All UNIL employees are governed by the general rules of the Canton de Vaud with respect to holidays. The following general rules apply:

- Employees employed at 100% have 5 weeks of holidays (6 weeks after the age of 60).
- Holidays can be requested via email to the supervisor (hierarchical superior) at least 4 weeks before the holiday date.
- If the supervisor (hierarchical superior) approves, the request is validated within max. 1 week and the IDYST secretary responsible (Sabrina Damiani) is notified.
- In the event that the supervisor refuses the request for holidays, they have to send an email explanation for the rejection with sensible reasons to the employee. In addition, Sabrina Damiani and the Institute director have to be added in copy to this email. If the supervisor in question happens to be the institute director, they have to put the adjunct institute director in copy of the email.
- In this case of a holiday request refusal, the employee may request a reconsideration by the IDYST director, who takes the final decision.
- The hierarchical superior may authorize holidays with a shorter delay, on request, but can refuse them without a sensible reason.
- Professors and MERs (research and teaching assistants) only need to send an email directly to Sabrina Damiani with holiday dates in order to take holidays.
- The number of holiday days is proportional to the percentage of employment. 100% employment = 25 holiday days / year. 80% employment = 20 holiday days / year.

### 3.11. Computer hardware

Every member of IDYST is provided with a computer. It may be a laptop or a fixed computer. If you choose a laptop, you have the right to an additional screen and a keyboard.

Employees are responsible for the cost of replacement in the event of damage to or loss of the work laptop due to negligence. Also, the work laptop should not be used for fieldwork. Instead, specific field laptops must be used and these can be reserved by contacting Aurélien Ballu.

All UNIL computers and laptops follow a replacement cycle of 6 years, after which the computer is in principle kept as a fieldwork machine. However, for sustainability reasons it is recommended to keep the existing machine if it is still working properly. Exceptionally and upon demand, users can ask to buy their old machine for private use, particularly PhD students who need it to finish their research project. If an

IDYST member leaves before his machine has reached the age of 6 years, his/her machine is added to the IDYST pool of computers.

Purchasing a PC based on a 'fonds d'état' (Vaud funding) needs to follow the guidelines of the UNIL 'Centre Informatique' (informatics center). Every request for purchase of new equipment should be made via the CI using the form on their webpage - [Achats informatiques-Ci UNIL](#) and in collaboration with the supervisor (hierarchical superior).

**Important:** You can't ask for refund for a machine you bought on your own, without passing via the CI website!

Smaller hardware (USB key, mouse, keyboard) may be purchased by employees themselves, nevertheless all orders have to be validated by Carole Schröcker (finances). The payment for this type of hardware is the responsibility of each professor.

### 3.12 Small and larger events in IDYST/meeting IDYST people

- Thursdays coffee 9.30 at the Géopolis cafeteria
- IDYST seminar series on Mondays at 16:15 with external and internal speakers (duration: 1h)
- Assistants meetings, assistants whatsapp group (please send an e-mail to one of the representatives at IDYST council prior to your arrival in order to be added to the whatsapp group, e.g. Laurent Boualit, Pascal Perolo, Isabella Zelano or Pascal Egli)
- Doctoral days: Every year (usually in the summer half year) IDYST is holding a 2-3 days' event where PhD students can acquire new general skills, network and get to know better each other's work.
- "Sortie hivernale": A 2-days event with 1 day of conferences and discussions on a specific topic, IDYST general assembly and dinner. And a second (optional) day skiing in a swiss ski resort.
- "Sortie estivale": A one-day event in the region close to UNIL, followed by an IDYST general assembly and dinner.

## 4. After 3 months

### 4.1. Health Insurance

After moving to Switzerland, you have three months to take out the mandatory (basic) health insurance. As an employee of the University of Lausanne, you are already insured against accidents and can therefore **exclude accident coverage** when taking out a health insurance policy. As premiums can vary widely between different insurers, it is best to compare what the different offerings are. A good resource to do this is the website – COMPARIS. It is especially worth mentioning that you do not need to already have your residence permit in hand before taking out the basic health insurance. An attestation from your commune that you have registered your arrival/applied for a residence permit is enough. The same applies for opening a bank account. Once you have taken out the insurance it is back-dated to when you arrived to Switzerland and you will have to pay for the months during which you already stayed in Switzerland.

[Health insurance – compare premiums and save](#)

## 4.2. University Enrolment

PhD students in IDYST, are required under university rules, to officially enroll for the PhD program at the University of Lausanne within 1 year of the start of their contract and latest by the thirteenth month of the contract. In addition, university rules stipulate that a PhD degree can only be granted if the candidate is actively enrolled in the University as a PhD student. The procedure for enrolment varies depending on your nationality and whether your previous education was conducted in Switzerland, in an EU/EEA country or in a non-EU/EEA country. The necessary information concerning this can be found here – [PhD students at UNIL. The information you need - UNILIMMAT](#)

A non-refundable application fee must be paid and proof attached to the application in order for it to be processed. Importantly, applications must be sent by postal mail to the university admission service. Upon successful treatment of the application and the payment of a semester fee (initial fee is usually CHF 200 and subsequently CHF 80), the registration certificate (attestation d'inscription) can be printed from your MyUnil page.

Furthermore, the University of Lausanne has developed doctoral program projects in collaboration with other universities of South-West Switzerland (CUSO). These CUSO courses are especially recommended as they enable the fostering of connections with PhD students from other universities. For more information on CUSO, the following links are useful:

[Earth Surface Processes & Paleobiosphere \(ESPP\): Welcome \(cuso.ch\)](#)

[Programme transversal de développement des compétences génériques: Activities \(cuso.ch\)](#)

In addition, the code of practice for the doctorate highlights the active roles and shared responsibilities of doctoral candidates and their supervisors. It can be found here: [Charte anglais FINAL.pdf \(unil.ch\)](#)

## 5. Within 12 months

### 5.1. Exchanging a foreign driving license

It is only possible to drive temporarily in Switzerland with a non-Swiss driving license. All foreigners are mandated to exchange their non-Swiss driving license for a Swiss license within one year of living in Switzerland. To do this, individuals are required to personally present the necessary forms to the relevant Road Traffic Office. These usually include the following:

- Application form. This can be downloaded on the website of the responsible Road Traffic Office.
- Original copy of a valid driving license.
- Residence permit.
- A colour passport photo.
- Certificate from an ophthalmologist (confirmation in application form). Cost: approximately CHF 20.
- For the driving license classes C1, C, D, D1 or BPT and for class 3, you also require a medical certificate.

## 6. Other useful information

### 6.1. Academic calendar

The university academic calendar can be found here: [Academic calendar - UNILIMMAT](#)

### 6.2. Information for faculty members

#### 6.2.1. Research support

A support network is available to support faculty members during the various steps of their projects. A good starting point are the following pages:

[Contacts - UNIL Researcher's Portal](#)

[Research support \(unil.ch\)](#)

During the first step of the development of a project, the following links may be important:

[Access to bibliography](#)

[Search for project partners](#)

[Reflection on Data, their size, analysis, protection and encryption](#)

Reflection on archiving: link to [UNIRIS](#)

[Réflexion sur les questions déontologiques et éthiques:](#)

- [CER-UNIL](#): UNIL Ethical Commission for research (outside the scope of the LRH)
- [CER-VD](#): Commission cantonale d'éthique de la recherche sur l'être humain (within the scope of the LRH).

#### 6.2.2. Access to main publication resources

The main publication resources available to researchers at UNIL include:

[Bibliothèque cantonale et universitaire - BCU Lausanne \(bcu-lausanne.ch\)](#)

Academic and Cantonal Database: [SERVAL](#)

#### 6.2.3. Data storage and archiving

For questions regarding storage and archiving of research data, the point of call is the UNIL [UNIRIS](#) team.  
Contact: Carmen Jambé, Unicentre

[Regarding Open Access](#) at UNIL: Dr. Micaela Crespo Quesada, Unicentre

#### 6.2.4. Funding

A good source of information regarding funding: [Funding - UNIL Researcher's Portal](#)

If you write an application to obtain funding, Amélie Dreiss is there to help you. Contact: Géopolis - bureau 4613, Tél: +41 (0)21 692 35 05, mail: [amelie.dreiss@unil.ch](mailto:amelie.dreiss@unil.ch)



#### 6.2.5. Teaching support center

The UNIL teaching support center is available for questions regarding teaching support.

[Soutien à l'enseignement \(CSE\) - CSE UNIL](#)

### 6.3. Practical things:

#### 6.3.1. Swiss Mobile Phone Apps

Here is a list of phone apps that are useful to have:

- SBB App (Swiss Railway): To look up transport timetables, buy tickets and more!
- Swisstopo: To plan your hike on the swiss maps, and know your GPS location.
- Rega: Swiss helicopter rescue service in the mountains - become a member for 30.- CHF / year to be saved for free in the mountains (only in case of serious accident!)
- Too good to go: Order cheap food that is leftover (from bakeries, restaurants, etc.)
- Meteoswiss: official weather app of Switzerland
- Meteoblue: another useful weather forecast app
- Swiss Postcard App: to create a postcard from your phone picture(s) and send it to someone for free
- SchweizMobil: to plan hiking trips
- SwissMap: another map application for orientation and navigation
- SLF: to learn about snow- and avalanche conditions

#### 6.3.2. Taking Passport photos in Lausanne

For administrative purposes, you may need to take passport photos in your first few weeks in Lausanne.

You can find photo booths in most train stations where you can do this for around CHF 10.

## 7. French residents (living in France and working in Switzerland)

### 7.1. Before and at arrival

#### 7.1.1. Bank account

There are generally two options for a bank account. The first (more straightforward) option is to open a bank account in Switzerland. Alternatively, it is possible to open a bank account in France which also includes a CHF account. In this scenario, you would have both a Euro and CHF bank card which can be used in both countries. This way, you do not pay conversion fees between a Swiss bank and a bank in France. However, the exchange rate is not fixed. This option is only available in some banks e.g. Crédit Mutuel (<https://www.creditmutuel.fr/fr/frontaliers/suisse/comptes-virements.html>).

**Important:** When your CHF account is opened, remember to send your bank account details (a RIB / IBAN) to the IDYST secretariat (Sabrina Damiani) so that your salary can be paid.

### 7.1.2. Border Work Permit

Following the information given at the time of the contract, the HR department will communicate your contact details to the public service to obtain a cross-border work permit. You will receive it a few weeks to months after the start of the contract. This will usually be through a letter asking you to come pick it up. At this time, you will need to bring a **passport photo and CHF 60** (in cash or credit card). **Note** that not all credit cards are accepted, only MAESTRO or POSTCARD. Upon receipt of your cross-border work permit, make sure to make a copy and send it to the IDYST secretariat (Sabrina Damiani).

### 7.1.3. Taxes

As a cross-border worker, even though you work in the canton of Vaud, your income taxes are payable in France. To arrange this, you must go to your tax office and have a tax household certificate signed. This certificate should then be given to Sabrina Damiani for processing so that you are only taxable in France and not in both countries. **Note that this is to be renewed every year.** Link to the necessary form:

[Tax Form](#)

### 7.1.4. Transportation

The transportation options are generally either by boat or car. If you live in Thonons or Evian, the CGN boats are a very good option - [CGN-Mobilité](#). For those travelling by car, a parking pass can be purchased from UNIL. There are car parks located all over the UNIL campuses. More information here: [UNIL Parkings](#).

## 7.2. 3 months

### 7.2.1. Choice of insurance (LAMal or French CMU-frontier system)

To sign up for the French CMU-frontier system, an application must be filled and submitted to CPAM with the necessary attachments within 3 months of signing a UNIL contract. More information is available here: [Travailleur frontalier suisse](#).

If the registration is not completed within 3 months, you are automatically mandated to take out Swiss health insurance – LAMal. With LAMal insurance, it is no longer possible to benefit from French mutual insurance.

### 7.2.2. Other useful information

#### 7.2.2.1. Mobile phone package

The price of calls in Switzerland with French mobile phone packages can be relatively expensive. Thus, it may be beneficial to seek out more pocket-friendly options. A good option could be Crédit Mutuel. They offer some reasonably priced packages that allow unlimited mobile phone services in both France and Switzerland. More details here – [Mobile Packages - Crédit mutuel](#).

## 8. IDYST admin: finances, car rental, hotel bookings etc.

### 8.1. Invoices & orders

#### 8.1.1. Invoices

All invoices must be accompanied by either the corresponding order form or the delivery note and approved by the supervisor. He/she should note either the Fund No. or the IO (Internal Order) on which

he/she would like this invoice to be recorded. Afterwards, hand over the original invoice for payment to the IDYST secretariat (Carole Schröcker). Payment usually takes about 10 days.

### 8.1.2. Orders

To place an order of more than CHF 500, it is necessary that the Director of the Institute countersign the order before it is concluded, except for orders made by teachers who can authorize orders of up to CHF 3000. For all orders of CHF 10'000 and more, you must obtain the signature of the Director of the Institute and the Dean of the Faculty.

## 8.2. Expense report (Note de Frais)

Expense reports are required when you need to be reimbursed for a purchase or an expense you have incurred on behalf of IDYST. The form can be found on the IDYST Intranet by following these steps:

1. Go to <https://www.unil.ch/idyst/en/home.html>
2. Scroll to the bottom of the page and click on the 'Login' link in the Intranet section
3. You will be asked to login (this is with the same username and password that you use for other UNIL services such as MyUnil, PulseSecure, etc.).
4. After you have logged in, you will be redirected to the IDYST Intranet page
5. You can find the form under Administration>Finances>Notes de Frais

It is important to note that expense forms should be correctly filled and submitted no later than 8 weeks after the expenditure. A couple of important points to note:

- a) Remember to write the IBAN number and in the case of a bank account abroad, the SWIFT number. Take care not to change the column sizes of the Excel sheet. The expense form should be printed in portrait mode and **not** in landscape mode.
- b) Keep all original receipts. Please tape receipts smaller than A4 to an A4 sheet of paper. Make sure **not** to use staples.
- c) For expenses in foreign currency the original receipt must be attached together with an excerpt of the exchange rate to Swiss Francs on the day the payment was made. This exchange rate must be from the following webpage: <https://www.oanda.com/lang/fr/currency/converter/>. **Important:** The date of the exchange rate must be the same as that of the invoice or receipt.
- d) If you paid with your credit card, attach your receipt with a copy of your credit card statement. This will ensure that your credit card charges are refunded.
- e) Write the receipt no. on the receipts and next to the different lines in the excel document, like that it is easier to understand how the document is structured.
- f) The expense form must be signed by you and your supervisor.

To find out what expenses are reimbursable, the service expense guideline webpage can be consulted. Alternatively, you can ask your supervisor.

## 8.3. Institute credit card

Purchases can be made using the IDYST credit card. To do this, please bring a print-out of the purchases that need to be made. This should be on university letterheaded paper, contain a description of the items,

the currency and the price. This should be taken to the financial manager, who then obtains authorization from the IDYST director for the purchase. Once the file is ready, the financial manager will contact you in order to make the purchases. Note that this can take up to a week and that the financial manager is the only person authorized to use the IDYST credit card.

## 8.4. Vehicles

### 8.4.1. IDYST cars

The institute has two company cars, a Subaru Forester and a Jeep Renegade, which can be reserved by contacting Aurélien Ballu (office: +41 (0) 21 692 3551, aurelien.ballu@unil.ch). The use of each vehicle costs CHF 0.63/Km + fuel. Everyone who has a contract at IDYST can use the car for professional transportation needs e.g. for field work (all year long). Students can drive the car exceptionally and only in case of force majeure. In addition, a third-party insurance is required. The priorities of use are as follows:

(1) Teachers, (2) Recurrence with a need for 4x4, (3) Others.

When renting the car for the first time, it is necessary to print out and sign the following form: [https://www.unil.ch/idyst/files/live/sites/idyst/files/shared/Intranet/Conditions\\_utilisation\\_vehicules.pdf](https://www.unil.ch/idyst/files/live/sites/idyst/files/shared/Intranet/Conditions_utilisation_vehicules.pdf). The car is located at the north side of Geopolis (the side of the highway, direction of Lausanne).

After using the car, the following requirements apply:

- Fill in the 'carnet d'utilisation' (user's logbook) situated in the glove compartment of the car.
- The driver must return the vehicle with a full tank of diesel for the SUBARU and a full tank of unleaded petrol (SP 95) for the Jeep. A Socar card to pay for the fuel is available in the glove compartment on the passenger side. It can only be used at the Socar station near the University (route cantonale, 1022 Chavannes-près-Renens). It is very important to claim the receipt at the Socar station after payment and to bring it back to Aurélien Ballu (Office 3314) or Carole Schröcker (IDYST secretariat) so that the invoicing can be done correctly.
- The Jeep must also be connected to his own charging station and charged using the Greenmotion card located in the glove compartment.
- Any incident or damage must be reported in the logbook and to the person in charge of the car.
- In the event of an accident with a third party, it is imperative that you fill in an accident report.
- The car must be returned clean.

### 8.4.2. Other UNIL cars

It is also possible to reserve another company car at the ISTE (contact Krystel or Nadia at +41 (0) 21 692 4306) and at the IGD (contact Marcia at +41 (0) 21 692 3070). The price is the same as for the IDYST company car.

#### 8.4.3. Mobility car

The possibility also exists to reserve a mobility car. The IDYST has 2 Mobility car cards. The Mobility car cards can be found in the purple folder at the IDYST secretariat. When reserving a Mobility car it is important that you indicate your name under the section "Remarques".

#### 8.4.4. Other options

If there are no vehicles available, you can contact Mrs. Brawand (Tel. 2422) who will reserve a car for you with a rental company.

Additionally, it is possible to use your own car for business trips. To do this, you must provide a copy of your third-party insurance with limit of cover and a copy of the vehicle registration document to Carole Schröcker. If the car registration is not in your name, a letter of authorization written by the car owner allowing you to use the car should be provided.

Note that it is only allowed to use your own vehicle upon receiving authorization from the Human Resources Department. Should you exceptionally need to use your car, you will be reimbursed at the 2nd class train fare, half fare.

#### 8.5. Hotel reservation

If you need to reserve a hotel for one of your visitors, you have to contact Carole Schröcker (carole.schrocker@unil.ch) and she will take care of it. The following is a non-exhaustive list of the hotels that UNIL is associated with:

- Hôtel des Voyageurs (near centre of Lausanne - Flon metro stop)
- Hôtel Continental (near Lausanne train station)
- Hôtel Agora Swiss Night (near Lausanne train station)
- Swiss Tech Hotel (EPFL)

#### 8.6. Decision instances and representatives

Many decisions regarding the life of the institutes are taken by the IDYST council, which meets on a monthly basis and decides on matters such as budget, strategy, investments, regulations, and other topics about the life of the Institute. This council comprises all IDYST permanent teaching staff, as well as representatives from the assistants and technical staff.

Another higher-level council is the Faculty Council, also meeting on a monthly basis, which is the legislative body of the Faculty. It takes important decisions such as recommendations on the hiring and promotion of professors, study plans strategy. The Faculty Council also has assistants representatives, as well as students representatives.

If you have questions or matters regarding the functioning of the Institute or the Faculty, you can contact the member that most represents you.

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