

Tutor Meeting Checklist

Aim

The Tutor Meeting is an exchange between students and tutors. It serves to clarify the course of studies and gives students the opportunity to discuss their interests (see Study Regulations Art.12). Content orientation as well as the organisational framework of individual courses of studies are discussed on the basis of the study plan. This includes the choice of courses within the possible specialisations as well as potential future career prospects. The Tutor Meeting will give students the opportunity to ask specific questions in order to be best prepared for their studies.

Study Plan

The Study Plan contains a detailed set of chosen courses for the whole duration of the studies and takes into account the requirements for the various course categories according to Art. 19 and 36 of the Study Regulations (Specialised courses, Elective courses, SIP courses). When preparing the Study Plan, an adequate balance within the semester should be considered, paying attention to the different modes of course assessment. More information can be found in the Study Guide. A template for the Study Plan is provided on the course website.

The Study Plan is not binding. It aims to engage the students with the formal and content-oriented aspects of their course of studies. Deviating from the Study Plan is possible if there are changes in either the course catalogue or the student's personal interests.

Procedure

The first Tutor Meeting takes place according to the following process. Subsequent meetings are possible by mutual agreement. Any professor, doctoral student or member of academic staff can be approached to discuss specialised questions or future career prospects within a particular field.

References

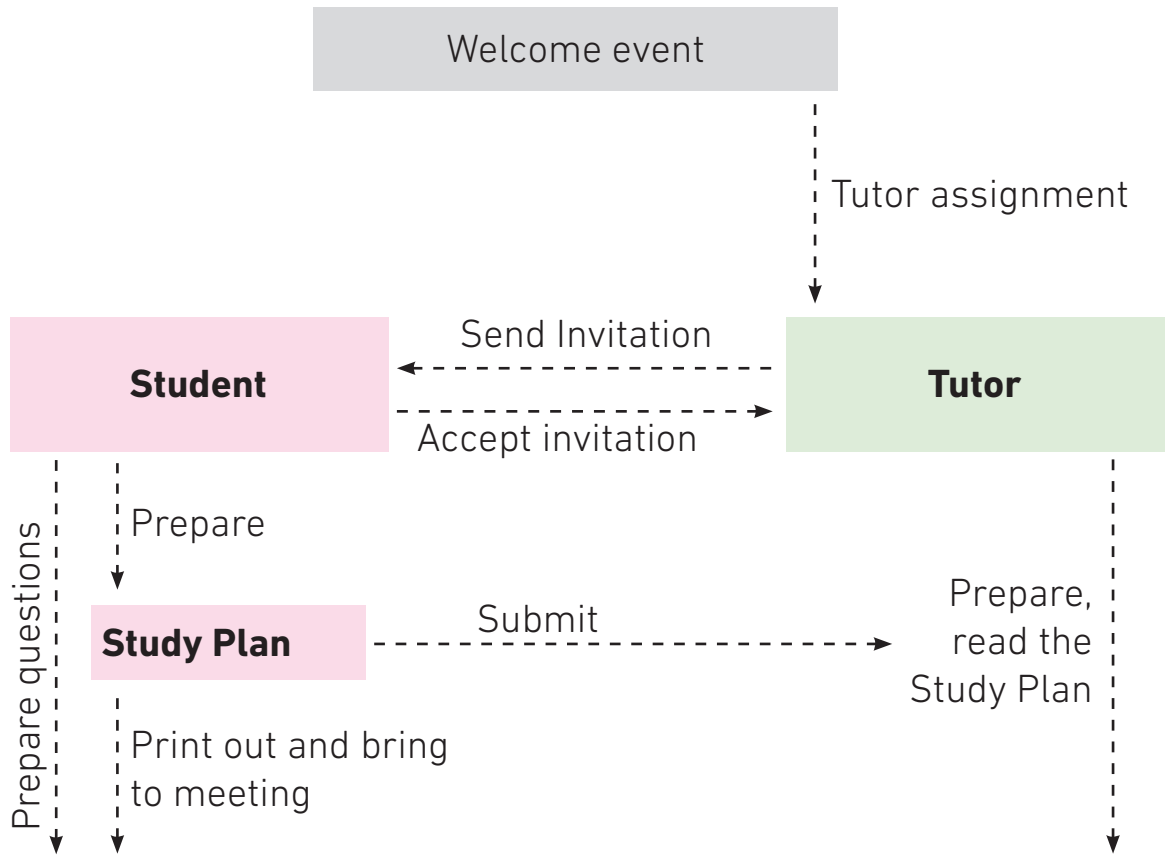
Study Plan Template: <https://baug.ethz.ch/studium/reis/dokumente.html> > Merkblätter und Formulare

Study Guide: <https://baug.ethz.ch/studium/reis/dokumente.html> > Wegleitung und rechtliche Grundlagen

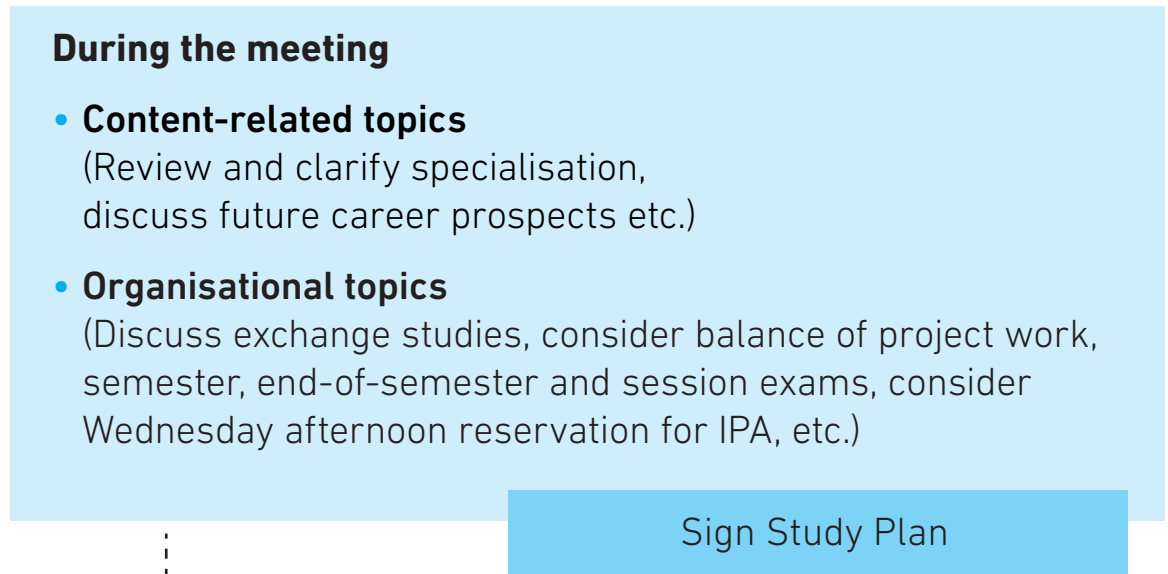
Study Regulations: <https://baug.ethz.ch/studium/reis/dokumente.html> > Wegleitung und rechtliche Grundlagen

Exchange Studies: <https://baug.ethz.ch/en/studies/reis/master/2009/student-exchange.html>

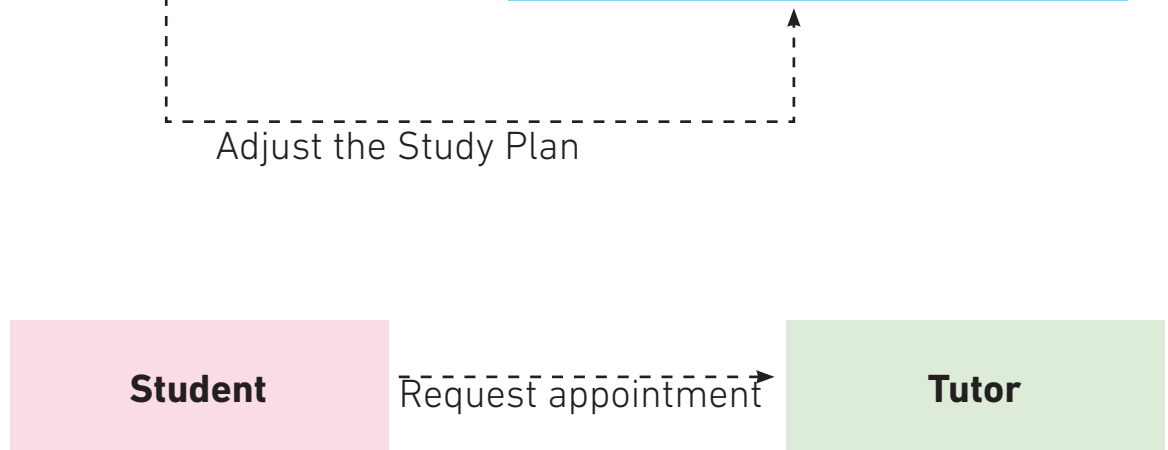
Before the meeting



During the meeting



After the meeting



Tutor Meeting Checklist

mandatory optional

Welcome event

Tutor assignment

<p style="text-align: right; margin: 0;">Student</p> <p><input type="checkbox"/> Accept invitation</p> <p><input type="checkbox"/> Prepare Study Plan</p> <p><input type="checkbox"/> Submit Study Plan</p> <p><input checked="" type="radio"/> Prepare</p> <p><input type="checkbox"/> Print out Study Plan and bring to meeting</p>	<p style="text-align: left; margin: 0;">Tutor</p> <p><input type="checkbox"/> Send invitation</p> <p><input type="checkbox"/> Check current changes to the study programme</p> <p><input type="checkbox"/> Read Students Study Plan</p>
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During the meeting

- **Content-related topics**
(Review and clarify specialisation, discuss future career prospects, etc.)
- **Organisational topics**
(Discuss exchange studies, consider balance of project work, semester, end-of-semester and session exams, consider Wednesday afternoon reservation for IPA, etc.)

<p><input checked="" type="radio"/> Adjust Study Plan</p> <p><input type="checkbox"/> Sign Study Plan</p>	<p><input type="checkbox"/> Sign Study Plan</p>
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Course of studies

<p><input checked="" type="radio"/> Send request for further meetings</p>	<p><input checked="" type="radio"/> Send invitation for further meetings</p>
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Further meetings