

## Instructions on disclosure of vested interests by professors and managers

### 1 Introduction

Professors, university managers and service managers are obliged to declare their vested interests in accordance with the "Directive on the Disclosure of Vested Interests" of 1 August 2024. The following must be declared as vested interests:

- activities in management and supervisory bodies as well as advisory boards and similar bodies of municipal, cantonal, Swiss and foreign corporations, institutions and foundations under private and public law;
- permanent management and advisory functions for communal, cantonal, Swiss and foreign interest groups;
- participation in commissions and other federal, cantonal and municipal bodies.

An explicit declaration is also necessary if you have no vested interests.

The declaration is made in the Research Information System (FIS) under "Vested interests". The vested interests are published on the personal website of the professors and managers in a "Vested interests" tab. The vested interests must be recorded by 31 October 2024 at the latest.

The introduction of the obligation to disclose vested interests is associated with an adjustment to the recording process. All vested interests must now be recorded in the "Vested interests" section of the FIS. The automatic transfer of "Memberships", "Functions and services in other scientific institutions" and "Functions and services in the public sector" from the "Achievements" module, which was previously carried out, will no longer apply. However, these memberships and functions will continue to be displayed on the personal website under "Other research achievements", provided they are labelled accordingly in the FIS. This separation of achievements from vested interests ensures that only vested interests in accordance with the directive are shown in the vested interests section and not, for example, memberships without management or supervisory functions, as was previously the case. Any deletion of entries already recorded under vested interests that should no longer appear there must also take place by 31 October 2024.



#### Interessenbindungen

[Alle anzeigen](#)

Mitgliedschaften	▼
Funktionen und Dienstleistungen in anderen wissenschaftlichen Institutionen	▼
Funktionen und Dienstleistungen im öffentlichen Bereich	▼
Weitere Interessenbindungen	▼



#### Interessenbindungen

- Verwaltungsrat Max Mustermann AG, Moosseeburg, 2023-
- Präsident eidg. Kommission für Musterfragen, Bern, 2022-

FROHBURGSTRASSE 3  
POSTFACH  
6002 LUZERN

T +41 41 229 50 90  
unikomm@unilu.ch  
www.unilu.ch/unikomm

Display of vested interests on the personal website previously (left) and now (right).

Please ensure that any vested interests that are relevant to your scientific activity are also listed in the Achievements section so that the annual research evaluation and reporting to the canton remains complete.

Note that adjustments in FIS are not immediately visible on the website, but only after a few hours, as synchronisation between FIS and the website takes place in stages.

## 2 Procedure for professors who already declare their vested interests

- Enter and publish in FIS all vested interests that were previously listed in the Achievements under "Memberships", "Functions and services in other scientific institutions" or "Functions and services in the public sector" in the "Vested interests" module.
- In the "Vested interests" module, delete all entries that are not vested interests in accordance with the "Directive on the disclosure of vested interests".
- If you currently have no vested interests proceed as follows: Go to the "Vested interests" module -> "Declare vested interests", select the option "I do not currently have any vested interests" and then click on "Confirm".
- Ask the person responsible for the website at the professorship/seminar to switch the web module for the connection to the FIS to the new display mode.

## 3 Procedure for professors who have not yet declared their vested interests

- Record and publish all vested interests in the FIS in accordance with the "Directive on the disclosure of vested interests".
- If you currently have no vested interests proceed as follows: Go to the "Vested interests" module -> "Declare vested interests", select the option "I do not currently have any vested interests" and then click on "Confirm".
- Ask the person responsible for the website at the professorship/seminar to install a "Vested interests" tab on your personal website with a link to the FIS.

## 4 Procedure for managers

- Record and publish all vested interests in the FIS (<https://fis.unilu.ch>) in accordance with the "Directive on the disclosure of vested interests" (as a member of the university, you have an FIS login with an Edu-ID).
- If you currently have no vested interests proceed as follows: Go to the "Vested interests" module -> "Declare vested interests", select the option "I do not currently have any vested interests" and then click on "Confirm".
- Arrange for University Communications ([web@unilu.ch](mailto:web@unilu.ch)) to create a personal page with a "Vested Interests" section with a link to the FIS.

## 5 Documentation and contact in case of questions

FIS manuals: [www.unilu.ch/fis](http://www.unilu.ch/fis)

Contact for questions:

- reporting in FIS: [fis@unilu.ch](mailto:fis@unilu.ch)
- displaying the information on the website: [web@unilu.ch](mailto:web@unilu.ch)
- which activities and functions are to be reported as vested interests: [rektorat@unilu.ch](mailto:rektorat@unilu.ch)