



Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich

Academic Services
Student Exchange Office

ETH Zurich
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Application procedure for exchanges within the Swiss-European Mobility Programme to ETH Zurich for the academic year 2018/19

Dear Partner

We would like to inform you about our application procedure for your outgoing exchange students coming to ETH Zurich.

Please note the following important points regarding the application procedure:

Nomination:

Students may either upload a confirmation of nomination they have received from you, or you can send us a nomination by email. Excel sheets for several students are also fine, as long as all nominations include:

Student's full name, birth date and email address; number of exchange semesters; field of studies (ISCED and/or subject code).

Transcript of records:

During the online registration, students will be required to upload the transcript of records for their complete higher education studies to date. The transcript for the Bachelor studies must be included for students who are already in their Master studies. They can upload several separate documents, e.g. if their Bachelor transcript is from a different university.

In order to make sure our departmental exchange coordinator are able to get a clear idea about an applicant's academic background we prefer applications from students with sufficient proof of performance at your University. *We reserve the right to decline applications from students who have only very recently started their studies with you and not yet been able to establish a solid academic track record with you.*

Course units planned until the exchange:

We also require applicants to upload a list of all the courses not yet shown on the transcript, which they are attending or plan to attend before the exchange begins. They may use the template provided on our website or make a list themselves.

Requirements for the study plan:

We expect students to carefully prepare a study plan according to our guidelines (e.g. regarding the minimum amount of credit points to be obtained, etc.). Additionally there is a section about more specific regulations concerning course selection for every single department on our website. Please follow the according links on our factsheet for details.

We will issue an electronically signed learning agreement based on the study plan upon approval by the departmental exchange coordinators. The learning agreement can be adjusted after the beginning of the semester. To keep the process lean and avoid unnecessary paperwork, we would appreciate if no additional documents in this matter had to be signed by our departmental exchange coordinators.

Further documents:

Applicants are required to upload a CV and a short letter of motivation (max. 1 page A4) during the application process. **Please note that the complete application process is exclusively online, neither you nor the students need to send us anything by post.**

Language skills:

Students do not need to provide a language certificate, but we do require incoming students to have at least a B2 level in the teaching language(s), i.e. English and/or German, depending on their choice of courses. However, a C1 level is highly recommended.

Scholarships:

Incoming students within the Swiss-European Mobility Programme will receive a scholarship from the Swiss Government, paid by ETH Zurich. **Students apply automatically for the scholarship by applying for the exchange, no separate application is necessary!** The [monthly rates](#) will remain approximately the same as in 2017/18, and are calculated as semester scholarships of 5 monthly rates per exchange semester, independently of the exact duration of stay.

Application information and deadlines for students:

Please find attached our factsheet for further information and useful links. The most important link for your students is this one here, where they can find all the information about the exchange and the application:

<https://www.ethz.ch/en/studies/non-degree-courses/exchange-and-visiting-studies/programmes/exchange-programmes/swiss-european-mobility-programme.html>

The application function for 2018/19 will be opened on February 1, 2018 and the application deadlines are April 15 (autumn semester) and October 15 (spring semester).

Thank you for informing your outgoing students about our application procedure. Please do not hesitate to contact us should you have any questions!

We look forward to our continued cooperation.

Best regards



Patrick Bisang

Student Exchange Coordinator for Swiss-European Mobility Programme Incoming Students

Enclosure(s)

- Fact Sheet

FACT SHEET OF ETH ZURICH / CH ZURICH07

Contacts Student Exchange Office	
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Administrative Assistance	Rachel Fischlin HG FO 23.4 Phone +41 44 632 70 68 rachel.fischlin@akd.ethz.ch
Postal Address	ETH Zurich Raemistrasse 101 8092 Zurich Switzerland
Website Student Exchange Office	www.incoming.ethz.ch
Application for Incoming Students	Information and on-line Application
Departmental Exchange Coordinators	List of Student Exchange Coordinators
Academic Calendar and Exam Schedule	www.ethz.ch/semester-dates

Recommended language skills

The sending institution, following the agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period.

Student Mobility for Studies (SMS)

SAC/ ISCED	Language of Instruction 1	Language of instruction 2	Recommended language of instruction level	
			Level	Remarks
applies to all fields of study	English: on MSc level and partially on BSc level	German: mostly on BSc level	C1 recommended, min. B2	We trust our partners to nominate students with language level B2 or higher in German and/or in English depending on the courses chosen (learning agreement). Language certificates do not need to be submitted.

Staff Mobility

SAC/ ISCED	Language of instruction/ of the training 1	Language of instruction/ of the training 2	Recommended language of instruction/ language of training level
applies to all areas of teaching & training	English	German	C1 recommended, minimum B2

For more details on the language of instruction, see the course catalogue → www.courses.ethz.ch

Additional requirements

Applies to	Additional Requirements
SMS	<ul style="list-style-type: none">Study plan requirements: a minimum of 20 ECTS/semester as course and/or project work. Credit points are only awarded for successfully passed examsMajority of courses must be attended in the department of enrolment More details are available in the Study Plan Guidelines and Conditions set by the departments

Infrastructure to welcome students and staff with disabilities

Contact	Information
Orientation and Coaching for Students	Website of the Disability Advisory Service

Calendar

Applications/information on nominated students must reach the receiving institution by:

Autumn term/ academic year	Spring term
Deadline for online application is April 15	Deadline for online application is October 15
Project students may apply up to two months before the planned project start (three months for students needing a visa)	

Information for nominated students

Information on decision
The decision will be sent out to the students within approximately 5 weeks after the application deadlines.

Transcript of Records

Transcript of Records will be issued by the receiving institution
Grades are available at the latest 6 weeks after the end of the examination sessions. Student are entitled to three free transcripts of records from the study administration office of their department of enrolment.

Grading systems of the institutions

See [ETH Zurich's Grading System and ECTS Grades for more information.](#)

Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants. Detailed information will be sent to the applicants.

Contact details	Website for information
Student Exchange Office exchange@ethz.ch	Immigration → Do I need a Visa? FAQ

Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants. Detailed information will be sent to the applicants concerning insurances.

Contact details	Website for information
Student Exchange Office exchange@ethz.ch	Living in Zurich → Health Insurance Handbook for International Students FAQ

Housing

The receiving institution will guide incoming mobile participants in finding accommodation. Information and assistance can be provided by the following information sources.

Contact details	Website for information
Student Exchange Office exchange@ethz.ch Housing Office of University and ETH Zurich zimmervermittlung@ethz.ch	Living in Zurich → Accommodation Housing Office