

# UNIVERSITY OF LUCERNE

## **Guidelines for fees in the area of continuing education and at scientific conferences at the University of Lucerne**

from 17.12.2021

The University Council of the University of Lucerne, based on § 11e of the Staff Regulations of the University of Lucerne (SRL 539a), decrees:

### **1. Scope of application**

<sup>1</sup>The scope of application of these Guidelines is limited to fees in the area of continuing education events, continuing education courses (in particular CAS, MAS) and scientific conferences (hereinafter: Continuing Education).

<sup>2</sup>Remuneration for teaching assignments as part of a degree programme (courses that are open to enrolled students, including doctoral students, in principle without an additional participation fee) is regulated in separate guidelines issued by the University Council.

### **2. Principles of fee assessment for lecturers**

<sup>1</sup>The persons responsible for Continuing Education shall determine the fee rates within the framework of these guidelines. These are generally within the following range:

- a) Commercial or professional development events: CHF 1,000 to 3,000 per lecture
- b) Scientific conferences: CHF 0 to 1,500 per lecture
- c) Continuing Education programmes (esp. CAS, MAS): CHF 120 to 400 per lesson

<sup>2</sup>Within this framework, the following criteria are decisive in determining the fee:

- a) Usual practice for similar teaching services or lectures in the subject area in question or with the intended audience
- b) Special preparatory or follow-up work
- c) Additional services provided by lecturers (e.g., conference contribution, correcting examinations, supervising written work)
- d) Repeated delivery of a course with corresponding reduction of the preparation effort

<sup>3</sup>In justified cases, variations from the above rates may be made both upwards and downwards. In particular, an appropriate increase in compensation is permissible in the case of Continuing Education where a high profit can be achieved due to the participant fees.

<sup>4</sup>Lecturers involved in the same Continuing Education programme shall be remunerated at the same rate; exceptions to this principle shall only be allowed if there is a valid reason for doing so. Any discrimination in the determination of fees (e.g., on the basis of gender) is prohibited.

### **3. Professors at the University of Lucerne**

Professors at the University of Lucerne are entitled to receive an appropriate fee for their services in the area of Continuing Education within the framework of the provisions on secondary employment. Fees for teaching services shall be regulated in accordance with item 2. The amount of compensation for organisational services (including programme organisation and management, conference organisation) shall be determined by the Vice Rector for Personnel and Professorships; they shall decide at the request of the persons responsible for the Continuing Education concerned.

### **4. Other employees of the University of Lucerne**

1Employees of the University of Lucerne shall be remunerated for lectures and teaching at the rates specified in item 2. As a rule, they provide the other services for continuing education within the framework of their employment relationship, therefore no separate remuneration is paid. If, in exceptional cases, additional work has to be performed, this must be compensated by overtime pay; exceptions must be agreed in advance with the Vice Rector for Personnel and Professorships.

2Adjunct lecturers who are not employed full-time by the University of Lucerne shall be compensated in the same way as external lecturers.

### **5. Compensation for third-party services**

Individuals who are not employed by the University of Lucerne shall be appropriately compensated for services rendered in the area of Continuing Education (e.g., organisation and management of study programmes, organisation of conferences, supervision of extensive written work). The persons responsible for the Continuing Education shall decide on the fee amount. The criteria specified in item 2 shall be applied accordingly when determining the fee.

### **6. Allowances and expenses**

Expenses for lecturers' travel, meals and accommodation may be reimbursed separately; these are determined in accordance with the guidelines of the Finance and Accounting Department. In justified cases, a lump-sum expense payment may be made.

### **7. Billing and payment**

Billing and payment of fees and expenses shall be done through Human Resources and the Financial Services Department of the University of Lucerne. The people responsible for the class or conference shall ensure that these offices receive all data, forms and information for billing and payment, in particular also with regard to the calculation of social security contributions.

### **8. Entry into force and interim regulations**

These Guidelines shall enter into force with effect from 1 August 2022. Fee arrangements that differ from these Guidelines and that were bindingly agreed before 1 January 2022 shall remain unaffected by the Guidelines.

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