

Introduction

This application has been set up to facilitate the management of guest lecturers and experts. It can be used by the guest lecturers and experts themselves and by the heads of the degree programmes for contract approval and budget purposes.

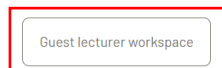
To avoid errors, guest lecturers and experts must enter their personal details and contracts in IS-Academia themselves.

Access

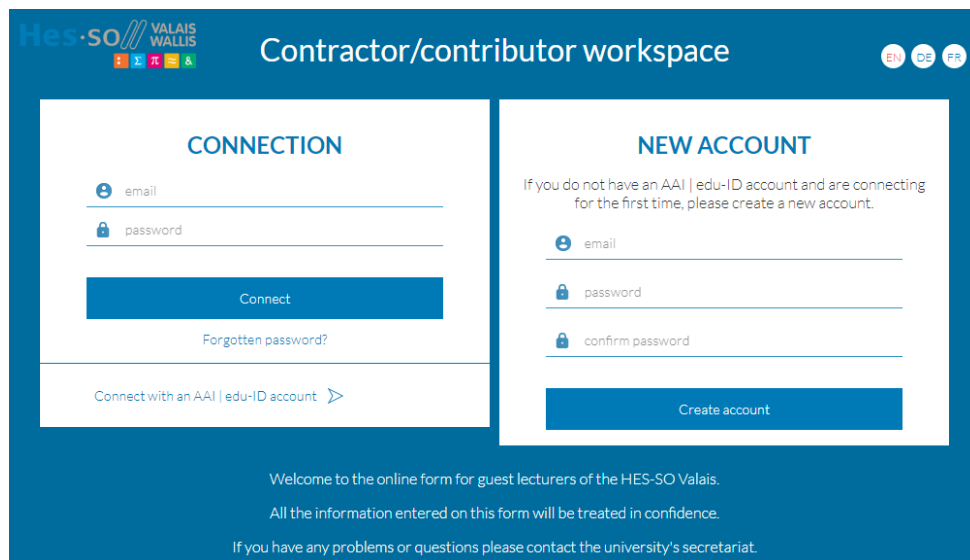
To access the online registration form, please click [here](#) and then click on “Guest lecturer workspace” to continue.

Guest lecturer workspace

Online form for guest lecturers of the HES-SO Valais-Wallis:



The following window appears:



The screenshot shows a web interface titled "Contractor/contributor workspace" with the HES-SO Valais Wallis logo in the top left. The interface is split into two main sections: "CONNECTION" and "NEW ACCOUNT".

CONNECTION: This section has two input fields for "email" and "password", a blue "Connect" button, and a link for "Forgotten password?". At the bottom, there is a link to "Connect with an AAI | edu-ID account" with a right-pointing arrow.

NEW ACCOUNT: This section includes a message: "If you do not have an AAI | edu-ID account and are connecting for the first time, please create a new account." It features three input fields for "email", "password", and "confirm password", followed by a blue "Create account" button.

At the bottom of the interface, there is a welcome message: "Welcome to the online form for guest lecturers of the HES-SO Valais. All the information entered on this form will be treated in confidence. If you have any problems or questions please contact the university's secretariat."

Create your account

If you already have an account, you can log in by entering your email address and password (cf. below).

To create your account, enter your details as follows:

<p>Enter your personal email address and a password of your choice (at least six characters). Confirm your password by entering it again.</p> <p>Click on Create account or press Enter to save your login information.</p> <p>You can now log in by entering your email address and password.</p>	<div style="text-align: center;"><h3>NEW ACCOUNT</h3><p>If you do not have an AAI edu-ID account and are connecting for the first time, please create a new account.</p><p><input type="text" value="email"/></p><p><input type="password" value="password"/></p><p><input type="password" value="confirm password"/></p><p>Create account</p></div>
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Login

- *Log in with your email address*

If you already have an account, you can log in by entering your email address and password. If not, you need to create an account (cf. previous step).

Enter your email address and password in the fields provided and click on [Connect](#).

CONNECTION

[Connect](#)

[Forgotten password?](#)

[Connect with an AAI | edu-ID account](#) >

Log in with an AAI / edu-ID account

If you have an AAI / edu-ID account with access to IS-Academia, select the "Connect with an AAI / edu-ID account" option:

CONNECTION

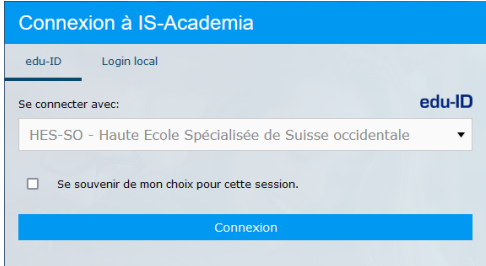
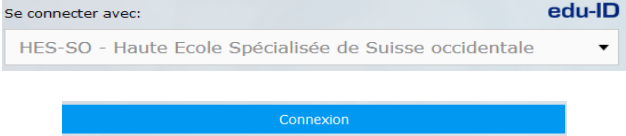
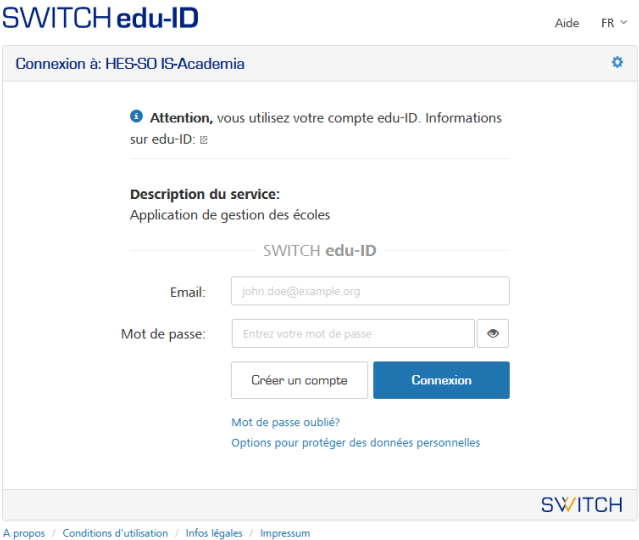
email

password

Connect

[Forgotten password?](#)

[Connect with an AAI | edu-ID account](#) >

<p>You will see the following page:</p>	
<p>Select the correct school:</p> <p>"HES-SO – Haute Ecole Spécialisée de Suisse occidentale"</p> <p>Then click on "Connexion" to connect.</p>	
<p>Enter your AAI / edu-ID email address and password.</p>	

New registration

The following window appears:

Contractor/contributor workspace

You have logged on successfully.
This session will remain active for one hour.

Your forms

Status	Date created	Name of course - Dates of the contract/settlement	PDF	Duplicate	Delete
●	03.11.2023	Test 1 (10.10.2023 - 10.10.2023)			
●	03.11.2023	Test (05.04.2023 - 05.04.2023)			
●	03.11.2023				

● Form being entered : Can be modified ● Form sent : Can be consulted ● Form processed : Can be consulted

Contact details

Phone 058 606 85 11
info@hevs.ch

School of Engineering Phone 058 606 85 23	School of Management Phone 058 606 93 11	School of Health Sciences Phone Sion 058 606 84 00 Phone Visp 058 606 98 10 Phone Leukerbad 058 606 97 00	Valais-Wallis College of Higher Education - Healthcare Phone Visp 058 606 98 12 Phone Monthey 058 606 80 11
School of Social Work Phone 058 606 93 10	Valais College of Higher Education - Society and Education Phone 058 606 82 20		The Valais School of Art Phone 058 606 95 11

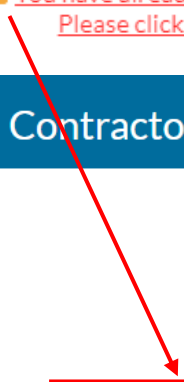
1. To enter a new contract, click on "New registration".
2. To print your saved contract (●), click on the PDF icon.
3. To duplicate a contract, click on "Duplicate". The data from the previous contract will be copied into the new contract, except for the dates and times.
4. To delete a contract (●), click on "Delete". The data on your form will be deleted.

Click on "New registration" to start entering your personal details.

Personal details

Fields marked with * are mandatory.

If you have previously completed a form, you can copy this data by clicking on the link shown at the top of the form:

 **You have already filled in these fields in a previous form. Please click here to retrieve this information.**

Hes-so VALAIS WALLIS

Contractor/contributor workspace EN DE FR

[Return to my forms](#) [Information](#)

Personal Data

Personal Data > Contract/Settlement

You have already filled in these fields in a previous form. Please click here to retrieve this information.

Personal identification

Mr / Mrs / Ms / Miss *

Family name *

First name *

Date of birth (dd.mm.yyyy) *

Type of service

Type of form Form Guest lecturers
 Form Experts

Personal details

Marital status *

AVS no. (national insurance number)

Old-age and Survivors' Insurance (AHV) card (pdf, max. 2 Mo) Aucun fichier choisi

Language of correspondence *

Type of permit (if from abroad)

from 1 *

(if not found)

from 1

(if not found)

Payment information

Payment * Payment to the person Payment to your employer

Type of payment * Post office account Bank

Please complete
- the field IBAN for payments in Switzerland
or
- the fields IBAN or bank account and Swift code for international payments :

- Identification

<p>The first part of the form contains the following mandatory fields: title, surname, name and date of birth.</p> <p>Please indicate whether you are a guest lecturer or an expert.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Personal identification</p> <p>Mr / Mrs / Ms / Miss * <input type="text"/></p> <p>Family name * <input type="text"/></p> <p>First name * <input type="text"/></p> <p>Date of birth (dd.mm.yyyy) * <input type="text"/></p> <hr/> <p>Type of service</p> <p>Type of form <input checked="" type="radio"/> Form Guest lecturers <input type="radio"/> Form Experts</p> </div>
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- Personal details

<p>Please also complete the following fields:</p> <p><u>Guest lecturers and experts:</u></p> <p>Marital status AVS number Language of correspondence Type of permit (for foreign citizens) Place of origin</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Personal details</p> <p>Marital status * <input type="text"/></p> <p>AVS no. (national insurance number) <input type="text"/></p> <p>Old-age and Survivors' Insurance (AHV) card (pdf, max. 2 Mo) <input type="button" value="Choisir un fichier"/> Aucun fichier choisi</p> <p>Language of correspondence * <input type="text"/></p> <p>Type of permit: (if from abroad) <input type="text"/></p> <p>from 1 * <input type="text"/></p> <p>(if not found) <input type="text"/></p> <p>from 1 <input type="text"/></p> <p>(if not found) <input type="text"/></p> </div>
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- Payment information

<p>Choose your payment method:</p> <ul style="list-style-type: none"> - <i>Payment to your employer: tick this option if you are paid by your employer</i> - <i>Payment to the person: tick this option if the salary is to be paid to you directly</i> <p>To facilitate salary payments, bank and postal details are also compulsory fields.</p> <p>Please note: If a QR code invoice with reference is used for payments to the employer, the reference number must be mentioned in the comment field or a copy of the supplier invoice must be sent to sfin@hevs.ch.</p> <p>For payments abroad, the SWIFT code must be indicated.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Payment information</p> <p>Payment * <input type="radio"/> Payment to the person <input type="radio"/> Payment to your employer</p> <p>Type of payment * <input type="radio"/> Post office account <input type="radio"/> Bank</p> <p>Please complete - the field IBAN for payments in Switzerland or - the fields IBAN or bank account and Swift code for international payments:</p> <p>IBAN <input type="text"/></p> <p>IBAN or account number <input type="text"/></p> <p>Swift code <input type="text"/></p> </div> <p><i>Example of a QR Code invoice with reference:</i></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Section paiement</p> <p>Compte Payable à CH21 3078 8000 0500 2529 4</p> <p>Etat de Genève, Contributions publiques Direction de la perception Rue du Stand 26 1211 Genève 3</p> <p>Référence 00 01283 31238 89362 02200 10138</p> <p>Informations additionnelles Impôt source DPI salarié 2022 139701-2022 R33.123.889</p> <p>Payable par HAUTE ECOLE VALAISANNE (HES-SO) 47 Rue du Rawil 1950 Sion</p> </div>
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- Address

In this section, please enter your private address or your company's address. In both cases, all fields are compulsory.

Payment to the person

Address and means of communication

Address (Street and Number) *

City *

(if not found)

Country *

Private phone number *

(e.g. format: +41 27 606 0000)

Payment to the employer

Company and address

Name of organisation *

Address (Street and Number) *

City *

(if not found)

Country *

Work phone number *

(e.g. format: +41 27 606 0000)

OR

- Previous training (only for guest lecturers)

Enter your highest diploma (select from the drop-down menu) and the year in which you obtained it.

If you have not yet done so, please send a copy of this diploma to the admin office of the degree programme or upload an electronic copy in the *Documents* section. If you upload a file, you must also add a description (e.g. university degree, bachelor's degree, etc.).

Qualifications

Important: Please join a copy of the diploma in PDF directly in this form (or send a copy to the administration office of the degree programme).

Highest qualification *

Qualification obtained in (year: YYYY) *

Documents

Document (pdf, not more than 2 Mo)

Aucun fichier choisi

+ Add a document

- Save and continue

Click on "Save and continue" to proceed to the contract section.

Please note: all mandatory fields must be completed.

Fields marked with an asterisk (*) are mandatory
Please check your personal data before creating a new contract/settlement

You can save your information and continue later. To do so, click on your name at the top right of the page and click on "Logout".



You can also save your information and continue. The contract page will be displayed.

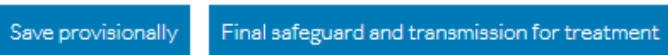
Contracts for guest lecturers

If you would like to receive monthly payments for your services, simply complete a contract each month. Otherwise, you will receive the total salary at the end of your services.

Example: A guest lecturer who will be teaching for six months will need to complete six contracts to be paid every month. Otherwise, they will be paid at the end of the six-month period.

<ol style="list-style-type: none"> 1. Select the school. 2. Select the category as per the information received from the admin office. 3. Select the degree programmes. 4. Enter the project number related to the service (if applicable) as per the information received from the admin office. 5. Select the calendar year. 6. Enter the exact name of the service (e.g. module number and name, etc.). 7. Select teaching language. 8. Enter the start date and end date of your service. N. B.: If your activity only lasts one day, you can enter the same date under "From" and "To" or only enter the date under "From". The system will then automatically insert the same date under "To". 9. Enter the total number of hours worked. <u>Please note:</u> You can enter full hours (e.g. 5, 8, 24) or half hours (e.g. 0.5, 3.5, 12.5). Entries with a .25 or .75 will be rounded down to the nearest 0.5. <p>Fields marked with * are mandatory.</p>	
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Once you have completed the contract, you can click on "Save provisionally" to edit it later. In this case, no payments will be made (●). If you click on "Final safeguard and transmission for treatment", the contract will be forwarded to the person responsible for approval (●) and payment.



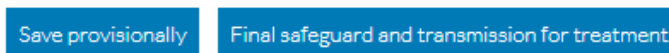
Contracts for experts

If you provide several services on the same day, you must complete a separate contract for each service. Services cannot be combined.

Example: If you supervise two bachelor's theses, you must complete a separate contract for each student.

Expert	TOEIC/GOETHE/TFI expert	Contract/Settlement
<ol style="list-style-type: none"> 1. Select the school. 2. Category 1.3 Expert is selected by default. 3. Select the degree programme. 4. Enter the name of the module. 5. Select the calendar year. 6. Enter the name and surname of the professor in charge. 7. Enter the date of your service. 8. Select the type of service. → If you select "Module repetition (oral exams)", you will also need to enter the duration. 	<ol style="list-style-type: none"> 1. Select the school. 2. Select the type of service "Module repetition (oral exams)". 3. Indicate the duration and tick TOEIC GOETHE TFI 4. Category 2.1 Postgraduate teaching is selected by default. 5. Select "SAS HEG Project". 6. Enter the name of the module. 7. Select the calendar year. 8. Enter the name and surname of the professor in charge. 9. Enter the date of your service. 	<p>Contract/Settlement</p> <p style="text-align: right;">Personal Data > Contract/Settlement</p> <hr/> <p>Contract details</p> <p><small>Please use the help option to complete the form correctly. For teaching purposes, the number of hours equals the number of periods taught. Fields marked with an asterisk (*) are mandatory.</small></p> <p>School * <input type="text"/></p> <p>Category * 1.3 Experts v</p> <p>Degree programmes / Institutes * <input type="text"/></p> <p>Module * <input type="text"/></p> <p>SAGEX number: <input type="text"/></p> <p>Calendar year * <input type="text"/></p> <p>Lecturer * <input type="text"/></p> <p>Language of teaching * <input type="text"/></p> <p><small>French for French-speaking classes / German for German-speaking classes / English for English-speaking classes</small></p> <p>Date (dd/mm/yyyy) * <input type="text"/></p> <p>Type of expertise * <input type="text" value="Module repetition (oral exams)"/></p> <p>Initial rate: 0</p> <p>Optional comment: <input type="text"/></p> <p><small>The usual social contributions are deducted if the salary is higher than CHF 2,300 p.a. Your registration cannot be amended once it has been validated.</small></p> <p>Save provisionally Final safeguard and transmission for treatment</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Assessment of disputed evaluations Evaluation of the Bachelor's thesis Evaluation of the Master's thesis Evaluation of the diploma work Examen de sélection Expertise d'une ISP Jury Module repetition (oral exams) Webmaster - Evaluation TD</p> </div> <p>Type of expertise * Module repetition (oral exams) v</p> <p><small>To be refund for your eventual travel expenses, please also set the expenses report FO 0.4.01.07.</small></p> <p>Duration * <input type="radio"/> Day <input type="radio"/> 1/2 day <input type="radio"/> Time <input type="text"/></p> <p>Type of exam * <input type="checkbox"/> TOEIC/GOETHE/TFI</p>
<p>Fields marked with * are mandatory.</p>		

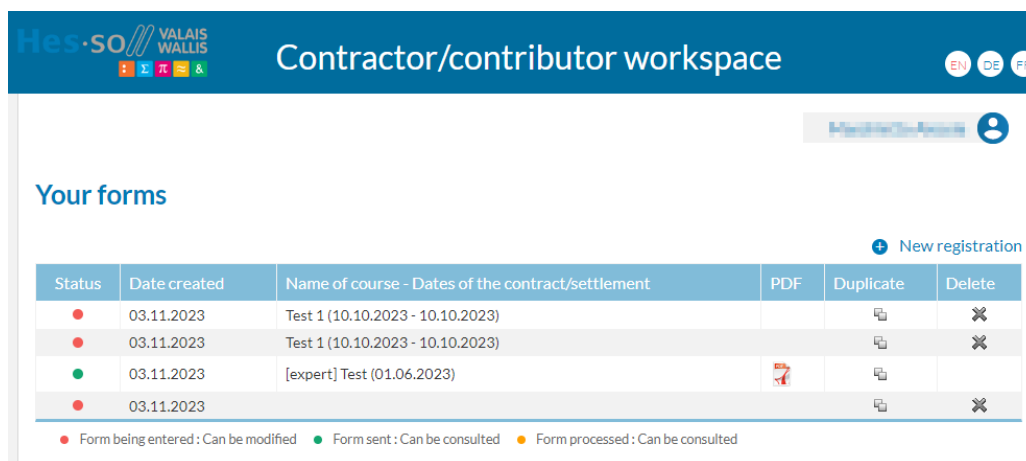
Once you have completed the contract, you can click on "Save provisionally" to edit it later. In this case, no payments will be made (●). If you click on "Final safeguard and transmission for treatment", the contract will be forwarded to the person responsible for approval (●) and payment.



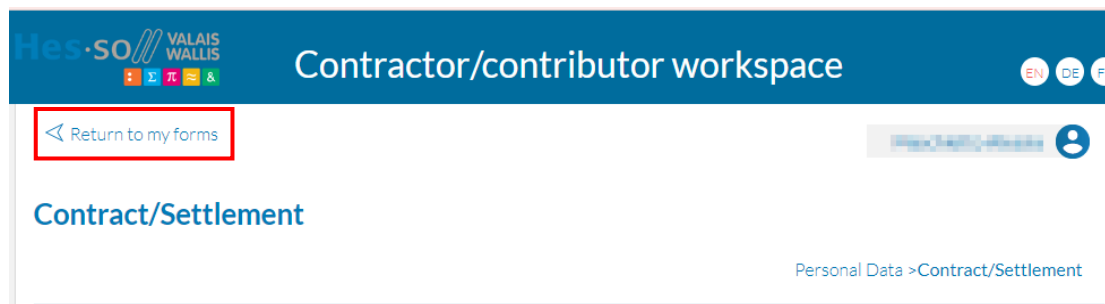
N.B. If you have saved your contract definitively and would like to make changes, please call the admin office of the degree programme. If you have provisionally saved your contract, you can amend the contract yourself.

Please note: Payments are made by the 10th of each month.

You can view your personal details and contracts on the homepage.



Once the form has been completed, you can also click on "Return to my forms" to return to the homepage.




All your contracts and their creation dates are shown here.

You can view or edit a contract by clicking on it. This is only possible if the status icon is red ●. If the status icon is green ●, the contract can no longer be edited.

Once the contract has been approved by the director of the school and forwarded for payment, the icon will turn orange ●.










Hes-so VALAIS WALLIS Contractor/contributor workspace

EN DE FR

My profile 

Your forms

[New registration](#)


Status	Date created	Name of course - Dates of the contract/settlement	PDF	Duplicate	Delete
●	03.11.2023	Test 1 (10.10.2023 - 10.10.2023)			
●	03.11.2023	Test 1 (10.10.2023 - 10.10.2023)			
●	03.11.2023	[expert] Test (01.06.2023)			
●	03.11.2023				



● Form being entered : Can be modified
 ● Form sent : Can be consulted
 ● Form processed : Can be consulted



To securely close the application, to change your password or to view the online help, click on your name at the top right of the screen and then click on "Logout".

Hes-so VALAIS WALLIS Contractor/contributor workspace

EN DE FR

My profile 

-  Online help
-  Logout