



## **Information sheet**

### **On the reimbursement of German language courses to newly appointed professors**

The UZH covers a contribution for attending German language courses in accordance with the employment decree amounting to

- Maximum CHF 5'000.- for the professor or
- Maximum CHF 10'000.- for the whole family.

The UZH contribution can only be claimed with proof of the effective course costs and after completion of the course.

#### **Procedure**

- The recipient(s) pay the costs incurred for the German course themselves (not allocated to cost centers or projects).
- Following this, a request for reimbursement is submitted to the UZH professorships department by e-mail (see above). Enclosure: bill(s) from the language school (with first and last names of the course attendee(s) and the course dates).
- Reimbursement of costs is made with the next salary payment.

#### **Contact**

If you have any queries, please do not hesitate to contact us:

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