

## Tutoring and Study Plans

### Role of the Tutor

All students with a non-ETH Bachelor are expected to plan their studies in consultation and agreement with a tutor. The role of the tutor is to support the student in planning her/his individual study plan. Students are expected to inform themselves about all necessary regulations concerning the programme.

Students will automatically be assigned a tutor by the Study Administration. The tutor will:

- discuss general aims and expectations with the student and help the student to focus the curriculum according to her/his individual interests
- advise the student on her/his choices in the categories *Electives 1* and *Electives 2*
- *if applicable*: ensure that the Additional Requirements (Auflagen) are included in the study plan and that the requested Crash Courses are part of the *Electives 1*
- advise the student regarding the feasibility of the study plan (particularly with regards to the anticipated workload) and the order in which the courses and exams are taken

A first meeting between tutor and student at the beginning of the first semester is mandatory. In this meeting, the student and the tutor agree on the study plan for the 1st semester, especially in view of Crash Courses and Additional Requirements.

A second meeting for discussing the further study programme, especially the options of *Electives 2*, is recommended.

Further meetings may take place as needed and by mutual agreement between the student and the tutor.

The tutor approves the study plan in adequate form, e.g. email confirmation, signature of the study plan or other.

## Study Plans

The excel file „Recommended Study Plans“ contains the standard study plans for students with

- no Additional Requirements, no Crash Courses            plan A
- no Additional Requirements, Crash Courses            plan B
- few Additional Requirements, Crash Courses            plan C
- some Additional Requirements, Crash Courses            plan D
- many Additional Requirements, Crash Courses            plan E

Every student (except students with ETH Bachelor in Pharmaceutical Sciences) is informed by email about his/her recommended study plan.

The recommended study plan helps to decide which courses are essential at the beginning of the programme and which courses/works can be shifted to a later date.

The recommended study plan is a planning tool.

## Responsibilities of the Student

- Arrange a meeting with your tutor **within the first four weeks of the 1<sup>st</sup> semester**.
- Before the meeting, familiarise yourself with the curriculum and your recommended study plan.
- Pay special attention to Additional Requirements and Crash Courses. Refer to the admission decree to see if such courses are assigned to you.
- Be prepared to discuss the following points at the meeting with your tutor:
  - What are your plans and expectations in general?
  - Which courses do you plan to take in the 1<sup>st</sup> semester?
  - Where will you perform the *Practical Methods in Pharmaceutical Sciences*?
  - What are your preferences for the electives of the second semester?
- Adhere to the approved study plan, inform your tutor about important changes.
- Ask for a meeting if you want to discuss further points.