

Zurich, 10. August 2021/RO

## Information sheet on submitting official requests

### 1. General information

Decisions will only be made on special arrangements, exceptions to the usual course of study etc. on the basis of a justified written request signed by the applicant. Requests must be submitted to the Study Administration Office by the deadlines specified below.

### 2. Formalities

The request must include the following information:

- Sender's name with complete postal address
- Student number
- Town, Date
- Addressed to Director of Studies
- Description of the request in the subject line
- Details of the request including any justification (if necessary with further explanations/attachments)
- Student's signature

### 3. Request for credits for academic achievements obtained prior to entry onto the Master's degree programme

#### 3.1 Students WITHOUT a Bachelor's degree from ETH

In accordance with Art. 22 of the Programme Regulations 2021, the following provisions apply to students who did not complete their previous (Bachelor's) studies at ETH Zurich and who wish to be awarded credits in **compulsory subjects and/or specialist subjects** for academic achievements which they completed before entering the SD&IS Master's programme:

- a. Credits may only be awarded for course units that are the same as those offered by ETH Zurich, whose assessments have been passed and that have been taken in accordance with the same regulations that apply to students enrolled at ETH Zurich.
- b. Only academic achievements that have not already been used for credits towards a degree will be recognised.
- c. A maximum of 10 credits will be awarded. Credits gained from a course unit may not be shared.
- d. Decisions on awarding credits will be made by the Director of Studies in consultation with the tutor responsible.

Applications for credits for academic achievements already earned must be submitted to the Study Administration Office **by the end of the fourth week of the semester** after starting the programme.

Credits may only be awarded for compulsory and specialist subjects (this does not include SiP and electives).

### 3.2 Students with a Bachelor's degree from ETH

Credits may only be awarded for course units offered by ETH Zurich that have not previously been counted towards a degree. Decisions on awarding credits are made by the Director of Studies. Applications must be submitted to the Study Administration Office **by the end of the fourth week of the semester** after starting the programme.

Credits may be awarded for compulsory, specialist, SiP and elective subjects.

### 3.3 Request of waivers of additional requirements

Students who transfer to the Master's in SD&IS internally within ETH Zurich or with a BSc in Geography from the University of Zurich and who have already taken additional requirements **at ETH Zurich under the same conditions as enrolled students** before starting the Master's programme must apply to the ETH Zurich Admissions Office to be exempted from additional requirements already taken **by the end of the fourth week of the semester** after starting the programme. Please take a look at the information provided at <https://ethz.ch/de/studium/master/bewerbung/eth-bachelor/anrechnung.html>.

## 4. Request to exchange a compulsory subject

If students have already acquired the knowledge imparted in the compulsory subjects in a previous (Bachelor's) degree programme, the Director of Studies, in consultation with the tutor responsible, can also approve courses other than those normally to be taken as compulsory subjects if requested. A reduction in the minimum number of credits required in the compulsory subjects is not possible.

The following information is required for requests to exchange a compulsory subject in accordance with Art. 20 of the Programme Regulations 2021:

- Tabular overview of the subjects to be replaced
- Course content of the substitute subject for courses outside the D-BAUG
- Detailed justification for the replacement
- Prior agreement and signature of the tutor

Applications must be submitted to the Study Administration Office **by the end of the fourth week of the semester** after starting the programme.

## 5. Request to replace a specialist subject

The following information is required for requests to replace a specialist subject in accordance with Art. 21 of the Programme Regulations 2021:

- Tabular overview of the subjects to be credited

- Course content of the substitute subject for courses outside the D-BAUG
- Detailed justification for the replacement
- Prior agreement and signature of the tutor

A maximum of 10 credits may be substituted.

A sample request can be found below.

Sender's name and postal address  
Student number

To be submitted to the  
Study Administration Office

Address of  
Director of Studies

Town, Date

**Request to replace a specialist subject  
in accordance with Art. 21 of the Programme Regulations 2021**

Greeting

Detailed justification for the replacement.

Tabular overview of the subjects to be credited:

Category	Course Number	Title	Credits
Specialist subjects			

Further explanations if necessary.

Sincerely

*Student's signature*

Student's first name/name

**Enclosures**

(e.g. Course content of substitute subject)

<p><b>Tutor's approval:</b> (Signature to be obtained by student)</p> <p>Date:            Signature:</p>
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<p><b>Director of Studies' approval:</b> (Signature will be obtained by the Study Administration Office)</p> <p>Date:            Signature:</p>
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