

ETH ZÜRICH

Guidelines for Lecturers

Updated edition February 2011

ETH

Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich

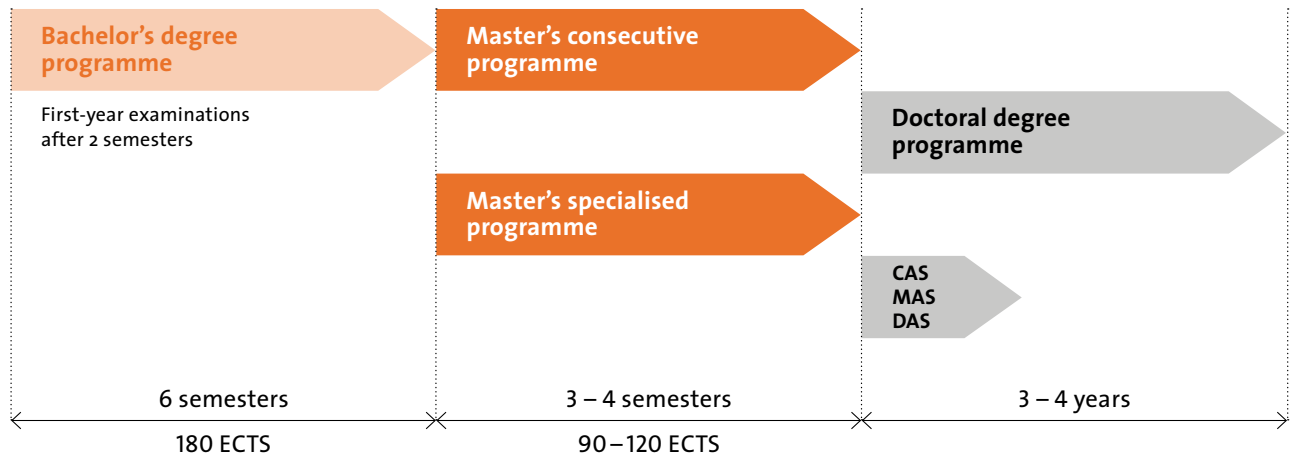
	Rector's foreword	2
1	Basics of ETH Zurich study programmes	3
2	The course unit and the lecture: from planning to execution	6
2.1	Information about your course unit	6
2.2	Advice and support	7
2.3	Training and continuing education in university didactics	7
3	Course Catalogue, scheduling, lecture halls	8
3.1	The Course Catalogue (VVZ) and scheduling	8
3.2	Reserving rooms and lecture halls	8
4	Performance assessment (examinations)	9
4.1	Policies	9
4.2	Mode, duration and content of performance assessments	9
4.3	Administration of performance assessments	10
4.4	Carrying out performance assessments	12
4.5	Unethical behaviour	12
4.6	Plagiarism	12
4.7	Viewing and transfer of performance assessment records	13
4.8	Altering an awarded grade	13
4.9	Storage of performance assessments and examination records	13
4.10	Student appeals regarding issued grades and performance evaluations	13
5	Online academic applications	14
5.1	eDoz	14
6	Doctoral studies and continuing education	15
6.1	Doctoral studies	15
6.2	Academic continuing education	15
7	Services and support	17
7.1	Educational Development and Technology (LET)	17
7.2	Innovedum fund	17
7.3	Multimedia Services	17
7.4	IT support	17
7.5	Support point for online academic applications	18
7.6	Language Center of the University of Zurich and ETH Zurich	18
8	Contacts	19
9	Links	22
9.1	In order of appearance	22
9.2	In alphabetical order	23

One of ETH Zurich's main tasks is to offer an excellent education. Fulfilling this task requires the conscious engagement of all those involved in teaching.

ETH lecturers are responsible for the lectures they give. They determine teaching content according to their department or institute curricula, provide attractive instruction which features good methodological structure, and give due attention to the accompanying administration. These guidelines, which you may regard as a reference, provide information which will support you in these duties and in your role as an ETH Zurich lecturer.

Students seek motivation and encouragement, but remember that they also like to be challenged. And: enthusiasm and commitment are catching! I wish you much success and personal fulfilment in your teaching activities.

Heidi Wunderli-Allenspach



Curriculum structure [1], [2]

The introduction of tiered degree programmes ('Bologna' system: see figure) at ETH Zurich is now complete. A total of 23 Bachelor's degree programmes are offered at this institution, followed by 25 consecutive Master's degree programmes. As of Autumn 2010 the latter are also complemented by 15 specialised Master's degree programmes which are cross-disciplinary, unconnected to a particular Bachelor's degree programme, and which involve special admission procedures even for ETH Bachelor's degree holders.

After completing a Master's degree students may embark on a doctorate [3] or an academic continuing education programme (e.g., the Master of Advanced Studies (MAS) programme: see Section 6.2 [4], [5]). Supplementary didactic training for future secondary school level II and tertiary school teachers is also offered (MAS SHE or Teaching Certificate) [6].

Degree programmes

Responsibility for each degree programme lies with the department offering it. Each programme has a set of programme regulations which govern its structure, and

where all relevant stipulations are listed. The current programme regulations are published in the electronic catalogue of the ETH Collection of Legal Documents [7]. Most programmes also have a set of guidelines which include recommendations and explanations in addition to regulations. These guidelines can be found on the website of the department in question.

The basic components of the degree programmes are the course units. These comprise one or more instruction units (courses) which are assessed as a block (e.g., lectures plus practical exercises, or year courses).

Credit system

The study programme follows a credit system which is aligned with the European Credit Transfer System (ECTS). A Bachelor's degree programme comprises 180 credits; most Master's degree programmes involve 90, but some 120 credits. One credit corresponds to 25–30 hours of work, including independent study. The awarding of credits is always contingent upon obtaining a pass grade in a performance assessment (see Section 4), which is an integrative component of the course unit. A failed performance assessment may be repeated once.

Distinctive features of the ETH study programme

- **Admission [8]**

Applicants holding the Swiss Matura are admitted to ETH Bachelor's degree programmes without restrictions, and Bachelor's degree holders from ETH and other Swiss universities may also enter the corresponding consecutive Master's degree programmes freely. Bachelor's degree holders from further universities are admitted if their backgrounds satisfy the ETH profile of requirements. Particular performance requirements (e.g., minimum grades) or limits on the number of places available may currently only be applied to specialised Master's degree programmes.

- **'Service' principle**

Training in basic subjects is provided by the respective specialist department for students of other departments (e.g., mathematics is taught by D-MATH to non-D-MATH students).

- **Academic calendar [9]**

Most teaching takes place during the two semesters. The Autumn Semester lasts 14 weeks, and the Spring Semester 15 (although there is no teaching in the week after Easter). The 4-week examination sessions (see Section 4.1.2), when most performance assessments are held, take place at the end of the semester breaks. This gives students enough time to concentrate independently on the teaching material, and to prepare for their examinations.

Regulations [7]

The following ordinances govern course design at ETH Zurich:

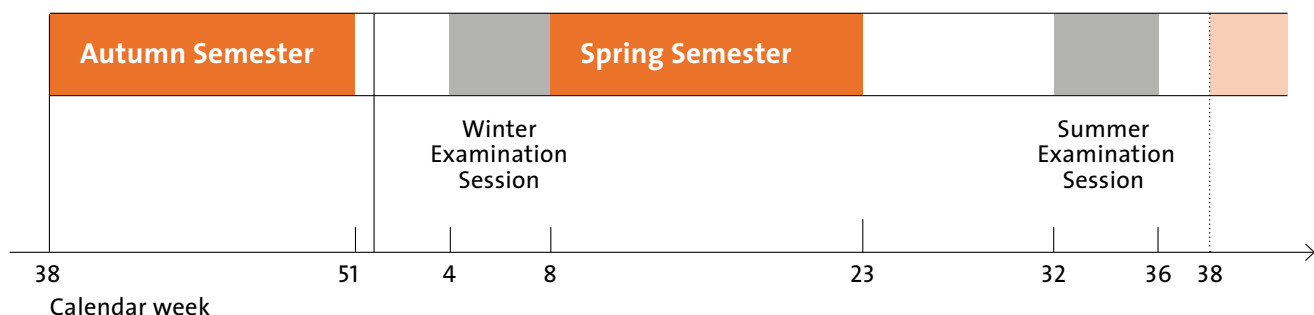
- Regulations Concerning Admission to ETH Zurich [Zulassungsverordnung] [10]

- General Rules on Performance Assessments at ETH Zurich [Allgemeine Verordnung über Leistungskontrollen (AVL)] [11]
- Regulations for Doctoral Studies [Doktoratsverordnung] [12]

The individual degree programme regulations [13] are based upon these, as are the various directives and recommendations of the Rector [14], which contain theme-related stipulations on implementation. The Disciplinary Code [Disziplinarordnung] of ETH Zurich [15] covers procedures and measures which apply in cases of unethical student behaviour: see also Sections 4.5 and 4.6.

Official bodies, entities and their cognisance

The infrastructure units (including the Rectorate and IT Services) and the bodies of the Executive Board (including Orientation and Coaching for Students (SoC), Educational Development and Technology (LET) and the Office for Faculty Affairs) support the departments and the Executive Board. In the departments the respective Study Administration Office is the contact point for questions regarding the degree programme, such as grades, transcripts, and Semester, Master's or other theses. Further tasks undertaken by the Study Administration Offices are described in Sections 4.1.1. and 4.3.2. The Director of Studies is responsible for the degree programme and for internal department procedures, and coordinates any special cases not otherwise covered in ordinances, directives or the Programme Regulations. Each department has its own Teaching Commission, which is composed of lecturers plus staff and student representatives. The Teaching Commissions are active in the context of elaboration and revision of Programme Regulations, and in other teaching-related matters.



2 The course unit and the lecture: from planning to execution

6

2.1 Information about your course unit

2.1.1 Integrating your course unit into a study programme curriculum

A competence profile has been drawn up for each Bachelor's and Master's degree programme for students to aspire towards as their studies progress. Every course unit builds competences in step with this competence profile, and should also be aligned in content with other course units. Sources describing the competence profiles are the Diploma Supplement [16] and the Study Guide of the programme in question.

For queries, the degree programme contact persons are:

- curriculum coordinators, Study Administration Offices
- the Teaching Commission
- the Director of Studies
- for lecturers: the designated mentor

2.1.2 Planning learning goals

Learning goals based on the subject-specific and general competences to be attained in each course unit should always be specifically planned for each lecture or teaching unit. Standards, teaching methods, and a concept for meaningful performance assessments should correspond directly to these learning goals.

Contact for support: Educational Development and Technology (LET)

2.1.3 The methodological/didactic design of the course unit

The methodological/didactic concept and design of the course unit will depend primarily on the competences targeted, and the learning goals. An important factor is also the course form: lecture [Vorlesung (V)], exercises [Übungen (U)], a mixture (lecture with integrated exercises [Vorlesung mit integrierten Übungen (G)]), practicals (P), excursions, independent study component, etc.

To a certain extent the course form will determine the direction of didactic design. However, there is still much room to manoeuvre in how teaching is conducted (e.g., via e-learning), and how it is oriented towards learning goals.

Sources: Programme Regulations [13], Course Catalogue [17]

Contact persons for teaching in the departments: DELIS [18]

Contact for support: Educational Development and Technology (LET)

2.1.4 Involvement of graduate and undergraduate assistants

Scientific staff and graduate student 'Assistants' ['Assistenten'] are there to help with lectures. If necessary, later-semester undergraduates may also be employed as 'Junior Assistants' ['Hilfsassistenten'] to support teaching and/or research.

2.1.5 Performance assessments

Criteria essential for the quality of performance assessments are fairness, objectivity, alignment with learning goals (validity) and precision in measuring performance (reliability). Here the choice of an appropriate examination form is very important. The conditions and mode of each performance assessment (see Section 4) should be designed in such a way that examinees can demonstrate as authentically as possible the scientific behaviour specified in the respective competence profile and learning goals. Here classic written or oral examinations comprising a large number of 'knowledge questions' are not always the best solution. For example, the ability to present scientific expertise can only be judged in a presentation situation.

Sources: General Rules on Performance Assessment at ETH Zurich [Allgemeine Verordnung über Leistungskontrollen (AVL)] [11], Guidelines for Preparation, Implementation and Evaluation of Examinations at ETH Zurich [Leitfaden für die Vorbereitung, Durchführung und Auswertung von Prüfungen an der ETHZ] [19]

Contact for support: Educational Development and Technology (LET)

¹ A course unit is defined as a group of aligned teaching units (e.g., lecture + exercises) which are assessed as one unit and awarded credits as one unit. Other universities use the term 'module'.

2.2 Advice and support

The Educational Development and Technology [Lehrentwicklung und -technologie (LET)] unit supports lecturers in their teaching tasks in several areas:

- Planning and design of lectures/courses
- Design and utilisation of special teaching components, e.g. educational technology
- Planning, implementation and evaluation of performance assessments
- Development, administration and publishing of digital teaching material

Contact: Educational Development and Technology (LET)

2.3 Training and continuing education in university didactics

Educational Development and Technology (LET) offers various training and continuing education courses in university didactics. These differentiate between courses for lecturers which concentrate on personal teaching tasks, and training courses for graduate and undergraduate assistants.

Courses for lecturers

- Programme 'Teaching at ETH: Committed and skilled' (courses intended particularly for Assistant Professors)
- 'didactica' programme run by ETH and the University of Zurich [20]

On request 'a-la-carte' courses can be arranged which address particular training/continuing education needs, in particular those of Assistants and Junior Assistants.

Contact: Educational Development and Technology (LET)

3.1 The Course Catalogue (VVZ) and scheduling

The Course Catalogue [17] lists all ETH course units and lectures by degree programme and category. It provides not only the schedule, but also detailed information about individual course units (see below). The entries are generally in both German and English. Course units/lectures are included in the curriculum by application of the respective Teaching Committee to the Department Conference of the department responsible for the degree programme. The Course Catalogue is compiled by the schedule coordinator [21] of the respective department and coordinated centrally by the Rectorate's Schedule Office [21]. It is generally released online in week 47 for the Spring Semester and in week 20 for the Autumn Semester. The planning process, however, begins six months (Spring Semester) to seven months (Autumn Semester) before the start of each semester.

During the so-called 'correction phase for lecturers and examiners', lecturers and examiners are requested to check, confirm and/or correct all of the following entries in the 'eDoz' academic application:

- Lectures/courses: what will be taught, with day, time, frequency, date and location (to be checked by all participating lecturers)
- Catalogue data (short course description, learning goal and course unit content): Here a course unit title in English and a course description which includes learning goals in both the original language and English are required (these should be provided by the main lecturer(s)). The course description is necessary for the Diploma Supplement [16] of the respective Bachelor's/Master's degree programme.
- Teaching material: To support teaching, individual course unit information may be accompanied by links to additional materials, e.g. learning environments, websites, podcasts or literature. These links are published in the student application 'myStudies' and, if desired, in the Course Catalogue. (They should be entered by the main lecturer(s)).

- Performance assessments: e.g., number of credits, mode of examination (to be checked by the main examiners). See also Section 4, 'Performance assessments'.

It is essential that all entries concerning lectures/courses, catalogue data and performance assessment in the published Course Catalogue be correct. Please note that the published entries regarding examinations are binding for all students and examiners (see Section 4), and that information on examinations can only be altered after publication by the Rectorate's Schedule Office by permission of the Prorector for Education.

Further information on scheduling (correction phase, deadlines, schedule coordination, etc.) may be found under the corresponding link [22].

3.2 Reserving rooms and lecture halls

The Rectorate's teaching rooms are reserved during the semester (Mon–Fri, 8.00–17.00) primarily for regular teaching, and during the examination sessions (weeks 4–7 and 32–35) for examinations. During the planning phase, i.e. before the Course Catalogue is published, course room reservations should be made via the schedule coordinator [21] of the respective department. Reservations for other events or for courses arranged after Course Catalogue publication should be made directly with the central Room Reservation Office or via the application 'Room Requests' ['Raumanfrage'] [23]. The application 'Room Information' ['Rauminfo'] [24] gives details of individual lecture hall and meeting room infrastructure and equipment.

The term ‘performance assessment’ covers all the procedures via which student performance is measured and evaluated. Basic information on aligning performance assessments with the curriculum of a degree course or with a course unit is found in Section 2.1.5. More detailed information relevant to lecturers is provided under [25]; the most important points are summarised below.

4.1 Policies

The general principles underlying the performance assessment procedure at ETH are set out in the General Rules on Performance Assessment at ETH Zurich [Allgemeine Verordnung über Leistungskontrollen (AVL)] [11]. Rules specific to each degree programme are found in the respective Programme Regulations [13].

In all performance assessments it is essential to adhere to the principle of equal treatment for all students, and to avoid arbitrary actions or abuses of discretion of any kind – not least because of the danger of legal action. The following stipulations reflect and support this principle.

4.1.1 Admission to examinations / course attendance confirmation

To be allowed to sit examinations students may be required to provide a course attendance confirmation (‘Testat’) establishing that the course in question was completed according to requirements. This prerequisite and any others must be set out in the Course Catalogue. Lecturers must also make clear at the beginning of the course exactly what students have to do to receive the attendance confirmation. Then, before the semester ends, lecturers should enter in ‘eDoz’ [26] whether or not students attending the course unit have fulfilled the requirements. The respective Study Administration Office subsequently assesses whether all conditions entitling a student to sit an examination have been met, and in consultation with the Director of Studies also issues to the Examinations Office any instructions which disallow a particular student from entering.

4.1.2 Forms of performance assessment

Session examinations are held in written or oral form during the twice-yearly examination sessions:

Winter session: weeks 4–7

Summer session: weeks 32–35

These examinations must be graded.

End-of-semester examinations are held in written or oral form during the last two semester weeks or the first two weeks of the semester breaks. These examinations must be graded.

Semester performance assessments comprise either assessments which are integrated into the course unit (e.g., talks, laboratory reports, project work, excursions, written work) or those whose deadlines diverge from the normal semester rhythm (e.g., block courses). These assessments may either be graded or evaluated on a ‘pass/fail’ basis.

4.1.3 Grading

The highest grade is 6, the lowest 1. Pass grades are those between 4 and 6. Half- and quarter-grades are allowed. Ungraded semester performance assessments are evaluated on a ‘pass/fail’ basis. If a performance assessment is broken off or the student does not appear at an arranged assessment, the result ‘abandoned’ will be given (see also Sections 4.3.2 and 4.4). This qualifies as a fail grade in the respective performance assessment.

4.2 Mode, duration and content of performance assessments

The mode and duration of examinations are determined by the Department Conference and the Teaching Commission according to the General Rules on Performance Assessment at ETH Zurich (AVL) [11] unless the programme regulations stipulate otherwise. Changes may not be effected by the individual examiner; application thereto must be made to the Study Administration Office for deliberation by the Departmental Conference or Teaching Commission. For cross-disciplinary course units and so-called ‘service’ courses for students of other departments the department offering the course

determines the mode of examination. During the Course Catalogue planning phase (announced at an early date by email: see Section 3) approved changes may be entered in 'eDoz' (Scheduling > Performance Assessments) by the main examiner.

From the time the semester begins, a course unit's mode of examination, as published in the Course Catalogue, is binding. Any subsequent alteration may only be undertaken by the responsible Study Administration Office with the prior permission of the Prorector for Education. Once fixed, a course unit's examination mode can only be changed the next time the course is offered, and for this reason it usually applies for two examination sessions. All students must be examined identically: differing methods within the same course unit are not permitted. Well-founded exceptions require the approval of the Prorector for Education and the written agreement of all students affected.

If 'outgoing' or 'incoming' exchange students approach you for help because they have to appear at their host university or return to their home university during the examination session, send them to the Student Exchange Office for official permission (the Examinations Office can also provide information).

The content of an upcoming performance assessment must be provided in writing during the course. Valid for all students (and particularly for those repeating an examination) is the content of the course unit as it was most recently taught. Any permitted examination aids are listed both in the Course Catalogue and in the examination schedule, and the list is binding. Subsequent last-minute changes are not allowed.

4.3 Administration of performance assessments

4.3.1 Announcing and administering examination dates

Lecturers are informed at an early stage by email of individual deadlines (e.g., for filling out forms, setting the dates of oral session examinations, etc.). To avoid missing any deadlines, external lecturers in particular must

ensure that they are contactable (see Section 7.5.1). The following data is available / may be amended only via 'eDoz' [25]:

- Details regarding the type of performance assessment
- Continuously-updated lists of examination candidates (with mass-mail function for communication)
- Forms for setting the dates of oral session examinations
- Personal examination timetables for written and oral session examinations
- Details of examination results (see 4.3.2)

4.3.2 Grading and announcement of results

Subjects which are not components of an examination block and which are therefore assessed individually should be graded so as to distinguish clearly between 'pass' and 'fail' and thus between allocation versus non-allocation of credits. If the subject in question is a compulsory subject, lecturers should be aware that a fail grade in a repeated examination may cause the student involved to be excluded from the degree programme.

Lecturers should first enter all performance assessment results into 'eDoz', and then print out, sign and send the same list of grades (one list per degree programme) to the corresponding Study Administration Office. (This 'double reporting' of grades is required for legal reasons.) The Study Administration Office receives the grades, informs students of their results and on request issues an appealable decree.

4.3.3 Session examinations

- **Registration / deregistration:**
Registration: During the third and fourth semester weeks students register themselves in 'myStudies' [27]
Deregistration: Possible up to seven days before the examination session begins (also in 'myStudies')
- **Planning [28]:**
 - **Written session examinations:**
Examination dates are planned and set by the Examinations Office. They are normally in the first

three weeks of the examination session. To avoid booking conflicts some examinations must also take place on Saturday mornings.

- **Oral session examinations:**

These dates are also planned by the Examinations Office. Lecturers may, however, enter (or block) desired dates during the planning phase (which is announced to them by email) via the date entry form in 'eDoZ'. If no such entry is made by the designated deadline the Examinations Office will assume that the given dates should be published.

The dates of session examinations are displayed in 'eDoZ' after the examination plan has been published.

- **Announcement of results to students by the respective Study Administration Office:**

- **Winter Examination Session:** by Friday of week 8 (first week of the semester) at the latest
- **Summer Examination Session:** by Thursday of week 37 (last week of the semester) at the latest

For Grading Conference dates please see the academic calendar [9].

- **Repetition:**

Failed session examinations may be repeated in the next examination session at the earliest. If repetition also entails repeating the course unit this must be stated in the Course Catalogue.

- **Legal basis:** General Rules on Performance Assessment at ETH Zurich [Allgemeine Verordnung über Leistungskontrollen an der ETH Zürich] [11].

4.3.4 End-of-semester examinations

- **Registration / deregistration:**

Registration: During the third and fourth semester weeks students register themselves in 'myStudies'

Deregistration: Possible up to two weeks before the end of the semester (also in 'myStudies')

- **Planning:**

End-of-semester examinations are, depending on the respective department, planned either by the lecturers themselves or by the department (and not by the Examinations Office). Lecturers must inform students of the examination dates early on in the semester.

These dates are not published in 'eDoZ'.

- **Grading and announcement of results:**

End-of-semester examinations must be graded and the results announced as soon as possible so that students who need to resit them can register at the correct time.

- **Repeating an end-of-semester examination:**

If an end-of-semester examination can be repeated without repeating the course unit this information must be published in the Course Catalogue. The repetition normally takes place in the first two weeks of the following semester; lecturers must inform their students of the date. If no repetition date is offered the course unit must be repeated and the examination undertaken in a later semester.

- **Legal basis:** Rector's directive on 'End-of-Semester Examinations' [Leistungskontrollen am Semesterende] [29].

4.3.5 Performance assessments during the semester

- **Registration:**

There is no online registration system for performance assessments during the semester. However, attending a course unit may not be equated with registering for its examinations: students may attend a course unit without being tested on it. Lecturers should inform students as early in the semester as possible whether they need to register for these performance assessments, and how.

- **Grading:**

Performance assessments during the semester may be either graded or ungraded. Ungraded assessments are evaluated on a 'pass/fail' basis.

- **Repetition:**

Repeating a failed semester performance assessment normally entails repeating the corresponding course unit. If repetition takes place in the same semester the respective Study Administration Office must be informed in writing of the grade of the repetition.

4.4 Carrying out performance assessments

- **Helpful tips:**

Guidelines for Preparation, Implementation and Evaluation of Examinations at ETH Zurich [Leitfaden für das Planen, Durchführen und Auswerten von Prüfungen an der ETHZ] [19]

Checklist for implementing written examinations [Checkliste zur Durchführung von schriftlichen Prüfungen] [30]

Tips on what to do in particular situations and basic approaches to giving examinations [Hinweise zum Verhalten in besonderen Situationen und grundsätzliche Aspekte im Zusammenhang mit der Durchführung von Prüfungen] [31]

- **Examination schedule (only for session examinations):**

The personal session examination schedule, once published in 'eDoz' and 'myStudies', is binding for both students and lecturers. The written examination schedule cannot be changed.

- **Assessors for oral examinations:**

If an oral assessment is conducted by a single examiner, an assessor must be present (see AVL, Article 14). The examiner must organize this.

- **The progression of an oral examination** must be recorded in a suitable written form for the Grading Conference, and as documentation for any recourse procedures (see AVL, Article 14).

- **Postponement of oral session examinations within the session:**

This is possible by the agreement of those involved, but the Examinations Office must be informed via the postponement form [32] in 'eDoz' (or, for students, in 'myStudies').

- **Session examinations outside of the session:**

These are only possible in well-grounded circumstances and require the permission of the Prorector for Education. Affected students should be referred to the Examinations Office for further information.

- **Candidates who fail to attend / problems during examinations**

Before an examination begins a roll call is to be conducted from the list of candidates (continually updated in eDoz) and identities checked against ETH Cards. Anyone missing must be reported by telephone to the Examinations Office (044 632 20 68).

- **Results of 'no-shows':**

In 'eDoz' tick the checkbox for column 'Abbruch der Leistungskontrolle oder nicht erschienen' ('Dropped out of examination or did not appear').

- **Examination aids:**

Before the examination begins the aids permitted, if any, should be listed, and in particular any policy regarding use of language dictionaries should be clarified. Students should be given the explicit opportunity to present the materials they have brought for approval.

4.5 Unethical behaviour

If unethical behaviour on the part of students takes place during examinations or in the semester assessment context the ETH Zurich Disciplinary Code [Disziplinarordnung] [15] applies. The lecturer or the supervisor present should take up the facts of the case, secure the evidence and inform the Rector, the Prorector for Education, the Director of Studies and the examiner (if the latter is not already involved).

4.6 Plagiarism [33]

Plagiarism is when someone passes off another author's work as his/her own without correctly citing the source. It is essential that lecturers and departments teach their students the proper procedures regarding intellectual property, and this includes citation rules. Students must enclose a signed 'Declaration of Originality' with every piece of written work compiled at ETH Zurich, in which they confirm that they have understood the 'Citation Etiquette' sheet for students, have written the text themselves, and have followed the citation rules.

4.6.1 Suspicious cases, and procedure if suspicion is confirmed

In suspicious cases written work can be checked using plagiarism-recognition software. If the suspicion is confirmed this must be reported to the address indicated on the website. Further information and tips are also found on the website, together with the 'Declaration of Originality' and the 'Citation Etiquette' sheet mentioned above.

4.7 Viewing and transfer of performance assessment records

Students who have undergone performance assessments may access their records for a period of up to six months after official issue of their grades. This right allows them to understand the criteria according to which their examinations were evaluated and how credits were distributed. Here they also have the right to ask questions and make written notes. Legal basis: Art. 26 AVL, [11]. Detailed information is found in the Rector's directive on viewing and transfer of performance assessment records ['Akteneinsicht und Aktenweitergabe bei Leistungskontrollen'] [34]

4.8 Altering an awarded grade

After the Grading Conference or after official issue by the Study Administration no grades may be altered, or plans made to alter them. Exceptions are obvious correction errors. Such cases must be submitted immediately, with a justification, to the respective Study Administration Office, which then solicits the approval of the Director of Studies, alters the grade and officially re-issues it.

4.9 Storage of performance assessments and examination records

Written performance assessments and notes on oral examinations are to be stored for two years after official issue of the results and then destroyed, except in cases where procedures are pending. Legal basis: Art. 19 Para. 3 AVL, [11].

4.10 Student appeals regarding issued grades and performance evaluations

If students do not agree with an issued grade or performance evaluation they have two possibilities:

- An application for reconsideration or annulment to the Prorector for Education, who evaluates the case and decides whether an issued result may be reconsidered, altered or annulled ('right of appeal')
- An appeal to the Internal Appeals Commission of the ETHs in Bern ('legal means'). This type of appeal addresses rights violations such as examination procedures which do not conform to regulations or scheduling conventions, erroneous computation of average grades, failure to take into account completed exercises in written examinations, and unequal treatment of students. All queries in this context should be referred to the Head of Student Administration.

Legal basis: Rector's information sheet on legal means and right of appeal in the context of grades and other forms of performance evaluation ['Rechtsmittel und Rechtsbehelfe bei Noten und weiteren Leistungsbewertungen'] [35].

6.1 Doctoral studies

6.1.1 Employing and registering new doctoral students

Employing a doctoral student as a scientific staff member and registering that student for a doctorate involve two different processes. The staff appointment is handled by the Human Resources department, but the student must also be registered for a doctorate with the Doctoral Administration Office. Registration forms and documents are found on the Doctoral Administration website. The prerequisite for admission to the doctoral programme is a university Diploma or Master's degree recognised by ETH Zurich. An ETH Zurich professor must also be officially prepared to act as supervisor. The Doctoral Committee of the respective department may stipulate the entrance examinations to be taken.

6.1.2 Research plan

The research plan is an important instrument for establishing accord between lecturers and doctoral students. Together the doctoral student and his/her supervisor elaborate a plan which contains the project objectives and type and lists all of the doctoral student's duties. This research plan must be presented to the Doctoral Committee for approval within one year of the student's admission to the doctoral programme at the latest.

6.1.3 Doctoral programme

Doctoral students have both the right and the duty to pursue continuing education: they are required to document continuing education activities worth at least 12 credits. Within the doctoral programme the goals are to acquire knowledge and knowhow in the doctoral project area and in neighbouring and general fields, and to integrate into the scientific community. The doctoral programme may either be assembled individually with the help of the dissertation supervisor, or proceed within the framework of a regulation-based doctoral programme. The conditions, procedures and authorisation for conferral of ETH Zurich doctorates are stipulated in the Regulations for Doctoral Studies (Doktoratsverordnung) and the

Implementation Provisions [Ausführungsbestimmungen] [12]. More detailed information and the relevant forms are found on the Doctoral Administration website [36].

6.2 Academic continuing education [4], [5]

The Centre for Continuing Education supports the departments in several areas of their continuing education course planning, organisation, funding, implementation, evaluation, etc. It also looks after the administration of MAS/MBA programme participants (registration, matriculation, enrolment, invoicing, etc.).

6.2.1 Target audience

Academic continuing education courses are generally aimed at university graduates who already hold a Master's degree, have been employed for some time, and who seek further education in their own specialist or an interdisciplinary area. In individual cases other adequately qualified persons may be admitted sur dossier. The preparation of these courses demands comprehensive and precise analysis of the market so as to minimise the financial risk for ETH. Further peculiarities are didactic methods which (in comparison to those deployed in Bachelor's or Master's programmes) are oriented towards very diverse customer needs, and significantly higher tuition fees.

6.2.2 Types of continuing education course

a) Master of Advanced Studies (MAS) programme, (Executive) Master of Business Administration (MBA) programme

Scope: ≥ 60 ECTS, at least 600 contact hours, 1 year full-time or 2 years part-time

Conditions of admission: university Master's degree or the equivalent

Qualification: title of MAS/MBA ETH in ...

b) Diploma of Advanced Studies (DAS)

Scope: ≥ 30 ECTS

Conditions of admission: university degree or the equivalent

Qualification: continuing education diploma (no title)

c) **Certificate of Advanced Studies (CAS)**

Scope: ≥ 10 ECTS

Conditions of admission: university degree or the equivalent

Qualification: continuing education certificate (no title)

d) **Further training courses, continuing education courses**

Scope: usually 1–10 days

Conditions for admission: fairly flexible; typical participants are specialist professionals with academic training

Qualification: course attendance certificates from instructors

6.2.3 Cognisance and approvals

- a) The sponsor of an MAS, MBA, DAS or CAS programme is the department which has designated the professor directing that programme. Each programme has a

set of regulations which must be approved by the ETH Zurich Executive Board. These programmes are usually funded by their participants.

- b) Approval for other further training and continuing education courses lies with the Rector. These courses are funded by their participants.

6.2.4 Publicising of events, public relations, marketing

At regular intervals the Centre for Continuing Education requests all ETH lecturers to announce their continuing education courses online. The offering is also published in various brochures, on posters and in various internet databases. The Centre for Continuing Education coordinates public relations and advises organisers on marketing issues.

7.1 Educational Development and Technology (LET)

The Educational Development and Technology (LET) unit offers a comprehensive range of educational services. To help lecturers design didactically-effective courses which also explore the possibilities of new educational technology, it offers support in everything from the planning of learning objectives to advice on implementation and the development of performance assessments. LET also supports teaching with a varied continuing education offer in university teaching for undergraduates, graduate students and lecturers, including classroom observations as part of the lecturers' programme. In addition, assisted by the technological expertise of its staff, LET consistently promotes the deployment of new media and its possibilities in the following contexts:

- The 'E-Learning Baukasten' ('e-learning building block') ELBA [37]. These very simple e-learning applications for lecturers are learnable in minutes and may be used to increase interactivity in teaching
- Support of online distance learning in the course context [38]
- Organisation of secure online examinations which comply fully with regulations [39]
- Setup of learning platforms [40] which organise teaching and make its content available to students (contact: LET Innovation Management [41])

7.2 Innovedum fund

Innovedum is a fund established by the Rector to finance initiatives which explore new ways to sustainably improve teaching and learning. It succeeds the former Filep fund. The name 'Innovedum' is a composite of the words 'innovation' and 'education'. ETH Zurich lecturers and Directors of Studies may submit project proposals to Innovedum. Appraisal of proposals and initiatives is undertaken by the Teaching Commission in cooperation with internal and external experts. On strategic issues the Teaching Commission is supported by Educational Development and Technology (LET) [42].

7.3 Multimedia Services

The Multimedia Services of ETH's IT Services [43] provides technical and multimedia support to lecturers in delivering their courses:

- Infrastructure & Support installs the required technical infrastructure in the lecture hall and makes available all manner of multimedia equipment. MMS-IS takes care of infrastructure for conferences and events.
- Videoconferencing & Collaboration offers comprehensive support and high-quality technical infrastructure for video conferences, both in already-equipped rooms (in the ETH main campus and Science City) and in the individual workplace. Here ETH members have at their disposal a full array of options for location-independent communication and cooperation.
- The Production & Distribution group is responsible for recording lectures, conferences and talks, and for their realisation in various video formats (corporate video, documentary, animated film). The ETH Multimedia Portal is responsible for distribution [43].

7.4 IT support

The Helpdesk [44] is the gateway to IT Services. It is the contact point for all IT matters which cannot be dealt with directly by a unit's designated IT support person(s). The Helpdesk call centre is able to provide information concerning all IT services and their status. IT Services also offers comprehensive IT support to new professors [45].

7.5 Support point for online academic applications

Contact for technical and other queries regarding online academic applications: [46].

7.5.1 Correspondence

Correspondence (e.g., regarding scheduling, setting of dates for oral session examinations) is sent exclusively by email to ETH email addresses (to the main address, if

more than one ETH address exists). External lecturers must therefore either check their ETH mailboxes regularly or re-route their ETH emails to another preferred email address (www.passwort.ethz.ch/ > meine Services > Mailbox). The IT Helpdesk (see above) is happy to answer any queries.

7.6 Language Center of the University of Zurich and ETH Zurich

The Language Center is a joint service undertaking of the University of Zurich and ETH Zurich. To address the growing significance of language competence in degree programmes, research and academic and other professional fields, it offers a wide range of language courses to undergraduates, graduate students and staff. These courses both foster the language capabilities and hence

employability of graduates, and contribute to the internationalisation of the two universities. Courses in 'German as a Foreign Language' and English, as languages of science and teaching, are also of particular importance. Language preparation for exchange programmes is supported by independent study and exam preparation courses in French, English, Spanish and Chinese. In addition to language-learning modules in course format the Language Center also supports independent study in its Self-learning Center, and tandem learning partnerships. Individual learning is also fostered via tutoring and coaching. For ETH Zurich students, many language courses also qualify as compulsory electives for D-GESS and other selected programmes. An overview of the pertaining ETH rules and the credit possibilities in each department are found on the Language Center website [47].

Doctoral Administration Office

The Doctoral Administration Office ensures the smooth running of the administrative side of the doctoral programme, from application and registration to the printing of the doctoral degree and organisation of the awards ceremony.

Telephone: +41 44 632 26 72

doktorat@ethz.ch

www.doktorat.ethz.ch/index_EN

DELIS: Contact persons for teaching and educational technology in the departments

DELIS staff are contact persons in the departments in matters of teaching and educational technology. They provide advice to lecturers, coordinate developments among the degree programmes and liaise with ETH's central services. They support innovation in teaching and the integration of new educational technologies. DELIS staff are not yet available in every department; an overview is found on the Educational Development and Technology (LET) website: www.let.ethz.ch/delis.

IT Services Helpdesk

The Helpdesk is the gateway to IT Services. It is the contact point for all IT matters which cannot be dealt with directly by a unit's designated IT support person(s). The Helpdesk call centre is able to provide information concerning all IT services and their status.

Telephone: +41 44 632 77 77

helpdesk@id.ethz.ch

www.id.ethz.ch/support/index_EN

Educational Development and Technology (LET)

The Educational Development and Technology (LET) unit offers a comprehensive range of educational services. It advises and assists lecturers in the design of courses and performance assessments, provides continuing education in university teaching and supports educational innovation, e.g. via the deployment of educational technology. It supports degree programmes in the development and revision of their curricula, and coordinates the departmental DELIS staff (see above). LET also offers lecturers a wide portfolio of IT services.

The LET unit was created out of the earlier Centre for Teaching and Learning (DiZ) and the Network for Educational Technology (NET) units and comprises the groups Curriculum Development, Innovation Management, Performance Assessment & Evaluation, Teaching & Faculty Development and IT Services for Education.

www.let.ethz.ch

Head of Student Administration (Registrar)

The Rectorate's Student Administration Office is the contact point for problems connected with interrupted or discontinued examinations and extension of examination deadlines; for extrajudicial and legal procedures such as requests for reconsideration, grade annulment requests or appeals; and for the planning of degree programmes for students who are also top-class athletes.

Dr. Pia Wyrsch

Telephone: +41 44 632 57 96

pia.wyrsch@rektorat.ethz.ch

Student Exchange Office

The Student Exchange Office organises student exchange programmes both within Switzerland and abroad, and looks after the needs of foreign exchange students, including those whose home universities have no formal exchange agreement with ETH Zurich.

Telephone: +41 44 632 61 61

moblitaet@rektorat.ethz.ch

www.moblitaet.ethz.ch/index_EN

Multimedia Services

ITS Multimedia Services plans and operates the audiovisual equipment in ETH Zurich seminar rooms and lecture halls. It organises live transmissions of meetings, events and video conferences of all kinds and records these if required. By arrangement it also produces audio materials and videos for use in teaching and research.

Telephone: +41 44 632 35 38

mms@id.ethz.ch

www.mms.ethz.ch/index_EN

Prorector for Doctoral Studies

The Prorector for Doctoral Studies is formally responsible for all decisions regarding doctoral studies and is the contact person for special cases. Contact can be arranged via the Doctoral Administration Office.

Prof. Thomas Vogel

Telephone: +41 44 632 25 93

doktorat@ethz.ch

Prorector for Education

The Prorector for Education is formally responsible for all decisions regarding education and is the contact person for special cases.

Prof. Dr. Hans Rudolf Heinimann

Telephone: +41 44 632 22 80

prorektor-lehre@ethz.ch

Assistant to the Prorector for Education:

Telephone +41 44 632 94 65

Examinations Office

The Examinations Office is the contact point for all issues surrounding examinations and performance assessments, in particular examination planning and queries during the examination session.

Telephone: +41 44 632 20 68

pruefungsplanstelle@ethz.ch

www.rektorat.ethz.ch/about/process_projects/exam_office/index_EN

Room and Course Scheduling team

The Room and Course Scheduling team is responsible for three areas:

Administration of Rectorate rooms: The team manages and processes reservations for ca. 180 teaching rooms and 18 meeting rooms on the ETH main campus and at Science City.

Application 'Raumanfrage' ('Room requests'):

www.raumanfrage.ethz.ch

Telephone: +41 44 632 20 69

raumreservation@ethz.ch

www.rektorat.ethz.ch/depts/rooms/index_EN

Course scheduling: The team is responsible for publishing the Course Catalogue. In collaboration with the departmental schedule coordinators, it defines and coordinates the entire scheduling process, and sets the deadlines for Course Catalogue planning and publication.

Telephone: +41 44 632 05 46

stundenplanung@rektorat.ethz.ch

Teaching assignments: The Room and Course Scheduling team is responsible for coordinating non-professorial/senior lecturer teaching assignments.

Telephone: +41 44 632 20 15

lehrauftrag@rektorat.ethz.ch

www.rektorat.ethz.ch/about/process_projects/rooms_courses/index_EN

Academic Affairs Administration

The Academic Affairs Administration Office is responsible for the administration of Privatdozenten (private lecturers) (granting of the *venia legendi*, exemption from teaching responsibilities, etc.); for visiting professors; for the coordination of introductory, farewell and inaugural lectures; and for the academic calendar. It also carries administrative responsibility for the Guidelines for Lecturers.

Telephone: +41 44 632 23 69

academic.affairs@rektorat.ethz.ch

Language Center of the University and the ETH Zurich

The Language Center is a joint undertaking of the University of Zurich and ETH Zurich. It offers a wide range of language courses to undergraduates, graduate students and staff.

Telephone: +41 44 634 52 81
sprachen@sprachen.uzh.ch
www.sprachenzentrum.uzh.ch/index_en.php

Office for Faculty Affairs

On behalf of the President of ETH Zurich, the Office for Faculty Affairs supports professors from their recruitment through their employment period at ETH Zurich.

Contact person for sabbaticals and vacation:
Ms Tanja Gsell
Telephone: +41 44 632 20 67
tanja.gsell@sl.ethz.ch

Orientation and Coaching for Students (SoC)

The Orientation and Coaching for Students (SoC) unit is responsible for all activities at the interface of ETH and the Swiss Gymnasien for students and for those interested in studying. It supports future students in selecting a degree programme, prepares them for it and helps them through the first study programme phase. The unit comprises the areas Student Orientation, Study Programme Counselling, and Coaching.

<http://www.soc.ethz.ch/>

Study Administration Office

The respective Study Administration Office in the department or institute is the first contact point for questions connected with scheduling and the issuing of performance assessment results.

Schedule coordinators

A list of departmental schedule coordinators is found at:
www.rektorat.ethz.ch/lecturers/scheduling/coordinators_EN

Support point for online academic applications

Contact point for technical and other matters which concern online academic applications (link: 'Feedback/Support' in applications).

support@rektorat.ethz.ch

Centre for Continuing Education (ZfW)

The Centre for Continuing Education is the central support point for all matters connected with academic continuing education, including public relations, information, registration procedures, student administration, course financing, guidance in the design of new programmes, and evaluation.

Telephone: +41 44 632 56 59
info@zfw.ethz.ch
www.zfw.ethz.ch/index_EN

9.1 In order of appearance

- [1] **Curriculum structure**
www.ethz.ch/studies/index_EN
- [2] **Degree programmes**
www.ethz.ch/prospectives/programmes/index_EN
- [3] **Doctoral studies**
www.ethz.ch/doctorate/index_EN
- [4] **Academic continuing education**
www.zfw.ethz.ch/index_EN
- [5] **Continuing education offer**
www.zfw.ethz.ch/services/index_EN
- [6] **Didactic training**
[www.didaktischeausbildung.ethz.ch²](http://www.didaktischeausbildung.ethz.ch<sup>2</sup)
- [7] **Collection of legal documents**
[www.rechtssammlung.ethz.ch²](http://www.rechtssammlung.ethz.ch<sup>2</sup)
- [8] **Admissions**
www.rektorat.ethz.ch/students/admission/index_EN
- [9] **Academic calendar**
www.rektorat.ethz.ch/calendar/index_EN
- [10] **Regulations Concerning Admission to ETH Zurich**
[www.rechtssammlung.ethz.ch/pdf/310.5_zulassungsverordnung.pdf²](http://www.rechtssammlung.ethz.ch/pdf/310.5_zulassungsverordnung.pdf<sup>2</sup)
- [11] **General Rules on Performance Assessments at ETH Zurich [Allgemeine Verordnung über Leistungskontrollen (AVL)]**
[www.rechtssammlung.ethz.ch/pdf/322.021_allg.verordnung_leistungskontrollen.pdf²](http://www.rechtssammlung.ethz.ch/pdf/322.021_allg.verordnung_leistungskontrollen.pdf<sup>2</sup)
- [12] **Regulations for Doctoral Studies [Doktoratsverordnung]**
[www.rektorat.ethz.ch/doctorate/admin/de_doc_regulations_2008.pdf²](http://www.rektorat.ethz.ch/doctorate/admin/de_doc_regulations_2008.pdf<sup>2</sup)
- [13] **Programme regulations**
[www.rechtssammlung.ethz.ch/?document=3.1²](http://www.rechtssammlung.ethz.ch/?document=3.1<sup>2</sup)
- [14] **Directives of the Rectorate**
www.rektorat.ethz.ch/directives/index_EN
- [15] **The Disciplinary Code [Disziplinarordnung] of ETH Zurich**
www.rechtssammlung.ethz.ch/pdf/361.1_disziplinarordnung_engl.pdf
- [16] **Diploma Supplement**
www.rektorat.ethz.ch/applications/edoz/timetable/catalog/example/index_EN
- [17] **Course Catalogue**
www.vvz.ethz.ch (select “English” at the top right of page)
- [18] **DELIS**
[www.let.ethz.ch/delis²](http://www.let.ethz.ch/delis<sup>2</sup)
- [19] **Guidelines for Preparation, Implementation and Evaluation of Examinations at ETH Zurich [Leitfaden für die Vorbereitung, Durchführung und Auswertung von Prüfungen an der ETHZ]**
[www.let.ethz.ch/docs²](http://www.let.ethz.ch/docs<sup>2</sup)
- [20] **didactica programme: training in university teaching**
[www.didactica.ethz.ch²](http://www.didactica.ethz.ch<sup>2</sup)
- [21] **Departmental schedule coordinators**
www.rektorat.ethz.ch/lecturers/scheduling/coordinators_EN
- [22] **Scheduling**
www.rektorat.ethz.ch/lecturers/scheduling/coordinators_EN
- [23] **Room requests**
www.rektorat.ethz.ch/depts/rooms/index_EN
- [24] **Room information**
[www.rauminfo.ethz.ch²](http://www.rauminfo.ethz.ch<sup>2</sup)
- [25] **Performance assessments**
www.rektorat.ethz.ch/lecturers/exams/index_EN
- [26] **eDoz**
www.edoz.ethz.ch
(select “English” at the top right of page before logging in)
- [27] **myStudies**
www.mystudies.ethz.ch
(select “English” at the top right of page before logging in)
- [28] **Session examinations/planning**
www.rektorat.ethz.ch/lecturers/exams/planning/index_EN
- [29] **End-of-semester examinations (directive)**
[www.rektorat.ethz.ch/directives/pdf_de/leistungskontrollen_semesterende.pdf²](http://www.rektorat.ethz.ch/directives/pdf_de/leistungskontrollen_semesterende.pdf<sup>2</sup)
- [30] **Written examinations (implementation checklists)**
[www.rektorat.ethz.ch/lecturers/exams/written_exams_checklist.pdf²](http://www.rektorat.ethz.ch/lecturers/exams/written_exams_checklist.pdf<sup>2</sup)
- [31] **Information on examinations from the Prorector (dealing with special situations)**
[www.rektorat.ethz.ch/lecturers/exams/examinfo_prorector.pdf²](http://www.rektorat.ethz.ch/lecturers/exams/examinfo_prorector.pdf<sup>2</sup)

² in German only

- [32] **Postponing oral session examinations (form)**
www.rektorat.ethz.ch/students/exams/oralexams_stud.pdf²
- [33] **Plagiarism (procedures, contact persons)**
www.plagiate.ethz.ch/index_EN
- [34] **Viewing and transfer of performance assessment records**
www.rektorat.ethz.ch/directives/pdf_de/pruefungseinsicht.pdf²
- [35] **Legal means and right of appeal in the context of grades and other forms of performance evaluation [‘Rechtsmittel und Rechtsbehelfe bei Noten und weiteren Leistungsbewertungen’]**
 (Rector’s information sheet)
www.rektorat.ethz.ch/directives/pdf_de/rechtsmittel_rechtsbehelfe.pdf²
- [36] **Doctoral Administration**
www.rektorat.ethz.ch/doctorate/index_EN
- [37] **‘E-Learning Baukasten’**
www.elba.ethz.ch²
- [38] **E-collaboration**
www.let.ethz.ch/teaching_fd²
- [39] **Online examinations**
www.let.ethz.ch/exam_eval²
- [40] **Learning platforms**
www.let.ethz.ch/services²
- [41] **Innovation Management**
www.let.ethz.ch/innovation²
- [42] **Innovedum**
www.innovedum.ethz.ch/index_EN
- [43] **Multimedia Services**
www.mms.ethz.ch/index_EN
- [44] **IT Services Helpdesk**
www.id.ethz.ch/support/index_EN
- [45] **IT support for new professors**
www.id.ethz.ch/services/list/new_prof/index_EN
- [46] **Support point for online academic applications**
support@rektorat.ethz.ch
- [47] **Language courses**
www.sprachenzentrum.uzh.ch/angebot/kurse_ba/ects_en.php

9.2 In alphabetischer Reihenfolge

Academic calendar

www.rektorat.ethz.ch/calendar/index_EN

Academic continuing education

www.zfw.ethz.ch/index_EN

Admissions

www.rektorat.ethz.ch/students/admission/index_EN

Collection of legal documents

www.rechtssammlung.ethz.ch²

Continuing education offer

www.zfw.ethz.ch/services/index_EN

Course Catalogue

www.vvz.ethz.ch (select “English” at the top right of page)

Curriculum structure

www.ethz.ch/studies/index_EN

Degree programmes

www.ethz.ch/prospectives/programmes/index_EN

DELIS

www.let.ethz.ch/delis²

Departmental schedule coordinators

www.rektorat.ethz.ch/lecturers/scheduling/coordinators_EN

Didactic training

www.didaktischeausbildung.ethz.ch²

didactica programme: training in university teaching

www.didactica.ethz.ch²

Diploma Supplement

www.rektorat.ethz.ch/applications/edoz/timetab/catalog/example/index_EN

Directives of the Rectorate

www.rektorat.ethz.ch/directives/index_EN

Doctoral Administration

www.rektorat.ethz.ch/doctorate/index_EN

Doctoral studies

www.ethz.ch/doctorate/index_EN

E-collaboration

www.let.ethz.ch/teaching_fd²

eDoz

www.edoz.ethz.ch

(select “English” at the top right of page before logging in)

‘E-Learning Baukasten’

www.elba.ethz.ch²

End-of-semester examinations (directive)

www.rektorat.ethz.ch/directives/pdf_de/leistungskontrollen_semesterende.pdf²

General Rules on Performance Assessments at ETH Zurich [Allgemeine Verordnung über Leistungskontrollen (AVL)]

www.rechtssammlung.ethz.ch/pdf/322.021_allg.verordnung_leistungskontrollen.pdf²

Guidelines for Preparation, Implementation and Evaluation of Examinations at ETH Zurich [Leitfaden für die Vorbereitung, Durchführung und Auswertung von Prüfungen an der ETHZ]

www.let.ethz.ch/docs²

Information on examinations from the Prorector (dealing with special situations)

www.rektorat.ethz.ch/lecturers/exams/examinfo_prorector.pdf²

Innovation Management

www.let.ethz.ch/innovation²

Innovedum

www.innovedum.ethz.ch/index_EN

IT Services Helpdesk

www.id.ethz.ch/support/index_EN

IT support for new professors

www.id.ethz.ch/services/list/new_prof/index/index_EN

Language courses

www.sprachenzentrum.uzh.ch/angebot/kurse_ba/ects_en.php

Learning platforms

www.let.ethz.ch/services²

Legal means and right of appeal in the context of grades and other forms of performance evaluation

[‘Rechtsmittel und Rechtsbehelfe bei Noten und weiteren Leistungsbewertungen’]

(Rector’s information sheet)

www.rektorat.ethz.ch/directives/pdf_de/rechtsmittel_rechtsbehelfe.pdf²

Multimedia Services

www.mms.ethz.ch/index_EN

myStudies

www.mystudies.ethz.ch

(select “English” at the top right of page before logging in)

Online examinations

www.let.ethz.ch/exam_eval²

Performance assessments

www.rektorat.ethz.ch/lecturers/exams/index_EN

Plagiarism (procedures, contact persons)

www.plagiate.ethz.ch/index_EN

Postponing oral session examinations (form)

www.rektorat.ethz.ch/students/exams/oralexams_stud.pdf²

Programme regulations

www.rechtssammlung.ethz.ch/?document=3.1²

Regulations Concerning Admission to ETH Zurich

www.rechtssammlung.ethz.ch/pdf/310.5_zulassungsverordnung.pdf²

Regulations for Doctoral Studies [Doktoratsverordnung]

www.rektorat.ethz.ch/doctorate/admin/de_doc_regulations_2008.pdf²

Room information

www.rauminfo.ethz.ch²

Room requests

www.rektorat.ethz.ch/depts/rooms/index_EN

Scheduling

www.rektorat.ethz.ch/lecturers/scheduling/coordinators_EN

Session examinations/planning

www.rektorat.ethz.ch/lecturers/exams/planning/index_EN

Support point for online academic applications

support@rektorat.ethz.ch

The Disciplinary Code [Disziplinarordnung] of ETH Zurich-

www.rechtssammlung.ethz.ch/pdf/361.1_disziplinarordnung_engl.pdf

Viewing and transfer of performance assessment records

www.rektorat.ethz.ch/directives/pdf_de/pruefungseinsicht.pdf²

Written examinations (implementation checklists)

www.rektorat.ethz.ch/lecturers/exams/written_exams_checklist.pdf²