



INFORMATION LEAFLET FOR SELECTED TECHNICAL STUDENTS AND ADMINISTRATIVE STUDENTS

1. INTRODUCTION

Students are Associated Members of Personnel and the validity of the contract of association is subject to the continuation of the legal link to the home institute (=educational establishment). The declaration "[Students Home Institute Declaration](#)" must be approved by the educational establishment before the contract can be established.

2. CONTRACT

The contract of association is subject to all relevant legislation of CERN, in particular to the provisions of the CERN Staff Rules and Regulations as well as the [CERN Code of conduct](#).

Contracts start on the first calendar day of a month. If the starting date falls on a Saturday or Sunday, the first working day will be the Monday after.

The contract, once established will be sent by e-mail to the student. The student should sign it and return it by scan to hr.contracts@cern.ch.

The contract is subject to a notice period of one month, and resignation will take effect on the last day of a month.

3. BASIC ALLOWANCE

This allowance, 3283 Swiss francs per month, is intended to cover the living expenses of a single person. For students who are married or in an officially registered partnership (and/or with at least one dependent child), holding a contract of at least 6 months and where the spouse and/or dependent child joins for a period of at least 6 months the subsistence allowance may increase. The student concerned should fill in the declaration "[Supplement to subsistence allowance due to family situation](#)" and should provide a copy of their marriage/birth certificate(s). This latter document must be drawn up in or translated (official translation) into French, English, German, Spanish or Italian.

4. EXTERNAL FINANCIAL SUPPORT

Any financial benefits from outside sources during your contract must be reported to the Coordinator and you are required to provide proof of the monthly net amount you receive. If this support is directly related to the placement at CERN, it will be deducted from the CERN subsistence.

5. TRAVEL EXPENSES

Students living more than 70 km from Geneva (in a straight line) and who are not already registered at CERN will receive a travel allowance on a flat rate basis from their place of residence for themselves only (provided they take up residence within a radius of 50 km from Geneva). The reimbursement will be processed on arrival once the permanent residence is communicated. No proof of transport is required.

6. REMOVAL AND CAR FORMALITIES

Please note that removal expenses are not paid by CERN.

However, under certain conditions, the student be able to benefit from a duty free custom procedure for the import of the belongings to Switzerland or France. For more information about this, please contact the Installation Service at least 2 weeks before the foreseen date of the removal to Switzerland or France at Installation.Service@cern.ch. Further information is also available [here](#).

7. SOCIAL SECURITY

Membership of the CERN health insurance scheme (CHIS) is compulsory. CHIS provides for reimbursement of a major portion of reasonable and customary expenses resulting from medical treatment within the conditions specified in

[its Rules](#), incurred by its Members. CERN pays 7.71% of the monthly basic allowance and the member pays 4.86% of the monthly basic allowance. CERN also pays an additional premium which covers professional accidents and illness insurance (0.12% of the monthly basic allowance). Further information can be found on the [CHIS pages](#) or by contacting uniqua.assurances@cern.ch. The Organization shall not take any measures to safeguard students against the financial consequences of old-age and disability, and unemployment. Should no cover for disability be provided by the home institute the students are under the strict obligation to obtain it themselves.

For the Swiss students, please note that you will have to subscribe both to LAMAL and to CHIS.

8. ACCOMMODATION

The CERN Housing Service can help students to find accommodation in Switzerland or France. Please contact them directly at: Housing.Service@cern.ch or <http://cern.ch/Housing> stating your requirements. If you find an accommodation on the website which might interest you, please contact housing service by email with the reference ID. They will provide you the contact of the owner. For those who wish to book provisional accommodation in the CERN Hostel at the beginning of the appointment, please contact the CERN Hostel reception (tel. + 41-22-767 4481, Cern.Hostel@cern.ch).

Please note: students starting their contract in July and August may encounter difficulties in finding accommodation. For reservations in the CERN Hostel, it is advisable to reserve as early as possible as it becomes booked up rapidly during these months.

9. LEAVE

Remunerated annual leave entitlement is calculated on the basis of 2.5 working days per month of service. In addition, there are 10 days of official (public) holidays per year, as well as two weeks during the closure of CERN over Christmas/ New Year.

10. WORKING HOURS

The reference working week shall be five days and shall run from Monday to Friday inclusive. The reference working hours shall be 8.30 a.m. to 5.30 p.m., with a break of one hour for lunch.

11. IMPORTANT NOTE

Selected students are required to upload a copy of their valid passport to their e-RT application.

Students who are in a possession of a Swiss permit with 'student' status may keep it during their studentship at CERN. For any other Swiss permits please send a scanned copy to cards.service@cern.ch for further information.

12. VISAS

If you require a visa for France and / or Switzerland please contact visa.hr@cern.ch to see which documents you will need for your visa application. Note that the procedure takes at least 2 months - important point to be considered when defining your contract start date.

13. ARRIVAL AT CERN

On their first working day of the contract all students are requested to present themselves to the Globe of Science (building no. 80) to fill the entrance formalities. The meeting time will be communicated a few days prior the start date of the contract, please note that the first invitations are at 8:00 am.

Globe parking: A car is allowed once on the Globe parking. The number plate is read and access is allowed only if the number plate is not yet in the database of cars of visitors. The next time, access will be refused unless the record with the number plate has been deleted from the database. So if you already came with your car to CERN, you will be refused access, even if it is your first day . You will have to ask for access. This can be done in advance by sending a mail with the number plate to access.registration@cern.ch .

14. BANK

For those who do not have yet a Swiss bank account, you can make an appointment on your arrival at UBS bank, La Poste CH, La Poste FR, Credit Agricole at CERN or also choose another bank in town.

This leaflet is intended to answer questions which are frequently asked by students. For further information you may look at our [FAQ pages](#) or contact the Coordinator of the programme.