



ACIDUL

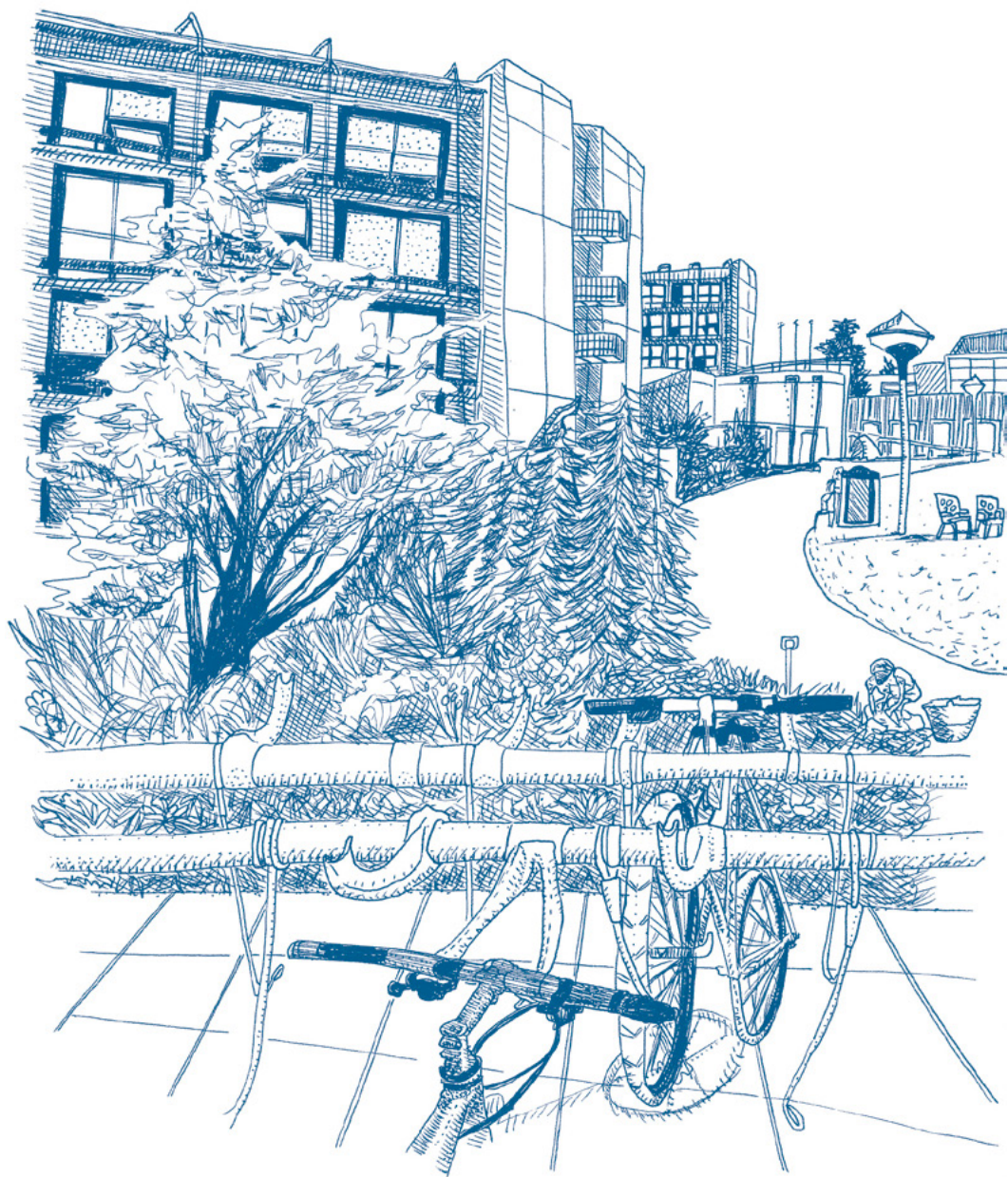
ASSOCIATION
OF MID-LEVEL STAFF AND
PHD STUDENTS OF THE
UNIVERSITY OF LAUSANNE



UNIL | Université de Lausanne

ACIDUL welcomes you to the University of Lausanne!

Whether you have joined the mid-level academic staff (*corps intermédiaire*) or are a PhD student, you are now a member of ACIDUL, the association of mid-level staff and PhD students of the University of Lausanne (UNIL).



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Une version française de cette brochure existe également. La version imprimée peut être obtenue auprès des Ressources humaines ou d'ACIDUL. La brochure est également disponible en ligne :



WHAT IS ACIDUL?

ACIDUL'S HISTORY

On 5th May 2003, a petition signed by more than 400 people was submitted to the head of the Department of Education, Youth and Culture (*Département de la formation, de la jeunesse et de la culture*) of the canton of Vaud, which has since become the Department of education and vocational training (*Département de l'enseignement et de la formation professionnelle*). The petition aimed to improve the working conditions of graduate assistants at the University of Lausanne (UNIL). The existence of ACIDUL was formalised following this mobilisation as well as a General Assembly on 17th June 2003 and the rectorate's recognition of the association's statutes. ACIDUL has since become the official representative of PhD students and mid-level staff at the University of Lausanne. Since then, the association has defended the interests of PhD students and mid-level staff before the rectorate and the State of Vaud.

ACIDUL'S MISSIONS

Improving working conditions

One of our missions is to strive for better working conditions for PhD students (with or without a contract with UNIL) and mid-level staff at UNIL. Among other things, we fight for better salaries, facilitated access to IT resources for PhD students without a contract and more efficient communication regarding the rights of PhD students and mid-level staff (time dedicated to personal research, maternity and paternity leave, *cahier des charges*, etc.). We also support petitions and initiatives that are in favour of PhD students and mid-level staff at the cantonal or national level.

Representing PhD students and mid-level staff



ACIDUL represents all PhD students and mid-level staff before UNIL's rectorate and the Council of State. The association's committee and its secretary general meet with the rectorate several times a year, which allows them to bring to their attention issues that PhD students and mid-level staff encounter, and to offer solutions.

Support and guidance

ACIDUL supports and gives advice to PhD students and members of the mid-level staff who are experiencing difficulties in their workplace (PhD supervision, harassment, discrimination, etc.) and problems with their contract or residence permits, for example. All exchanges are confidential. The association can also help with administrative procedures.

Connecting with organisations on the faculty level

ACIDUL is in contact with the associations that represent PhD students and mid-level staff on the faculty level at UNIL, namely:

FBM	ADAS	PhD students' and assistants' association of the Faculty of Biology and Medicine	adas@unil.ch wp.unil.ch/adas
FDCA	ACILex	Mid-level staff association of the Faculty of Law, Criminal Justice and Public Administration	acilex@unil.ch wp.unil.ch/acilex
FGSE	ACIGE	Mid-level staff association of the Faculty of Geosciences and Environment	acige@unil.ch wp.unil.ch/acige
FTSR	ACITSR	Mid-level staff association of the Faculty of Theology and Sciences of Religions	acitsr@unil.ch 
HEC	PhDnet	Mid-level staff association of the Faculty of Business and Economics	
Lettres	ACIL	Mid-level staff association of the Faculty of Arts	acil@unil.ch https://wp.unil.ch/acil/
SSP	ACISSP	Mid-level staff association of the Faculty of Social and Political Sciences	ci.ssp@unil.ch https://wp.unil.ch/acissp/

Associations on the faculty level collaborate with the Dean's Office and the Faculty Council (*Conseil de Faculté*) of their faculty. They represent PhD students and mid-level staff in the Faculty Council as well as in their faculty's commissions. They also support their members on a research level (support for PhD writing, networking events, etc.).

Connecting with the representatives of mid-level staff at the *Conseil de l'Université*

All members of mid-level staff are represented in the *Conseil de l'Université*. Given that UNIL considers PhD students who don't have a contract with UNIL as students, these people are represented by the student body. ACIDUL is in contact with the representatives for mid-level staff and all PhD students, who are elected at the beginning of each academic year.

HOW IS ACIDUL ORGANISED?

The association is organised in the following way:

- The **General Assembly** (GA) is the supreme body of the association. It elects the members of the Committee and the delegates in the *commissions consultatives de la Direction* (see p. 13 for more information on the *commissions*);
- The **Committee** is composed of a maximum of 14 people, including a president or two vice-presidents, and a treasurer. If possible, it has at least one member of each of UNIL's seven faculties. The committee represents ACIDUL before the academic and political authorities, executes the decisions of the GA, responds to PhD students' and mid-level staff's questions, maintains contacts with the committees of mid-level staff associations on the faculty level, etc.;
- The **Secretary General** manages the day-to-day business and administration of the association, represents ACIDUL before extra-academic institutions on behalf of the committee, and responds to emails and requests from PhD students and mid-level staff;
- **Working groups** deal with issues that require more work, which the GA delegates to them.

All members of ACIDUL are welcome to attend the GA and the committee's meetings. The date of the GA is communicated by email each year at the beginning of the autumn semester. If you wish to attend one of the committee's meetings, you can write to us at acidul@unil.ch

INDIVIDUAL SUPPORT

ACIDUL can

- support you in the steps you'd like to take before the rectorate, the dean, the head of your department or your supervisor;
- support you in case of litigation, mobbing or conflicts at work;
- offer punctual help in case of financial hardship, thanks to the Solidarity fund for PhD students (*Fonds de solidarité des doctorant·e·s, FSD*);
- provide you with information about UNIL, its administration and campus life.

The secretary general is happy to answer your calls (**077 402 21 94**) and emails (acidul@unil.ch), and welcomes you by appointment in ACIDUL's office in the Anthropole building (room 1197).

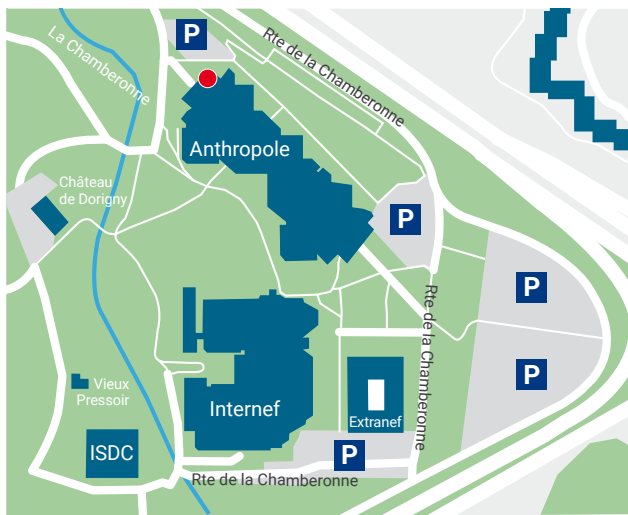
GET INVOLVED!

Associative life is exciting and university politics is rich. Getting involved in an association like ACIDUL is an excellent opportunity to learn more about the institution in which you work, to acquire new skills, and to meet new people. Having a better understanding of the functioning and resources available at UNIL will enable you to support your colleagues who may be facing problems.

Becoming involved is also a way of ensuring an essential link of solidarity and a sense of community among researchers.

Don't hesitate to contact an association on the faculty level or ACIDUL to get involved!

WHERE CAN I FIND ACIDUL?



ACIDUL's office is located on the ground floor of the Anthropole building, in room 1197, in the Espace associations.

If you have questions, are encountering problems at your workplace or would like to get involved in ACIDUL, you can contact us by e-mail (acidul@unil.ch) or by phone (077 402 21 94).

You can also follow us on Twitter ([@ACIDUL_unil](https://twitter.com/ACIDUL_unil)).

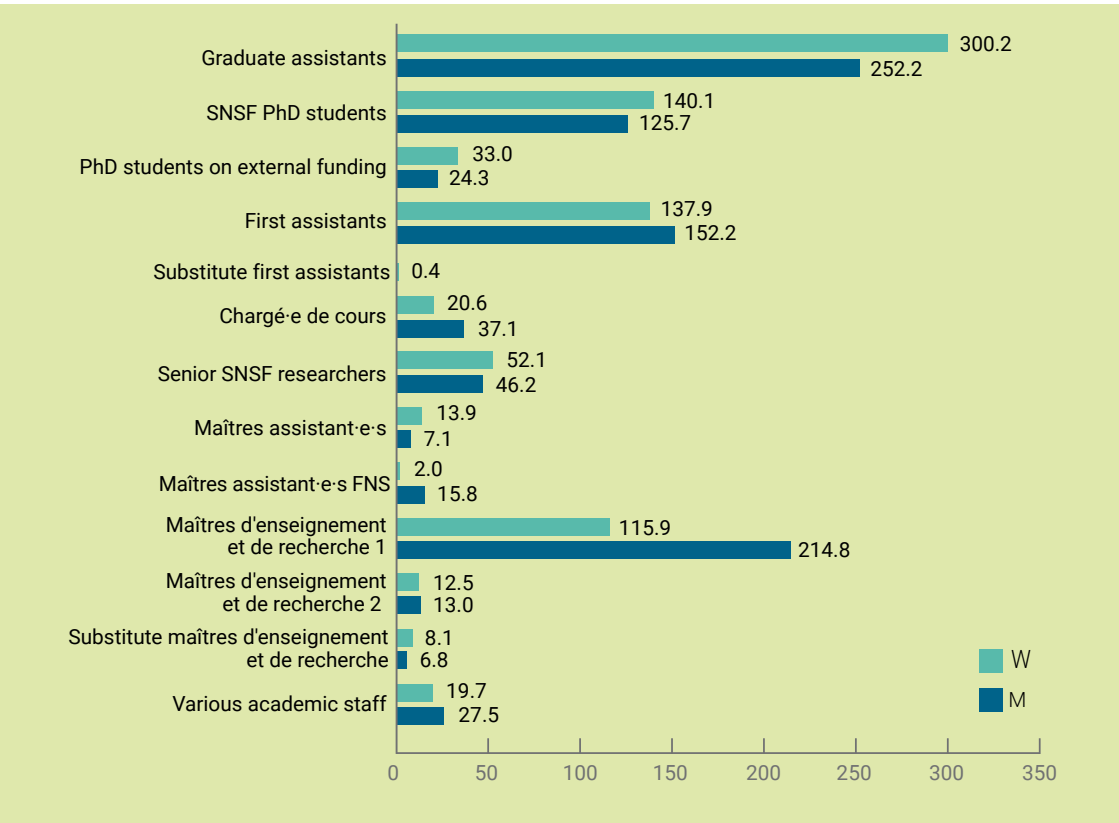
ACIDUL's website (www.unil.ch/acidul) contains information about the committee, the secretary general, general assemblies, news about the association, the solidarity fund for PhD students (FSD) and other important topics, such as the right to unemployment benefits.



MID-LEVEL STAFF AT UNIL

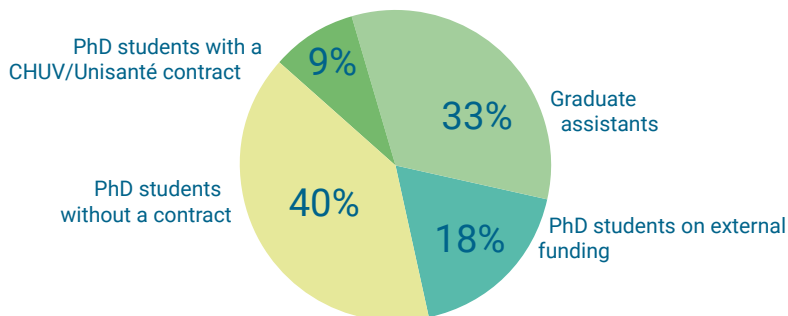
Together with the professoral staff, the mid-level staff (*corps intermédiaire*) makes up the teaching body at UNIL. Students as well as administrative and technical staff (PAT) – which includes some researchers, such as SNSF researchers – complete the academic community.

The mid-level staff body accounts for over a thousand people:



Source: UNISIS, 2022.

In addition, in the autumn semester of 2022, 2'528 PhD students were enrolled at UNIL. This figure includes PhD students who have a contract with UNIL, i.e., who are either graduate assistants or PhD students on external funding (e.g. SNSF funding or funding from private foundations). A significant proportion of doctoral students at UNIL no longer have or have never had a contract with the university. These people fund their research themselves by working alongside their PhD or are recipients of grants.



Source: Graduate Campus, 2021-2022.

PhD students on external funding are not officially part of mid-level staff according to UNIL, but they share the same interests. For the most part, they can participate in UNIL's institutional life as if they were members of this body. All PhD students, no matter the type of funding they receive, are members of ACIDUL.

Mid-level staff: two principal roles

- **On an individual level**, all members of mid-level staff participate in the *relève académique* (the renewal of the body of researchers) by conducting their research, integrating research communities and acquiring teaching skills and other kinds of skills;
- **On a collective level**, members of mid-level staff participate in the functioning of UNIL by carrying out teaching, research and administrative tasks that can vary between faculties and *unités* (institutes, departments, etc.).

Each status is defined by different conditions, such as the duration of the contract, the possible renewal of the contract, the nature of the required tasks, wages, contributions to social security, etc. UNIL recognises the following statuses among its academic staff:

Mid-level staff (<i>corps intermédiaire</i>)	Professoral body	Administrative and technical staff (PAT)	Other statuses
Maître d'enseignement et de recherche type 1 (MER1)	Full professor	SNSF researcher	Substitute Assistant professor
Maître d'enseignement et de recherche type 2 (MER2)	Associate professor		Substitute Professor
Maître d'enseignement et de recherche clinique (MERclin)	Assistant professor, including Assistant professor on tenure track		Professeur-e titulaire
Maître assistant-e (MA)	SNSF Assistant professor		Visiting Professor
Maître assistant-e Ambizione SNSF	SNSF Eccellenza		Substitute Maître d'enseignement et de recherche type 1 (MER1)
Maître assistant-e Prima SNSF	Assistant professor		Substitute Maître d'enseignement et de recherche type 2 (MER2)
First assistant	SNSF Prima Assistant professor		Substitute Maître assistant-e
Graduate assistant			Privat-docent-e
Graduate assistant on external funding			Chargé-e de cours
SNSF PhD student			Substitute Assistant
PhD student on external funding			
Student assistant			

Source: Human Resources UNIL, 2023, our translation.

In its statutes (art. 3), ACIDUL considers as its members PhD students as defined in article 103 of the RLUL (Règlement d'application du 6 avril 2005 de la Loi du 6 juillet 2004 sur l'Université de Lausanne), which includes PhD students without a contract, SNSF researchers, *chargé-e-s de cours*, and substitute researchers for mid-level staff. Researchers or teachers who don't belong to these categories and who are not members of the professoral body can join ACIDUL upon request.

Immatriculating as a PhD student

To carry out a PhD at UNIL, PhD students must be immatriculated as such. To renew their contract, all graduate assistants must be immatriculated before the end of their first year of employment.

The *cahier des charges*

The *cahier des charges* forms the basis of the employment relationship between each member of mid-level staff and UNIL: "Each member of staff performs their duties according to their *cahier des charges*" (art. 47, Loi sur l'Université de Lausanne, LUL, our translation). Establishing a clear *cahier des charges* is the best way to initiate good working relationships.

Your *cahier des charges*:

- should describe your tasks at UNIL. Teaching, research and administrative tasks should be described in percentages;
- must indicate the time allocated to your personal research. For graduate assistants and first assistants, 50% of their working hours must be spent on their own research;
- can mention, if necessary, indications such as office hours to receive students, the monitoring of experiments, etc.

For *maîtres assistant-e-s* (MA) and *maîtres d'enseignement et de recherche* (MER), the *cahier des charges* is offered in the first stages of their recruitment process. The *cahier des charges* should be open for discussion. It is also used at the time of the renewal of the MERs' contracts or during the promotion of MAs (see Directives de la Direction 1.5, 1.6 and 1.13).

Good to know

- signing the *cahier des charges* is not a prerequisite to signing your contract, but it is important to clarify your supervisor's expectations regarding your tasks and to sign the *cahier des charges* as soon as possible;
- the *cahier des charges* must correspond to what was announced in the job offer or during your interview;
- the *cahier des charges* must reflect as much as possible your tasks. The document should be updated if your tasks have changed, even if this is during the same contract, so that it remains protective.

Graduate assistants are employed by their *unité* and not directly by their supervisor. Therefore, their tasks are also assigned by their *unité*. Their *cahier des charges* must reflect this. Each faculty has a model that can be helpful. Don't hesitate to ask to see it!

Wages for PhD students employed by UNIL

To compensate for the salary gap between PhD students on external funding (e.g. SNSF funding) and graduate assistants, UNIL offers a monthly allowance (*indemnité*) to PhD students on external funding. This allowance is called "*activité complémentaire 1*" (see art. 6, Directive de la Direction 1.31). The payment of this allowance is conditioned to the fulfillment of teaching or administrative tasks that count for 15% of their time. Make sure that these tasks appear in your *cahier des charges* if you take them on!

In addition to this allowance, PhD students on external funding can receive another 507 francs per month if they take on more institutional tasks. UNIL calls this "*activité complémentaire 2*" (see art. 7, Directive de la Direction 1.31). Again, do make sure that these tasks appear in your *cahier des charges* if you perform them.

THE STRUCTURE OF UNIL

The University of Lausanne is a public law institution that enjoys a certain autonomy with respect to the political authorities it depends on, such as the Department of education and vocational training (*Département de l'éducation et de la formation professionnelle*) of the State of Vaud. Decisions are made at many levels of the university, many of which require the participation of mid-level staff, as detailed on the following page.

On the University level, you will find:

- the **Conseil de l'Université**, a representative authority that acts as a legislative and advisory body. Mid-level staff (*corps intermédiaire*) occupies 8 seats out of 44, on the basis of elections organised within the different faculties;
- the **Rectorate**, an executive authority that comprises the Rector, vice-rectors, and their teams. The Rectorate, which can also enact directives, is seconded by central services such as Human Resources, the Financial service, etc.;
- the **Staff commission** (*Commission du personnel*, CoPers), which is independent from the Rectorate and required by the Loi sur le personnel (Law on employees, LPers), in which the mid-level staff occupies 4 seats out of 12;
- the **commissions consultatives de la Direction**, that the Rectorate instigated to ensure that different bodies and members of staff participate in the decision processes. Mid-level staff is represented by delegates who are elected during ACIDUL's General Assembly, which takes place once per academic year.

In general, the contributions of the mid-level staff's delegates at this level concern for instance university laws and regulations (academic statuses, working conditions, finances, etc.) and the management of the university as a whole (human resources, stewardship, student services, catering, etc.).

At the Faculty level, you will find:

- the **Faculty Council** (*Conseil de Faculté*), a legislative authority. Mid-level staff occupies 18% of the seats, on the basis of elections;
- the **Dean's Office** (*décanat*), an executive authority that comprises the Dean and the vice-deans, who are seconded by secretaries, deputies, etc.;
- the **commissions facultaires**, that can be permanent – such as the commissions for academic planning, the exams' commissions or pedagogical commissions – or temporary, such as the commissions for the nomination of a professor, researcher or *maître assistant-e*.

The contributions of the mid-level staff's delegates on this level concern faculty rules (*plan d'études*, the template for the *cahier des charges* of graduate assistants, etc.) and academic policies (nomination commissions, etc.).

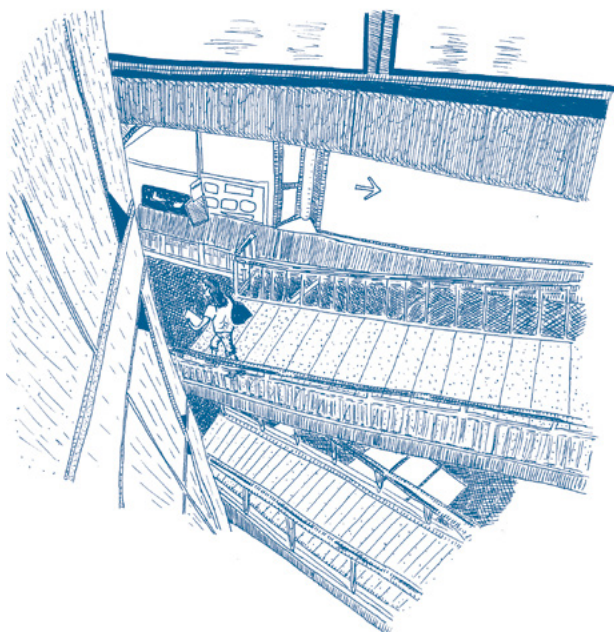
Lastly, the **unité** (research unit) is the place you work in. Depending on their size, *unités* are provided with a council (which can be representative or universal), a committee and/or commissions, in which mid-level staff can often participate. Find out how your *unité* works. All *unités* are managed and represented by their supervisor, president or head.

Parallel to this organisation, several associations, which are independent but recognised by the Rectorate, participate in decision processes.

GET INVOLVED!

The authorities that represent mid-level staff need your participation. Getting involved, at any level, will help you understand your position in the university, will allow you to be better informed about the subtleties of the system, to avoid problems or tensions within your research unit, and simply to realise that we are hundreds in the same situation, with the same tasks and aims!

If you'd like to represent mid-level staff in the *commissions consultatives de la Direction*, you can announce your application for ACIDUL's General Assembly or answer the call you'll receive from us by email announcing the General Assembly.



LAWS, REGULATIONS, AND OTHER OFFICIAL DOCUMENTS

The laws that concern the university provide a formal framework that defines the subdivisions of UNIL, the governing bodies, the different statuses, the general conditions for immatriculation, etc.

The laws that concern your PhD or your job at UNIL can be found on the Human Resources' website:



On this website, you will find (in French):

- the Law of 6 July 2004 on the University of Lausanne (LUL);
- the Implementing Regulations of 6 April 2005 on the Law of 6 July 2004 on the University of Lausanne (RLUL);
- the Regulations about assistants at the University of Lausanne of 13 June 2007 (RA-UL).

You can find other documents regarding mid-level staff on the website that contains the *directives internes* of UNIL (see in particular points 1 and 4):



We advise you to read the regulations that are specific to your faculty, which are available on the website of your faculty. These regulations define the organisation of your faculty, the roles of the Dean's Office and Faculty Council, the *commissions facultaires*, as well as the diplomas that can be delivered, the various curricula and modalities for exams, etc. In certain faculties, organisational aspects and those that have to do with studies are treated in separate regulations.

YOUR RESOURCES AT UNIL

Admissions Office

www.unil.ch/immat/en/home.html

To do a thesis at UNIL, each doctoral student must be immatriculated. To renew their contract, graduate assistants must be immatriculated at UNIL before the end of their first year of employment.

Centre informatique (CI)

www.unil.ch/ci

The IT department can help you solve problems with your computer, your professional e-mail address, the uploading of course material, printing at UNIL, etc.

Centre de soutien à l'enseignement (CSE)

www.unil.ch/cse

On the CSE's website, you can find information about the evaluation of teaching, but also pedagogical support for people who teach at UNIL. Short courses are offered by the CSE, as well as assistance in creating digital resources, for example.

Equality

www.unil.ch/egalite/en/home.html

Here you will find information on UNIL's commitment to gender equality, LGBTIQ+ rights, the university's fight against racism, sexual harassment, etc.

Graduate Campus

www.unil.ch/graduatecampus/en/home.html

This service is intended for PhD students and postdocs at UNIL. It informs doctoral students about the organisation of doctoral research at UNIL, the available fundings for their research and their professional prospects. It also supports postdocs in the administrative tasks that are related to the beginning of their contract for instance, and informs them of the continuing education offers (*formation continue*) at UNIL.

HELP | UNIL

www.unil.ch/aide-help/en/home.html

UNIL's anti-harassment and anti-discrimination service listens, accompanies and offers support to people who have experienced harassment or discrimination on campus. People who are specialised in different kinds of discrimination (racism, sexism, homophobia, transphobia, etc.) as well as harassment offer advice in complete confidentiality. A report form also allows you to report (anonymously if preferred) any type of abuse you may have experienced or witnessed.

Human Resources (SRH)

www.unil.ch/srh/en/home.html

On the SRH's website, information can be found regarding residence permits, *cahier des charges*, work certificates (*certificats de travail*), tax returns, maternity and paternity leaves, salary scales, etc.

Language Centre

www.unil.ch/cdl/en/home.html

On the language centre's website, you will find information about the language courses that are offered at UNIL. The language centre offers foreign language courses or French courses throughout the academic year.

Research Support (SR)

www.unil.ch/researcher

This service supports researchers in their search for funding, in the management of their teams and projects, and provides information about the promotion of their research.

Service d'orientation et de conseil (SOC)

www.unil.ch/soc

On the SOC's website, you will find information about regulations, doctoral programmes, thesis agreements, etc. as regards doctoral studies at UNIL, as well as information about French courses.

Social affairs and Student Mobility Office (SASME)

www.unil.ch/sasme/en/home.html

On the SASME's website, information can be found about housing, financial support for doctoral students, international mobility, and psychotherapy consultations (available for doctoral students only).

The **Public Services Union (SSP/VPD)** can also support you if you are facing problems in your workplace (issues with your contract, harassment, discrimination, etc.). Please note that you must join the union in order to benefit from its support.

QUESTIONS?
PROBLEMS?
WANT TO GET INVOLVED?

WRITE TO US!
acidul@unil.ch

Information provided in this brochure is valid in 2023. Regulations may undergo amendments. Check out our website (www.unil.ch/acidul) to stay informed.

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(first edition: 2011)

Graphic design: charlottedesign.ch
Illustrations: [Mathilde Zbaeren](#)