

## General Information regarding your upcoming Fellowship

### Academic program activities / events @ Collegium Helveticum:

#### Event Calendar:

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.

Furthermore here the [Calendar Link](#) *How to let us know if you are not around on a Thursday* (applies for all Fellows).

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. By default, we use your home university email address for our mailing list.

#### 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. Everyone else has the opportunity to choose any of the free pool working spaces on the C- and D-Level (see yellow dots at the door sign). There is also the B 5.2 office, 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. In the B 5.2 there is a [virtual room](#) with video-conferencing equipment which allows a professional setting for online meetings.

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

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.

## Offers and benefits at the Collegium/ETH

As a guest of the Collegium you have advantages, such as [discounts on meals](#), reduced sports membership ([ASVZ](#)) and access to the [ETH library](#) as well as [information](#) on our internal website.

ETH Badge: As a guest of the Collegium, you 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](#)

## ETH user account

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: [factsheet-wlan-and-wi-fi\\_lf250205.pdf](#)

## Telephone:

At the Collegium Helveticum, most of the desks are provided with a telephone for business communication needs.

Early career fellows have a personalized phone at their designated desk, while Senior Fellows members are 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. With the internal phones at the Collegium, 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. Andrea Truttmann, 044 63 26906 you just need to dial the last 5 digits (with a "0").



## Monthly financial support:

The financial support of the Senior Fellows will be managed/paid by their host (ETH/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.

## 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](mailto: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](#).