

Participation in external training and continuing education from ETH funds

(with or without participation of VPPL)

Information sheet, January 2024

Introduction

In a world that is changing rapidly and bringing with it new challenges, continuous knowledge acquisition and personal development are needed to be ready for current and future requirements. ETH Zurich supports its employees in lifelong learning. The [L3H learning platform](#) enables ETH employees to access a wide range of learning content in a self-directed and flexible manner. In addition to these learning opportunities, external further training can also be useful and supported by ETH.

Principles

ETH supports compact, job-specific external training and continuing education. In the interest of equal treatment, the following personnel policy principles apply, regardless of participation by VPPL:

- Type 2 continuing education courses (compact, job-specific training courses such as CAS, see column on the right) require the following specifications: The employee's own financial contribution must be 20%. The line contributes to the training both financially and in terms of time. In addition, an external training agreement with a repayment obligation must be issued and filed in the personnel file.
- Further education according to type 3 (Bachelor, Master, MBA): The use of ETH funds (e.g. Grundauftrag Professor) is not possible (does not comply with the financial regulations).

External training types and participation model

ETH distinguishes between the following three types of external continuing education:

Type 1: Subject-specific short external training courses such as day courses, conferences, IT at the workplace

- Costs: up to max. CHF 5,000
- Financial participation: Full funding by ETH is possible and is at the discretion of the supervisor. Any funding is provided directly by the line (department, administrative department, professorship).
- Duration: Usually single days to EMPx. 5 days.
- Time commitment: By arrangement with the supervisor.
- Written agreement: not necessary, as there is no repayment obligation.

Type 2: Compact and job-specific external further training, e.g. CAS, federal certificate (eidg. Fachausweis), HF diploma

- Costs: from CHF 5,000 to max. CHF 15,000
- Financial participation: In accordance with ETH's standard participation model: 20% employee (own contribution), 30% covered by the line (department, administrative department, professorship), 50% by VPPL
- Duration: usually at least 14 days for at least 6 months to max. 2 years
- Time participation in actual course days (without learning hours or travel time): 2/3 of the time by employees (in form of free time, vacation, compensation for overtime), 1/3 of the time by ETH (in form of paid leave)
- Written agreement: required, as a repayment obligation arises.

Example:

Type 2 training course costing CHF 10,000 and lasting a total of 15 days:

- Financial participation: VPPL pays CHF 5,000 on request, line pays CHF 3,000, employee CHF 2,000.
- Time participation: 5 days paid leave are granted by the line, 10 are taken by the employee him/herself, e.g. by taking vacation, during free time or by reducing overtime.

If more expensive further education courses (e.g. several CAS or Master of Advanced Studies) are being considered, alternatives must be examined and/or the personal contribution must be increased accordingly.

Type 3: Broad and comprehensive external further training, such as Bachelor, Master, MBA

- Costs: from CHF 15,000
- Financial participation: No participation by ETH.
- Duration: several days, usually over 1–2 years
- Time commitment: No participation by ETH. If necessary, the possibility of part-time work or unpaid leave can be discussed with the supervisor.

Requirements for participation

The following requirements must be met for financial and time-related participation by ETH in type 2 continuing education courses:

- At the time of the signing of the agreement by ETH, employees are in a permanent employment relationship with ETH Zurich and have successfully completed the probationary period.
- There is a clear subject-specific reference to the current function, or the further training serves the future fulfillment of goals, tasks or projects in the current function.
- Employees contribute financially and in terms of time to further training in accordance with the participation model.
- The financial and time contributions cannot be offset against each other. The line will commit a period of time even if the training is undertaken outside of working hours to enable the employee to maintain a healthy work/life balance. In particular, this rule also applies to employees with part-time roles (>50%).
- If there is an employment contract with another employer, the situation must be assessed individually and the contribution by ETH can be reduced.
- ETH contributes exclusively to course costs. These include: Course fees, school materials, registration and examination fees. All other expenses, e.g. for travel, meals or accommodation, are the responsibility of the employee. A financial contribution to specific additional expenses, e.g. for seminar weeks, can be set out in the written agreement.
- In order for an employee to benefit from further training funding again, at least two years must have passed since the last financial contribution to a type 2 training. This in the sense of a consolidation and implementation period.



Central financial support through VPPL

The following conditions must be met for VPPL to provide financial support to the line (department, administrative department, professorship):

- For type 2 external training and continuing education courses, VPPL will cover a maximum of 50% of the costs upon [request](#). VPPL will participate if the line supports the continuing education financially and in terms of time in accordance with the participation model. The application for funding must be sent to leadership-development@ethz.ch.
- VPPL only contributes to course costs. These include course fees, school materials, registration, and examination fees.
- The costs for time contribution are covered by the department, the administrative department, or the professorship.

Participation in the context of employment/recruitment

- Participation in completed or ongoing external training courses agreed upon as part of recruitment must be defined in a new ETH agreement and are based on this information sheet.
- Costs assumed in the case of employment/recruitment incurred due to a repayment obligation to the old employer are to be covered by the respective line budget. There is no participation by VPPL.

Principles for external training and continuing education after completing an apprenticeship

External further training in higher vocational education and training (diploma HF, federal certificate) corresponds to type 2 and is supported to take a career after completing an apprenticeship attractive. These can exceed CHF 15,000. At least 2 years of work experience since completing the apprenticeship is required.

Invoicing

Employees pay the total amount of the invoice themselves. The costs assumed by ETH will be reimbursed in a payroll cycle when the employee sends a copy of the paid invoice to leadership-development@ethz.ch.

This will ensure that payments are recorded in the employee's yearly salary statement. To reduce administrative work, invoices must be submitted collectively. The account assignment element and the budget officer's signature must be added to the invoice or e-mail in advance for the department or administrative department cost center to be charged.

Federal funding

Preparatory courses for federal examinations (federal certificate, federal diploma) receive 50% federal funding. The share of costs covered by VPPL/line is reduced accordingly to 30%. The employees' share remains at 20% of the total amount. [Learn more here](#) (German website).

Reimbursement

For external type 2 training courses, a written agreement with a repayment obligation must be drawn up in advance by the Development and Leadership team. The following apply:

- Employees who leave ETH within two years after completing the external training or continuing education must repay the costs on a pro rata basis. The repayment obligation is reduced by 1/24 for each full month of employment at ETH.
- The amount to be reimbursed is calculated based on the actual costs covered.
- The time investment is not subject to reimbursement.
- If employees discontinue their training, they must inform their supervisors, the Development and Leadership team and their HR Partner. The contributions paid by ETH up to that point must be repaid in full. It is also considered a termination if no second attempt is made after failing the intended examination. If a second attempt is made, ETH will provide support in accordance with the written agreement, even if it is unsuccessful.
- In the event of an employee leaving, employees, supervisors or HR Partners must inform the Development and Leadership team which calculates the payback amount, discusses the further procedure with the HR partner and issues the invoice to the employee.

Process

Roles participating in the process are:

SP = Supervisor

EMP = Employee

D&L = Development and Leadership team

HRP = HR Partner

EMP, SP	– Appraisal interview / Individual development plan (IDP)
EMP	– Employee finds out which further training courses are available on the market and makes a proposal to the supervisor
SP	– In consultation with HRP, submits application to D&L for cost coverage
D&L	– Application review, decision on co-financing by VPPL – Draws up agreement and sends it to SP, cc HRP
EMP, SP	– Sign agreement and return it to D&L, HRP
HRP	– Sends it to HR administration for filing in e-dossier
D&L	– Employee pays invoices and sends them to D&L, reimbursement via payroll cycle (shown on yearly salary statement)
EMP	– Completes training, EMP sends diploma/certificate to D&L and HRP
HRP	– Ensures that this is filed in e-dossier by HR administration

Contact points

Development and Leadership

Contact: leadership-development@ethz.ch

Responsible for agreement/financial settlement

HR Consulting

Contact: [Your HR Partner](#)

Responsible for advising supervisors and advising on internal changes

Further Information

- Self-evaluation: 2-day online course “Wie weiter?”
course dates: www.ethz.ch/vppl-courses
- Form [Application for funding](#)
- [Individual development plan](#)
- [Viamia](#), free career assessment for over 40s at the career information center (German)
- Online [Employability-Check](#) by the Laufbahnzentrum Stadt Zürich (German)
- [ETH L3H Learning Platform](#)
- Overview of external training courses:
www.ausbildung-weiterbildung.ch (German)

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www.ethz.ch/vppl