

General Information regarding your upcoming Fellowship

Welcome to the Collegium! This factsheet provides you with some basic information about your Fellowship at the Collegium and hopefully you'll find answers to your questions you might have. Feel free to reach out to Admin (admin@collegium.ethz.ch or at our office on C-level) whenever you need further help.

As a preliminary remark, here is an important information about **registration in Switzerland** for all our fellows who are new to Switzerland:

If you move to Switzerland from abroad to work at ETH or if you start a guest stay, you must **register with your municipality of residence within 14 days of your entry** and at the latest before the start of your contract. The registration is subject to a fee. [Registration in Switzerland – Staffnet | ETH Zurich](#)

If you are moving to Zurich from abroad, register at the [external page Residents' Office](#) in the City Hall.

Please note: Registration is only possible by appointment. You can do this even from abroad before you arrive in Zurich. [external page Book an appointment](#)

All the others (who are not moving to Zurich) must make sure to register with your municipality of residence within 14 days of your entry and at the latest before the start of your contract or respectively before you start your guest stay.

Academic program activities / events @ Collegium Helveticum:

Calendars: Event Calendar / who is around the Sternwarte?

The Collegium's **Event Calendar** contains all relevant events of the Collegium Helveticum as well as events in cooperation with the Collegium Helveticum which take either place at the Observatory (at Schmelzbergstrasse 25) or being held at external premises. The calendar is constantly set up to date according to the actual status of the event's program. To be informed about events **a subscription to the calendar is necessary**. Please follow the instructions from the following [link](#) to subscribe to the Collegium event calendar. This gives you an overview of all events and so-called event-slots which we keep open for events organized by fellows. <https://unlimited.ethz.ch/gessitkb/electronic-event-calendar-collegium-helveticum-ch-423725409.html>

Furthermore, we also maintain a shared calendar to keep track who is present - here is the [Calendar Link: who is around the Sternwarte?](#) (applies for all Fellows).

Early Career Fellows record any absence of at least half a day in the "[Who is around the Sternwarte?](#)" calendar, including regular absences due to outside work. Senior Fellows record at least any absences on Thursdays.

For more information about the academic life at the collegium see: [Encounters and exchange | Collegium Helveticum](#)

Mailing/Newsletter list

As a Fellow at the Collegium, you're on the [Collegium's mailing](#) and Newsletter list so that you do not miss any important information. For Early Career Fellows, we use the mailing address specific to the Collegium, and for Senior Fellows, we use their home university mailing address.

On Site Location Collegium:

Pooloffice on C- and D-Level of the observatory

Early-career Fellows will get to choose a personalized working space in one of the pool offices on either the C- or D-Level. Senior Fellows have the opportunity to choose any of the free pool working spaces on the C- and D-Level (see yellow dots at the door sign).

After consultation with Mario Wimmer, Senior Fellows can be provided with a personal pool desk for regular work, i.e. if they are present at the Collegium more often (than only on the regular thursdays). Senior Fellows are expected to bring their own laptop but will have access to the ETH Zurich IT infrastructure.

There is also the B 5.2 silent pool office for video calls, which is open to use for everybody, and which is perfectly suitable if you need a quiet space for a phone call or a Zoom meeting.

Furthermore, in the B 5.2 there is a virtual room with video-conferencing equipment which allows a professional setting for online meetings. Please note that the silent pool office needs to be reserved on a personal basis (there is a sign and a reservation sheet on the door).

The library, kitchen (floor A) and little observatory (floor B) are meant for you to be able to exchange and get in contact with one another. We kindly offer you a house tour in the observatory to show you around.

Key

We ordered you a key to the Observatory (STW) that gives you access to the whole building including the pool offices, kitchen, our bar in the little observatory and the rooftop. You can go to the Observatory any time. You will receive a direct request via mail from UN Immobilien Services ETH to pick up the key.

Main entrance

The main entrance door of the Observatory (STW) has a daily profile. This means that from **08:00 to 18:00, Monday to Friday**, you can enter the building through the main entrance door without a key. During normal operation you can enter the Observatory 24/7 outside the office hours throughout the whole year with your key.

IT specific information

ETH user account

Useful links:

[ETH user account](#)

[New @ ETH](#)

[Reset ETH Password](#)

[ETH User Account Video Instruction](#) | [ETH Zürich Videoportal](#)

Senior Fellows are expected to bring their own laptop but will have access to the ETH Zurich IT infrastructure.

All members of ETH Zurich receive at the beginning of their guest stay or employment (from ETH HR/ID) an ETH username and an ETH password for web applications, AAI (LDAP). They must change this password as soon as possible.

The ETH username is generated and assigned automatically by the system and cannot be changed – not even in the event of change of the member's surname (e.g. after marriage). For Support, please contact our [IT support](#) see [Internal](#), under IT & printing.

WLAN/Wi-Fi

As a guest with an ETH-User Account you can either join the **eth**, **eth-5** or **eth-6** Wi-Fi or continue using **eduroam**.

All Wi-Fi Networks listed above connect with the same personalized login:

Username: <ETH-Username>**@staff-net.ethz.ch**

Password: ETH network password

You can try using the eduroam login from your home university but be aware that the ETH-IT Team has no control of these network logs so they cannot help if your login fails.

All further Information can be found here: [WLAN/Wi-Fi/iMac at the Collegium with and without ETH user account](#)

Telephone

Early Career Fellows receive a personalized phone number and use softphone, while Senior Fellows use their private phones or they can use any of the physical telephone devices in the pool offices.

Senior Fellows are also connected to the pool telephone (number: +41 44 632 54 35) located in the administration office (C12.2). Admin will refer incoming calls for Senior Fellows at the pool telephone to their mail address.

In general: there is one physical telephone for all located in every pool office. This can be used for business communications needs or for emergency calls (see also brochure “how to Play it Safe at ETH Zürich”, located next to the physical device).

With this physical device, you can make calls within Switzerland, as well as to several international destinations, including Germany, France, Italy, Austria, Great Britain, the United States, and Canada. When dialing an external number from an internal phone at ETH, add a "0" at the beginning of the number to get a free line.

For example, if the number is written as "044 632 11 11" (Phone number of the general information of ETH), you should dial "0 044 632 11 11" from the internal phone at your desk. If you dial an internal number (within ETH) with an internal phone, e.g. Edona Idrizi, 044 63 24935 you just need to dial the last 5 digits (without a "0").

Softphone provided to Early Career Fellows

Softphone (UC), a software (similar to Microsoft Teams or Zoom), which allows you to make and receive calls independently of your workplace.

Other features:

- Your personal ETH phone number is always displayed to the called party; your mobile phone number, for example, is not disclosed, even if you answer calls on your mobile phone
- Generally, only communicate via PC / laptop / mobile

Useful links & documentation:

- [Telephony](#)
- [Voicemail Function](#)

Finances / Payment

The monthly financial support of the Senior Fellows

CHF 1000 gross/month will be managed/paid by their host (ETHZ/UZH/ZHdK).

- Fellows with an ETH employment contract (Early-career Fellowship), as well as ETH guest professors, will receive their monthly salary (in CHF – no other currency is possible for salary payments) via the ETH payroll. For the latter, no Swiss bank/postal account is required for the transfer of the ETH honorarium.

You can easily collect your honorarium in cash from one of the cash desks, either at ETH Zentrum or on the Hönggerberg campus. For collecting the honorarium in cash there is no additional action needed (per default: If you do not have a Swiss bank account by the time your first ETH salary payment is due it will automatically be deposited to be collected in cash from one of the ETH cash desks). Please make sure to bring your ETH badge or an official ID with you.

- For the UZH- and ZHdK Fellows: Your monthly salary will be paid by your host UZH or ZHdK.
- Salaries at the ETH are paid on the 25th of the month or, in the case of public holidays and weekends, on the previous working day.

Budget for Early Career Fellows

We retain a budget for each of the Early Career Fellows of up to CHF 8,000. This budget is primarily intended to support your event, but up to CHF 2,000 may be used for research-related travel (including meetings at which ECF present your work) or to support their research project (e.g. for business trips, translation, copy editing). If you wish to use part of the budget for e.g. travel, please provide a brief description of the planned expenses (via Financial Application Form), as we are accountable to our supporting institutions for how the funds are used and therefore keep record of the use of funds. Please make sure to read our Business Expenses Factsheet.

Event Budget (see link Senior Fellowship | Collegium Helveticum)

The Collegium retains up to CHF 800 per fellowship monthly of financial support for the event. For more information on how to apply and the step by step guide “how to organize an event”, see link <https://www.collegium.ethz.ch/events-office/information-for-fellows>

I need a salary cash advance. What should I do?

(Applies only to Early Career Fellows and ETH guests with honorarium)

The advance must be applied for by mail to admin@collegium.ethz.ch once you have started at ETHZ. Please state how much salary advance you would like to apply for (in % or as an amount in CHF) and the reason why you need the salary advance. The maximum advance you can apply for is one month's salary.

Once the salary cash advance is approved (by ETH HR), the applicant receives an e-mail with the information to collect the payment in cash (CHF) from one of the cash desks.

Offers and benefits at the Collegium/ETH

As a ETH employee or guest of the Collegium you have advantages, such as discounts on meals, reduced sports membership (ASVZ) and access to the ETH library (see additional information on our internal website).

ETH Badge: Guests of the Collegium and ETH employees will receive an ETH badge which also can be used as an ETH library card or to make scans and copies at our printers. As we use a physical key at the Collegium, it cannot be used as an access badge in our building. You can find more information here: Functions of the ETH card – Staffnet | ETH Zurich.