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For further information: Student Exchange Office

[This English translation is for information purposes only. The German version is the legally binding version.]

DIRECTIVE

Admission and stay of incoming mobility students

The Rector,

pursuant to Art. 36, Para. 4 and Art. 37, Para. 7 of the ETH Zurich Admissions Ordinance of 30 November 2010²,

decrees the following:

Overview

- Part 1: General provisions, admission
- Part 2: Academic achievements of mobility students at ETH Zurich

¹ New version, completely revised as per the Rector's resolution of 19.10.2021, in effect since 01.07.2023, on the basis of *Streamlining Mobility Students – Incomings* (discontinuation of the previous "visiting student" category).

² SR 414.131.52

Part 1: General provisions, admission

Art. 1 Subject

This directive governs the modalities of the admission and stay of mobility students at ETH Zurich.

Art. 2 Types of mobility stay, terms

Mobility students are students who participate in exchange programmes, the project mobility programme or special programmes at ETH Zurich. They are differentiated as follows:

- a. Students in exchange programmes: Students who study at ETH Zurich in the framework of an exchange programme
- b. Students in the project mobility programme (project mobility students): Students who study at ETH Zurich at the invitation of a professorship
- c. Students in special programmes: Students who study at ETH Zurich in the framework of a special programme (e.g. a summer project programme)

Art. 3 Supervision

¹ The Student Exchange Office of Academic Services looks after the administration of mobility students.

² The specifically academic issues of mobility students are handled as follows:

- a. Exchange students are looked after by the departmental exchange coordinator.
- b. Project mobility students are looked after by the professorship which invited them.
- c. Students in special programmes are looked after by the person responsible for supervision in the respective special programme.

Art. 4 Application for admission

¹ Applications for admission are submitted to the Student Exchange Office.

² The Student Exchange Office sets and publishes the dates, deadlines, required documentation and form of the application. The stipulations of Para. 3 below still apply.

³ Details per applicant type:

- a. Exchange programmes: Applicants apply to enter at the beginning of a semester.
- b. Project mobility students: Applicants may apply to enter on any date.
- c. Special programmes: Applicants apply according to the dates and deadlines set by the respective special programme.

⁴ If applications are not submitted by the deadline or are not in the correct form there is no entitlement to consideration.

Art. 5 Special stipulations governing application for exchange programmes

¹ Applicants for exchange programmes submit a study plan³ for the prospective stay at ETH Zürich which involves course units comprising 20 ECTS credits per semester. The study plan must correspond to the specifications set and published by the Student Exchange Office.

² The study plan is binding. Any changes to it require the approval of the departmental exchange coordinator.

³ Any special provisions in the respective exchange agreement still apply.

Art. 6 Admissions decision and criteria

¹ The Student Exchange Office makes the admissions decision on behalf of the Rector, supported by the request of the department hosting the student. Here the department is represented by the respective responsible person mentioned in Art. 3, Para. 2.

² Admission may proceed if all of the following criteria are met:

- a. The applicant's home university is recognised as a university⁴ by ETH Zurich.
- b. The applicant's matriculation at the home university is valid for the entire duration of mobility studies.
- c. Mobility studies will make a recognisable contribution to the applicant's studies at the home university and/or are recognised towards the degree pursued. Details:
 1. Applicants for exchange programmes: Recognition of exchange studies is governed by the exchange agreement.
 2. Applicants for the project mobility programme must verify the creditability of mobility studies using the dedicated form⁵.
 3. Applicants for special programmes do not normally need to explicitly verify the creditability of mobility studies.
- d. The study plan can be completed.
- e. The previous academic achievements of the applicant in terms of level, content and grades are regarded by the respective ETH Zurich department as a sufficient basis for completing the study plan.
- f. The applicant can supply proof of language competence, if any is required.

³ The term "study plan" covers all types of course unit, including those involving academic papers and projects.

⁴ Here recognition of the home university relates to admission to mobility studies. ETH Zurich reserves the right to reevaluate recognition of the home university in the context of application to a different course of study at ETH Zurich.

⁵ Found at ethz.ch/project-student.

- g. The following specific requirements are satisfied:
1. Application for exchange programmes:
 - By the time they begin their stay at ETH Zurich, applicants must have completed at least two years / four semesters of their studies according to the regular curriculum.
 - The number of available exchange places has not been filled.
 - No further grounds for refusal foreseen in the respective exchange agreement are pertinent.
 2. Application to become a project mobility student: The professorship which has invited the student has not revoked its agreement to supervise the student.
 3. Application for special programmes:
 - The conditions set in the special programme are met.
 - The responsible selection body accepts the application.

³ If a choice must be made among several applicants, it will be based upon performance.

⁴ Admission is normally not possible if an applicant

- a. applies for new admission to mobility studies at the same academic level;
- b. applies for mobility studies at the next academic level, immediately following a previous stay.

Art. 7 Matriculation and dematriculation

¹ Mobility students are matriculated at ETH Zurich. They enrol in the mobility study programme connected with the respective discipline.

² They receive a student ID card (the ETH Card) and are entitled to the associated privileges.

³ Dematriculation proceeds automatically when the planned duration of stay expires.

⁴ The Student Exchange Office can decree irregular dematriculation, e.g. in cases of clearly insufficient performance, failure to adhere to the study plan or obvious neglect of studies. If the affected student is an exchange student, the home university will be informed.

Art. 8 Duration of mobility studies, presence

¹ The duration of studies for mobility students is limited to two semesters or twelve months per academic level. If the maximum duration of studies at one academic level is reached, renewed admission to mobility studies is only possible if it involves the next academic level and a time gap.

² Mobility studies involve full-time studies and student presence. Students are present at ETH Zurich to attend course units and earn the associated proof of academic

achievement; they remain at ETH Zurich for the entire duration of an independent paper/project⁶.

Art. 9 Formalities for entering the country

¹ Mobility students are responsible for dealing with their own entry formalities. Para. 2 below still applies.

² In the case of exchange students, the Student Exchange Office submits an entry application to the *Migrationsamt des Kantons Zürich* (Canton Zurich Migration Office) if the respective exchange agreement stipulates this.

Art. 10 Fees

Mobility students are exempt from paying registration fees, tuition fees and VSETH membership fees.

Art. 11 Scholarships

¹ Scholarships may be awarded under the following circumstances:

- a. Exchange students: If the respective exchange agreement foresees this, or the professorship which invited the student / the department pays the scholarship out of its own funds
- b. Project mobility students: If the professorship which invited the student pays the scholarship out of its own funds
- c. Students in special programmes: If the respective special programme pays the scholarship out of its own funds

² The entire scholarship sum may not exceed CHF 2000.00/month per person.

³ The Student Exchange Office decides about reclaiming paid scholarships in cases of irregular dematriculation (see Art. 7, Para. 4).

Art. 12 Disciplinary Code

Mobility students are subject to the ETH Zurich Disciplinary Code of 10 November 2020⁷ during their stay at ETH Zurich.

⁶ Temporary, strictly limited absences in the context of ETH Zurich studies, e.g. for excursions or field work, are possible.

⁷ SR 414.138.1

Part 2: Academic achievements of mobility students at ETH Zurich

Art. 13 Course units and transcript of records

¹ The following points apply to attendance of course units and acquisition of credits:

- a. Exchange students attend course units and receive proof of academic achievement according to the modalities published in the Course Catalogue. Credits are awarded for course units which the student has passed. Changes to the modalities affecting proof of academic achievement, in terms of timing, mode or examination location ("distance examination"), are only possible if there are verifiable scheduling conflicts which affect the continuation of studies at the home university. Changes of this type require the approval of the Academic Services Examinations Office and of the responsible examiner.
- b. Project mobility students may, in consultation with the supervising professorship, attend as many course units as the duration of their presence and their project workload allow. They cannot, however, obtain proof of academic achievement or acquire credits through them. Exceptions are special course units for academic papers, and language courses of the Language Center of UZH and ETH Zurich.
- c. Students in special programmes may, in consultation with the supervising professorship, attend as many course units as the duration of their presence and the workload of their special programme allow. They cannot, however, obtain proof of academic achievement or acquire credits through them. Exceptions are special course units for academic papers, and language courses of the Language Center of UZH and ETH Zurich.

² On request to the responsible Study Administration, mobility students receive a transcript of records which documents their academic achievements at ETH Zurich. This transcript shows both pass and fail grades, plus the credits earned.

Art. 14 Language courses at the Language Center

Mobility students may attend the range of courses at the Language Center (for which fees are charged).