

# Applying for an exchange at ETH Zurich, academic year 2019/20: Instructions for exchange students within the Swiss-European Mobility Programme (previously Erasmus)

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# 1. Preparation (before online application) and application deadlines

Prior to applying at ETH Zurich, you must be nominated for the exchange by your home university. Please note the respective application deadlines and requirements.

The application deadlines at ETH Zurich are as follows:

- **15 April for the Autumn Semester and 15 October for the Spring Semester** (online application completed and submitted, including all documents).
- Students coming to ETH Zurich for projects only (no courses) may apply up until **2 months before the planned starting date** (online application completed and submitted, including all documents). **Students who need a visa for Switzerland should submit their application earlier, because the visa application process may take up to 3 months and cannot be started without the official confirmation of the Student Exchange Office.**

## 2. Important information about exchange studies at ETH Zurich

### *Semester dates*

|                                | <i>Autumn semester 2019/20</i>                         | <i>Spring semester 2020</i> |
|--------------------------------|--|-----------------------------|
| <b>Official semester dates</b> | 16.09.2019 – 14.02.2020                                | 17.02.2020 – 28.08.2020     |
| <b>Lectures</b>                | 16.09.2019 – 20.12.2019                                | 17.02.2020 – 29.05.2020     |
| <b>End-of-semester exams</b>   | 09.12.2019 – 20.12.2019 and<br>06.01.2020 – 17.01.2020 | 18.05.2020 – 12.06.2020     |
| <b>Session exams</b>           | 20.01.2020 – 14.02.2020                                | 03.08.2020 – 28.08.2020     |

**When planning your exchange at ETH Zurich, be aware of the semester dates and examination periods!**

See [website on study planning](#) for further details about the examinations.

### *Visa and residence permit*

Citizens of the European Union or EFTA states do not require a visa for Switzerland and therefore need do nothing in this regard before their arrival. **Citizens of other countries must check with the Swiss Embassy whether they need a visa for Switzerland. You are responsible for obtaining the visa; you will receive detailed information about the visa application process and the necessary official confirmation from us if your application to ETH Zurich is successful.** Please note that the process of obtaining a student visa will take up to 3 months, so timely application for your visa is essential. Do not enter Switzerland with a tourist visa or with a Schengen residence permit: these allow you to travel to Switzerland as a tourist, but not to study there!

Regardless of your nationality, to obtain a residence permit you must register with the appropriate authority within 14 days of your arrival in Switzerland. You will find more information about this procedure in your ETH Zurich admission letter.

### *Health Insurance*

Everyone who lives in Switzerland for at least three months is required by law to have health and accident insurance coverage from a Swiss insurance company. In the framework of the Bilateral Agreements between the EU and Switzerland, exchange students from EU and EFTA countries can obtain an exemption from Swiss compulsory health insurance if they obtain a 'European Health Insurance Card' from their health insurance provider in the home country. Additional information is listed on our [website](#).

### *Studying with a disability*

Please contact the [Disability advisory service](#) at an early stage for information on support options and procedures. This is particularly important with regard to study conditions, examination arrangements and the housing situation in Zurich.

### *Accommodation*

Finding accommodation in Zurich is difficult and time-consuming. In the Spring Semester the availability of student housing is usually better than in the Autumn Semester. You will receive detailed information about accommodation

in Zurich with your letter of acceptance. Please see our [website](#) for information on accommodation for exchange students in Zurich and its surroundings.

### ***Living costs in Zurich***

Please be aware that living costs in Switzerland are very high, and especially so in Zurich. The Immigration Authorities identify a sum of CHF 1750.- per month as necessary to support oneself financially. The actual amount needed may be slightly lower; this will depend largely on your monthly rent. Finding cheap housing in Zurich is difficult. For more information see the information on our [website](#).

### ***Scholarship***

Exchange students within the Swiss-European Mobility Programme receive a scholarship from the Swiss Government, paid by ETH Zurich. You apply for this scholarship automatically by applying for the exchange, no separate application is necessary. You can find the scholarship rates in the relevant document on our [website](#). The scholarships are paid as semester scholarships, i.e. 5 rates per semester (independent of the exact duration of stay).

### ***German courses***

The joint [Language Center of the University and ETH Zurich](#) offers semester courses in '[German as a foreign language](#)' for all levels of proficiency, as well as intensive German courses for three levels of proficiency in Spring and Autumn (in the two weeks before the respective semester starts). Mobility students may take the intensive German course plus one semester course. Pre-registration on the website of the Language Center is necessary and course fees apply. In addition, there may be a charge for copies and other course materials. Details are given in this [leaflet](#).

### ***Arrival and enrolment at ETH Zurich***

Students enrol at the helpdesk of the Student Exchange Office after arrival. There is also an official welcome and information event on the first Monday of the semester in week 38 (Autumn) or the Friday just before the semester starts in week 7 (Spring). Its exact time and location will be specified at a later stage.

### ***Department of Biosystems Science and Engineering (D-BSSE) in Basel***

Note that certain conditions and services differ substantially for students applying for the department of Biosystems Sciences and Engineering (D-BSSE) which is located in Basel. Refer to the separate [factsheet of D-BSSE](#) for important details on immigration policies, housing, catering, sports facilities, etc. If you wish to do a research project/thesis in D-BSSE, note also the special information on projects in the section 'application procedure'.

### ***Living/Studying in other cantons***

Information provided by the Student Exchange Office concerning visa, residence permit and health insurance only applies to mobility students who live and study in the canton of Zurich. Mobility students in D-BSSE in Basel (canton Basel-Stadt) should consult the separate [fact sheet](#). Mobility students with a place of residence or place of study in another canton are responsible on their own to clarify the necessary conditions, carry out the respective formalities and respect the regulations that are applicable. The Student Exchange Office cannot assist mobility students not living in the canton of Zurich or the canton of Basel-Stadt with respective questions.

## **3. Documents required for online application**

ETH Zurich uses the 'Mobility-Online' tool to manage its exchange applications. See the chapter on the [application process](#) for information on how to start your online application. All documents except the photo should be uploaded as PDFs.

### ***Study plan and Learning Agreement***

Please read the detailed [study plan guidelines](#) on the following pages carefully. Additionally you will find useful information on [preparing a study plan](#).

A Learning Agreement signed by ETH Zurich will be emailed to you after your application and study plan have been approved. Possibly you need to hand in this document at your home university. Any changes to the study plan need to be made online at the start of the semester and need to be re-approved by your Departmental Exchange Coordinator at ETH Zurich; only then can we issue you with an updated and signed Learning Agreement.

### ***Nomination of your home university***

To confirm your nomination as an exchange student, you can either upload a confirmation of nomination from your home university during your online application, or your home university can send us the nomination by email directly.

### ***Confirmation: D-BSSE project compulsory (if applicable)***

If you plan on undertaking a research project in the department of Biosystems Science and Engineering (D-BSSE) in Basel you need to confirm that your project is a compulsory part of your study programme at your home university (particularly applicable to students from non-EU/EFTA countries). During your application process in Mobility-Online, a specific form will be provided which you will need to download, fill in and sign.

### ***Confirmation of supervisor (where applicable)***

Students who come to ETH Zurich to conduct a research project or prepare a thesis must upload a confirmation letter or email from the professor who will act as their supervisor at ETH Zurich, including the approximate start and end dates of the project. The application cannot be completed without the supervisor confirmation. You are responsible for [finding a project supervisor](#). Please apply directly with professors or scientists.

### ***Transcript of records***

You must upload a complete transcript of records in English or German of all your studies to date, i.e. including your Bachelor's degree studies if you are already a Master's degree student. The transcript must contain a grading key.

### ***List of courses to be completed prior to mobility studies***

You are required to upload a list of the courses that you plan to take at your home university before your exchange at ETH Zurich and which are not yet listed on your transcript of records. You may make your own list or use the template [here](#). Alternatively, depending on when the exchange will begin, you may upload a view of your courses from your home university's electronic course management system.

### ***Language skills***

To be active in an academic context, you will need at least a B2 language level as defined by the Common European Framework of Reference for Languages; however, we strongly recommend that you have a C1 level. Depending on the language of instruction of your choice of courses, you must have these language skills in English and/or German.

**You are NOT required to upload a confirmation/certificate of your language skills**, though you may do so if you have one. **By submitting your application, you confirm that you have the necessary language skills to study in English and/or German.**

### ***Passport / identity card***

You will also be required to upload a scan of your passport or identity card: page(s) with your photo and personal details (name, date of birth) only.

### ***Photo***

You must upload a photo for your student ID card. Make sure that the image quality is good and that you are recognisable in the photo (full-face, well-lit, neutral background, etc.). The photo may be no larger than 800x600 pixels (height x width) and 1 MB maximum.

### ***CV***

You are required to upload a curriculum vitae (CV) in English or German. Please make sure that it is up-to-date.

### ***Motivation Letter***

You must upload a motivation letter in which you state your motivation for an exchange at ETH Zurich. Maximum 1 page (A4), in English or German.

## 4. Study plan guidelines

### **Definition and Purpose**

Your study plan is the list of courses you plan to take at ETH Zurich. To ensure that your credits can be transferred, your home university should approve your provisional study plan prior to your stay at ETH Zurich.

You apply to a particular department at ETH Zurich which reviews your application and decides on acceptance or rejection – your study plan is crucial for the decision (e.g. departments check if you have the necessary prerequisites)!

### **Finding Courses**

- Search the course catalogue at [www.courses.ethz.ch](http://www.courses.ethz.ch) in German or English – use various criteria such as level of study, department or language of instruction (**do not indicate 'Mobility Students' in your search!**)
- Use the course catalogue from the previous year, e.g. the previous Autumn Semester for the upcoming Autumn Semester. The definitive courses for the semester(s) of your planned stay are usually not yet online when you apply, however the course catalogue remains quite steady from one year to another.
- See the detailed description of each course for information (in separate tabs) on content, performance assessment, prerequisites, restrictions, lecture times, etc.
- Courses which are open to regular ETH students are usually also open to exchange and visiting students. See detailed course description for any exceptions.
- You can combine courses from Bachelor's and Master's level if you have the necessary prerequisites. Use the [study guide\(s\)](#) of your department to determine whether you have the necessary background (similar to that of regular ETH Zurich students) for the study programme in general.
- Avoid overlaps of courses when establishing the study plan. The weekday and time indicated in the tab 'courses' often remains the same from one year to another.
- Consider that [lecture times](#) vary as they depend on the lecture venue. ETH Zurich's two main sites in Zurich, Zentrum and Hönggerberg, are connected by a free [shuttle bus](#). Lectures generally last for 45 minutes.
- To take individual courses at the [University of Zurich](#) (UZH) you need to apply online at UZH under [studying at more than one university](#) s module mobility and respect the set deadlines. In general, the deadline is the last workday before the semester starts, but it may be earlier for certain modules. Courses taken at the UZH have to be listed in your study plan and must be agreed on by your ETH [Departmental Exchange Coordinator](#). UZH courses will appear automatically on your ETH transcript of records.

### **Course Restrictions**

- **Check the [conditions set by the departments](#)** for further conditions, requirements and restrictions that may exist in some departments.
- You cannot register for any courses ending with –AAL, as these are 'additional requirement courses' who usually do not involve any teaching, but are self-study units.
- If a course is restricted, e.g. in the number of participants, this is indicated in the course description. Follow the instructions there and/or contact the lecturer if you wish to participate in such a course.

### **Rules for Composing your Study Plan**

- **Two thirds of your course credits** (e.g. 16 out of 24 ECTS credits) must be offered by the department you are applying to. One third of your credits can be taken from other departments and/or the University of Zurich. Exceptions are possible for interdisciplinary study programmes (e.g. Environmental Sciences, Earth Sciences, Health Sciences and Technology, etc.) when approved by the [Departmental Exchange Coordinator](#).
- You must earn a minimum of 20 ECTS credits per semester – meaning passing the exam, not just attending the course. Language courses do not count towards this total.
- We recommend taking between 20-26 ECTS per semester. If you wish to take more than 30 ECTS - which is not recommendable - discuss with your [Departmental Exchange Coordinator](#).
- Choose courses according to your language skills, at least a B2 level in the language of instruction.
- You may change a few courses in the first weeks of your mobility stay (e.g. if a course is cancelled or an overlap occurs), yet all changes must be approved by the Departmental Exchange Coordinator. However, major changes to the study plan (e.g. taking more courses from another department) after your initial application are not allowed.

To see which department offers a course look at the first three digits of its course number (**xxx-xxxx-xxx**):

|   |   |
|---|---|
| 051-, 052-, 063- and 066-xxxx-xxx   | Architecture (D-ARCH)   |
| 101-xxxx-xxx  | Civil Engineering (D-BAUG)  |
| 102-xxxx-xxx  | Environmental Engineering (D-BAUG)  |
| 103-xxxx-xxx  | Geomatic Engineering and Planning (D-BAUG)  |
| 151-xxxx-xxx  | Mechanical Engineering (D-MAVT)   |
| 227-xxxx-xxx  | Information Technology and Electrical Engineering (D-ITET)  |
| 252-, 261- and 263-xxxx-xxx   | Computer Science (D-INFK)   |
| 327-xxxx-xxx  | Materials Science (D-MATL)  |
| 351- and 363-xxxx-xxx   | Management, Technology and Economics (D-MTEC)   |
| 376-, 557-xxxx-xxx  | Health Sciences and Technology (D-HEST), courses from the Human Medicine Bachelor 377-xxxx-xxx are not open.                      |
| 401-xxxx-xxx  | Mathematics (D-MATH)  |
| 402-xxxx-xxx  | Physics (D-PHYS)  |
| 511- and 535-xxxx-xxx   | Pharmaceutical Sciences (D-CHAB)  |
| 529-xxxx-xxx  | Chemistry (D-CHAB)  |
| 551-xxxx-xxx  | Biology (D-BIOL)  |
| 262-, and 636-00xx-xx (636-05xx-xx are courses offered by the University of Basel!) | Biosystems Science and Engineering (D-BSSE): <b>located in Basel!</b>   |
| 651-xxxx-xxx  | Earth Sciences (D-ERDW)   |
| 701-xxxx-xxx  | Environmental Sciences (D-USYS)   |
| 751-xxxx-xxx  | Agricultural Sciences (D-USYS)  |
| 752-xxxx-xxx  | Food Sciences (D-HEST)  |
| 851-, 853-, 857-, 860- and 862-xxxx-xxx   | Humanities, Social and Political Sciences (D-GESS): no enrolment in this department - electives only (max. 1/3 of chosen courses) |

### **Performance Assessments (Examinations)**

[Different types of examinations](#) take place during [different times](#). You must respect the official examination dates and plan your stay accordingly.

- Exchange students may shift examinations (i.e. preponement or distance examination) only for academic reasons and with the approval of the examiner, the Examinations Office and/or the department. [Please read the regulations carefully.](#)
- Visiting students are not allowed to shift exams!

If you fail an exam, you will usually not be able to retake it, especially if it is a session exam. Repetitions are often only allowed during the next exam period (a semester or even a year later), and sometimes only after retaking the course unit. You may only sit exams while you are still enrolled as a mobility student at ETH Zurich.

### **Questions about the Study Plan**

Your first contact for assistance with your study plan is your [Departmental Exchange Coordinator](#). Any change after initial approval of your study plan requires her/his agreement.

## **5. Application procedure**

Begin your application process by clicking [here](#) (for the German version of the search portal, please click [here](#)) and follow the procedure outlined below.

### **Search portal**













First select your home university and the desired academic year and exchange programme. Then click on the button on the below left and view the search result.

## Preselection exchange possibilities

|                      |   |
|----------------------|---|
| Country              | <-- Select all -->  |
| Home institution (*) | <-- Please select -->   |
| Host institution     | ETH Zürich  |
| Type of application  | <input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing                                |
| Type of person       | <input checked="" type="radio"/> Student <input type="radio"/> Teacher                                  |
| Exchange program (*) | <-- Please select -->   |
| Study field          | <-- Select all -->  |
| Academic year (*)    | <-- Please select -->   |
| Study level          | <input type="radio"/> Doctorate (PhD)<br><input type="radio"/> Bachelor<br><input type="radio"/> Master |

[Close](#) [Reset](#) [Show exchange details](#)

The detailed display of exchange possibilities:

| Show   | 25  | entries     | Search:      |   |           |                           |
|--|---|-------------|--------------|---|-----------|---------------------------|
|  | Partner institution   | Partner no. | Home country | Home institution  | Inst.no   | Study field               |
|   |  ETH Zürich  | ZURICH07    | Denmark      |  Danmarks Tekniske Universitet (Technical University of Denmark) - Lyngby  | LYNGBY 01 | Chemistry                 |
|   |  ETH Zürich  | ZURICH07    | Denmark      |  Danmarks Tekniske Universitet (Technical University of Denmark) - Lyngby  | LYNGBY 01 | Food Science              |
|   |  ETH Zürich  | ZURICH07    | Denmark      |  Danmarks Tekniske Universitet (Technical University of Denmark) - Lyngby  | LYNGBY 01 | Environmental Engineering |
|  |  ETH Zürich | ZURICH07    | Denmark      |  Danmarks Tekniske Universitet (Technical University of Denmark) - Lyngby | LYNGBY 01 | Environmental Sciences    |

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Clicking on the paper icon next to the university name calls up detailed information regarding contract and university. Clicking on the green button calls up the online application function. If the button is red, this means that application is currently not possible.

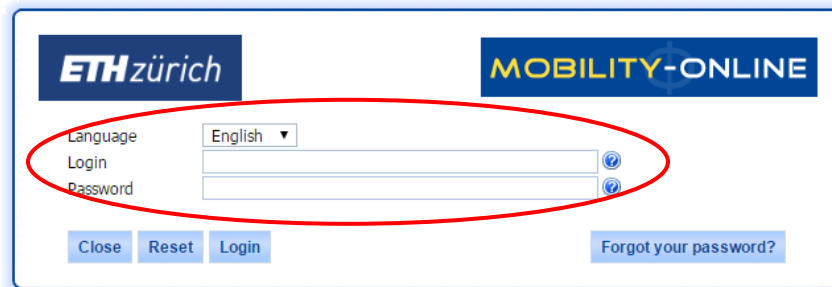
### **Application form**

Enter the required information and submit the form. As your email address it is preferable to give your student email address from the home university (universities are normally less restrictive in sorting potential spam than private providers) and/or to set the domain ethz.ch on your whitelist, so that you are sure to receive ETH Zurich emails.

After submitting your form you will receive an email which details how to set up a user account. After setting it up you will receive a further email with details of how to log in to Mobility-Online **to complete your application**. You may only submit the application when you have completed all the necessary steps! Please note that you must submit it **by the given deadline**.

## Login

Always enter Mobility-Online by entering your details in the upper half of the login page (even after you begin your stay at ETH Zurich):



ETH Zürich | 8092 Zürich, Rämistrasse 101  
Tel +41 44 632 61 61 | [mobilitaet@rektorat.ethz.ch](mailto:mobilitaet@rektorat.ethz.ch) | <http://www.mobilitaet.ethz.ch>

## Login ETH-Outgoings & Staff

[ETH Zurich Login →](#)

Safari Mac OSX 10.7, ... bitte einstellen | please set  
Systemeinstellungen > Allgemein > Rollbalken anzeigen > Immer  
System Preferences > General > Show scroll bars > Always

Note for **Mac users**: Please first activate the 'Always show scrollbar' setting; otherwise, depending on your browser setting, the scrollbar function may be deactivated and you may not be able to view your workflow correctly.

Logging in will call up your workflow with all pending steps. Complete these steps by clicking on the link to the corresponding step on the right. The compulsory steps must be completed in the designated order:

| Notwendige Schritte  | Erledigt                            | Erledigt am | Erledigt von         | Direktzugriff über folgenden Link                    |
|--|-------------------------------------|-------------|----------------------|--|
| Online Bewerbungsformular  | <input checked="" type="checkbox"/> | 27.11.2013  | Ochsner Patent       | <a href="#">* Bewerbung anzeigen/ändern</a>          |
| Bestätigungsmail online Bewerbungsformular                         | <input checked="" type="checkbox"/> | 27.11.2013  | Automatisch erstellt |  |
| Online-Registrierung   | <input checked="" type="checkbox"/> | 27.11.2013  | Ochsner Patent       |  |
| Kontaktdaten für Notfälle erfasst                                  | <input type="checkbox"/>            |             |                      | <a href="#">* Kontaktdaten für Notfälle erfassen</a> |
| Personenstammdaten erfasst   | <input type="checkbox"/>            |             |                      |  |
| Motivationsschreiben und Kursliste ausgedruckt                     |                                     |             |                      |  |
| Motivationsschreiben und Kursliste hochgeladen                     | <input type="checkbox"/>            |             |                      |  |
| Bestätigungen der beiden Supervisor hochgeladen (ETH und Gastuni)  | <input type="checkbox"/>            |             |                      |  |
| Leistungsüberblick hochgeladen                                     | <input type="checkbox"/>            |             |                      |  |
| Liste Kurse Heim-Hochschule vor Austausch hochgeladen              | <input type="checkbox"/>            |             |                      |  |
| Sprachnachweis hochgeladen (optional)                              | <input type="checkbox"/>            |             |                      |  |
| Lebenslauf, Empfehlungsschreiben oder andere Dokumente hochgeladen | <input type="checkbox"/>            |             |                      |  |
| Bedingungen und Konditionen ausgedruckt                            | <input type="checkbox"/>            |             |                      |  |
| Unterschiedene Bedingungen und Konditionen hochgeladen             | <input type="checkbox"/>            |             |                      |  |
| Bewerbung eingereicht, wird von ETH Zürich geprüft                 | <input type="checkbox"/>            |             |                      |  |

## Adding data

Add a contact person in case of emergencies. Click on the 'edit' button to make changes.

## Study plan

The next step is to enter the study plan where you list all courses and/or projects you plan on taking. Your Departmental Exchange Coordinator will check it after you submit your application; it is an important part of the application. Be sure to adhere to the [Rules for the study plan](#) described above.

First select your courses in the [ETH Zurich Course Catalogue](#), where you will find detailed descriptions, information about prerequisites, etc. Add each of the chosen courses to your study plan in Mobility-Online by clicking on "Enter further courses". You only need to type or copy/paste the course number from the Course Catalogue and autocomplete will fill in the rest (title and number of credits). A search function is also available.



You must, however, enter in full any courses of other institutions (e.g. the University of Zurich): these are not automatically linked. You must enter them manually in the study plan: Click on “Enter further courses” and add the title of the course, the amount of ECTS and, if known, the course number.

Projects (e.g. Bachelor’s or Master’s thesis) must also be entered as course units. There are special project course units for mobility students for 5 / 10 / 15 / 20 / 25 / 30 / 60 ECTS credits. One month of full-time project work corresponds to 5 credits. If necessary, you can also combine different course units. If you are unsure about the correct amount of credits, discuss the scope (i.e. workload) of the project with your supervisor. To search the project course units in the [course catalogue](#), enter the desired project scope/credits under "course unit", e.g. "30 Credit Project". You can add these projects to your study plan in Mobility-Online by entering the course number from the course catalogue. Note that design courses in Architecture do not count as projects.

### ***Projects (if applicable)***

- **All projects must be entered in the study plan as course units (see above). In addition, you must enter details about the project in a separate step.**

The confirmation of the ETH Zurich supervisor must be uploaded to the documents, completing the application. You are responsible for [finding a project supervisor](#). Please apply directly with professors or scientists.

**Students being nominated to spend two semesters who wish to conduct a project during their second semester but have not found a research group/supervisor yet, should apply for one semester only. Once you have been able to assign a supervisor, we will grant you access to adjust your data in Mobility-Online and proceed your application for the second semester.**

Special conditions as outlined in the [separate factsheet](#) apply for students undertaking a research project/thesis in the department of Biosystems Science and Engineering (D-BSSE) in Basel. Projects in Basel have to be a compulsory part of your study programme at your home university (particularly applicable to students from non-EU/EFTA countries) which must be declared from the very beginning of your application process.

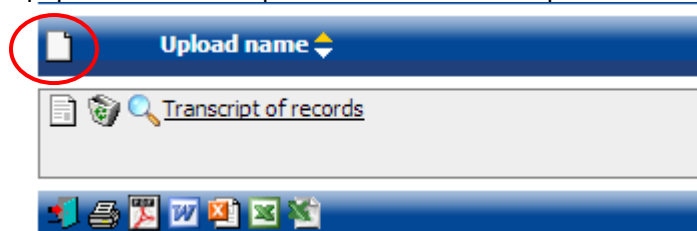
### ***Documents***

Depending on the exchange programme, different documents should be uploaded: see the information [above](#).

- **PDF documents only are accepted, with no images (except photo).** Make sure that the resolution is good and that scans are of high quality.

Upload the documents according to the respective step in the application procedure.

If you wish to submit more than one document in one category, you may upload the second (and any following) document by clicking on the paper icon on the top left in the workflow step:



### ***Submitting the application***

After entering all of your information and uploading the documents, finish the application by confirming that it is complete and submitting it. You will receive an automatic confirmation by email. It takes several weeks for the Student Exchange Office and the responsible person in the department to process your application.

### ***Next steps***

Your application will now be perused in form and content. If it is accepted you will receive an email which states that ETH Zurich has officially admitted you for your mobility period. Depending on the programme, there will be various further steps; you will receive a corresponding email which describes them. You may log in to Mobility-Online at any time to view what information has already been sent, and which step comes next.