Instructions for ETH students:
Applying for the IARU Global Summer Program (GSP) – 2016/17

1. Information on IARU GSP

1.1. Prerequisites for participating

ETH Zurich students who have completed at least one full year of studies (and passed the first-year examinations) and have good or very good English skills are entitled to participate in IARU GSP. Students must be matriculated at ETH Zurich both at the time of application and at the time of participation in the summer school.

ETH Zurich doctoral students and MAS continuing education students may in principle also apply, but they do not have priority and may only take part if the respective IARU GSP course is open to the respective group. They receive no Banco Santander or ETH Zurich scholarships.

When applying please take into account the ETH Zurich examination session: no exemptions are made for summer schools. Students must ensure that summer school participation will not overlap with their examinations.

D-MAVT: Students of D-MAVT are required to contact their department by email to mobility@mavt.ethz.ch before applying for IARU GSP.

1.2. Scholarship (‘IARU-Santander GSP Scholarship’)

Students of ETH Zurich (not including doctoral students or MAS continuing education students) are supported with scholarships of between CHF 800 and CHF 2000, to partially cover travel and accommodation costs. The scholarship amount is only determined in April and depends on the number of applications and the destinations and cost of summer schools. It is offered by Banco Santander (S.A.). Further scholarships (e.g. travel allowance from the Financial Aid Office) in addition to the IARU-Santander GSP Scholarship are not possible.

Please note that the fees for some IARU GSP courses are very high. Your application is binding.
1.3. Recognition of credits

For ETH Zurich participation in a summer school does not count as student exchange, and correspondingly the credits earned in a summer school are not always recognised towards your degree programme at ETH Zurich.

You must contact your departmental Study Administration Office in advance, i.e. before the start of the summer school, if you want to clarify the possibility of recognition of IARU GSP credits and know more about the respective procedure.

If you wish to have credits of the summer school recognised at ETH Zurich as courses in ‘Science and Perspective’ (former ‘GESS courses’), you must obtain – well in advance – the permission of your degree programme’s Director of Studies and that of the teaching commission of the respective subject. For the latter please contact Viola Gloor and provide the following information: partner university, subject, weekly semester hours, and type of academic record. See the course programme Science in Perspective.

1.4. Multiple applications

If you like you may simultaneously apply for two IARU GSP courses or universities, to cover you if you are not nominated for your first choice of IARU GSP course or university (e.g. because there are more ETH Zurich applications than there are places). In that case you should apply in Mobility-Online for your first choice of IARU GSP host university; during the application process you can add a second choice if desired. Note that you must hand in the application documents for both courses or universities – i.e. the IARU GSP application form as well as any additional documents that may be required by the respective host university or course.

The choice for which you are nominated is determined by the Student Exchange Office respectively the selection body. You will eventually only be nominated by ETH Zurich for one host university or course.

2. Preparation (before applying online)

Please do the following BEFORE you apply online:

1. Read the information on the websites of the Student Exchange Office and of IARU GSP carefully.
2. Read the reports of former IARU GSP participants in the International Knowledge Base (www.ikb.ethz.ch).
3. If you want to recognise credits from IARU GSP towards your ETH course of study please contact your departmental Study Administration Office in advance to enquire about options and the procedure. Students of D-MAVT are required to contact their department by email to mobility@mavt.ethz.ch before applying for IARU GSP.
4. Collect the documents you need for online application early. See further below for information on the documents you will need. All documents must be uploaded as PDFs; no image files are allowed.

Do not begin the online application right before the application deadline! You may not finish on time, and if you have problems you may not be able to ask questions.

3. Finding and selecting student exchanges in the Mobility-Online portal

Read the information on IARU GSP on the websites of the Student Exchange Office of IARU GSP in advance.

Applications for IARU GSP are possible after 12 December 2016. All students start the application process via the search portal. You are required to enter the year of the exchange – note that you must indicate 2016/17.

Important: If you wish to apply for more than one IARU GSP course or university (see multiple applications), you must apply for your first choice. During the application process in Mobility-Online you can add a second choice.
4. Application procedure

4.1. Application form

Authentication proceeds when you enter your nethz login details in SWITCH-aai. Your personal data will be taken over and can no longer be changed. The application form is thus largely filled out in advance. You should add:

- The entire section on Details of planned exchange period. As the dates of your stay please enter the planned dates of your stay at the host university (dates of the IARU GSP course, but not travel days or holidays). The IARU GSP exchange semester is always the corresponding Spring Semester.
- Under Personal details, the desired language of communication (note that some documents or emails are only issued in one language, regardless of the desired communication language).
- Language skills
- Under Details of previous studies, the number of academic years completed plus (if applicable) any completed degrees. Both entries relate to the date when you wish to participate in IARU GSP.

After you send the form you will receive an email with details of how to log in to Mobility-Online to complete your application. You may only submit the application when you have completed all the necessary steps! Please note that your complete application must be submitted by the given application deadline.
4.2. Login
When logging in via SWITCH-aai, always enter your details on the lower half of the page:

- Important: Your SWITCH-aai session will remain active as long as the browser is open (this enables you to access further ETH applications (e.g. myStudies) without logging in again). For security reasons it is therefore essential to close the browser completely when you have finished working, especially if you are not on your own computer. This is the only way to end the SWITCH-aai session; closing the current tab is not enough.

Note for MAC users: Activate the setting ‘Always activate scrollbar’ beforehand. Otherwise – depending on the browser setting – the scroll function may be deactivated and you may not be able to view your workflow correctly.

After you log in the main window will appear, showing your workflow and the next steps to be taken. Execute these steps by clicking on the link to the corresponding step on the right. The compulsory steps must be taken in the designated order:

4.3. Adding data
Add a contact person for emergencies, and supply your bank or postal account details (enter the IBAN number with no spaces between groups of numbers). When indicated click on the ‘Change’ button to make changes.

4.4. Documents
The application for IARU GSP requires the following documents as a minimum:

- Completed IARU GSP application form (downloaded directly during the online application procedure; in case of multiple applications to be handed in separately for each of the two host universities/courses)
- Transcript(s) of record in English (all university studies previous to the time of application)
- CV in English

1 Unofficial print version from myStudies in English should suffice unless otherwise specified on the IARU GSP website by the individual course
- **Important:** Further documents may need to be uploaded depending on the IARU GSP course. Please see the details of the respective course on the IARU GSP website. If you indicate two priorities you must upload the required additional documents for both courses.

It is your responsibility to ensure that the application is complete – incomplete applications might be rejected by the host universities.

Important: Only PDF documents are accepted, and no image files. Please see that resolution is good and scans are clean. Documents which are already available in electronic form (unsigned transcripts of record, emails, Word documents etc.) can be converted to PDF files on all ETH computers. Upload the respective documents at the correct application stages.

If you wish to upload several documents in one category, upload the second (and any further) documents by clicking on the paper icon on the above left:

![Upload name](image)

**4.5. Submitting the application**

After filling out all the information and uploading your documents, conclude your application by confirming that it is complete and submitting it. You will receive an automatic email message confirming receipt. The Student Exchange Office normally requires a few weeks to process the application.

**5. Next steps**

Your application will now be checked for content and completeness and will undergo a selection. If your application is accepted by ETH Zurich you will receive a corresponding email.

For ETH Zurich you are then officially registered for IARU GSP and will be nominated to the host university, respectively to the respective IARU GSP course. For the host university you may need to submit further documents, and if indicated even undergo a registration process!

Various further steps may be required in Mobility-Online. You will receive an email informing you of these. You may log on to Mobility-Online at any time to check the status of your application and identify the next steps.

Final acceptance for participation in the desired IARU GSP course lies with the partner university. You will normally be informed about this in April.