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**Information** D-HEST Department Secretariat

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## **Detailed Regulations of D-HEST for the expenses of external lecturers**

The Department of Health Sciences and Technology decrees in addition to Art. 7 Abs. 2 lit. i of the D-HEST Rules of Procedure, the following detailed regulations regarding the reimbursement of expenses to external lecturers for courses of the study programmes of D-HEST:

1. Expenses for travel, meals and accommodation in connection with ETH Zurich lectures are borne principally by the external lecturer.
2. On application by the mentor, in substantiated exceptional cases, the Department can reimburse part of the expenses up to a specified maximum limit.
3. As a general rule, the following criteria must be fulfilled for consideration by the Director of Studies:
  - a) Course is part of the study programme of the Department (not counting continuing education);
  - b) Main responsibility for the course;
  - c) At least a 50% participation in the course;
  - d) Application from the mentor justifying the need and importance of the lecturer for the course.
4. The application must be submitted at least one month before the start of the semester to the attention of the responsible Director of Studies.
5. The Department reimburses a maximum of half the incurred expenses for travel, meals and accommodation, but only to the limit of CHF 500 per semester.
6. The Rules of Procedure of the ETH Zurich governing occupational expenses<sup>1</sup> apply.
7. The decision of the Director of Studies is final.

Accepted by the Department Conference D-HEST on 5 March 2014.

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<sup>1</sup> RSETHZ 245.3