DIRECTIVE

Admission of exchange students, visiting students and project students

The Rector,
pursuant to Art. 36, Para. 4 and Art. 37, Para. 7 of the ETH Zurich Admissions Ordinance of 30 November 2010\(^1\),
decrees the following:

Art. 1 Subject and scope of this directive

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

a. **Exchange students**: Students who spend up to two semesters (12 months) at ETH Zurich within the framework of an exchange agreement (see Art. 36 of the ETH Zurich Admissions Ordinance, 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. Their work is recognised towards their studies at the home university. These students may also attend courses and acquire credits, but only to a maximum of 10 credits per semester. The duration of stay is a minimum of three months (91 calendar days) to a maximum of two semesters (12 months) (see Art. 37 of the ETH Zurich Admissions Ordinance, auditor status 50).

c. **Regular visiting students**: Students who spend one or two semesters (12 months) at ETH Zurich outside the framework of an exchange agreement. They mostly attend courses, but can also complete independent work up to a total of 10 credits per semester (see Art. 37 of the Regulations Concerning Admission to ETH Zurich, auditor status 50).

d. **Project students**: Students who study at ETH Zurich in the framework of a special programme. The duration of their stay depends on the respective programme but involves a maximum of 2 semesters (12 months) (see Art. 37 of the Regulations Concerning Admission to ETH Zurich, auditor status 52).

\(^{1}\) SR 414.131.52
Art. 2 Cognisance

1 The Student Exchange Office of Academic Services is responsible for the administration of exchange students, visiting students and project students.

2 Every department identifies
   a. at least one departmental exchange coordinator who is responsible for the study programme issues of exchange students, and
   b. a person or office (usually the departmental exchange coordinator or Study Administration office) who is responsible for regular visiting students.

3 Invited visiting students and exchange students who are only at ETH Zurich to undertake independent work are looked after by the professors who invited them.

4 Responsibility for project students is determined by the respective programme.

Art. 3 Application for admission

1 Exchange students, visiting students and project 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. Para. 5 still applies.

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

4 Exchange and invited 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 should be submitted at least three months before the entry date.

5 The deadlines and form of application of project students are determined by the respective programme.

6 If applications are submitted after the deadline or are not in the correct form they are not entitled to consideration.

Art. 4 Study plan

1 Exchange students and regular visiting students must submit a study plan 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 usually stem from the ETH degree programme\(^2\) for which the student is registered.

\(^2\) The mobility study programme where the student is enrolled.
2 The study plan is binding. Any changes require approval (see Para. 3).

3 The following persons may approve changes to the study plan:
   a. for exchange students: the departmental exchange coordinator
   b. for regular visiting students: the person or unit responsible as per Art. 2, Para. 2(b).

4 Exceptions are stipulated in the pertaining exchange agreement.

5 Exchange or visiting student studies are full-time, attendance-based studies. The students in question are present at ETH Zurich for the entire duration of teaching, performance assessments and independent work.

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 responsible person/office mentioned in Art. 2).

2 Admission as an exchange or visiting student with the right to attend courses normally presupposes that applicants have completed at least two years or four semesters of their studies according to the respective regular progression of studies by the time the stay begins.

3 Admission may be refused if one of the following applies:
   a. The home university is not a university recognised by ETH Zurich.
   b. The duration of matriculation at the home university does not cover the entire duration of exchange or visiting studies.
   c. Exchange or visiting studies will not visibly contribute to studies at the home university. For invited visiting students: proof is lacking that recognition of independent work planned for the stay at ETH Zurich will be granted.
   d. The study plan submitted cannot be implemented.
   e. Matters mentioned in Art. 7 cannot be settled.
   f. The level, content or grades of the applicant’s previous study achievements are regarded by the ETH Zurich department in question as insufficient to complete the study plan (exchange students) or to achieve very good performance in it (visiting students).
   g. The applicant has not supplied proof of any required language skills.
   h. Exchange students:
      1. All available exchange places are filled
      2. Other grounds covered in the corresponding exchange agreement

3 Temporary absences in connection with ETH studies, e.g. excursions or fieldwork, are possible.

4 Here recognition of the home university applies to admission to exchange or visiting studies. ETH Zurich reserves the right to reevaluate recognition of the home university in the context of application for a different course of study at ETH Zurich.
i. Regular visiting students:
   1. The respective degree programme lacks the capacity to take on visiting students (in this case numbers may be restricted)
   2. There is an exchange agreement with the home university regarding the discipline in question.

Any selection process among applicants is based upon performance.

Art. 6 Matriculation and dematriculation

1 Exchange students, visiting students and project students are matriculated at ETH Zurich. They enrol in the mobility study programme associated with the discipline in question.

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

3 Dematriculation proceeds when the planned period of stay expires.

Art. 7 Time limit on exchange student, visiting student and project student stays

The duration of exchange student, visiting student and project student stays is limited to two semesters or 12 months. Under normal circumstances, the following are not possible:
   a) Readmission as an exchange or visiting student at the same level of study
   b) Readmission at the next level of study immediately following the first stay

Art. 8 Entering the country

1 For exchange students who are subject to worldwide exchange agreements, the Student Exchange Office submits an entry application to the Migrationsamt des Kantons Zürich (Canton Zurich Immigration Office), provided that the pertaining agreement stipulates this.\(^5\)

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

Art. 9 Fees

1 The levying of fees is subject to the ETH Domain Fees Ordinance (Gebührenverordnung ETH-Bereich) of 31 May 1995\(^6\) and the Study Fee Regulations of ETH Zurich (Gebührenreglement für den Studienbereich der ETH Zürich) of 16.4.1996\(^7\).

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\(^5\) According to the written agreement of 24 July 2009, the Immigration Office does not require these students to provide proof of financial resources.

\(^6\) SR 414.131.7

\(^7\) RSETHZ 372
Pursuant to Art. 2, Para. 4 of the ETH Domain Fees Ordinance, exchange students are exempt from tuition fees.

Pursuant to Section 2 of the Appendix to the Study Fee Regulations, project students are exempt from tuition fees.

Exchange students and project students are exempt from registration fees. The same applies to invited visiting students, provided that they have submitted the registration form by the respective deadline.

**Art. 10** Scholarships

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

2 Scholarships for project students may be arranged if the respective programme allows for this.

3 The respective Chair or department may also provide scholarships to invited visiting students and exchange students who only come to ETH Zurich to carry out independent work out of its own funds.

4 The total amount of a scholarship may not exceed the amount which the Migration Office of Canton Zurich requires as verification of the ability to finance studies\(^8\).

5 All exchange student, invited visiting student and project student scholarships are subject to the approval of the Student Exchange Office.

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

**Art. 11** Performance assessments and the transcript of records

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 Preponement 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 Examinations Office and the responsible examiner.

3 Visiting students are not normally permitted to prepone performance assessments or sit them as distance examinations.

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\(^8\) Currently CHF 21,000.00 per year, or 1,750.00 per month.
Exchange students and visiting students who have attended courses at ETH Zurich 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 at the request of the student.

Art. 12 Termination of studies

Particularly when a student demonstrates clearly insufficient study performance, does not adhere to the study plan or obviously neglects his/her studies, the Student Exchange Office may order the dematriculation of said student. If the student is an exchange student, the respective home university will be informed. The Student Exchange Office also decides whether to claim reimbursement of scholarships already drawn on.

Art. 13 Disciplinary Code

Exchange students, visiting students and project students are subject to the ETH Zurich Disciplinary Code of 2 November 2004 during their stay at ETH Zurich.

Art. 14 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’ before the semester begins (the number of places is limited). A separate fee is charged.

Art. 15 Entry into force

This directive enters into force on 1 August 2019.

Zurich, 15 April 2019

The Rector
Sarah M. Springman

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