

**ETH Zurich Ordinance on Performance Assessments  
(Leistungskontrollenverordnung ETH Zürich):**  
**Implementation stipulations determined by the Rector**

30 January 2013

(Version: 4 October 2022)

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

*The Rector of ETH Zurich,  
pursuant to Art. 33 of the ETH Zurich Ordinance on Performance Assessments of 22 May  
2012,<sup>1</sup>  
decrees the following implementation stipulations:*

**Art. 2              Terminology**

**Subpara. f (Examination block)**

The grouping together of examinations into examination blocks is only permitted in the following cases:

- a. Compulsory course units from the Bachelor's degree programme with session examinations may be grouped together in examination blocks. Examinations which belong to both the first-year examinations and the individual examination blocks are listed in the Programme Regulations.
- b. Course units with session examinations which students holding a Bachelor's degree from a university of applied sciences must complete as additional requirements for admission to a Master's degree programme may be grouped in examination blocks.

**Art. 4              Course Catalogue**

**Para. 2**

Entries in the Course Catalogue are binding from the beginning of the respective semester. In this regard the beginning of the semester is the first day of teaching.

In exceptional well-grounded cases requests for changes may be granted after the beginning of the semester in which the course unit is taught, as long as the request is submitted to the Vice-Rector for Study Programmes by the end of the fourth teaching week at the latest. Any requests submitted late will not be considered.

If the Course Catalogue contains verifiable errors these may be corrected with the permission of the Vice-Rector for Study Programmes even after the fourth teaching week.

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<sup>1</sup> SR 414.135.1

## **Art. 5                  Modalities of performance assessments**

### **Para. 2**

The modalities of a performance assessment are subject to the stipulations which applied to the course unit as last taught. Specifically, this means the following:

- a. The modalities of the performance assessment of a semester-long course can only be changed when the course is taught again.
- b. The modalities of the performance assessment of a year-long course can only be changed when the second part of the course is taught again.

### **Para. 3**

#### **1) Disabled students: Individual accommodations for performance assessments**

Disabled students or those suffering from chronic illness<sup>2</sup> may be granted an accommodation regarding performance assessments if they submit a well-grounded request which includes a doctor's note. This request should be submitted via the designated form to the Disability Advisory Service, for the attention of the Vice-Rector for Study Programmes, by the end of the fourth teaching week (= the final deadline to register for examinations) at the latest.

The form and further details on submitting the request (the information required, doctor's note(s), etc.) are published on the corresponding website.<sup>3</sup>

#### **2)<sup>4</sup> Top-level sports and studies: Individual accommodations for performance assessments**

Proven athletes may be granted an accommodation regarding performance assessments if they submit a substantiated request. Details regarding the request and the respective deadlines are set out on the website "Studies and elite sport" and in the information sheet listed there.<sup>5</sup>

#### **3)<sup>6</sup> a. Bringing forward of a session examination or end-of-semester examination on bona fide academic grounds (bringing forward, or "preponement", of session or end-of-semester examinations)**

**b. Distance examinations**

Students who cannot sit a session or end-of-semester examination on the planned date for bona fide academic reasons such as an exchange stay or a compulsory internship may request the splitting of examination blocks. (All examinations must be sat at ETH Zurich, but the individual examinations belonging to an examination block may be distributed over two different examination sessions).<sup>7</sup>

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<sup>2</sup> According to the definition given in Art. 2, Para. 1 of the *Behindertengleichstellungsgesetzes* [Federal Act on equal status for the disabled] of 13.12.2002 (BehiG, SR 151.3), which defines a disabled person as someone who "suffers from a presumably long-term physical, mental or psychological disability which makes it difficult or impossible to perform daily activities, maintain social contacts, move, pursue training or undertake a career."

<sup>3</sup> See [www.ethz.ch](http://www.ethz.ch) > Studies at ETH Zurich > Special study situations > Studying with a disability / chronic illness

<sup>4</sup> Version pursuant to the Rector's resolution of 05.10.2021; in force since 1 January 2022

<sup>5</sup> See [www.ethz.ch](http://www.ethz.ch) > Studies at ETH Zurich > Special study situations > Studies and elite sport

<sup>6</sup> Version pursuant to the Rector's resolution of 18.09.2017; in force since 18 September 2017

<sup>7</sup> Added pursuant to the Rector's resolution of 05.10.2021; in force since 1 January 2022

In addition, if students cannot sit a session examination or end-of-semester examination in the semester subsequent to their absence they may submit a substantiated request for one of the following:<sup>8</sup>

- Sitting of the examination before the official examination date or before the end-of-semester examination phase (preponement)
- Sitting of the examination as a distance examination (normally simultaneous to the proper examination, but at another location)

Requests to shift session or end-of-semester examinations should be submitted via the designated function in myStudies as early as possible – and by two weeks after publication of the written session examination plan at the latest – to the Examinations Office of Academic Services.

The policy on approvals and further details on submitting the request (the information required, for example) are published on the respective website.<sup>9</sup>

Bringing forward of a session or end-of-semester examination or sitting it as a distance examination are also governed by the following stipulations:

- a. Approval is required each time an examination is brought forward or sat as a distance examination.
- b. If an examination is undertaken early or as a distance examination without approval, the attempt will be annulled.
- c. If the early examination is part of an examination block, registration for that block may no longer be withdrawn after the examination has been taken. Exceptions are only granted on cogent grounds such as illness or accident.
- d. Late requests to shift examinations will not be considered. Exceptions are only made where cogent grounds such as illness or accident are proved to have caused the delay.

Approval is not necessary to shift an oral examination within the examination session. Here Art. 22, Para. 4 of the Ordinance on Performance Assessments applies:

*<sup>4</sup> If an oral examination cannot be undertaken on the prescribed date on cogent grounds such as illness or accident the student and the examiners may arrange individual changes of date within the examination session. The person who initiated the change should notify the Examinations Office immediately in writing.*

The written notification of the change of date must proceed via the designated form. Students can fill out and submit this form electronically via myStudies under “Examination schedule” → “Session examinations” → “Rescheduling form”. Examiners should use eDOZ.

## **Art. 7                  Exclusion from the degree programme**

### **Para. 2**

If a student enrols in what is the last possible semester of a degree programme according to the maximum permitted duration of their studies, but fails to request the issue of the degree (because of missing credits or on other grounds), the degree programme will be regarded as definitively failed. This is true regardless of whether the student withdraws from ETH Zurich

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<sup>8</sup> Added pursuant to the Rector’s resolution of 05.10.2021; in force since 1 January 2022

<sup>9</sup> See [www.ethz.ch](http://www.ethz.ch) > Student portal > Performance assessments > Preponement / distance examination

after enrolling for that semester or remains in the degree programme in order to take up a different degree programme in the following semester.

*See also the following stipulations:*

- Art. 12 → “Requesting an extension of a programme deadline”
- Art. 27 → “Requesting the issue of the degree”

## **Art. 8              Admission to performance assessments**

### **Para. 1**

Only matriculated students and registered Special Students are permitted to undertake performance assessments. Auditors are not permitted to undertake them (see also Art. 39 of the ETH Zurich Admissions Ordinance of 30.11.2010<sup>10</sup>).

### **Para. 3<sup>11</sup>**

## **Art. 9              Registration and deregistration**

### **Para. 1**

Students have no right to sit a session examination or an end-of-semester examination for which they have not registered. This applies analogously to any assessment of semester performance for which a registration is necessary. If students nonetheless sit an examination for which they have not registered, it will be annulled.<sup>12</sup>

### **Para. 2**

A student may register for a maximum of 11 session examinations per examination session.

<sup>13</sup>If first-year examinations comprise more than 11 session examinations, the following stipulations apply:

- a. If a student only registers for part of the first-year examinations,<sup>14</sup> the limit of 11 session examinations applies unchanged.
- b. A student may register for the entire set of first-year examinations without obtaining special permission. However, simultaneous registration for further session examinations is not permitted.

Individual exceptions may be granted on substantiated request. Requests should be submitted to the Examinations Office of Academic Services.

*See also the stipulations regarding Art. 21 → “Organisation of session examinations”.*

### **Para. 3**

Students may no longer deregister from an examination block in the following cases:

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<sup>10</sup> SR 414.131.52

<sup>11</sup> Rescinded as per the Rector’s resolution of 05.10.2021; in force since 1 January 2022

<sup>12</sup> Last sentence added pursuant to the Rector’s resolution of 05.10.2021; in force since 1 January 2022

<sup>13</sup> Added pursuant to the Rector’s resolution of 18.07.2017; in force since 18 September 2017

<sup>14</sup> Examples of “part of the first-year examinations” might include only one of several first-year examination blocks; a reduced first-year examination after a change of degree programme; etc.

- a. They have interrupted the examination session (see also Art. 10 of the Ordinance on Performance Assessments).
- b. They have brought forward and already sat parts of an examination block.
- c. They are subject to individually set deadlines (see also Art. 9, Para. 5 of the Ordinance on Performance Assessments).

If students do not sit the examination block at the given time, the consequences in the context of the above stipulations are as follows:

- (a) and (b): The examination block will be regarded as failed (it will be recorded as a “no-show”).
- (c): Exclusion from the degree programme will be decreed.<sup>15</sup>

#### **Para. 4**

Students may deregister from end-of-semester examinations up to two weeks before the end of the semester (by the respective Sunday, 24.00) without giving reasons, as follows:

- a. For Autumn Semester course units: by the end of calendar week 49 at the latest (by Sunday, 24.00)
- b. For Spring Semester course units: by the end of calendar week 20 at the latest (by Sunday, 24.00)

If a student has been offered a repetition of an end-of-semester examination but does not have to repeat the respective course unit,<sup>16</sup> any registration for a repetition may be withdrawn by the following deadlines without giving reasons:

- c. For Autumn Semester course units: by the end of calendar week 6<sup>17</sup> at the latest (by Sunday, 24.00)
- d. For Spring Semester course units: by the end of calendar week 36<sup>18</sup> at the latest (by Sunday, 24.00)

### **Art. 10            Interruption and absence**

#### **Para. 3**

If an examination session is interrupted, notification of grades will proceed as follows:

- a. Grades in individual examinations (individual grades) and completed examination blocks are issued in the usual way (see Art. 20 of the Ordinance on Performance Assessments).
- b. Grades in examinations which are part of incomplete examination blocks: The Study Administration Office of the respective degree programme will notify students of these grades on request after the end of the examination session. Notification may be oral, by email or by post and is not binding because the evaluation decision of the Grading Conference is still pending (see Art. 19, Para. 3 of the Ordinance on Performance Assessments). For this reason it is not possible to lodge an appeal at this time regarding these grades.

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<sup>15</sup> Added pursuant to the Rector's resolution of 05.10.2021; in force since 1 January 2022

<sup>16</sup> Course units of this type are marked in the Course Catalogue with the information "*A repetition date will be offered in the first two weeks of the semester immediately consecutive.*"

<sup>17</sup> Version pursuant to the Rector's resolution of 05.10.2021; in force since 1 January 2022

<sup>18</sup> Version pursuant to the Rector's resolution of 05.10.2021; in force since 1 January 2022

## **Art. 11<sup>19</sup>**

### **Art. 12 Request to extend a programme deadline**

#### **1) Policy**

Students who may on cogent grounds be unable to meet a programme deadline can submit a substantiated request to extend this deadline. Such grounds include illness, accident, family care responsibilities and military service. Extension of a programme deadline is an exception, and is intended to further the successful completion of studies if particularly difficult individual circumstances arise.<sup>20</sup>

The student is responsible for taking timely measures as soon as unforeseen events such as health problems, or plannable absences such as military service, hamper the normal progress of the study programme and threaten or prevent the keeping of deadlines.

- a) The affected student must submit a request as early as possible – i.e., as soon as grounds for an extension are apparent and certainly by the respective academic deadline – to one of the following offices, marked for the attention of the Vice Rector for Study Programmes:
  - 1) First-year examination deadlines: the Examinations Office of Academic Services
  - 2) All other cases: the Head of the Student Administration Office of Academic Services
- b) Deadlines for submission of the request are those listed in point 2 below, and apply to requests submitted to either the Examinations Office or the Head of Student Administration. The date of the postal stamp is decisive.
- c) Requests which are submitted late will not be considered.
- d) If a programme deadline is extended the extension may be accompanied by further measures.

#### **2) Individual programme deadlines**

##### **2.1) Request to extend the deadline(s) for the first-year examinations**

A well-grounded request to extend the deadline for the first-year examinations must be submitted to the Examinations Office, for the attention of the Vice-Rector for Study Programmes, by the end of the fourth teaching week (= the last date for registering for examinations) at the latest.

Students who have by the final deadline for exam registration neither registered for the first-year examinations nor submitted a request to extend the examination deadline will receive a registered letter from the Examinations Office urging them to register for the first-year examinations or to submit a well-grounded request to extend the examination deadline by the end of the sixth teaching week at the latest. If this deadline is also ignored, the Bachelor's degree programme will be regarded as definitively failed and the respective student will be excluded from it (for culpable neglect to respect the deadline for the first-year examinations; see also Art. 24, Para. 5 of the Ordinance on Performance Assessments).

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<sup>19</sup> Rescinded as per the Rector's resolution of 05.10.2021; in force since 1. January 2022

<sup>20</sup> Version pursuant to the Rector's resolution of 05.10.2021; in force since 1 January 2022

## **2.2) Request to extend the maximum permitted duration of studies**

*Preliminary notes:*

*The maximum permitted duration of studies is deemed respected if the student requests the issue of the degree before it expires. During their entire period of matriculation students are reminded in myStudies of the final deadline for the degree request, as follows: "Final deadline for the Bachelor's degree / Master's degree: XXX semester" (= the semester in which the maximum permitted duration of studies expires).*

*If the request for issue of the degree cannot be submitted before the maximum permitted duration of studies expires, a well-grounded request to extend it may be submitted by the deadlines listed below. If in this situation no request is submitted, or if the corresponding request is refused, the degree programme will be regarded as definitively failed and the respective student will be excluded from it.*

*See also the stipulations regarding Art. 27 → "Request for issue of the degree"*

### Deadlines for submitting the request<sup>21</sup>

A well-grounded request to extend the maximum permitted duration of studies for the Bachelor's and Master's degree programmes and the didactic degree programmes must be submitted to the Head of Student Administration of Academic Services, for the attention of the Vice-Rector for Study Programmes, by the following deadlines at the latest:

#### "Deadline A"

- a) If it is already clear before the start of or during that semester in which the permitted duration of studies expires that the credits required to request the degree can no longer be acquired, the request must be submitted
  - 1) (Expiry of permitted duration in Spring Semester): At the latest by Monday (24.00) of calendar week 23 (first week of the semester break)
  - 2) (Expiry of permitted duration in Autumn Semester): At the latest by Monday (24.00) of calendar week 49 (12<sup>th</sup> teaching week)

#### "Deadline B"

- b) If it is anticipated that all remaining credits pending towards the degree will be obtained during the course of the semester in which the permitted duration of studies expires, no pre-emptive request should be submitted.

If, however, it becomes known after grades are issued that the student in question has failed individual performance assessments, but can still repeat them and obtain the pending credits, the request must be submitted by the following deadlines:

- 1) (Expiry of permitted duration in Spring Semester): At the latest by Monday (24.00) of calendar week 38 (first teaching week of the Autumn Semester)
- 2) (Expiry of permitted duration in Autumn Semester): At the latest by Monday (24.00) of calendar week 9 (second teaching week of the Spring Semester)

## **2.3) Deadline for fulfilling additional admissions requirements (Master's degree studies)**

The deadline for fulfilling additional requirements for admission to Master's degree studies may in principle not be extended. Exceptions are only granted on cogent grounds such as illness or accident.

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<sup>21</sup> Version pursuant to the Rector's resolution of 05.10.2021; in force since 1 January 2022

## **Art. 14                  Repetition of performance assessments**

### **Para. 3:**

Students must be enabled to repeat first-year examinations or an examination block without repeating the respective course units. It must be possible to undertake first-year examinations and examination blocks in every examination session. The same applies to examinations of year-long courses.

To note:

If a course unit is taught again between a student's first attempt at the examination and their second try, it is possible that the modalities of examination and its content will have changed. It is the student's responsibility to find out early enough about any such changes (e.g. via the Course Catalogue or by asking the instructor).

If the examination of a newly presented course unit is part of the first-year examinations, the examiner is free to offer it in two versions:<sup>22</sup>

- a. One version for students who have attended only the newly presented course unit, with the corresponding content and modalities
- b. Another version for students who have repeated the course unit, with content and modalities corresponding to the course unit in its original form

The current examination and the current lecturer(s) are listed in the Course Catalogue. If there is an examination of the type listed under (b) above, this will be indicated. Organisational responsibility lies with the degree programme in question. There is no automatic entitlement to sit an examination of the type listed under (b).

### **Para. 5**

A failed session examination may be repeated during the subsequent examination session at the earliest.

## **Art. 16                  Recognition of transcripts of record from host universities**

### **Para. 3**

The standard for converting grades is the grade conversion table of the Rector, which is published on the website of the Student Exchange Office. If a particular grade has no conversion key, the Director of Studies will decide how to convert it.

### **Para. 6<sup>23</sup>**

The following stipulations apply to the listing of study achievements completed during a student exchange (study achievements outside ETH Zurich; outgoing exchange):

- 1) If the so-called electronic exchange of performance details exists between ETH Zurich and a university,<sup>24</sup> the study achievements undertaken at the respective university are handled as they would be at ETH Zurich. This means that study achievements recognised towards the degree are listed in the academic record,

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<sup>22</sup> Added pursuant to the Rector's resolution of 05.10.2021; in force since 1 January 2022

<sup>23</sup> The stipulations regarding Para. 6 were previously listed among those for Art. 28. With the revision of 05.10.2021 they were shifted here. There have been no material changes.

<sup>24</sup> Electronic exchange of performance details is possible with the University of Zurich and the Language Center of the University of Zurich and ETH Zurich (status: Autumn Semester 2020).

while further, unrecognised or additional achievements are listed on a separate sheet.

- 2) If no electronic exchange of performance details exists, students receive a transcript of records from the respective university which lists the study achievement(s). In such cases the following stipulations apply:
  - 2.1) Students must request a compilation of the respective external study achievements from the responsible ETH Study Administration Office so that they can be listed in the transcript of records (mobility subjects).
  - 2.2) The Study Administration Office compiles the study achievements, but may refrain from listing those which have no relation to the degree programme. In addition:
    - Language courses may be listed on request.
    - <sup>25</sup>Courses failed during an exchange programme are not listed, with the exception of exchange programme courses which are components of an examination block at ETH Zurich.
  - 2.3) Study achievements recognised towards the degree are listed on the academic record. All further, unrecognised or additional achievements are listed on a separate sheet.

## **Art. 19<sup>26</sup>      Grading conference; exercise of discretion**

### **Para. 1: Requirements, composition and delegation**

Requirements: A grading conference must be convened for first-year examinations and for all examination blocks. In practice only critical and borderline cases are discussed. Clear failures or passes need not be discussed at a grading conference.

For each examination block the respective department must establish what constitutes a borderline situation if the average grade is less than a 4.0. As a minimum, however, all cases where the subject with the highest weighting would require just a tiny grade change before the block can be passed must be regarded as critical.

In addition, all critical cases must be discussed in the grading conference irrespective of whether the examinations involved the first or the second attempt at the examination block in question.

Composition and delegation: In principle all participating examiners must be physically present at the grading conference. However, they may delegate this duty. The delegate must be able to take the place of the examiner fully, i.e. must be informed in full regarding the examination and the respective grading conference. They must also be authorised to make decisions regarding grade changes at the grading conference.

Examiners who have given grades in a block which involves no critical cases are not compelled to attend the respective grading conference.

In order to ensure the observer status of students (see Para. 4), the grading conference must be conducted in presence, remotely by video link or in a combined form (“hybrid”). A “circular procedure” is not permitted.<sup>27</sup> If there is a grade change in one or more subjects after the

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<sup>25</sup> Added pursuant to the Rector's resolution of 18.07.2017; in force since 18 September 2017

<sup>26</sup> Added pursuant to the Rector's resolution of 05.06.2019; in force since 1 August 2019

<sup>27</sup> Version pursuant to the Rector's resolution of 04.10.2022; in force since 4 October 2022

regular grading conference (e.g. if a correction error is discovered when the examination is viewed) which causes a candidate to become a critical (borderline) case, this constitutes a special case. The extraordinary grading conference required as a result, involving all participating examiners, may proceed via written correspondence. For the assessment the same documents deployed at the regular grading conference must be available.

### **Para. 2: Chair**

The Director of Studies is responsible for seeing that the grading conference has the proper composition, that it has a quorum, and that both of the following tasks are carried out:

- A) The grading conference must guarantee that examiners can form a complete picture of the student's grades. To achieve this, all examiners involved in a critical case – also those who have issued pass grades – must participate in the respective grading conference (see text under Para. 1).
- B) The grading conference must guarantee that the examiners exercise their discretion in a lawful manner (after the grading conference, grade adjustments on the basis of discretion are not possible). See the policy on exercise of discretion under Para. 3 below.

### **Para. 3: Decision**

The grading conference must sign off on the grades requested by the examiners (see Art. 17, Para. 4 (f) of the ETH Zurich Ordinance on Performance Assessments).

Discretion must be exercised in a lawful manner in every decision (see text under Para. 2). Important principles regarding exercise of discretion are as follows:

- In exercising discretion, examiners must check their assessments during the grading conference for correctness, objectivity and any potential scope for adjusting grades. In the case of examination blocks it should be ascertained whether grades in several subjects have been rounded downwards, justifying the rounding up of a grade.
- Grading implies a sharp delineation between sufficient and insufficient. Because of this it is unavoidable that some candidates will fail by a very narrow margin. The threat of exclusion from a degree programme alone, however, is not grounds for adjusting a grade.
- Grading is an important indicator of a university's integrity. Grades must be given in a serious and responsible way. After-the-fact adjustments may only be undertaken in special cases and only on objectively justifiable grounds.

### **Para. 4: Student representative**

A student representative with observer status must always be invited to grading conferences which involve first-year examinations and examination blocks.

### **Para. 5: Grading conferences for all other performance assessments**

For all other performance assessments where failure would result in exclusion from the degree programme, either a grading conference must be convened or the department must ensure in some other way that examiners rate the performance assessment in a responsible and legal manner.

“All other performance assessments” are, for example, single subjects which can no longer be compensated for and whose failure would mean exclusion; and additional requirements for admission to Master’s degree studies.

In contrast to first-year examinations and examination blocks, the ETH Zurich Ordinance on Performance Assessments stipulates no student observer status in this context. For this reason

a written procedure can also ensure that grading has been undertaken in a responsible and legal manner.

**Art. 21      Organisation of performance assessments; dates of examination sessions and end-of-semester examination phases; deadlines for announcement of results**

**1) Organisation of session examinations**

The Examinations Office of Academic Services organises the session examinations, in particular the respective dates and times. Written and oral examinations may take place throughout the duration of the examination session, from Monday through Saturday.

The Examinations Office attempts to make it possible for all students to undertake all of the examinations in the personal degree programme for which they are registered. If conflicts arise for individual students during session examination planning, examinations which do not belong to the curriculum of the respective student's degree programme will only be taken into account if doing so presents no significant disadvantages for the majority of other examinees on that date.

Oral examinations may be conducted remotely by video link; however, this requires the approval of the respective instructors.<sup>28</sup>

**2) Organisation of all other performance assessments and dates of end-of-semester examinations**

All performance assessments not defined as session examinations are organised by the individual instructor or department carrying out the performance assessment.

Oral examinations may be conducted remotely by video link; however, this requires the approval of the respective instructors.<sup>29</sup>

The dates of end-of-semester examinations must also be entered in eDOZ (7 weeks after the start of the semester for regular examination dates, 20 weeks after the start of the semester for possible repetition dates in the Autumn Semester and 26 weeks after the start of the semester for possible repetition dates in the Spring Semester).<sup>30</sup>

**3) Start dates and duration of examination sessions; deadlines for announcing results**

- a) Examination sessions normally last four weeks and take place as follows:
  - 1) Winter session: Calendar weeks 4–7
  - 2) Summer session: Calendar weeks 32–35
- b) The deadlines for notifying students of results (including grades and “no-shows”) are the same for all session examinations. They are:
  - 1) Winter session: At the latest by Friday of calendar week 8  
(the first teaching week of the Spring Semester)
  - 2) Summer session: At the latest by Thursday of calendar week 37  
(the last week of the semester break)

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<sup>28</sup> Added pursuant to the Rector's resolution of 15.02.2022; in force since 15 February 2022

<sup>29</sup> Added pursuant to the Rector's resolution of 15.02.2022; in force since 15 February 2022

<sup>30</sup> Added pursuant to the Rector's resolution of 05.10.2021; in force since 1 January 2022

- c) Examiners are responsible for delivering the results (grades and “no-shows”) on time to the Study Administration Office of the respective degree programme. This should proceed via the grade lists produced in eDOZ.

*See also the stipulations regarding Art. 28 → “Academic record”.*

**4) Start dates and duration of end-of-semester examination phases and deadlines for announcing results**

- a) The end-of-semester examination phases last four weeks. They include the last two teaching weeks of the semester and the first two weeks of the semester break immediately following, as follows:
- 1) Autumn Semester: Calendar weeks 50, 51, 2 and 3<sup>31</sup>
  - 2) Spring Semester: Calendar weeks 21–24
- b) If it is possible to repeat an end-of-semester examination without repeating the respective course unit,<sup>32</sup> the repetition must take place in the first or second teaching week of the semester immediately consecutive, as follows:
- 1) Autumn Semester course units: Calendar weeks 8 and 9
  - 2) Spring Semester course units: Calendar weeks 38 and 39
- Deviations from this are only possible if a course unit is offered jointly with another university and differing stipulations require a compromise.
- c) The repetition dates in (b) may not be used as alternative dates for the first attempt. Exceptions are only granted on cogent grounds such as illness or accident. (See also the “Directive on the end-of-semester examination phase”, which is updated each semester.)
- d) Repetitions according to (b) are only permitted for those who have failed the first attempt at the end of the immediately preceding semester.
- e) The deadlines for notifying students of results (grades and “no-shows”) apply to all end-of-semester examinations. The deadlines are:
- 1) For the first end-of-semester date:
    - 1.1) Autumn Semester course units: Notification by Friday of calendar week 6 at the latest
    - 1.2) Spring Semester course units: Notification by Friday of calendar week 27 at the latest
  - 2) If it is possible to repeat the end-of-semester examination without repeating the respective course unit, the deadlines for issuing the results are as follows:
    - 2.1) Autumn Semester course units: Notification by Friday of calendar week 11 at the latest
    - 2.2) Spring Semester course units: Notification by Friday of calendar week 41 at the latest

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<sup>31</sup> The first two weeks of the semester break immediately following the Autumn Semester are calendar weeks 2+3 (the Autumn Semester lasts until week 51, and is followed by the Christmas break).

<sup>32</sup> Course units of this type are marked in the Course Catalogue with the information “A repetition date will be offered in the first two weeks of the semester immediately consecutive.”

- f) Examiners are responsible for delivering the results (grades and “no-shows”) on time to the Study Administration Office of the respective degree programme. This should proceed via the grade lists produced in eDOZ.

*See also the stipulations regarding Art. 28 → “Academic record”.*

**Art. 22            Session examinations: examination schedules and directives regarding the session examination schedule**

**Para. 2**

**1) Announcement of examination schedules for session examinations**

The session examination schedules are announced in three steps:

- a) Announcement of written session examination dates  
(examination dates, without locations)
- b) Announcement of oral session examination dates  
(examination dates, with provisional times and the locations of oral and written session examinations)
- c) After the deregistration deadline expires, the examination schedules are optimised for examiners in order to fill any gaps left by deregistrations from oral examinations. The examination dates already announced are fixed; only the starting times of the oral examinations on the day in question are changed. Students’ personal examination schedules, including examination dates, locations and definite times, are provided before the examination session begins.

**2) Directives regarding the session examination schedule**

Before each examination session the respective updated “Directive regarding the session examination schedule” is published in the Academic Services collection of directives and in the web application “myStudies”. The directive is also sent by email to students and examiners. It forms part of the personal examination schedule, which is binding for both student and examiner.

**Para. 5<sup>33</sup>**

If unforeseen circumstances (such as a power outage or server breakdown) prevent a written examination from taking place as planned, it will be broken off or cancelled at short notice. If this happens the examination can be undertaken on a new date in the same examination session; students may choose whether to sit the examination on the new date or to deregister from it. Deregistration from the examination will be treated in the same way as an interruption as set out in Art. 10 of the ETH Zurich Ordinance on Performance Assessments.

**Art. 27            Request for issue of degree; maximum permitted duration of studies**

Students who satisfy all the prerequisites for the degree must request the issue of the degree (Bachelor’s or Master’s degree, teaching certificate or didactic certificate) from the

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<sup>33</sup> Added pursuant to the Rector’s resolution of 30.10.2013. A more precise version is dated 01.11.2018.

responsible department. No degree will be issued without the degree request: ETH Zurich does not issue qualifications automatically.

The request is regarded as official when it has been received by the Study Administration Office responsible for the respective degree programme.<sup>34</sup>

The degree request must be submitted before the expiry of the respective maximum permitted duration of studies, i.e. at the latest by the end of that semester in which the duration of studies runs out. To take into account any pending grading conference decisions, the degree request must as a general rule be submitted by the end of the first teaching week of the semester immediately following at the very latest (example: if the maximum permitted duration of studies expires in the Spring Semester, the degree request must be made by the end of the first teaching week of the Autumn Semester at the latest).

Further details regarding the degree request are provided in “myStudies” under “degree request”.

In cases where a student satisfies the prerequisites for the degree but misses the deadline for requesting it, the following stipulations apply:

- a) The responsible Study Administration Office tells the student to make the request within 10 working days.
- b) If the deadline mentioned in (a) is culpably neglected, the degree programme will be regarded as definitively failed and the respective student will be excluded from it (exceeding of the maximum permitted duration of studies: see also Art. 7, Para. 2 (c) of the Ordinance on Performance Assessments). After discussing the case with Academic Services, the Student Administration Office will issue the so-called transcript of records for non-graduating students (grounds: expiry of academic deadlines). The stipulations of (c) still apply.
- c) In well-grounded exceptional cases the Vice-Rector for Study Programmes, after consultation with the responsible Director of Studies, can make the degree request in the name of the student. Here the following principle applies to those course unit categories where students may choose which study achievements go into the academic record and which go onto the separate sheet of the academic record: the study achievements with the highest grades are listed in the academic record, and the rest (graded or ungraded) go onto a separate sheet.

## **Art. 28              Degree certificate, academic record and Diploma Supplement**

### **Para. 5**

#### **1) Academic record and separate sheet of the academic record**

The structure and disposition of the academic record are based on the programme regulations which govern it.

##### **1.1) Academic record**

The academic record lists all study achievements required to complete the degree, and the final grade. Further details:

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<sup>34</sup> Version pursuant to the Rector's resolution of 05.10.2021; in force since 1 January 2022

- a) Study achievements are either verified in the form of credits or with a description (title of course unit, evaluation of performance, number of credits and any applicable grade weighting).
- b) Fully certified study achievements are listed with the results achieved in the last attempt at the performance assessment (e.g. the second attempt if a course unit or examination block was repeated).
- c) The final grade is computed according to the stipulations of the governing programme regulations.

### **1.2) Separate sheet of the academic record<sup>35</sup>**

All further study achievements not required for the degree are listed on a separate sheet of the academic record. Here students who are matriculated for Master's degree studies but have not yet requested the Bachelor's degree should note the following:

A Master's degree study achievement earned during Bachelor's degree studies can be applied to the Master's degree – irrespective of whether the performance assessment was passed or failed. Here the study achievement will not appear on the Bachelor's academic record or the respective separate sheet, but on the Master's academic record or the respective separate sheet. In addition:

- Shifting a study achievement to Master's degree studies is only possible if the corresponding course unit is listed in the Course Catalogue as belonging to the respective Master's degree curriculum.
- If no shifting is undertaken and the degree request is made, the study achievement will appear on the academic record of the Bachelor's degree or the respective separate sheet. If the corresponding performance assessment was failed once, this result will remain on the separate sheet of the Bachelor's degree academic record, even if the performance assessment is to be repeated during Master's studies. The result of the performance assessment as repeated during Master's degree studies will then be listed on the Master's degree academic record or the respective separate sheet.

This policy also applies analogously to other constellations of studies, e.g. study achievements for the Teaching Diploma earned during Master's degree studies.

Study achievements earned in the framework of a student exchange during ETH studies (external/“outgoing” study achievements) are subject to the stipulations of Art. 16.

### **1.3) Transcript of records for non-graduating students (non-passing certification)**

The structure and disposition of the “transcript of records for non-graduating students” are based on the programme regulations which govern it.

All study achievements, including “no-shows”, are listed in the transcript of records for non-graduating students. For study achievements verified with a description, all results achieved are always listed.

## **2)<sup>36</sup> Deadline for issuing of the academic record and the transcript of records for non-graduating students**

The following deadlines apply to the issuing of the academic record and the transcript of records for non-graduating students:

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<sup>35</sup> Version pursuant to the Rector's resolution of 05.10.2021; in force since 1 January 2022

<sup>36</sup> Added pursuant to the Rector's resolution of 18.07.2017; in force since 18 September 2017

- a. The (final) academic record should be issued as soon as possible after the degree request is received.
- b. The transcript of records for non-graduating students (reason: the required credits can no longer be obtained) should be issued as soon as possible after the last examination results are announced.
- c. The transcript of records for non-graduating students (reason: the entire permitted duration of studies has expired) should be issued at the latest on the Friday of the third week of the semester which follows the final deadline semester.

### **3) Diploma Supplement**

The details listed in the Diploma Supplement are governed by the pertaining recommendations of the Rector's Conference of the Swiss Universities (CRUS) of 30 January 2002:

*“Empfehlungen der CRUS zur Einführung des Diploma Supplement (DS) an den schweizerischen Universitäten”* [Recommendations of CRUS regarding the introduction of the Diploma Supplement at Swiss universities; in German].<sup>37</sup>

### **Art. 29 Viewing of performance assessment records**

Stipulations regarding the viewing of performance assessment records are provided in the Rector's directive “Viewing and transfer of performance assessment records” of 1 September 2010.<sup>38</sup>

### **Rescindment of previous implementation procedures**

The following have been rescinded:

- a) Directive “*Ausserordentliche Examinatoren – Ablauf zwischen Departement und Rektorat*” [Special examiners – procedure departments / Rectorate] of 27 February 1997
- b) Directive “End-of-semester performance assessments” of 1 May 2006
- c) Directive “Dates of examination sessions and deadlines for issuing of results” of 30 June 2007
- d) “*Ausführungsbestimmungen zur AVL ETHZ*” [Implementation stipulations regarding the General Ordinance on Performance Assessments] of 1 November 2008

### **Entry into effect**

These implementation stipulations enter into effect on 1 February 2013. They apply from Spring Semester 2013 onwards.

30 January 2013

The Rector of ETH Zurich  
Prof. Dr Lino Guzzella

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<sup>37</sup> See [www.swissuniversities.ch](http://www.swissuniversities.ch) > Documentation > Publikationen CRUS bis 2014 > Regelungen und Empfehlungen

<sup>38</sup> See [www.directives.ethz.ch](http://www.directives.ethz.ch)