

Q&As on LTK courses

1. How can I register for a course? Is it possible to pre-register a person? Is cancellation accepted, if the registered participant cannot attend the course?

You can register for the LTK modules on the LTK website (you will find a detailed course description and the registration form there):

Institut für Labortierkunde, University of Zurich

After the registration, the LTK/ETH team (Philippe Bugnon, Fatma Temur or Maike Heimann) will get in contact with the registered person. If a course is booked out, additional participants will be waitlisted.

Special procedure for module 1: a few weeks before the course, all registered persons will be asked, if they can attend to the course definitely – in case of cancellation, waitlisted persons will be contacted. Cancellation is possible, if handed in early enough (however, if a registered person does not attend the course without cancellation, the course fee will be invoiced). Pre-registration of future team members like new ETH employees or master students is accepted; these persons can be registered under the name of their supervisor (and their personal data should be forwarded to the course organizer later).

2. How is invoicing done?

At registration, the billing address of the participant's institute must be given. This address will be used for invoicing.

Special procedures for modules 1 and 20: since April 2014, ETH takes over all fees for ETH employees attending module 1 or 20. The LTK sends a collective invoice to the school; neither the participants nor their institutes will receive an invoice. During registration to module 1 or 20 simply ETH Zürich may be given as billing address.

3. How to deal with master students (e.g. regarding pre-registration since master students are often short term members of a team)?

In general, master students must work under the same conditions as other *in vivo* experimenters: Before they are allowed to work with experimental animals, they need to attend module 1 (rodent work) or module 20 (non-rodent work) irrespective of how long they have been part of the group. Exceptions from this rule can be made by the cantonal vet authorities; however, this is always a single case decision by the vet office and must be brought to their attention. Apart from that, forward looking scheduling and pre-registration of future team members (see above) is recommended.

In urgent cases, you can also get in contact with the responsible for training and education in lab animal science, Maike Heimann (maiket_heimann@ethz.ch, +41 44 633 8923), who will do her best to find a good solution together with the LTK.

4. Which courses are paid by the school, which are paid by the institutes?

Cf. point 2: the basic modules for experimenters (module 1 and 20) are paid by ETH. All other modules must be paid for by the institutes themselves.

5. What to do, if participation in a module is needed urgently (contact, opportunities)?

Cf. point 3: get in contact with the responsible for training and education in lab animal science, Maïke Heimann (maiket_heimann@ethz.ch, +41 44 633 8923). Alternatively, you can discuss other options or the possibility of an exception with the cantonal vet office.

6. Do you inform researcher on available course seats?

Yes, of course. It is in our interest to run courses with as many participants as practically possible. Participants on the waitlist for module 1 can move up, if seats are available.