

## **Leaflet: Frequently Asked Questions regarding Teaching Assignments**

Based on the experience of past years, some topics which might be of interest to guest lecturers are explained below in the form of “frequently asked questions and answers”. To the extent that no express differentiation is made, references to people and professional positions made in this document encompass both genders.

### **What type of employment is established?**

Pursuant to Liechtenstein employment and social insurance law, the undertaking of a teaching assignment at the University of Liechtenstein on a remuneration fee basis generally constitutes paid employment. In settling the remuneration fee, the University must therefore observe any relevant tax and social insurance regulations and bilateral agreements between the University of Liechtenstein and the Liechtenstein social insurance institution (Liechtenstein AHV-IV-FAK, hereinafter AHV). A teaching assignment is also deemed to constitute paid employment where a guest lecturer’s core occupation is on a self-employed basis.

Excluded from this general rule are situations in which a guest lecturer provides teaching services on behalf of a legal entity (*inter alia* a public limited company, a private limited company, an establishment or a cooperative). In such cases, the business undertaking the assignment may invoice the services provided by the guest lecturer.

Where the employment status remains unclear, it is advisable for the guest lecturer to contact the University of Liechtenstein’s Administrative Department for Human Resources in advance. The University of Liechtenstein will assess the specific situation and make a conclusive determination.

### **How will the teaching assignment be contractually governed and how will payments be made?**

Once the academic director or module coordinator and the guest lecturer have agreed upon the undertaking of a teaching assignment in an upcoming semester or academic year, the Study Services will issue an appropriate teaching assignment. The teaching assignment, which is a written agreement between both parties, shall be signed by the Rector and sent to the guest lecturer by post. Upon the signing and returning the teaching assignment, the guest lecturer formally recognises and accepts the conditions of employment.

The remuneration for teaching assignments generally takes the form of a lump-sum payment upon completion of the teaching assignment. In exceptional cases and upon request by the guest lecturer, payment of remuneration may be made in instalments. In such cases, please contact the Study Services, which is responsible for issuing the teaching assignment and for processing settlement of payment.

The settlement of remuneration will subsequently be carried out by the University of Liechtenstein's payroll department and submitted to Liechtenstein National Administration's Office for Personnel and Organisation for payment.

Should a business invoice the teaching services provided by the guest lecturer, the University of Liechtenstein will determine the remuneration amount due and inform the business of the sum in writing to enable the amount to be invoiced on this basis. Payment of the invoice will be made by University of Liechtenstein's financial accounting department.

#### **What does employment at the University of Liechtenstein entail for guest lecturers?**

The essence of a teaching relationship is in general characterised by the fact that the guest lecturer pursues full or part-time employment with another employer. In addition, various social insurance systems include certain minimum requirements in terms of duration or contributions (e.g. occupational pension insurance). Therefore, various schemes and systems may apply even where a lecturer is only in negligible paid employment.

Since different outcomes are possible in specific cases depending on a guest lecturer's place of residence, the remuneration amount, the contract term and other insurance cover, no blanket statement can be made regarding insurance.

Generally, however, it can be stated that guest lecturers will have to manage the legal aspects concerning insurance themselves due to the part-time nature of the teaching relationship. This applies, *inter alia*, to health care insurance, pension insurance and non-occupational accident insurance. However, the University of Liechtenstein does take out insurance covering occupational accidents for its guest lecturers.

In addition, guest lecturers are insured under the statutory Liechtenstein Social Insurance (AHV) scheme, unless they provide evidence that they are covered by a social insurance scheme in another country. This must be evidenced with the appropriate documentation (for residents in Switzerland, by furnishing the E101 and Art. 109 forms; for residents in the EU, by furnishing the A1 and A21 forms).

Upon submitting the E101 and A1 forms completed and signed by the relevant authorities (*these certify the legal regulations to be applied by the competent social insurance institution in the competent state - usually the home country*), no social insurance contributions shall be deducted from the remuneration in Liechtenstein. The University of Liechtenstein will transfer the employer's contribution to the guest lecturers along with the upcoming remuneration payment. Subsequently, the social insurance institution in the competent country will invoice the guest lecturer for the employer's and employee's contributions pursuant to its own social insurance regulations.

Under certain circumstances, a guest lecturer may be accepted in the occupational pension fund scheme for state employees (SPL - Stiftung Personalvorsorge Liechtenstein (*Liechtenstein Occupational Pensions Foundation*)) where the income limit required is reached in a calendar year.

## **Who do I contact in case of accidents occurring in the exercise of my function at the University of Liechtenstein?**

Should you suffer a work-related accident in the exercise of your teaching activity, please contact the Administrative Department for Human Resources as soon as possible.

## **Where is my Liechtenstein remuneration taxed?**

As a guest lecturer at the University of Liechtenstein, you have a public function and are subject to tax in the Principality of Liechtenstein, especially if you are resident in Germany, Austria or Switzerland where the provisions of the double taxation agreements apply. In practice, tax at the rate of 4% is first deducted at source (based on the calendar year of 2013) from the remuneration paid. In the first quarter of the following year, guest lecturers are requested to submit a tax return to the Vaduz Tax Office and to assess themselves. The Vaduz Tax Office will calculate the effective tax rate on this basis and determine whether a tax credit or tax payment is due.

Based on the 2013 calendar year, the Liechtenstein Tax Authority has determined that, for an income of less than CHF 10,000 per year, tax deducted at source at the rate of 4% is the tax due. If in such cases, documents to file a tax return were or are nevertheless sent to guest lecturers by the Liechtenstein Tax Authority, lecturers may sign the documents with the words "*Einkommensgrenze in der Höhe von CHF 10'000 nicht erreicht*" ("income limit to the amount of CHF 10,000 not reached") and return the documents to the Tax Authority.

In respect of the tax treatment in your home country, it is usually necessary to state the income earned at the University of Liechtenstein and make a corresponding declaration. This has the consequence that income - at least in countries with a double taxation agreement with Liechtenstein - will not be taxed again. It may however be drawn upon to determine the tax rate applicable (progression).

## **Whom can I contact when I have questions?**

> For questions related to programme content and to arrange topics, please contact your module coordinator first. If certain issues cannot be resolved, arrangements may also be made with the executive director or the academic board.

> For questions regarding administrative/organisational matters (e.g. infrastructure, room, dates, teaching assignment, etc.), please contact the Study Services. As the Study Services have various task divisions, if you do not know the person responsible for you, please contact the Central Service Desk (Phone: +423 265 11 11 or by e-mail: [info@uni.li](mailto:info@uni.li)), where you will be transferred to the person responsible.

> For questions regarding payment, social insurance and tax matters, please contact the Administrative Department for Human Resources at the University of Liechtenstein. You can reach staff at the Administrative Department for Human Resources on phone +423 265 11 04 or at [personal@uni.li](mailto:personal@uni.li).

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