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## **Administrative Process for Teaching Assistants at D-INFK**

- **The didactic teaching course is mandatory if you work for the first time as a teaching assistant at D-INFK.** The course fee is compensated by the increased hourly rate.
- According to the regulations, a maximum of 15 hours may be worked weekly.
- Settlement will be done via time sheet (has to be provided electronically by the principal teaching assistant).
- Once a month, hours worked must be reported on a  $\frac{1}{4}$  hours basis and decimal place (0.25 / 0.50 / 0.75).
- Submission of the time sheet via e-mail (PDF) to: [teaching.assistants@inf.ethz.ch](mailto:teaching.assistants@inf.ethz.ch). Time sheet must be signed by the teaching- and principal teaching assistant (or representative). Submission of the time sheet must take place by the 10<sup>th</sup> in the subsequent month when the hours were worked.
- Settlement may occasionally be done by special agreement, however, this would be communicated by the principal teaching assistant.
- Salary transfer takes place in the subsequent month of the hours worked.

If you have any queries, please contact us via [teaching.assistants@inf.ethz.ch](mailto:teaching.assistants@inf.ethz.ch).

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