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For further information:	Student Exchange Office

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

DIRECTIVE

Admission of exchange students and visiting students

The Executive Board of ETH Zurich,

at the request of the Rector and pursuant to Art. 36 Para. 4 and Art. 37 Para. 7 of the Regulations Concerning Admission to ETH Zurich of 30 November 2010 (RSETHZ 310.5),

decrees the following:

Art. 1 Subject and scope of this directive

This directive applies to the admission and administration of the following categories of student:

- a. **Exchange students:** Students who spend one or two semesters at ETH Zurich within the framework of an exchange agreement (*incoming students; vgl. Art. 36 of the Regulations Concerning Admission to ETH Zurich, auditor status 55*)
- b. **Invited visiting students:** Students who carry out independent work at ETH Zurich on the invitation of a professor but outside the framework of an exchange agreement. These students may also attend courses and acquire credits. The duration of stay is one month to one year (*vgl. Art. 37 of the Regulations Concerning Admission to ETH Zurich, auditor status 50*)
- c. **Regular visiting students:** Students who spend one or two semesters at ETH Zurich outside the framework of an exchange agreement (*vgl. Art. 37 of the Regulations Concerning Admission to ETH Zurich, auditor status 50*)

Art. 2 Cognisance

¹ The Student Exchange Office of the Rectorate is responsible for the administration of exchange students and visiting students.

² Every department identifies

- a. at least one mobility advisor who is responsible for the study programme issues of exchange students, and
- b. a person or office (usually the mobility advisor or Study Administration office) responsible for regular visiting students.

³ Invited visiting students are looked after by the professors who invited them.

Art. 3 Application for admission

¹ Exchange students and visiting students must submit an application for admission to the Student Exchange Office.

² The Student Exchange Office sets and publishes the dates, deadlines and required documentation of the application, and the form in which it should be made.

³ Exchange and visiting students apply to enter at the beginning of a semester.

⁴ Exchange and visiting students who only come to ETH Zurich to carry out independent work may apply to enter on any date. The application must be submitted at least two months before the entry date. If a visa is required the application must be submitted at least four months before the entry date.

⁵ Applications submitted after the respective deadline or not submitted in the correct form will not be considered.

Art. 4 Curriculum

¹ Exchange students and regular visiting students must submit a curriculum for the planned stay at ETH Zurich which is composed of course units comprising at least 20 credits per semester. Two-thirds of these credits should come from the department where the student is registered.

² The curriculum is binding.

³ For exchange students: if changes to the curriculum are required, these should be agreed with the mobility advisor.

⁴ Exceptions are stipulated in the pertaining exchange agreement.

Art. 5 Admissions decision

¹ The Student Exchange Office makes the admissions decision on behalf of the Rector, supported by the request of the department hosting the student (represented by the mobility advisor or, for regular visiting students, the responsible person/office: vgl. Art. 2, Para. 2, Subpara. b).

² Admission is refused if one of the following applies:

- a. the curriculum submitted cannot be implemented
- b. the applicant's study achievements are regarded by ETH Zurich as insufficient
- c. the applicant cannot supply proof of the language skills required for the selected degree programme

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- d. for visiting students: the respective degree programme lacks the capacity to take on visiting students or must limit their numbers
 - e. for exchange students: all available exchange places are filled
 - f. other grounds covered in the corresponding exchange agreement

³ Any selection process among applicants is based upon performance.

Art. 6 Matriculation and dematriculation

¹ Exchange and visiting students are matriculated at ETH Zurich and allocated to a degree programme.

² Each exchange and visiting student receives a student identity card (the ETH Card) and is entitled to the associated privileges.

³ Dematriculation proceeds automatically when the planned period of stay expires.

Art. 7 Entering the country

¹ For invited visiting students from non-EU countries the Student Exchange Office submits an entry application to the Migrationsamt des Kantons Zürich (Canton Zurich Immigration Office). According to the written agreement of 24 July 2009 the Immigration Office does not require these students to provide proof of financial resources.

² Para. 1 also applies to exchange students who are subject to bilateral exchange agreements, provided that the respective agreement stipulates this.

³ All other exchange students and visiting students are responsible for their own entry formalities.

Art. 8 Fees

¹ The levying of fees is subject to the ETH Domain Fees Ordinance (Gebührenverordnung ETH-Bereich) of 31 May 1995⁽¹⁾.

² Pursuant to Art. 2, Para. 4 of the ETH Domain Fees Ordinance, exchange students are exempt from tuition fees.

³ Exchange students and invited visiting students are exempt from registration fees. An exception is given in Art. 12, Para. 2.

¹ SR 414.131.7

Art. 9 Scholarships

¹ Scholarships for exchange students may be arranged if the respective mobility agreement allows for this.

² The respective Chair or department may also provide scholarships to invited visiting students and exchange students out of its own third-party funds.

³ The total amount of a scholarship may not exceed that of an Excellence Scholarship.

⁴ All exchange student and invited visiting student scholarships are subject to Rectorate approval.

⁵ Regular visiting students are not eligible for scholarships at ETH Zurich.

Art. 10 Performance assessments

¹ Exchange students and visiting students acquire credits by undertaking performance assessments according to the specifications (form, mode, duration, etc.) published in the Course Catalogue.

² Postponement of performance assessments (with simultaneous alteration of their mode if necessary) or the sitting of distance examinations are normally only possible if there is a scheduling conflict with the academic calendar of the home university. Both require the consent of the Student Exchange Office and the responsible examiner.

³ Visiting students are not normally permitted to postpone performance assessments.

⁴ Exchange students and visiting students are entitled to a transcript of records documenting the results (grades or indication 'pass/fail') and credits obtained at ETH Zurich. Both 'pass' and 'fail' results are listed. The transcript is issued by the responsible study administration office on request.

Art. 11 Termination of studies

If a student demonstrates clearly insufficient study performance, does not adhere to the curriculum or obviously neglects his/her studies the Student Exchange Office may order the dematriculation of said student, and informs the home university of such. The Student Exchange Office also decides whether to claim reimbursement of scholarships already drawn.

Art. 12 Membership of VSETH and language courses before the beginning of the semester

¹ Exchange students who are members of VSETH during their stay at ETH Zurich are not required to pay membership fees.

² Exchange and visiting students may attend intensive courses in 'German as a foreign language' (the number of places is limited) before the semester begins. A separate registration fee is charged.

Art. 13 Entry into force

¹ This directive enters into force on 1 March 2011.

² It applies to exchange and visiting students who enter ETH Zurich in Autumn Semester 2011 or later.

On behalf of the Executive Board
President: Ralph Eichler
Secretary General: Hugo Bretscher