



Regulations on Continuing Education for Employees of the University of Zurich (Continuing Education Regulations, CER)

(dated 29 September 2024)

On the basis of § 31 para. 4 of the University Act dated 15 March 1998¹, the Executive Board of the University has resolved the following:

Section 1: General Information

§ 1 Object

These Regulations govern the conditions and options for continuing education courses for employees of the University of Zurich.

§ 2 Purpose

The University of Zurich supports the professional and personal continuing education and development of its staff. The goal is to enable them to build on their current knowledge and skills and adapt to new requirements, in the interests of promoting lifelong learning.

§ 3 Scope of Application

These Regulations apply to all employees of the University of Zurich except professors and external teaching staff.

§ 4 Supported Forms of Continuing Education

The University of Zurich supports the following forms of continuing education in particular:

- a. Continuing education programs at higher education institutions, courses in preparation for vocational and advanced professional examinations, IT and language qualifications
- b. Specialist conferences, seminars and conventions
- c. Continuing education courses prescribed by law or necessary for professional reasons
- d. Additional continuing education courses by agreement between the employee and their line manager

§ 5 In-House and External Continuing Education Courses

¹ In-house continuing education courses are continuing education courses run by the University of Zurich for its employees and courses offered by the cantonal administration.

² All other continuing education courses are deemed to be external.

¹ LS 415.11.



§ 6 Responsibilities

¹ Alongside their line managers, employees of the University of Zurich are responsible for acquiring and maintaining the specialist and personal skills required for their duties. They must have the necessary skills and desire to complete the continuing education course and achieve the learning goals, and they must be generally willing to study outside of their working hours.

² Employees can propose continuing education courses, and they can also be obligated to take them.

³ Line managers support their team members with the acquisition and further development of their specialist and personal skills.

⁴ The line managers and the heads of the organizational units take care to ensure that continuing education courses are distributed appropriately within their responsibility center.

⁵ The organizational units ensure that funds are budgeted for planned continuing education courses as part of the annual budgeting process.

⁶ Employees, line managers and organizational units must handle the investments in continuing education courses from University of Zurich funds carefully and economically.

Section 2: Financial Support

A. General Information

§ 7 Financing

¹ The organizational unit that the employee belongs to enables and finances the continuing education course in line with the degrees of interest defined in § 9 (Extent of Cost Contributions).

² The employees must check in advance whether they are entitled to third-party subsidies for continuing education courses and claim these from the third parties in question. This is particularly relevant for courses taken in preparation for federal vocational examinations and advanced federal professional examinations.²

³ Costs for in-house and external continuing education courses taken by third-party-funded and Swiss National Science Foundation (SNSF) employees are primarily charged to the relevant third-party and SNSF cost centers.

B. Cost Contributions

§ 8 Prerequisite for Cost Contributions

¹ The University of Zurich contributes towards continuing education costs and/or working hours if the continuing education course is required or useful for the employee's current or future duties.

² There is no legal entitlement to cost contributions towards continuing education courses from the University of Zurich.

² See www.sbf.admin.ch and www.berufsbildungplus.ch.



§ 9 Extent of Cost Contributions

¹ The extent of the contributions towards continuing education costs in accordance with § 10 and/or claimable working hours in accordance with § 11 depends on the degree of interest for the employee's work:

- a. Continuing education courses with a degree of interest of 1 are necessary for the employee's work. Without the knowledge to be acquired, employees will not be able to carry out new duties or meet the altered requirements of their job, or they will not be able to do so to the required standard.
- b. Continuing education courses with a degree of interest of 2 are highly desirable for the employee's work. They will acquire skills via the planned continuing education course that will enable them to substantially improve the quality of their work and/or increase their efficiency in their current or future position.
- c. Continuing education courses with a degree of interest of 3 are desirable for the employee's work. The future position and the area of work have not yet been defined. Via the planned continuing education course, employees will enhance their specialist knowledge and/or acquire skills that will prepare them for a possible new and/or extended range of duties while simultaneously serving to further their professional or personal development.
- d. Continuing education courses with a degree of interest of 4 are not necessary for the employee's work, but have a recognizable benefit for the University of Zurich. The new knowledge and skills to be acquired will help to improve the overall situation in the workplace (for example with regard to interdisciplinary knowledge, enhanced employability and workplace satisfaction) and will therefore benefit the University of Zurich as well.
- e. Continuing education courses with a degree of interest of 5 are not related to the employee's duties and do not have an obvious benefit for the University of Zurich. The continuing education course has no connection to the employee's responsibilities and is entirely in the employee's private interest. The University of Zurich does not provide any support in such cases.

² After determining the degree of interest, the University of Zurich assumes the following continuing education costs in accordance with § 10 and/or recognizes the following time as working hours in accordance with § 11:

- a. 100 percent for continuing education courses with a degree of interest of 1
- b. 75 percent for continuing education courses with a degree of interest of 2
- c. 50 percent for continuing education courses with a degree of interest of 3
- d. 25 percent for continuing education courses with a degree of interest of 4
- e. 0 percent for continuing education courses with a degree of interest of 5

§ 10 Continuing Education Costs

The continuing education costs comprise:

- a. Course fees including teaching materials, admission fees, compulsory study trips, etc.
- b. Examination fees for the first examination attempt

§ 11 Claimable Working Hours

¹ The working hours claimable from the University of Zurich for attending the continuing education course are calculated on a *pro rata* basis according to the employee's level of employment. The estimated time needed is recorded in the continuing education agreement.

² Subject to prior agreement with the line manager, working hours for further, urgent work before and after the continuing education course can also be claimed.



³ The effective number of hours spent must be entered in the time recording system separately as “continuing education” and in a clearly understandable way. Employees who do not have to document their working hours must report the time spent on the continuing education course in their continuing education agreement.

§ 12 Combination of Assumption of Continuing Education Costs and/or Claimable Working Hours

The assumption in accordance with the degrees of interest defined in § 9 (Extent of Cost Contributions) of continuing education costs as per § 10 and/or working hours as per § 11 is possible.

§ 13 Expenses

Necessary expenditure caused by the continuing education course is governed by the latest version of the University of Zurich's Regulation on Business Expenditure.

Section 3: Procedure

§ 14 Discussion and Definition of the Continuing Education Course

Line managers and employees discuss the employee's development needs and suitable continuing education courses during the appraisal and advancement meetings. Continuing education courses may also be decided on spontaneously or ordered by line managers.

§ 15 Line Manager Approval

Employees can only take continuing education courses during working hours with prior approval from their line manager.

§ 16 Continuing Education Agreement

¹ Fee-based continuing education courses with continuing education costs as per § 10 of CHF 5,000 or more and taking up more than three working days must be agreed in a separate agreement that has at least the following content:

- a. Name and details of the continuing education course
- b. Name of the continuing education institution
- c. Learning objectives
- d. Continuing education costs pursuant to § 10
- e. Estimated time needed pursuant to § 11 para. 1
- f. Extent of contribution towards continuing education costs and/or claimable working hours pursuant to § 9
- g. Repayment obligation pursuant to §§ 23 to 27.

² For continuing education courses with costs pursuant to § 10 of up to CHF 5,000 and lasting fewer than three working days, a documented agreement between the employee and the line manager setting out the extent of the contribution towards the continuing education costs as per § 10 and/or the claimable working hours as per § 11 is sufficient.



§ 17 Order

¹ External continuing education courses with continuing education costs of over CHF 5,000 or lasting more than five working days per year are subject to an order (“Verfügung”).

² All other continuing education courses are not subject to an order.

³ The agreement referred to in § 16 para. 1 forms part of the order.

§ 18 Registration

Once the continuing education course has been approved by the line manager, the employee registers for the continuing education course directly themselves in accordance with the continuing education institution’s registration requirements.

§ 19 Payment of Course Costs

¹ If the University of Zurich is to assume the full amount of the continuing education costs as per § 10, the invoice will be paid directly by the University of Zurich.

² If the University of Zurich is to assume a proportion of the continuing education costs, the employee must request two invoices from the continuing education institution: one with the costs to be assumed by the University of Zurich and one with the amount to be paid by the employee themselves.

§ 20 Issue of Certificates for In-House Continuing Education Courses

For in-house continuing education courses from the University of Zurich with certificates, the certificate will only be issued if the employee attends and actively participates in the entire course (fulfillment of all tasks set, including preparation and follow-up).

§ 21 Documentation

¹ After completing a continuing education course, the employee must submit copies of the certificates they have received to the Human Resources Department.

² The completed continuing education course will be noted in the employee’s personnel file. The following documents will be stored:

- a. Copy of the course confirmation, certificate or diploma
- b. Continuing education agreement in accordance with § 16 para. 1
- c. Order in accordance with § 17

§ 22 Learning Transfer

The line manager supports their employees during and after the continuing education course with applying what they have learned and promotes the consolidation and transfer of the new knowledge within the team.

Section 4: Repayment Obligation

§ 23 Absences During In-House Continuing Education Courses

¹ Neither cost reductions nor reimbursements are provided for excused and unexcused absences during in-house continuing education courses. Employees should only register for courses if they



are certain that they will be able to attend in full. There is no entitlement to catch up on missed course or program days.

² Employees must inform their line manager and the organizers of the continuing education course in advance of all absences of more than three hours.

§ 24 Discontinuation of Continuing Education Courses During the Course

¹ If the continuing education course is discontinued prematurely for reasons for which the employee is responsible, all of the continuing education costs incurred until this point and financed by the University of Zurich must be repaid in accordance with § 10. Continuing education courses that the employee was ordered to take are excluded from this rule.

² Discontinuation is also deemed to have occurred if the employee fails to attend an examination for reasons for which they are responsible despite the admission requirements having been met.

³ Failed examinations must be repeated on the next possible date, and at the latest within one year; otherwise, this will also be regarded as discontinuation of the course. Additional continuing education costs as per § 10 will be borne by the employee and no further working hours may be claimed. If the examination is not repeated for reasons for which the employee is responsible, or if the employee also fails the repeat examination, 50 percent of the continuing education costs as per § 10 financed by the University of Zurich must be repaid.

⁴ If the discontinuation is not the fault of the employee or if it occurs for health-related or other serious reasons or at the wish of the employer, paragraphs 1 to 3 do not apply.

§ 25 Change of Job Within the University of Zurich

If the employees change their job within the University of Zurich, the right to reclaim costs is generally transferred to the new organizational unit. In the event of a differing arrangement, the previous and the new organizational unit must reach a mutual agreement as part of the transfer process and record it in writing.

§ 26 Termination of Employment

¹ If the employees terminate their working relationship during the continuing education course for reasons for which they are responsible, the entire amount of continuing education costs pursuant to § 10 incurred until the termination date and financed by the University of Zurich must be repaid. Continuing education courses that the employee was ordered to take are excluded from this rule.

² If the employees terminate their employment relationship after completing the continuing education course for reasons for which they are responsible, the continuing education costs pursuant to § 10 must be repaid as follows:

- a. For continuing education costs pursuant to § 10 of up to CHF 15,000 paid by the University of Zurich, the repayment obligation lasts two years after completion of the continuing education course
- b. For continuing education costs pursuant to § 10 of over CHF 15,000 paid by the University of Zurich, the repayment obligation lasts four years after completion of the continuing education course

³ The completion date of the continuing education course is the end of the month in which the last piece of training-related evidence, e.g. the final examination or the acceptance of the final thesis, was issued.

⁴ The relevant date for the repayment is the final day of the employment relationship.

⁵ The repayment amount is graduated pro rata temporis, i.e. it is reduced proportionately per month.

⁶ If unpaid leave of longer than two months is taken during or after completion of the continuing education course, the repayment obligation will be extended by the duration of the leave.



§ 27 Repayment

¹ The repayment obligation must be recorded in the continuing education agreement pursuant to § 16 para. 1.

² The costs to be repaid will be defined in a separate order ("Verfügung"), generally when the employee leaves the University.

³ The costs will be offset at the latest against the final salary payment, taking into account the provisions on the minimum subsistence level in the law of obligations.

Section 5: Final Provisions

§ 28 Repeal of Previous Legislation

The Regulations on the Assumption of Costs and the Obligation to Reimburse Costs for Training and Continuing Education for Employees of the University of Zurich of 20 September 2007 are repealed.

§ 29 Transitional Provision

¹ Continuing education courses that are under way when these Regulations enter into force are governed by the previous regulations.

² Cost reclaims under the previous law are subject to the reclaim provisions of the previous law.

§ 30 Entry into Force

These Regulations enter into force on 1 January 2025.