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

30 January 2013  (Version: 1 November 2018)

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,° 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.

° RSETHZ 322.021
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 performance assessment of a semester-long course can only be changed when the course is taught again.

b. The modalities of 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\(^2\) may be granted an accommodation regarding performance assessments if they submit a 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.\(^3\)

2) Top-class sports and studies: individual accommodations for performance assessments
Proven athletes may be granted an accommodation regarding performance assessments if they submit a grounded request which includes the Swiss Olympic Card or top-level confirmation from the respective sports association. This request should be submitted via the designated form to the Head of Student Administration of the Academic Services, 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.\(^4\)

3)\(^5\) a. Bringing forward of a session examination or performance assessment planned for the end-of-semester examination phase (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 academic reasons such as an exchange stay or a compulsory internship may request permission for one of the following:

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\(^2\) 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 (BehG, 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.

\(^3\) See www.ethz.ch > students > advice > disability-advisory-service

\(^4\) See www.ethz.ch > students > advice > top-level-sports

− 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 (simultaneous to the proper examination, but at another location)

Permission may involve a change of examination mode (written versus oral), although approval for a change of this type is in practice rare. 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 the Academic Services.

The policy on approvals and further details on submitting the request (information required, signatures, etc.) are published on the respective website.⁶

Preponement or distance examining of a session or end-of-semester 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, it will be regarded as invalid and 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. Requests to shift examinations which are submitted late 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:

⁴ 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 regarding change of date should proceed via the designated form. Students may fill out and submit this form electronically via myStudies under “examination schedule” → “rescheduling form”; examiners should use eDOZ.

Art. 7  Exclusion from the degree programme

Para. 2

If a student enrolls in the last possible semester of a degree programme according to the maximum permitted duration of his/her 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 after enrolling for that semester or remains in the degree programme in order to take up a different degree programme in the following semester.

⁶ See www.ethz.ch > students > studies > performance-assessments > preponement
See also the stipulations in regard to
  − 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).7

**Para. 3**
Admission to performance assessments up to and including Spring Semester 2013 (i.e., including the summer examination session 2013) is governed by the various examination admission prerequisites and procedures prevailing to date.
At the end of 2016 the Rector, in consultation with the Executive Board, decided to definitively abolish the certificate of course attendance. She also tasked a working group with the further development of so-called “central elements” (continuous assessment tasks). The goal is an analogous directive, which will enter into force in Autumn Semester 2018.

**Art. 9  Registration and deregistration**

**Para. 1**
Students have no right to undertake 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.

**Para. 2**
A student may register for a maximum of 11 session examinations per examination session.

8) 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, 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 if the corresponding request is well founded. Requests should be submitted personally to the Examinations Office of the Academic Services.

See also the stipulations in regard to Art. 21 → “Organisation of session examinations”.

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7 RSETHZ 310.5
8 Added following the Rector’s resolution of 18.07.2017, in force since 18 September 2017.
9 “Part of the first-year examinations” may be, for example, only one of several first-year examination blocks; a reduced first-year examination after a change of degree programme; etc.
Para. 3
Students may no longer deregister from an examination block in the following cases:
   a. They have interrupted the examination session (see also Art. 10 of the Ordinance on
      Performance Assessments)
   b. They have brought forward and already undertaken 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)

Exceptions are only granted on cogent grounds such as illness or accident.

Para. 4
Students may deregister for end-of-semester examinations up to two weeks before the end of
the semester (by the respective Sunday, 24.00) without giving reasons.
If a student has been offered a repetition of the end-of-semester examination but does not
have to repeat the respective course unit, any registration for a repetition may withdrawn
without giving reasons by the following deadlines:
   a. for Autumn Semester course units: by the end of calendar week 7 at the latest (by
      Sunday, 24.00)
   b. for Spring Semester course units: by the end of calendar week 37 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 decision of the Grading Conference on
      how to evaluate the examinations 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.

Art. 11 Late submission of theses

Para. 2
The Director of Studies can, in answer to a well-grounded request, extend the submission
deadline for theses. Illness or accident constitute primary grounds.

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10 Course units of this type are earmarked in the Course Catalogue with the information "A repetition date will be offered in the first two weeks of the semester immediately consecutive."
11 Calendar week 7 is the last week of the winter break.
12 Calendar week 37 is the final week of the summer break.
13 Added following the Rector’s resolution of 18.07.2017, in force since 18 September 2017.
Master’s theses are subject to the following particular stipulation:
If, due to one or more deadline extensions, the entire extension duration adds up to more than 50% of the duration set out in the programme regulations, any further request must be forwarded to the Vice-Rector for Study Programmes. The Vice-Rector for Study Programmes will decide, in consultation with the Director of Studies and the Master’s thesis supervisor, on any (further) extension of the thesis deadline and/or on any further measures.

The Study Administration must submit requests of this type, including documentation of the situation to date (earlier extensions, medical certificates, etc.) and the Director of Studies’ assessment of the case, to the Head of Student Administration, Academic Services, for the attention of the Vice-Rector for Study Programmes.

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 request to extend this deadline which provides these grounds. The latter include illness, accident, maternity and military service. Extension of a programme deadline is never the norm, but always an exception intended to take into consideration a student’s special circumstances.

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 the Academic Services
   2) All other cases: the Head of the Student Administration Office of the 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 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 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).

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 in regard to Art. 27 → “Request for issue of the degree”

Deadlines for submitting the request

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 the 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 (12th 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)
“Grace period”\textsuperscript{14}

c) If a request is submitted only after the submission deadline as set out in (a) and (b), but before the transcript of records for non-graduating students has been issued (grounds: expiry of academic deadlines), the Vice-Rector for Study Programmes decides whether the request will be considered. There is no guarantee of consideration. In addition:

1) Such requests are generally subject to a fee for late submission and administration. The total amount of CHF 290.00 comprises CHF 50.00\textsuperscript{15} for late submission and CHF 240.00\textsuperscript{16} for administration costs.

2) The modalities and the deadline for paying the above total amount are published on the respective website. If the total amount is not paid by the individual deadline set, the request will not be considered.

3) If the Vice-Rector for Study Programmes does not consider the request even after the entire amount has been paid, the CHF 240.00 for administration costs will be repaid.

\textit{If a transcript of records for non-graduating students has already been issued} (reason: expiry of academic deadlines), \textit{extensions of the duration of studies will only be addressed in the context of reconsideration requests or appeals procedures. The transcript of records for non-graduating students must be issued at the latest on the Friday of the third week of the semester which follows the final deadline semester.}

2.3) Deadline for fulfilling additional admissions requirements (Master’s degree programme)

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

\textbf{Art. 14 Repetition of performance assessments}

\textbf{Para. 3:}
Provision must be made which facilitates repetition of first-year examinations or an examination block without re-attendance of the respective course units. It must be possible to undertake first-year examinations and examination blocks in every examination session. The same is true of year-long courses.

To note:
If a course unit is taught again between a student’s first attempt at the examination and his/her 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).

\textbf{Para. 5}
A failed session examination may be repeated during the subsequent examination session at the earliest.

\textsuperscript{14} Added following the Rector’s resolution of 18.07.2017, in force since 18 September 2017.
\textsuperscript{15} SR 414.131.7 (\textit{Gebührenverordnung ETH-Bereich} [fees ordinance of the ETH domain] of 31 May 1994)
\textsuperscript{16} RSETHZ 372 (\textit{Gebührenreglement für den Studienbereich der ETH Zürich} [study fee regulations of ETH Zurich] of 16 April 1996)
Art. 16 Recognition of transcripts of record from host universities

Para. 3
The following interim stipulation applies: As per previous stipulations, the responsible Director of Studies will determine the system for converting any grades from a different grading scale which are received during exchange stays completed up to and including Spring Semester 2014\(^\text{17}\).

Art. 19 Grading conference, exercise of discretion

The stipulations of Art. 19 of the Ordinance on Performance Assessments also apply to performance assessments undertaken as additional requirements for admission to the Master’s degree programme (admission with additional requirements).

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 the Academic Services organises the session examinations; this includes setting the 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 every student to undertake all of the degree programme examinations for which he/she is registered. If conflicts arise for individual students during session exam planning, examinations which do not belong to the curriculum of the respective student’s degree programme will only be taken into account if other examinees are not negatively affected.

2) Organisation of all other performance assessments

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

3) Start dates and duration of examination sessions and deadlines for announcement of results

The following stipulations come from the hitherto existing directive of 30 June 2007. They have been in force since the Winter 2008 examination session.

- a) Examination sessions 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”) to students are the same for all session examinations. They are:

\(^{17}\) Version pursuant to the Rector’s resolution of 10.07.2013, in force since 1 August 2013.
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)

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

See also the stipulations in regard to Art. 28 → “Academic record”.

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

With a few minor exceptions, the following stipulations are taken from the hitherto valid directive of 1 May 2006. They have been in force since Winter Semester 2006/07.

a) The end-of-semester examination phases last four weeks. They include the last two teaching weeks and the first two weeks of the semester break immediately following, details as follows:
   1) Autumn Semester: Calendar weeks 50, 51, 2 and 3
   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, 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

18 The first two weeks of the break following the Autumn Semester are calendar weeks 2+3 (the Autumn Semester lasts until week 51 and are followed by the Christmas holidays).
19 Course units of this type are earmarked in the Course Catalogue with the information “A repetition date will be offered in the first two weeks of the semester immediately consecutive.”
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

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

See also the stipulations in regard to 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)
   c) After the registration deadline expires the examination schedules are optimised for the examiners, to fill any gaps left by deregistrations from oral exams. The examination dates already announced are fixed – only the starting times of the oral examinations on the particular day will be changed. Students’ personal examination schedules, with examination dates, times and locations, are announced before the examination session begins.

2) **Directives regarding the session examination schedule**
Before each examination session the respectively 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 is part of the personal examination schedule, which is binding for both student and examiner.

**Para. 5**

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.

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20 Version pursuant to the Rector’s resolution of 30.10.2013. It enters into effect on 15 November 2013.
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 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, in hard copy form and signed by the student, it has been received by the Study Administration Office responsible for the respective degree programme. Normally the student must submit the request in person, in order to clear up any questions immediately.

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 contacts the student by registered letter requesting that the diploma request be made within 10 working days.

b)  If the deadline is culpably neglected even after (a), the degree programme will be regarded as definitively failed and the respective student will be excluded from it (overrun of the maximum permitted duration of studies: see also Art. 7, Para. 2, Subpara. c of the Ordinance on Performance Assessments). After discussing the case with the 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 a 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:

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) The results achieved last are listed for study achievements verified with a description (in the case of a repeated course unit or examination block, for example).

c) The final grade is computed according to the stipulations of the governing programme regulations.

1.2) Separate sheet of the academic record
All additional study achievements not required for the degree are listed on a separate sheet of the academic record. Further details:

a) All study achievements completed at ETH Zurich up to and including Spring Semester 2013 will only be listed at the request of the student. Some exceptions are governed by
   1) stipulations in the respective programme regulations which deviate from this (see e.g. BSc Biology);
   2) stipulations regarding study achievements which are additional requirements for admission to the Master’s degree programme (see the directive “Admission to Master’s degree programmes”).

b) All study achievements completed at ETH Zurich from Autumn Semester 2013 onwards are listed, including any “no shows”. The results achieved last are listed for study achievements verified with a description (in the case of a repeated course unit, for example).

The following applies to students who are matriculated in the Master’s degree programme but have not yet requested the issue of the ETH Bachelor’s degree:
A study achievement already completed during the Bachelor’s degree programme but intended for the Master’s degree, can be transferred to the Master’s degree – whether the performance assessment was passed or failed. Here the study achievement would appear not in the academic record of the Bachelor’s degree or on its respective separate sheet, but in those of the Master’s degree. Further details:
- The transfer to the Master’s degree of study achievement is only possible if the corresponding course unit belongs to the Master’s degree curriculum as verified in the Course Catalogue.
- If no transfer is envisioned and the request for the Bachelor’s degree is submitted, the study achievement will appear in the academic record of the Bachelor’s degree or on the respective separate sheet. If the respective performance assessment was failed once this detail will remain on the separate sheet of the Bachelor’s degree record, even if the performance assessment is repeated during the Master’s degree programme. The performance assessment repeated during the Master’s degree programme will, however, be listed in the academic record of the Master’s degree programme or on the associated separate sheet.

These policies apply analogously to other study achievements, e.g. to those completed during the Master’s degree programme towards the teaching certificate.
c) 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\(^ {21}\), 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, while further, unrecognised or additional achievements are listed on the separate sheet. The stipulations of (a) and (b) apply analogously to the latter.

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 as long as they were completed at the Language Center of UZH/ETH or at the host university.

   - 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 the separate sheet. The stipulations of (a) and (b) apply analogously to the latter.

1.3) Transcript of records for non-graduating students

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)\(^ {23}\) 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:

a. The (final) academic record should be issued as soon as possible after the degree request is received.

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\(^ {21}\) Electronic exchange of performance details is currently possible with ETH Lausanne and the University of Zurich (status: Autumn Semester 2014).

\(^ {22}\) Added according to the Rector’s resolution of 18.07.2017, in force since 18 September 2017.

\(^ {23}\) Added according to the Rector’s resolution of 18.07.2017, in force since 18 September 2017.
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: [Recommendations of CRUS regarding the introduction of the Diploma Supplement at Swiss universities] (in German: “Empfehlungen der CRUS zur Einführung des Diploma Supplement (DS) an den schweizerischen Universitäten”).

zu 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.

Re.scindment of previous implementation procedures

The following have been rescinded:


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.

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24 See www.swissuniversities.ch > publikationen > publikationen-crus-bis-2014 > regelungen-und-empfehlungen
25 See www.directives.ethz.ch (under “V”)

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