

Tutor Meeting Checklist

Master's Degree Programme in Spatial Development and Infrastructure Systems

16 August 2021

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.10). 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 34 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: www.sd-is.baug.ethz.ch/documents > Information sheets and forms

Study Guide: www.sd-is.baug.ethz.ch/documents > Guidance and legal basis

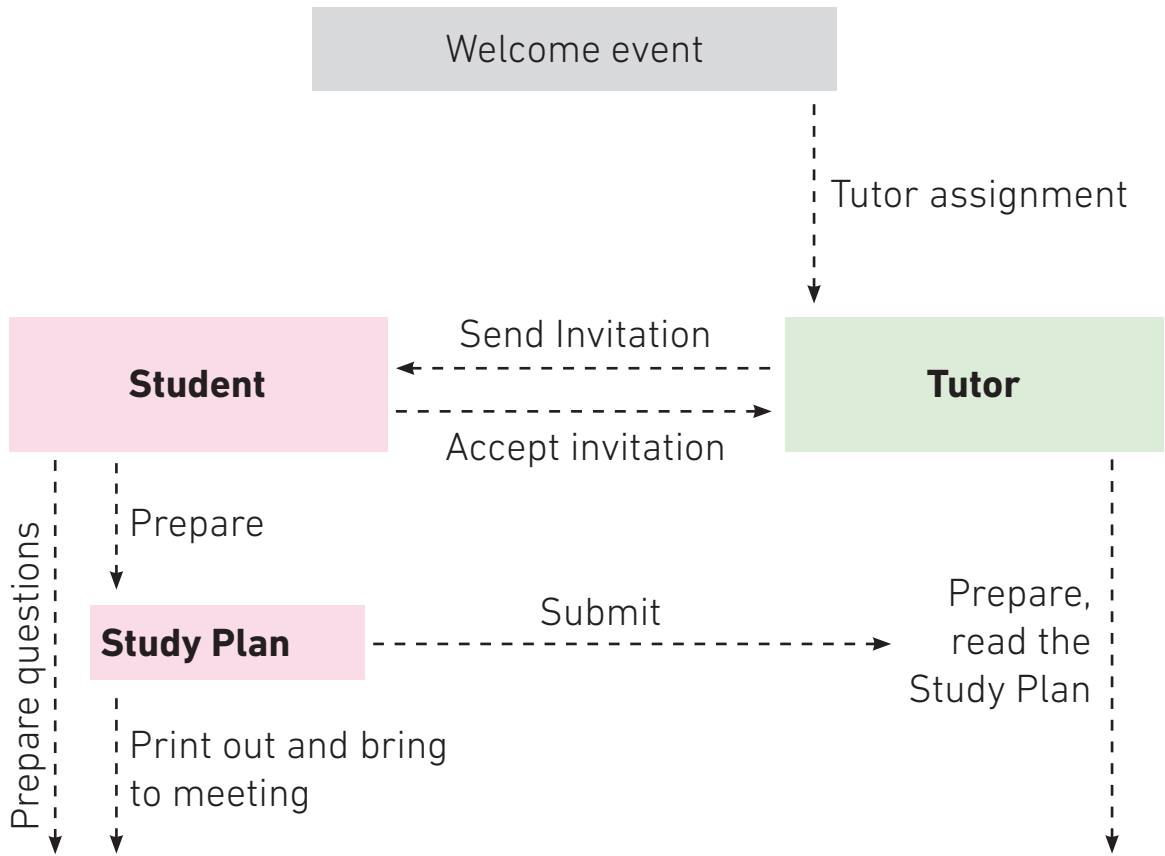
Study Regulations: www.sd-is.baug.ethz.ch/documents > Guidance and legal basis

Exchange Studies: www.sd-is.baug.ethz.ch/exchange

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Before the meeting

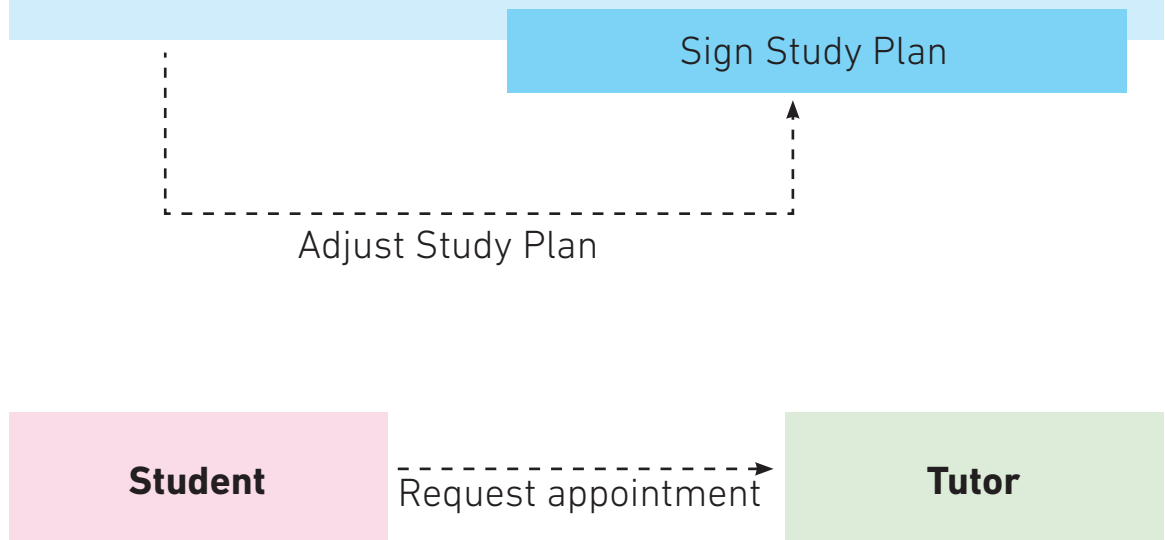


During the meeting

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.)

After the meeting



Tutor Meeting Checklist

mandatory optional

- Welcome event
- Tutor assignment

Student

- Accept invitation
- Prepare Study Plan
- Submit Study Plan
- Prepare questions
- Print out Study Plan and bring along

Tutor

- Send invitation
- Check current changes to the study programme
- Read Students Study Plan

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.)

- Adjust Study Plan
- Sign Study Plan

- Sign Study Plan

Course of studies

- Send request for further meetings

- Send invitation for further meetings

Further meetings