

Regulations for the Examination Schedule binding for all examination-candidates in the Winter 2011/12 Examination Session (Monday, 23rd January - Friday, 17th February 2012)

1. General Instructions:

- **Check the exams for which you are registered at [myStudies](#)**
Even if you are on leave of absence and you do not want to take any exams, you yourself must deregister via *myStudies*.
- **IMPORTANT:**
You can withdraw your registration without specifying a reason up to seven days before the examination session begins.
The latest possible date to deregister is a week before the examination session starts:
Sunday, 15th January 2012, 24.00 h.
- **Written aids** as indicated in the examination schedule are **binding**. It is essential to ask the responsible examiner, if you are still unsure about the materials allowed, particularly in the case of non-German speaking exam candidates, i.e., whether or not you are allowed to take along a dictionary. The use of unauthorised materials and dishonest behaviour can entail disciplinary measures in accordance with the Disciplinary Code of the ETH Zurich, http://www.rechtssammlung.ethz.ch/pdf/361.1_Disziplinarordnung_engl.pdf.
- Always carry your **ETH student card** with you to prove your identity if requested.
- Make sure you hand in the **entire examination papers**, particularly in the case of written exams. Once you have left the examination hall, **any pages you may have forgotten to give to the invigilator cannot subsequently be accepted for evaluation**. If you do not hand in your examination papers at all, it counts as having dropped the examination and you automatically fail. If the exam in question is part of an examination block, the whole block is considered as "failed".
- The names of the buildings in your examination schedule correspond to those in the course catalogue. You can also locate them online at: http://www.ethz.ch/about/location/index_EN. If several rooms/exam halls are indicated for the written examinations, a list of the exam-candidates' names and the rooms to which they are allocated will be posted by the invigilators on the entrance door of each room. Be sure to leave yourself enough time to find the room in which your exam(s) will take place.
- Travelling to and from the exam location is your own responsibility and happens at your own expense. During the semester break, ETH does not organise transportation to the Hönggerberg campus for the examination session. Note: **On Saturday mornings, buses do not run as frequently to Hönggerberg** as during the week. Remember to allow enough time for travelling!
- **Change of address and/or phone number** before or during the examination session should be entered online (<https://www.bi.id.ethz.ch/eAdressen/loginPre.do?lang=en>), in case we need to contact you about any unforeseen changes to the examination schedule. If you have a mobile phone (cell phone), please enter the number in the field "communication data".
- The examination results are posted as soon as possible. Please note that in some ETH departments, it is necessary to await the "Notenkonferenz" (Grading Conference) before the results can be made known. You will be informed by email as soon as you can access your results at [myStudies](#). The results of first-year exams and of Bachelor/Master final year exams are also always sent out by post.

2. Contact Office at the Rectorate:

Please address any questions about **deregistering for exams, discontinuing and dropping exams** (or general inquiries about your exam schedule) to the Examinations Office at the Rectorate (Mr. J. Dietrich, Tel: +41 44 632 20 68).

3. Postponing Examination Dates:

It is not possible to postpone written exams. The following only applies for oral examinations:

In exceptional and well-founded cases, **an oral exam can be postponed within the examination session**. In such an event, all the responsible examiners must be contacted in advance and the Examinations Office must be informed in writing. The **appropriate form** can be accessed at [myStudies](#) → 'Examination Schedule' / 'Rescheduling Form'. Please enter your details and submit the form online.

4. Deregistering, Illness, Discontinuing, Suspending Exams, Special Cases:

4.1 Deregistering:

- **IMPORTANT:**

You can withdraw your registration without specifying a reason up to seven days before the examination session begins, so long as you don't have a deadline to sit the examinations in this semester, resp. in this examination session.

The latest possible date to deregister is a week before the examination session starts:

Sunday, 15th January 2012, 24.00 h.

From 16th January 2012, you can only deregister for **compelling reasons** (e.g., illness, accident or other serious circumstances).

Please note that we cannot assist you, should you miss the deregistration deadline or if you supposedly encounter computer problems on the day of the deregistration deadline.

- If you cannot deregister electronically due to a given deadline, you must go in person to the Examinations Office (HG F 18.1).
- You can withdraw from registered examinations in [myStudies](#) ('Functions' → 'Examinations' → 'Withdraw').
- In some study programmes resp. for some course units a course attendance confirmation is needed to be admitted to the examination itself. Please note the information given by your study administration office in this respect.

Attention: If you failed to receive course attendance confirmation you have to deregister yourself in time for examinations in question. Failure to receive a course attendance confirmation is not considered to be a sufficient reason for a belated deregistration.

4.2 Illness, Special Cases *before the withdrawal deadline, i.e. before 15th January 2012, 24:00 h:*

You must be in full health to sit an exam. If you attend an examination in spite of health troubles (physical or psychological) then you deliberately accept the possibility of failure. In this case a subsequent nullification of the exam will not be granted. The same rule applies, if you start an exam in spite of health problems and drop it afterwards.

If you deregister for (an) exam(s) **before** the end of the withdrawal deadline, you do not have to justify your decision by outlining the reasons. However, should you have to meet examination deadlines, particularly if you are taking repetition exams, and you are not in full health, please hand in, along with a medical certificate, **a request to deregister and to extend the examination deadline(s)** to the Examinations Office.

4.3 Illness, Special Cases *after* the withdrawal deadline, starting 16th January 2012:

Late deregistration, discontinuing or suspending exams after the withdrawal deadline:

If you fall ill after the withdrawal deadline or during the examination session (physically or psychologically), or you cannot sit the exams for compelling reasons, **you are obliged to immediately inform the Examinations Office by phone (Tel: +41 44 632 20 68)**. You can then explain whether it concerns late deregistration, or whether you are discontinuing or suspending (an) exam(s), and you will be advised on what steps should now be taken.

In the case of illness, the following applies:

- Individual exams will be deregistered.
- Examination blocks will be suspended: The scores for any exams taken before suspending the exam block are still valid while exams still to be taken must be done in the next examination session.

If you cannot take an exam due to illness or unforeseen circumstances, or you discontinue an exam before it is finished, you are obliged to inform the Examinations Office before resp. immediately after discontinuing the exam.

In the case of illness, you must be able to submit a medical certificate to the Examinations Office within two working days after having contacted the Examinations Office.

Late submission of a medical certificate and the late reporting of unforeseen circumstances are not accepted. If you decide, despite illness, to take an exam, you must accept the consequences of possibly performing badly. In this case a subsequent nullification of the exam will not be granted.

Important:

In the case of unauthorised absence, the examination in question is regarded as “dropped” and counts as “failed”. If this examination is part of an examination block, the whole block is considered as “failed”.

The invigilators inform us about students who do not show up for an exam. If you do not notify us in time, considerable inconveniences are caused. To counteract such problems, please immediately notify the Examinations Office by phone (Tel: +41 44 632 2068), if you intend discontinuing or withdrawing from an exam.

All correspondence (requests, etc) should be addressed to:
Examinations Office, ETH Zürich, HG F 18.1, Rämistrasse 101, 8092 Zürich.

We wish all examination-candidates success!

Rector of ETH Zurich
Prof. Dr. H. Wunderli-Allenspach