



Rules on Membership of Representative Bodies at UZH

This paper is a summary of a detailed concept outlining the rules governing membership of representative bodies (Fachkonzept Regelwerk Standeszugehörigkeit), which was drafted by a working group of staff from the General Secretariat, Information Technology and Human Resources units as part of the project to map membership of the representative bodies in an SAP database.

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1. Background Information

Upon entry into force of the revised University Act (UniG) on 1 April 2020, the representative bodies at UZH will be newly organized as the following four entities (§ 19 para. 1 UniG):

- Student Representative Body (S)
- Junior Researcher Representative Body (WNW)
- Senior Researcher and Teaching Staff Representative Body (FFL)
- Administrative and Technical Staff Representative Body (ATP)

As defined in the University Statutes (UniO), members of the UZH community may exercise their right of co-determination within one representative body only (§ 19 para. 2 UniG). In order to provide for this, persons with rights of co-determination are automatically assigned (SAPplus-Standesdatenbank) to one of the four representative bodies. The rules for assigning membership are based on the relevant legal bases (in particular §§ 19 and 19a UniG and § 26 UniO) as well as decisions by the Executive Board of the University on matters that are not conclusively regulated in the legal texts.



2. Who Is Entitled to Membership of a Representative Body?

2.1 Groups of persons with membership of a representative body

Persons belonging to the following groups have rights of co-determination:

- Students matriculated at UZH
- Persons employed at UZH under public law
- Persons employed at UZH under private law
- Teaching staff at UZH who are remunerated according to a posting agreement

2.2 Groups of persons without membership of a representative body

Persons belonging to the following groups are not assigned membership of a representative body:

- The professorial staff as defined under § 8a UniG
- Mobility students and continuing education students
- Privatdozents and adjunct professors who are not employed at UZH and who have no mandate to teach in study programs at UZH
- Alumni of UZH

3. Principles Governing Membership of a Representative Body

3.1 Automatic assignment of membership to a representative body

Persons who fulfill membership criteria for more than one representative body are automatically assigned to one body according to the following principles:

- Junior Researcher membership takes precedence over Senior Researcher and Teaching Staff membership and over Administrative and Technical Staff membership
- Senior Researcher and Teaching Staff membership takes precedence over Administrative and Technical Staff membership
- Bachelor's students, Master's students and those studying for the Teaching Diploma for Upper Secondary Education belong to the Student Representative Body, even if they are also employed at UZH
- Bachelor's students, Master's students and those studying for the Teaching Diploma for Upper Secondary Education who are also matriculated as PhD candidates belong to the Junior Researcher Representative Body

3.2 Co-determination independent of membership of a representative body association

The interests of the representative bodies are represented by their respective representative body association (four in total). The right to co-determination is associated with membership of the representative bodies and is independent of any voluntary membership in one of the representative body associations.



3.3 Leave of absence and temporary employment positions

If students or staff are on leave, this has no effect on their membership of a representative body.

Temporary and permanent positions are treated equally in assigning membership of a representative body. For employees in temporary positions, membership of a representative body terminates automatically upon conclusion of their position.

4. Who Belongs to Which Representative Body?

4.1 Student Representative Body

The Student Representative Body comprises all matriculated Bachelor's students and Master's students and those studying for the Teaching Diploma for Upper Secondary Education.

4.2 Junior Researcher Representative Body

The following persons belong to the Junior Researchers Representative Body:

- PhD candidates at UZH (whether employed by the University or not)
- Teaching and research assistants, senior teaching and research assistants, and postdoctoral researchers
- Student assistants
- Junior researchers in the hospitals who are employed by UZH

4.3 Senior Researcher and Teaching Staff Representative Body

The following groups of persons belong to the Senior Researcher and Teaching Staff Representative Body:

- Persons holding a position as an academic associate
- Attending physicians¹
- Persons who teach in a study program at UZH and who are also employed in a teaching position under a private law agreement
- Persons employed at hospitals who are active in teaching and who are remunerated according to a posting agreement

4.4 Administrative and Technical Staff Representative Body

The following groups of employees belong to the Administrative and Technical Staff Representative Body:

- Administrative and technical staff
- Interns
- Trainees
- Cleaning staff

¹ By decision of the Executive Board of the University, attending physicians employed at UZH are to be assigned to the Senior Researcher and Teaching Staff Representative Body (ULB 2017-218).



5. Change of Representative Body Membership

5.1 Requesting a change of representative body membership: Standard requests

Persons who fulfill the membership criteria of more than one representative body and who wish to exercise their right of co-determination in a body other than the one they were assigned to may request a change of membership. A choice is possible in the following situations:

- The person holds two positions or “Verfügungen” that entitle to membership of two different representative bodies
- The person holds a position or “Verfügung” (membership of FFL or ATP) and is concurrently matriculated as a PhD candidate (membership of WNW)
- The person holds a position or “Verfügung” (Membership of ATP) and also has a teaching assignment (membership of FFL)
- The person is matriculated as a PhD candidate (membership of WNW) and is also employed under private law in a teaching position (membership of FFL)

The request to change representative body membership can be submitted using an online form: <https://www.uzh.ch/cmsssl/de/about/management/staende/standeswechsel.html>

5.2 Requesting a change of representative body membership: Exceptional requests

In exceptional cases, a change of representative body membership may be requested even if it is not officially an option. In such cases, the General Secretariat will assess the substance of the request.

The reasons given must show a particular connection with the representative body to which the person wishes to change. This may apply, for instance, to persons who hold a junior academic position but are also habilitated (application to change from the Junior Researcher Representative Body to the Senior Researcher and Teaching Staff Representative Body).

The request to change representative body membership can be submitted via the online form mentioned under 5.1.

Bachelor’s students, Master’s students and those studying for the Teaching Diploma for Upper Secondary Education may not request a change of representative bodies, even if they are also employed at UZH. The University Statutes § 26a para. 1 stipulates that students may only belong to the Student Representative Body.

5.3 Re-assignment of membership after a change in employment status

Membership of a representative body is re-assigned by the system when changes in status occur that affect membership. This is possible in the following situations:

- A staff member is assigned a new position or a new “Verfügung”
- A staff member concludes one position, but still holds at least one other position or “Verfügung”
- A staff member concludes an employment position, but is still matriculated as a PhD candidate
- A PhD candidate withdraws from the university, but still holds an employment position at UZH
- A staff member holding a position additionally commences teaching activities
- A staff member ceases teaching activities, but still holds another employment position at UZH
- A staff member commences studies at UZH

Decisions on exceptional requests that have already been approved remain in force.