



## Covid19: Request for extension of fixed-term employment contract or fellowship for teaching and research staff (CCER)

- (1) Introduction.....main information
- (2) Part-A.....for applicant
- (3) Part-B.....for academic supervisor
- (4) Part-C.....for Decanat or IF Center

### Introduction

You are a doctoral student, post-doctoral researcher, senior-assistant or recipient of a federal excellence scholarship or other advanced researcher fellowship (e.g. Ambizione), and you contact us because your research activities have been blocked by the lockdown measures taken between March and May 2020 in the context of the Covid-19 epidemic. The Rectorate wishes to extend the contracts of the researchers in your case for a period of 2 months on the basis of the salaries and subsidies received between January and May 2020 (see details in the *directive from May 20, 2020*).

The Rectorate has identified four types of **reasons** for assessing the impact Covid-19 had on your research activities:

1. *the material impact* on your research activities, such as an impossibility to collect the data necessary for your research project, to access infrastructures - laboratories, animal houses, platforms, software and specialised tools -, databases, library resources or archives. In addition, your data may have been lost or degraded during this period.
2. *your family or personal conditions* have been little or not at all compatible with teleworking, making it impossible for your research work to progress. This mainly concerns the tasks of education or care of your own children resulting from the closure of schools, or assistance to vulnerable persons within the meaning of Order 2 COVID-19 of 13 March 2020.
3. *your contribution to exceptional tasks*, distinct from your research activities, either linked to the management of the crisis by the University such as the setting up of online courses, the preparation of distance examination sessions, the increase in interactions with students following this reorganization, or linked to general interest work following recruitment by hospitals, mobilisation by the army or civil protection as part of the measures to combat Covid-19.
4. your inability to meet the deadlines for *the submission of your pre-doctoral work* following the Covid-19 related disruptions.

For one or more of these reasons, you were unable to complete or reorganize your research work.

**Whatever your source of funding** (Geneva State salary, funding from the Swiss National Science Foundation (SNF) or other funds, including European funds, fellowships), you must complete this questionnaire:

- as of now and no later than July 31 if your contract ends by October 31, 2020,
- 4 to 6 months before the end of your contract if it ends after November 1, 2020.

You must also **inform your supervisor** of your request by sending him or her this Form, so that he or she can, within 7 days, complete the Part-B of this form to give notice of your request and forward it to the Dean's Office of your Faculty or to the director of your Interfaculty Centre, which will make the decision. In place of your direct supervisor, you may also choose to forward your request to one of the following academic supervisors: Doctoral School Director, Department Head or Section Chair.

- You will receive from the selected supervisor the decision of the Dean's Office or the Management of the Interfaculty Centre concerning your request.
- In case of acceptance, your supervisor will initiate requests for an extension with Human Resources if you are financed by the Public Instruction Department (DIP), otherwise with the fund that finances you (SNSF, third party funds). He or she will keep you informed of these steps.
- The Rectorate encourages the supervisor to apply for an additional budget allocation from the relevant funding agencies, or to make internal reallocations in his or her budget or from the funds at his or her disposal to finance the extensions of his or her collaborators.

As a last resort, the Dean's Office or the Interfaculty Centre Management may forward to the Rectorate requests for extensions from researchers whose requests have been positively evaluated but who are financed by funds that do not propose a compensatory measure and which cannot be financed by the research group, Department, Section, Faculty or Interfaculty Centre. These requests may be financed by a Support Fund set up and managed by the Rectorate following the Covid-19 crisis.

**Duration:** In duly justified exceptional cases, the extension may exceed 2 months. In this case, only the Rectorate is authorised to decide on the additional duration of the extension.

In all cases, you must explain the reasons for the **impact on your research activities**, including family or personal conditions that are little or not compatible with teleworking, and certify the veracity of your declarations without having to produce supporting documents. If you request an extension beyond 2 months, you undertake to produce supporting documents if necessary.

**If the Faculty or the Interfaculty Centre** refuses the request for extension, you can send your complete file, including the notice of your supervisor and the decision of the Dean's Office or the Director of the Interfaculty Centre, to the Rector's Office for decision.



**PART A - FOR RESEARCHERS ONLY**

**PERSONAL INFORMATION**

**Family name :**

**First name :**

**Faculty/Centre**

**Email :**

**Department/Section**

**Position**

**Fundings**

DIP

FNS

Fellowships and other funds

**SNF funding, other funds,  
please explain**

**Total employment rate**

**Academic supervisor's  
name/thesis supervisor**

**Title of your project  
(thesis or project related  
to the contract)**

**Starting date: project/  
thesis**

**Ending date: contract/  
fellowship**

## **IMPACT OF COVID-19 ON YOUR RESEARCH**

**For what reasons was your research impacted?**

No access to research infrastructures (laboratories, libraries)

Family tasks that were not or only slightly compatible with teleworking

Exceptional tasks related to Covid-19 (implementation of online teaching, recruitment by army, hospitals etc...).

Inability to meet deadlines for pre-doctoral work

Others

**Describe the impact of containment on your research work.**

**Extensions are in principle only given for a period of 2 months. If you consider that you have been blocked for a longer period, please give reasons.**

**I certify the accuracy of the information provided**

*Send the completed form (part A) to your direct supervisor or thesis supervisor or other superior. You will receive from the designated superior the validation or not of your application and information on the steps taken to finance this extension.*

**Date**

**Signature**

## PART B - FOR THE HIERARCHICAL SUPERIOR ONLY

**Family name**

**First name**

**Faculty/Centre**

**Email**

**Département/Section**

**Position**

**Do you support the  
request for contract  
extension ?**

yes

no

partially

**Motivate your position**

**Financial Solutions**

I intend to request an extension on DIP funds

I can finance the extension from other funds

I have already contacted/undertake to contact the funder

I request the support of the Department/Section

Other situation

**Information on funding  
opportunities**

*Once parts A and B have been completed, please send this form to the Dean's office of your Faculty or to the direction of your Interfaculty Centre no later than 7 days after receipt of the request. Once the decision has been made by the Dean's office or the direction of the Interfaculty Centre, please inform the applicant.*

*In case of transfer of this request to the rectorate, the response of the funders must be attached. The Rectorate can only follow up on requests transmitted by the Dean's office or the Interfaculty Centre.*

**Date**

**Signature**

## **PART C - RESERVED FOR THE DEAN'S OFFICE/DIRECTION OF THE CENTRE**

**The Dean's office/  
Direction of the Centre  
validates the principle of  
extension**

yes  
no

**If yes, what type of  
financing is chosen?**

**If extension on DIP is  
considered, remember it  
is necessary to postpone  
the following employment  
contract.**

yes  
no  
Not applicable

**If the extension is  
refused, what are the  
reasons?**

**Name of the member of  
the Dean's office/ the  
Direction of the centre in  
charge of this application**

***Thank you for your time on this application***