

General terms and conditions

This document states the general terms and conditions ("GTC") under which customers may use the online platform **epflcareer.ch** ("the Platform"), which the job board **epfl-gethired.ch** is a part thereof. The Platform is brought to clients by EPFL through its Employability and Development Center.

1. Description of Services

The Platform provides customers with services to advertise career-related information to EPFL students and graduates. At the moment, these services include:

- publication of job advertisements
- publication of announcements of recruitment or career-related events ("announcements")
- extended company profiles

This list is not limited. Additional services may be added and existing services may be withdrawn at EPFL's discretion, without notice.

All services available on the Platform are subject to these GTC. To use any of these services, the customer must register beforehand on the Platform. By registering on the Platform, the customer accepts these GTC.

1.1 Job advertisements

When publishing a job advertisement on the Platform, the customer accepts

- - to only publish job offers for actual vacancies.
 - to only publish job offers that require an academic education at least equivalent to that of an EPFL Bachelor graduate.
 - not to publish more than one job description at a time in the same advertisement
 - not to publish vague or generic job offers
 - not to publish job offers for multi-level marketing, snowball systems, and similar schemes.

1.2 Announcements

When publishing an announcement on the Platform, the customer accepts

- to only publish announcements of recruitment or career-related events
- not to publish more than one event in the same announcement
- not to extend the duration of publication of the announcement beyond the last day of the event.

1.3 Extended company profiles

When publishing a job offer on the Platform, the customer must create a basic company profile which will be visible to visitors as a part of its job offer. Customers have the possibility to purchase an optional extension to their basic company profile (the "extended company profile") that lets them provide richer information to potential candidates.

1.4 Mailshots

Mailshots are a way to distribute information about entry-level job openings to upcoming and recent EPFL graduates through email. The mailing itself is not done through the Platform, but Mailshots can nevertheless be purchased there. The order is subject to acceptance by EPFL. When accepted, Mailshots are sent by the Employability and Development Center to the targeted audience using a standard template. Mailshots cannot be used to promote internships. In principle, they cannot be used either to promote career-related events, however exceptions can be made at the Employability and Development Center's discretion.

When purchasing a Mailshot on the Platform, the customer accepts

- to place a separate order for each different position. Positions with several openings and positions targeting the same audience can nevertheless be the subject of the same mailshot.
- to only order Mailshots for job offers that require an academic education at least equivalent to that of an EPFL Bachelor graduate.
- not to order Mailshots for vague or generic job offers
- not to order Mailshots for multi-level marketing, snowball systems, and similar schemes.

Any reselling of services obtained on the Platform to any third party is forbidden, including, but not limited to, legal entities belonging partially or totally to the customer.

2. Prices

The ruling prices are communicated on the Platform at the time of purchase. Prices can be subject to change at any moment.

3. Payment

Invoices are due 30 days after the invoice date. In case of non-payment, EPFL reserves the right to deactivate all job offers or announcements posted by the customer on the Platform and to block access to its services. If payment occurs at a time when such offers and announcements are still within their window of publication, they will be reactivated until their original end-date, without any extension due to deactivation. In such case, the customer has no right to any monetary or other type of refund, nor to any compensation for loss of gain.

4. Account creation and use

When registering with the Platform, the customer will be asked to create an account and provide EPFL with some personal information of the recruiter in charge. The personal information of the recruiter will only be used by EPFL for the fulfillment of the services provided by the Platform.

The contact details of the recruiter in charge and the customer's company profile will be visible to visitors as a part of its job offer. The personal information of the recruiter and the company profile can be changed in the customer's account at any time.

The customer is responsible to maintain the confidentiality of its account, in particular of its username and password. The customer agrees to immediately notify EPFL in case of any unauthorized use of its account. EPFL declines all responsibility in case the customer fails to do so.

5. Eligibility

5.1 Direct employers

Employers eager to recruit EPFL students or graduates are eligible to create a customer account on the Platform. Every customer registration is subject to validation by EPFL before activation. The customer's eligibility will be checked within five working days from registration. If eligible, the customer will be informed by e-mail of the activation of its account. EPFL reserves the right to refuse activation without justification.

Legal entities belonging partially or totally to the same company need to hold separate accounts on the Platform. For public institutions, each entity in charge of its own recruitment needs to hold a separate account.

5.2 Third-parties

Employers may choose to delegate the creation and management of their account on the Platform to third parties such as media buyers, advertising agencies, recruitment agencies, marketing agencies, etc. In such case, the third party becomes the customer and will be charged for the services they purchase on the Platform. Other arrangements can be made by special request only.

6. Permitted use

By creating an account, the customer commits to provide true and accurate information only. EPFL reserves the right to refuse any order, respectively to delete any content not corresponding to the intention of the Platform, at any time. In particular, any content going against public decency, ethics or morals is not permitted.

The customer must only use the Platform for lawful recruitment purposes and in strict compliance with the Federal Law on Employment and Labor Leasing (*'Loi fédérale sur le service de l'emploi et la location de services - LSE'*) and its related Ordinance on Employment and Labor Leasing (Ordonnance sur le service de l'emploi et la location de services, OSE).

Customers having had access to candidates' CVs via the Platform commit to obtain their personal agreement in case they want to keep those documents outside of the Platform for more than 30 days. In compliance with laws, customers have to delete any candidate's CV permanently after the expiration of this deadline, unless they explicitly obtained the candidate's agreement.

Customers further agree to not misuse any content appearing on the Platform. They may not copy or adapt the source code of the Platform.

7. Disclaimer

In principle, the services of the Platform are available around the clock 365 days a year. However, EPFL does not take responsibility for any temporary malfunctioning or unavailability of the site. Moreover, EPFL cannot be held responsible for any data loss caused by any failure, error, or improper use of the Platform. EPFL does not provide any guarantee regarding the quality and the accuracy of the candidates' profiles.

8. Law Applicable

The legally binding version of these GTC is the [French version](#) published on the Platform at the time of purchasing.

These terms are subject to Swiss law. The place of jurisdiction is Lausanne, Switzerland.

EPFL institutes systematic proceedings against any individual or legal entity abusing the rules contains in these GTC and reserves the right to suspend or cancel its access to the Platform.

V1.5 EN, 21 November 2025