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Administrative Process for the Principal Teaching Assistants at the D-INFK

- Report the personal details of all prospective teaching assistants by providing their full name, date of birth, citizenship and e-mail address as early as possible (number allowed according to the given pool-allowance). Remark: Students from non-EU/EFTA countries require a work permit, which takes approx. 6 weeks to receive it.

- According to the regulations, a maximum of 15 hours may be worked weekly.

- Please inform us already during the semester if the teaching assistant's employment duration needs to be extended, e.g. support during exams etc. Work contracts are usually designed for the duration of a semester.

- Indicate how the settlement of hours will be done; either by a time sheet or by a previously agreed amount of hours per week (in both cases the hourly rate is CHF 30.70).

- Provide the teaching assistants with the time sheet (or advise them regarding the fixed amount of hours) as well as the "administrative process regarding teaching assistants".

If you have any queries, please contact us via teaching.assistants@inf.ethz.ch.

January 2018

D INFK