

Eidgenössische Technische Hochschule Zürich Swiss Federal Institute of Technology Zurich Academic Services Student Exchange Office exchange@ethz.ch www.incoming.ethz.ch



Study Plan Guidelines

Please be aware that you must have completed your 2nd year (4th semester) in a relevant field of study related to your course choice before you qualify for a stay at ETH Zurich. Departments may have further requirements, in particular with regard to your study background, see <u>conditions set by the departments</u>.

Definition and Purpose

Your study plan is the list of courses you plan to take at ETH Zurich. To ensure that your credits can be transferred, your home university should approve your provisional study plan prior to your stay at ETH Zurich.

You are applying to a particular department at ETH Zurich, which reviews your application and decides on acceptance or rejection – your study plan is crucial for the decision (e.g. departments check if you have the necessary prerequisites)!

Finding Courses

- Search the course catalogue at <u>www.courses.ethz.ch</u> in German or English use various criteria such as level of study, department or language of instruction (do <u>not</u> indicate 'Mobility Students' in your search!)
- Use the course catalogue from the previous year, e.g. the previous Autumn Semester for the upcoming Autumn Semester. The definitive courses for the semester(s) of your planned stay are usually not yet online when you apply, however, the course catalogue remains quite steady from one year to another.
- See the detailed description of each course for information (in separate tabs) on content, performance assessment, prerequisites, restrictions, lecture times, etc.
- Courses which are open to regular ETH Zurich students are usually also open to exchange and visiting students. See detailed course description for any exceptions.
- You can combine courses from Bachelor's and Master's level if you have the necessary prerequisites. Use the <u>study guide(s)</u> of your department to determine whether you have the necessary background (similar to that of regular ETH Zurich students) for the study programme in general.
- Make sure to avoid overlaps of courses when establishing the study plan. The weekday and time indicated in the tab 'Courses' often remain the same from one year to another.
- Consider that <u>lecture times</u> vary as they depend on the lecture venue. ETH Zurich's two main sites in Zurich, Zentrum and Hönggerberg, are connected by a free <u>shuttle bus</u>. Lectures generally last for 45 minutes.
- To take individual courses at the <u>University of Zurich</u> (UZH) you need to apply online at UZH under <u>studying at</u> <u>more than one university</u> and respect the set deadlines. In general, the deadline is the last workday before the semester starts, but it may be earlier for certain modules. Courses taken at the UZH have to be listed in your study plan and must be agreed on by your ETH <u>Departmental Exchange Coordinator</u>. UZH courses will automatically appear on your ETH transcript of records.

Course Restrictions

- Check the <u>conditions set by the departments</u> for further conditions, requirements and restrictions that may exist in some departments.
- You cannot register for any courses ending with –AAL, as these are 'additional requirement courses' who usually do not involve any teaching, but are self-study units.
- If a course is restricted, e.g. in the number of participants or in the primary target group, this is indicated in the course description (tab 'Restrictions'). Follow the instructions there and/or ask your <u>Departmental Exchange</u> <u>Coordinator</u> if you wish to participate in such a course. Note that mobility students are not enrolled in a specific BSc / MSc programme and are thus not included in the primary target group of some courses.

Rules for Composing your Study Plan

- **Two thirds of your course credits** (e.g. 16 out of 24 ECTS credits) must be offered by the department you are applying to. One third of your credits can be taken from other departments and/or the University of Zurich. Exceptions are possible for interdisciplinary study programmes (e.g. Environmental Sciences, Earth Sciences, Health Sciences and Technology, etc.) when approved by the <u>Departmental Exchange Coordinator</u>.
- You must earn a minimum of 20 ECTS credits per semester meaning passing the exam, not just attending the course. Language courses do not count towards this total.
- We recommend taking between 20-26 ECTS per semester. If you wish to take more than 30 ECTS which is not recommendable discuss with your <u>Departmental Exchange Coordinator</u>.
- Choose courses according to your language skills, at least a B2 level in the language of instruction (for regular visiting students: at least C1).
- You may change a few courses in the first weeks of your mobility stay (e.g. if a course is cancelled or an overlap occurs), yet all changes must be approved by the Departmental Exchange Coordinator. However, major changes to the study plan (e.g. taking more courses from another department) after your initial application are not allowed.

051-, 052-, 063- and 066-xxxx- xxx	Architecture (D-ARCH)
101-xxxx-xxx	Civil Engineering (D-BAUG)
102-xxxx-xxx	Environmental Engineering (D-BAUG)
103-xxxx-xxx	Geospatial Engineering (D-BAUG)
151-xxxx-xxx	Mechanical Engineering (D-MAVT)
227-xxxx-xxx	Information Technology and Electrical Engineering (D-ITET)
252-, 261- and 263-xxxx-xxx	Computer Science (D-INFK)
327-xxxx-xxx	Materials Science (D-MATL)
351- and 363-xxxx-xxx	Management, Technology and Economics (D-MTEC)
376-xxxx-xxx	Health Sciences and Technology (D-HEST), courses from the Human Medicine Bachelor 377-xxxx-xxx are not open.
401-xxxx-xxx	Mathematics (D-MATH)
402-xxxx-xxx	Physics (D-PHYS)
511- and 535-xxxx-xxx	Pharmaceutical Sciences (D-CHAB)
529-xxxx-xxx	Chemistry (D-CHAB)
551-xxxx-xxx	Biology (D-BIOL)
262-, and 636-00xx-xx (636- 05 xx-xx are courses offered by the University of Basel!)	Biosystems Science and Engineering (D-BSSE): located in Basel!
651-xxxx-xxx	Earth and Climate Sciences (D-ERDW)
701-xxxx-xxx	Environmental Sciences (D-USYS)
751-xxxx-xxx	Agricultural Sciences (D-USYS)
752-xxxx-xxx	Food Sciences (D-HEST)
851-, 853-, 857-, 860- and 862- xxxx-xxx	Humanities, Social and Political Sciences (D-GESS): no enrolment in this department - electives only (max. 1/3 of chosen courses)

To see which department offers a course look at the first three digits of its course number (**xxx**-xxxx):

Performance Assessments / Examinations

Important: ETH Zurich regulations regarding examinations and other performance assessments are very strict and might differ substantially from your home university! Familiarize yourself now with the rules, attend our information events and observe all the deadlines, which you will be informed about in due time.

Types of performance assessments:

<u>Different types of examinations</u> take place during <u>different times</u>. You must respect the official examination dates and plan your stay accordingly. Refer to the <u>course catalogue</u> to see what type of performance assessment is defined for any given course.

Shifting examinations:

- Exchange students may shift examinations (through preponement or distance examination) only for academic reasons.
- Any shifting of examinations must be approved by the lecturer and you must submit an official request to the <u>Examinations Office</u> as well. Please read the regulations carefully and attend the information event.
- Visiting students are <u>not</u> allowed to shift exams (neither preponement nor distance examinations are allowed), but must be present during the regular examinations!

Missing or failing examinations:

- Failing an exam is a real possibility at ETH Zurich, it happens to regular students as well.
- Be aware that if you fail an exam, you will usually not be able to retake it, especially if it is a session exam. Repetitions are often only allowed during the next exam period (a semester or even a year later), and sometimes only after retaking the course unit. You may only sit exams while you are still enrolled as a mobility student at ETH Zurich.
- If you stay at ETH Zurich for two semesters, you might be able to retake a failed exam in the second semester. A failed exam can be retaken only once.
- If you miss an exam (e.g. because of illness), retaking it is usually only possible during the next exam period (a semester or year later) as well, except in the case of oral exams, where it might be possible to find an alternative date during the same exam period. Contact the Examinations Office immediately in such a case!

Questions about the Study Plan

Your first contact for assistance with your study plan is your <u>Departmental Exchange Coordinator</u>. Any change after initial approval of your study plan requires her/his agreement.