

# ACIDUL

ACIDUL ASSOCIATION OF THE *CORPS INTERMÉDIAIRE* AND DOCTORAL STUDENTS AT THE UNIVERSITY OF LAUSANNE

## THE *CORPS INTERMÉDIAIRE* AND DOCTORAL STUDENTS AT THE UNIVERSITY OF LAUSANNE

GRADUATE ASSISTANT - JUNIOR LECTURER - LECTURER  
SENIOR LECTURER - SNSF DOCTORAL STUDENT



UNIL | Université de Lausanne



## **ACIDUL welcomes you to the *corps intermédiaire* of the University of Lausanne!**

By signing your contract, you are integrating the *corps intermédiaire* (that is to say, roughly speaking, the non-professorial teaching staff of the University of Lausanne (UNIL). Simultaneously, you become a member of the *Association du corps intermédiaire et des doctorant·e·s de l'Université de Lausanne* (ACIDUL), which federates and represents the *corps intermédiaire* of UNIL and safeguards its interests.

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Une version française de cette brochure est disponible en ligne  
à l'adresse [www.unil.ch/acidul](http://www.unil.ch/acidul).

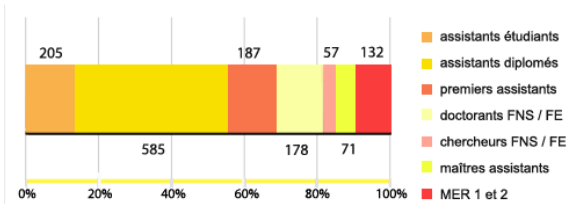
# YOUR IMPLICATION AT UNIL

The authorities representing the *corps intermédiaire* always need your participation. Getting involved in the life of the University, on all levels, will help you to better situate yourself within the institution, to be better informed about the subtleties of the system, to avoid problems or tensions within your research unit, and also... to be conscious that there are hundreds of us in the same situation, who share similar activities and objectives.

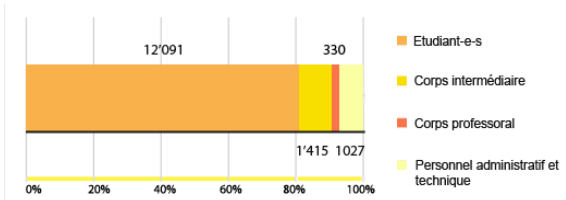
The *corps intermédiaire* and the *corps professoral* (professorial staff) form the *corps enseignant* (teaching staff) of UNIL. The students and the administrative and technical personnel, or *personnel administratif et technique* (PAT, which also includes certain researchers), as well as certain additional functions such as *suppléant-e-s*, *chargé-e-s de cours* and *privat-docents*, complete the composition of the academic community.

The *corps intermédiaire* at UNIL consists of more than a thousand collaborators. It is made up of the following functions:

- graduate assistant, or *assistant-e diplômé-e* (approximately two thirds of the staff),
- junior lecturer, or *premier assistant-e*,
- lecturer, or *maître assistant-e* (MA) and
- senior lecturer, or *maître d'enseignement et de recherche* (MER).



Répartition des fonctions au sein du corps intermédiaire (données SRH UNIL octobre 2010)



Répartition des corps dans la communauté UNIL (données SRH UNIL octobre 2010) (sans CHUV) (sans stagiaires ni apprenti-e-s)

The doctoral students funded by the *Fonds national suisse de la recherche scientifique* (FNS), or Swiss National Science Foundation (SNSF), or by other external funds (FE) are not officially part of the *corps intermédiaire* but have interests akin to those of its members. For the most part, they may take part in the life of UNIL as if they were members of this staff.

## Important!

If you have started a PhD at UNIL, whether as a graduate assistant or an externally funded doctoral student (FNS or FE), do not forget: you must register as a UNIL student with the *service des immatriculations et inscriptions*. This registration must take place no later than 1 year after the first day of your employment!

## THE CORPES INTERMÉDIAIRE AT UNIL: TWO MISSIONS

- At an individual level, you are taking part in the academic succession of the institution by carrying out your own doctoral or post-doctoral research, by integrating research communities and by acquiring teaching and other specific competences.
- At a collective level, you are participating in the smooth running of the University by fulfilling teaching, research and administrative tasks. In practice, the relative importance and composition of each of these elements varies greatly from one faculty or research unit (institute, department, centre, etc.) to another.

Each academic function is defined by different conditions as to the duration of employment, contract renewals, the type of tasks to be carried out (for instance, the amount of time allocated to personal research), earnings, social contributions, etc.

For a full description of each function, including its hiring requirements and work conditions, please consult the ACIDUL website: [www.unil.ch/acidul](http://www.unil.ch/acidul). You will find there, amongst other things, links to the laws, regulations and directives that concern you. ACIDUL will also readily inform you about all these questions and can help you to highlight your rights.

You may also refer to the website of the *Service des ressources humaines* (human resources): [www.unil.ch/srh](http://www.unil.ch/srh). (see p. 14)

### The various academic functions at UNIL and their staff affiliations:

Corps étudiantin	Corps intermédiaire	Corps professoral	Personnel administratif et technique	N'appartient à aucun corps
<ul style="list-style-type: none"> <li>• Assistant-e étudiant-e</li> <li>• Doctorant-e</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant-e diplômé-e</li> <li>• Première assistant-e</li> <li>• Première ass. FE</li> <li>• Maître-assistant-e (MA)</li> <li>• Maître d'enseignement et de recherche (MER) type II</li> <li>• MER type I</li> <li>• Doctorant-e FNS/FE</li> </ul>	<ul style="list-style-type: none"> <li>• Professeur-e assistant-e</li> <li>• Professeur-e assistant-e en PTC</li> <li>• Professeur-e ordinaire</li> <li>• Professeur-e associé-e</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboratrice ou collaborateur de recherche</li> <li>• Responsable de recherche (ancien-ne Chargé-e de recherche)</li> <li>• Responsable de secteur de recherche</li> <li>• Chercheur-e FNS junior-e</li> <li>• Chercheur-e FNS senior-e</li> </ul>	<ul style="list-style-type: none"> <li>• Ass. dipl. suppléant-e</li> <li>• Prem. ass. suppléant-e</li> <li>• MA suppléant-e</li> <li>• MER II suppléant-e</li> <li>• MER I suppléant-e</li> <li>• Chargé-e de cours</li> <li>• Privat-docent</li> <li>• Prof. ass. suppléant-e</li> <li>• Prof. remplaçant-e avec indemnité</li> <li>• Prof remplaçant-e avec taux d'activité</li> <li>• Professeur-e invité-e avec taux d'activité</li> <li>• Professeur-e invité-e avec indemnité</li> <li>• Collaboratrice ou collaborateur scientifique externe</li> </ul>

# THE *CAHIER DES CHARGES*

The *cahier des charges* constitutes the basis of the working relationship between each member of the *corps intermédiaire* and the University: "Each collaborator of the University exercises his/her own functions according to his/her *cahier des charges*" (art. 47, Law on the University of Lausanne [LUL]). Establishing one's *cahier des charges* diligently with one's unit of affiliation is a sure means of initiating good working relationships. ACIDUL therefore insists on the necessity of examining this document with all due attention.

## THE *CAHIER DES CHARGES*

- describes the activities you perform at the University (teaching, research and administrative tasks must be set out in percentages, without being too vague nor too rigid);
- must imperatively indicate the time set aside for your personal research (minimum 50% for *assistant-e-s diplômé-e-s* and *premiers assistant-e-s*);
- can contain specific indications, such as possible hours of attendance (for receiving students, supervising experiments, managing resources open to the public, etc.), when necessary.

The *cahier des charges* for MAs and MERs is outlined during the hiring process. It should be open to negotiation. Moreover, the *cahier des charges* is also used during procedures for the renewals of MERs' mandates, or in the promotion of MAs (see Rectorate's directives 1.5, 1.6 and 1.13).

## GOOD TO KNOW

- Signing the *cahier des charges* must not be a precondition for signing the work contract. It is however important to clarify the expectations of your superiors and to sign it as soon as possible if this was not done at the time when the working contract was signed.
- The *cahier des charges* that you sign must correspond to the one stated in the job offer or during the job interview.
- The *cahier des charges* must reflect your tasks in the best manner. Remember to bring your *cahier des charges* up to date, even in the course of your contract, so that it may continue to protect you adequately.

Assistants are hired by their research unit, not by their thesis supervisor. Therefore they also depend on the unit for the distribution of their tasks. Moreover, each faculty must provide a model, which may be useful to you (*Règlement sur les assistants*). Do request it!

For externally funded doctoral students (FNS and FE) who benefit from a University allowance, a *cahier des charges* must also be established (art. 4, Rectorate's directive 1.31).

Do not hesitate to contact us ([acidul@unil.ch](mailto:acidul@unil.ch)) and to refer to our website ([www.UNIL.ch/acidul](http://www.UNIL.ch/acidul)) for more information.

The image shows a desk setup with a white keyboard, a mouse, and a stack of papers. In the foreground, a 'Cahier des Charges' form is laid out. The form is titled 'CAHIER DES CHARGES TYPE D'ASSISTANT' and features the UNIL logo at the top left. It contains several tables for recording activities and their percentages.

NOM		FACULTE	INSTITUT	PROFESSEUR	TAUX ACTIV.	DEBUT D'ACTIVITE
PRENOM	UNIL					
I. PARTICIPATION A L'ENSEIGNEMENT						
N° CRT						OBSERVATIONS
1						
2						
3						
II. TRAVAUX DE RECHERCHE PERSONNELS						
N° CRT						OBSERVATIONS
1						
2						
III. TRAVAUX DE RECHERCHE PARTAGÉS						
N° CRT						OBSERVATIONS
1						
2						
IV. AUTRES ACTIVITÉS						
N° CRT						OBSERVATIONS
1						
2						

# THE ORGANISATION OF UNIL

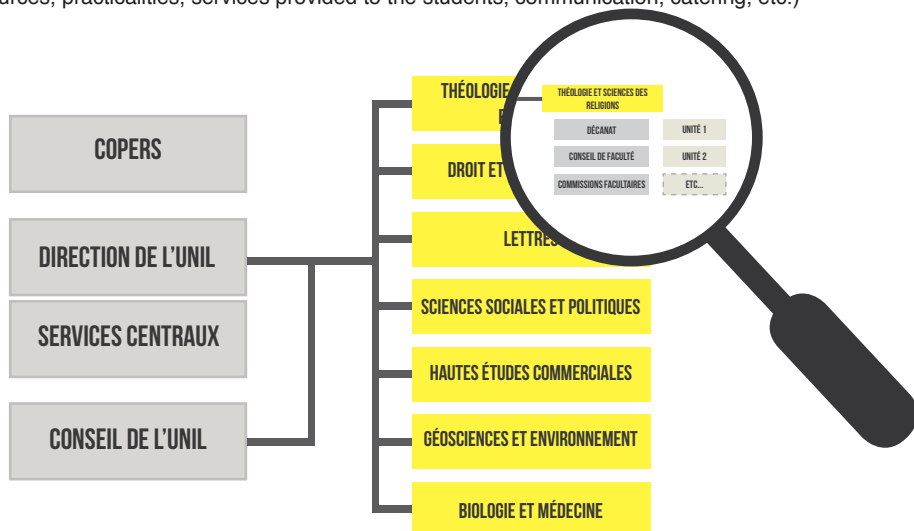
The University of Lausanne is a public-law establishment that enjoys a certain autonomy from the political authorities on which it depends, such as the *Département de la formation, de la jeunesse et de la culture* (DFJC) of the State of Vaud. Decisions are made by numerous authorities at several levels, many of which require the participation of the corps intermédiaire.

At the level of the University, you will find:

- the University Council, a representative authority that acts as a legislative and advisory body (the *corps intermédiaire* occupies 8 out of 44 seats, on the basis of elections organised within the faculties),
- the Rectorate, an executive authority made up of the Rector, the vice-rectors and their teams (the Rectorate, which can also enact directives, is seconded by several central services, such as the *Service des ressources humaines* [Human Resources, SRH], the *Service financier* [Finances], etc.),
- the Personnel Commission (CoPers), independent from the Rectorate and allowed for by the Law on personnel (LPers), and
- the advisory commissions, adopted by the Rectorate to ensure the participation of the different staffs in the decision-making process (the *corps intermédiaire* is represented by delegates nominated during the annual *Assemblée générale ordinaire* of ACIDUL).

The ACIDUL committee is in regular contact with the Rectorate to discuss topics of relevance to the *corps intermédiaire* at the University level. In general, such as proposed regulations or directives and their content.

In general, the contribution of the delegates of the *corps intermédiaire* at the level of the University concerns amongst other things the various University laws and regulations (defining academic functions, work conditions, financing, etc.) and the organization of the University as a whole (human resources, practicalities, services provided to the students, communication, catering, etc.)





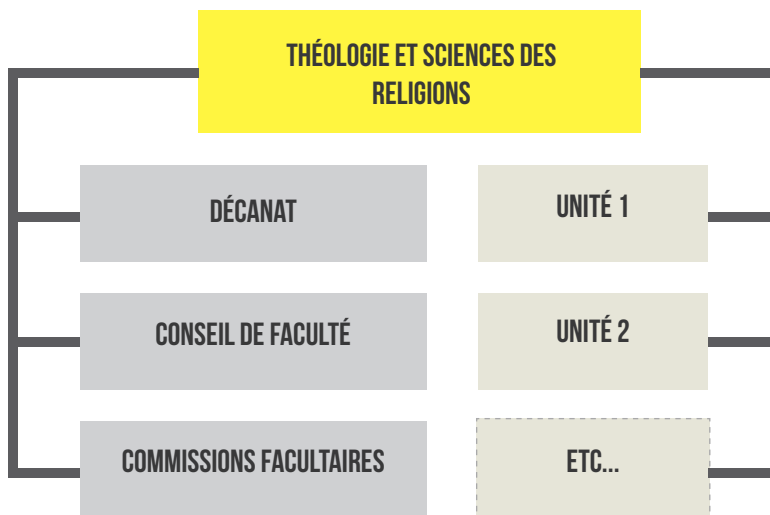
At the level of the Faculty, you will find:

- the Faculty Council, a legislative authority (the *corps intermédiaire* occupies 18% of the seats, on the basis of elections),
- the Dean's Office, an executive authority made up of the Dean and the vice-deans, seconded by secretaries and deputies, and
- the Faculty commissions, which can be permanent, such as the commissions for academic planning, the exams commissions or the pedagogical commissions; or temporary, such as the commissions for the nomination of professors, MERs and MAs.

The contribution of the delegates of the *corps intermédiaire* at the Faculty level concerns the regulation of the Faculty (study plans, common basis for assistants' *cahier des charges*, etc.) and its academic policies (nomination commissions, Faculty council, etc.).

Finally, the research unit is the place where you work. According to their size, units are supplied with a council (representative or universal), a committee and/or commissions, in which the *corps intermédiaire* may often participate. Find out how your unit works. The unit is managed and represented by its supervisor, president or director.

In parallel with this internal organization, several university associations, independent but recognised by the Rectorate, take part in the decision-making process. The student associations, affiliated to the faculties, are also gathered under the *Fédération des associations d'étudiant-e-s* (FAE).



The main goal of the Association is to federate and represent the members of the *corps intermédiaire* and the doctoral students of UNIL to defend their interests before the University and political authorities.

It represents the *corps intermédiaire* and the doctoral students before the Rectorate of UNIL. It also handles the management of the representation of the *corps intermédiaire* within the commissions through a system of elections held at its *Assemblées générales ordinaires* (which take place annually in the autumn).

ACIDUL also attends to the better circulation of information to and between the members of the *corps intermédiaire* and the doctoral students of UNIL.

Finally, it will answer your questions, assist you or redirect you to the competent authorities in case of a problem.

**ACIDUL** Association du corps intermédiaire et des doctorant-es de l'Université de Lausanne

ACCUEIL | A PROPOS | DOCUMENTS | PERSONNES | F.A.Q. | FEED

**CATÉGORIES**

- > [Dossiers](#) (34)
- > [Communication](#) (1)
- > [Institution](#) (12)
- > [LUL](#) (5)
- > [MedUNIL](#) (3)
- > [Ressources humaines](#) (21)
- > [Assistant-es étudiant-es](#) (2)
- > [Cahier des charges des assistant-es](#) (6)
- > [Directive 1.3.1](#) (2)
- > [Engagement des assistant-es et chercheur-es](#) (4)
- > [Règlement sur les assistant-es](#) (2)
- > [Retraite des MER](#) (2)
- > [Retraites populaires](#) (1)
- > [Vie associative](#) (16)
- > [Assemblées générales](#) (6)
- > [Brochure ACIDUL](#) (3)
- > [Où nous trouver](#) (1)
- > [Soutien scolaire](#) (1)

**ARCHIVES**

- > [août 2011](#) (1)
- > [juillet 2011](#) (2)
- > [juin 2011](#) (1)
- > [mai 2011](#) (1)
- > [avril 2011](#) (1)
- > [mars 2011](#) (1)
- > [février 2011](#) (2)

« Cours d'appui payants Nouveau programme de soutien à la relève académique féminine »

## Plan d'accès

Posté par Damien Michelet le 29 mars 2011, 4:49

Le bureau d'ACIDUL se trouve au sous-sol d'Amphipôle, salle 238. L'accès s'effectue par l'escalier sud-est.

ACIDUL n'a pas d'horaire de permanence. Merci de nous contacter par mail à l'adresse [acidul@unil.ch](mailto:acidul@unil.ch) pour prendre rendez-vous ou assister à une séance du comité.

Archivé sous [Où nous trouver](#)

| [Permalink](#)

« Cours d'appui payants Nouveau programme de soutien à la relève académique féminine »

**REMARQUE**

Ce site a été mis en ligne début 2010. Les articles datés de 2006 à 2009 ont été adaptés du contenu du site précédent et ne reflètent que partiellement l'activité d'ACIDUL durant cette période.

**CONTACT**

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**RECHERCHE**

**MOTS-CLEFS**  
[ActionUni](#) **AG**  
**assistant**  
[Bourdonnette](#) [brochure](#)  
[cahier des charges](#) [chargé de](#)

## HISTORY

On May 5, 2003, a petition having gathered more than 400 signatures was presented to the head of the DFJC. This petition aimed to improve work and hiring conditions for assistants. Following this first mobilization, the establishment of an *Assemblée générale constitutive* on June 17, 2003, then the acceptance of our statutes by the Rectorate and the recognition of the existence of our association as an interlocutor representing the *corps intermédiaire*, have enabled to officialise the existence of ACIDUL. ACIDUL has since defended the interests of the *corps intermédiaire* and the doctoral students of the University before the Rectorate and the State of Vaud.

## ORGANISATION

ACIDUL consists of the whole of the *corps intermédiaire* of UNIL, as well as all doctoral students, independently of their professional position at UNIL.

ACIDUL is organised thus:

- The **General Assembly (AG)**, or *Assemblée générale*, is the highest-ranking body of the association. It elects the members of the Committee as well as the delegates to the advisory commissions, and assigns work groups to take care of specific problems.
- the **Committee**, or *Comité*, is composed of a maximum of 14 members. It represents the Association before the academic and political authorities, carries out the decisions of the AG, answers the queries of the members of the *corps intermédiaire*, etc. All members of ACIDUL may present themselves to the Committee.
- the **Secretary General**, or *Secrétaire général-e*, manages the current affairs of ACIDUL as well as the administration for the Association, represents ACIDUL before extra-academic institutions when mandated by the Committee, and is the main person in charge of answering email.
- the **work groups** take care of the more complex cases, which are delegated to them by the AG.

All members of ACIDUL are welcome to the various meetings.

## RECENT CASES

ACIDUL treats many cases. For an outline of the association's activities, please consult its website: [www.unil.ch/acidul](http://www.unil.ch/acidul). Among the closed cases, two in particular were the focus of the Association:

- During the General Assembly held on October 25, 2007, ACIDUL reacted to the fact that the new academic calendar would involve a reduction of the work duration for assistants from 60 to 59 months. On November 19, 2007, the Rectorate announced that the sixtieth month would be guaranteed to assistants having fulfilled the requirements necessary to the obtainment of the fifty-ninth month.
- On April 1st, 2008, ACIDUL submitted a petition to the Rectorate of UNIL, in opposition to the introduction of a new *directive* on doctoral students financed by the SNSF. The *directive* as proposed sought to introduce a new position, the conditions of which were unsatisfactorily expounded. The opposition of ACIDUL enabled substantial improvement of the contents of this *directive*.
- From November 20 to December 16, 2009, ACIDUL polled the assistants and doctoral students on the topic of what is at stake and what may cause difficulties when the *cahier des charges* is signed. The approximately 300 answers collected during this enquiry made it subsequently possible to improve the information of assistants and doctoral students with regard to their *cahiers des charges*, through the present brochure and at meetings with the deans' offices of the various faculties.
- On Friday, September 17, 2010, ACIDUL held a forum on the matter of the professional functions connected to teaching and research, where the report gathering all these functions and their respective hiring requirements was presented.

## GETTING INVOLVED IN UNIVERSITY LIFE

It is possible to get involved in the organisation of the University itself. This implication can take place on several levels: within your research unit, at the level of the faculty, or at the level of the University.

Your implication is also possible within the various associations, either in the association of the doctoral students and/or *corps intermédiaire* of your faculty, or with ACIDUL at the level of the University.

For an introduction to our activities, do attend our *Assemblée générale ordinaire*, which takes place annually during the autumn semester.

# FACULTY ASSOCIATIONS

In most faculties at UNIL, the *corps intermédiaire* is organised in an association. The faculty associations work with the dean's office and council of their faculties, can manage the representation of the *corps intermédiaire* in the council and in the faculty commissions. They also have a support role towards their members with regard to the scientific dimension of their work (support in the completion of the thesis and the organisation of an academic career, networking, etc.)

List of current faculty associations:

FTSR	<b>ACITSR</b>	Association du corps intermédiaire de la Faculté de Théologie et de Sciences des religions	xavier.gravend@unil.ch
FDSC	<b>ACILex</b>	Association du corps intermédiaire de la Faculté de Droit et des Sciences criminelles	Nathanael.Petermann@unil.ch
Lettres	<b>ACIL</b>	Association du corps intermédiaire de la Faculté des Lettres	www.unil.ch/acil acil@unil.ch
SSP	<b>ACISSP</b>	Association du corps intermédiaire de la Faculté des Sciences sociales et politiques	www.unil.ch/acissp acissp@unil.ch
HEC	<b>PHDNet</b>	Association des doctorant-e-s de la Faculté des Hautes Etudes Commerciales	www.hec.unil.ch/phdnet phdnet@unil.ch
FBM	<b>ADAS</b>	Association des doctorant-e-s et des assistant-e-s de la Faculté de Biologie et Médecine	adas@unil.ch www.unil.ch/adas
FGSE			Benjamin.Rudaz@unil.ch

# USEFUL LINKS

## **Service des ressources humaines (SRH)**

[www.unil.ch/srh](http://www.unil.ch/srh).

You will find there amongst other things the forms and guides regarding the *cahier des charges*, information on occupational pension planning (*prévoyance professionnelle*, also called *deuxième pilier*) and maternity leaves, salary scales and dates for the payment of salaries, etc.

## **Service des immatriculations et inscriptions**

[www.unil.ch/immat](http://www.unil.ch/immat)

All graduate assistants must register as doctoral students before the end of their first-year contract in order for said contract to be renewed.

## **Service d'orientation et de conseil (SOC)**

For career advice: [www.unil.ch/soc](http://www.unil.ch/soc).

## **Service des affaires sociales et culturelles (SASC)**

To find housing, study abroad, or for financing applications: [www.unil.ch/sasc](http://www.unil.ch/sasc).

## **Centre de soutien à l'enseignement (CSE)**

For course evaluations and to follow pedagogical training courses or receive other kinds of help relative to teaching: [www.unil.ch/cse](http://www.unil.ch/cse).

## **Centre de langues (CdL)**

To discover a new language or improve your command of a language other than French:

[www.unil.ch/cdl](http://www.unil.ch/cdl).

## **Ecole de français langue étrangère (EFLE)**

For non-French-speaking employees and students: [www.unil.ch/efle](http://www.unil.ch/efle).

## **Bureau de l'égalité des chances (BEC)**

To promote equality between men and women at UNIL and amongst other things the academic careers of women: [www.unil.ch/egalite](http://www.unil.ch/egalite).

## **DialogUnil**

An independent network for exchange, mediation and support: [www.unil.ch/dialog](http://www.unil.ch/dialog). [www.unil.ch/dialog](http://www.unil.ch/dialog).

# LAWS, REGULATIONS AND OTHERS

The entirety of the laws concerning employment at UNIL is available on the website of the *Service des ressources humaines*: [www.unil.ch/srh/page34120.html](http://www.unil.ch/srh/page34120.html).

You will find, amongst other things:

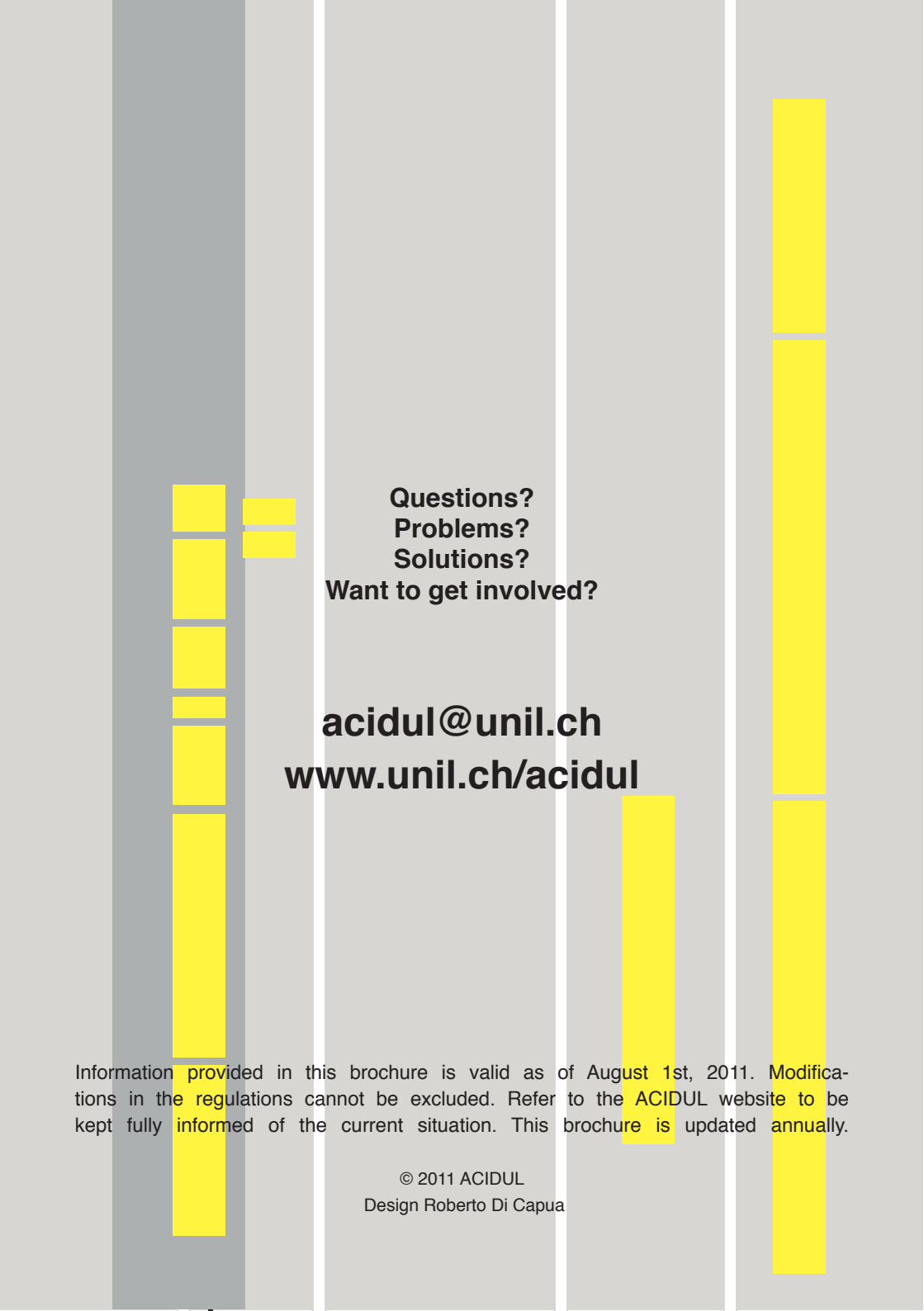
- the Law of July 6, 2004 on the University of Lausanne (LUL),
- the Application regulations of April 6, 2005 for the July 6, 2004 Law on the University of Lausanne (RALUL) and
- the Regulations of June 13, 2007 on assistants at the University of Lausanne.

The legal texts at the University level provide a formal framework that defines the organisational divisions within the University, the governing bodies, the professional functions in the University, the general registration requirements, etc.

You should also consult the regulations of your faculty, available on its website. Faculty regulations defines the organisation of the faculty, the roles of the dean's office and faculty council, the faculty commissions, as well as the titles and diplomas delivered, the study plans and the way exams are carried out, etc. In some faculties, the purely organisational elements and the elements related to studying are treated in separate sets of regulations.

From January 1st, 2012 the new General regulations on studying, which define studying conditions for the University as a whole, will become effective.

If you are an assistant, do not miss the annual meeting for new assistants, soon after classes begin in September. Numerous University bodies introduce themselves on this occasion.  
And, most importantly, attend the next General Assembly of ACIDUL!



**Questions?  
Problems?  
Solutions?  
Want to get involved?**

**[acidul@unil.ch](mailto:acidul@unil.ch)  
[www.unil.ch/acidul](http://www.unil.ch/acidul)**

Information provided in this brochure is valid as of August 1st, 2011. Modifications in the regulations cannot be excluded. Refer to the ACIDUL website to be kept fully informed of the current situation. This brochure is updated annually.

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