

Regulations for financial contributions to D-USYS excursions and field trips

These regulations govern the financial contributions to excursions and field trips that are offered as part of the Agricultural and Environmental Sciences degree programmes.

A) Contributions within Switzerland and in regions bordering the country

1. Refund of transport costs for return journeys using public transport: In the case of collective orders, refund of the actual travel costs on the basis of the Half-Fare travelcard. There is no right to refund for individual tickets bought independently and costing less than CHF 10.00 on the basis of the Half-Fare travelcard.
2. Refund of accommodation costs for multi-day excursions of up to CHF 25.00 per night and student.
3. Coach costs for return journeys, provided that they are cheaper than public transport. Evidence must be provided as confirmation of this.
4. Costs for ETH vehicles, provided that they are cheaper than public transport or coach. Evidence must be provided as confirmation of this.
5. Travel and accommodation costs for accompanying persons shall **not** be refunded and must be paid by the professor / research group themselves.

B) Contributions outside of Switzerland but within Europe

1. The department shall assume the costs of the students' course (accommodation, local transport, etc.) up to a maximum amount of CHF 300.00 per student.
2. The costs of travelling to the place where the course starts and returning from the place where the course finishes are to be paid by the student*.
3. Further costs that the students themselves must pay may not exceed CHF 50.00 per day and per person.
4. The remaining costs are paid by the provider of the course.

C) Contributions outside of Switzerland and outside of Europe

1. The department shall assume the costs of the students' course (accommodation, local transport, etc.) up to a maximum amount of CHF 300.00 per student.
2. The costs of travelling to the place where the course starts and returning from the place where the course finishes are to be paid by the student*.
3. The participating students may submit an individual application to receive a lump-sum contribution of CHF 300.00 towards the travel costs. Such a contribution shall only be made once in the course of the degree programme.
4. Further costs that the students themselves must pay may not exceed CHF 50.00 per day and per person.
5. The remaining costs are paid by the provider of the course.
6. Should more registrations be received for a course than there are places available, a student's first-time participation in a course outside of Europe shall be an important criterion to be taken into account.

* *Students who are unable to make their own contribution may apply to the department for individual support.*

Appendix I:

Further provisions for excursions and field trips outside of Switzerland

1) Requirements of the courses

1. The course units must be listed in the ETH course catalogue.
2. The courses shall generally correspond to 2–3 credit points.
3. The number of participants is limited and is generally between 10 and 20 people.
4. The course units may not have an obligatory or quasi-obligatory status.
5. The course units must fulfil the usual criteria for new courses.
6. It must be demonstrated that the teaching objective can only be achieved by taking part in a course at the proposed location

2) Framework conditions

1. The department shall provide CHF 30,000 per year.
2. Support will only be provided to ETH students who are enrolled in the 5th or 6th semester of a bachelor's degree or in a master's programme.
3. All courses have to have been approved by one of the two teaching commissions.
4. The department determines the CO₂ budget of all courses that involve air travel.
5. The department's support must be applied for with the resource commission. To this end, the lecturers responsible must present a detailed budget that includes all of the course's costs and that shows the respective shares for the department, the students and the provider (professor in charge). It must be demonstrated that the provider's contribution is assured.
6. The two directors of studies are responsible for ensuring that the funds are distributed fairly between the degree programmes. If funds are short, their distribution shall be oriented towards the ratio of the number of students in the two degree programmes.
7. These framework conditions will be reviewed after five years.

3) Procedure

1. Courses involving excursions / field trips outside of Switzerland in the coming academic year have to be set out in the teaching commission meeting held in February/March. The courses have to be prioritised by the respective teaching commissions.
2. The directors of studies decide on the definitive content of the two degree programmes by the end of March, while taking the financial framework into account.
3. The party responsible for organising the event must apply to the resource manager for the department's support. The two study administrations will keep a list of the students who have received support from the department.

Appendix II:

Excursions and field trips that are organised centrally by Departmental Services

1) Contributions within Switzerland for BSc students on excursions in the 2nd, 4th and 6th semesters

1. Payment of travel costs for return journeys with public transport up to the maximum tariff for Zurich–place of excursion–Zurich.
2. Accommodation costs for two-day excursions of up to CHF 25.00 per night and student.
3. Further costs that the students themselves must pay may not exceed a total of CHF 50.00 for two-day excursions.
4. Coach costs for return journeys shall be paid if use of the coach is more suitable than use of public transport for logistical reasons.
5. Costs for ETH vehicles will be paid if their use is more suitable than the use of public transport or of a coach for logistical reasons.
6. Travel and accommodation costs for accompanying persons will be paid provided that the accompanying person is a member of ETH.

2) Interdisciplinary project work

1. Payment of travel costs for return journeys with public transport up to the maximum tariff for Zurich–location–Zurich.
2. Costs for ETH vehicles will be paid.
3. Coach costs for return journeys shall be paid if use of the coach is more suitable than use of public transport for logistical reasons.
4. Travel and accommodation costs for accompanying persons shall not be refunded and must be paid by the professor / research group themselves.
7. The accommodation costs for the participating students shall be paid in full.

3) Reimbursement for non-ETH members

Principles

1. Non-ETH members who take part in excursions and who are employed at state-run companies, state research institutions, administrations or large companies shall not be reimbursed. Presentational gifts may be handed out.
2. As a rule, non-ETH members who take part in excursions and who are employed elsewhere or who are freelancers are reimbursed against invoice or otherwise using the “Services provided on behalf of ETH” form. An hourly rate of CHF 130.00 is granted (guideline).
3. Inspections/tours of operational facilities are reimbursed in accordance with the company’s tariff provisions/conditions.

These regulations were adopted by the D-USYS departmental conference held on 3 March 2017 and come into effect in the spring semester 2017