

Contacts / Information for Exchange Students at the Department of Information Technology and Electrical Engineering (D-ITET)

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Agenda

1. The D-ITET: Your host department
2. Finding the right contact
3. Administrative matters
4. Useful information

Numbers

BSc	ETH D-ITET	9'895 787
MSc	ETH D-ITET Electrical Engineering MSc Biomedical Engineering MSc Energy Science & Technology MSc Quantum Engineering MSc <i>Neural Systems & Comp. MSc (UZH)</i>	7'037 707 427 111 99 25 45
Exchange	ETH D-ITET	467 56

- **1'500 Bsc/MSc students**
- **41 professors**
- **50 other lecturers**
- **400 PhD students**
- **Study administration**
- **AMIV**
- **IT support**

Professors



Prof. Luca Benini



Prof. Jürgen Biela



Prof. Helmut Bölcskei



Prof. Colombo Bolognesi



Prof. Gian-Luca Bona



Prof. Florian Dörfler



Prof. Christian M. Franck



Prof. Orçun Gökseel



Prof. Benjamin Grewe



Prof. Ulrike Grossner



Prof. Richard Hahnloser



Prof. Qiuting Huang



Prof. Gabriela Hug



Prof. Giacomo Indiveri



Prof. Taekwang Jang



Prof. Maryam Kamgarpour



Prof. Johann W. Kolar



Prof. Ender Konukoglu



Prof. Sebastian Kozerke



Prof. Amos Lapidoth



Prof. Jürg Leuthold



Prof. Hans-Andrea Loeliger



Prof. Mathieu Luisier



Prof. John Lygeros



Prof. Lukas Novotny



Prof. Klaas P. Prüssmann



Prof. Daniel Razansky



Prof. Kaveh Razavi



Prof. Marco Stampanoni



Prof. Klaas Enno Stephan



Prof. Christoph Studer



Prof. Lothar Thiele



Prof. Luc Van Gool



Prof. Laurent Vanbever



Prof. János Vörös



Prof. Roger P. Wattenhofer



Prof. Armin Wittneben



Prof. Vanessa C. Wood



Prof. Mehmet Fatih Yanik



Prof. Maksym Yarema



↑
ETA-Scherrer-
Hörsaal F 5
Hörsäle
E 8 / E 9
Sitzungsraum
E 81

→
Hörsäle
E 6 / E 7
Haupttreppe /
Lifte

←
ETF-Gebäude
Hörsäle
C 1 / E 1

Finding your contacts



Where do I find information on the web?

- **General Information on studies at ETH**

ETH students' website: www.ethz.ch/students

- **Information on D-ITET**

D-ITET website: www.ee.ethz.ch/studies

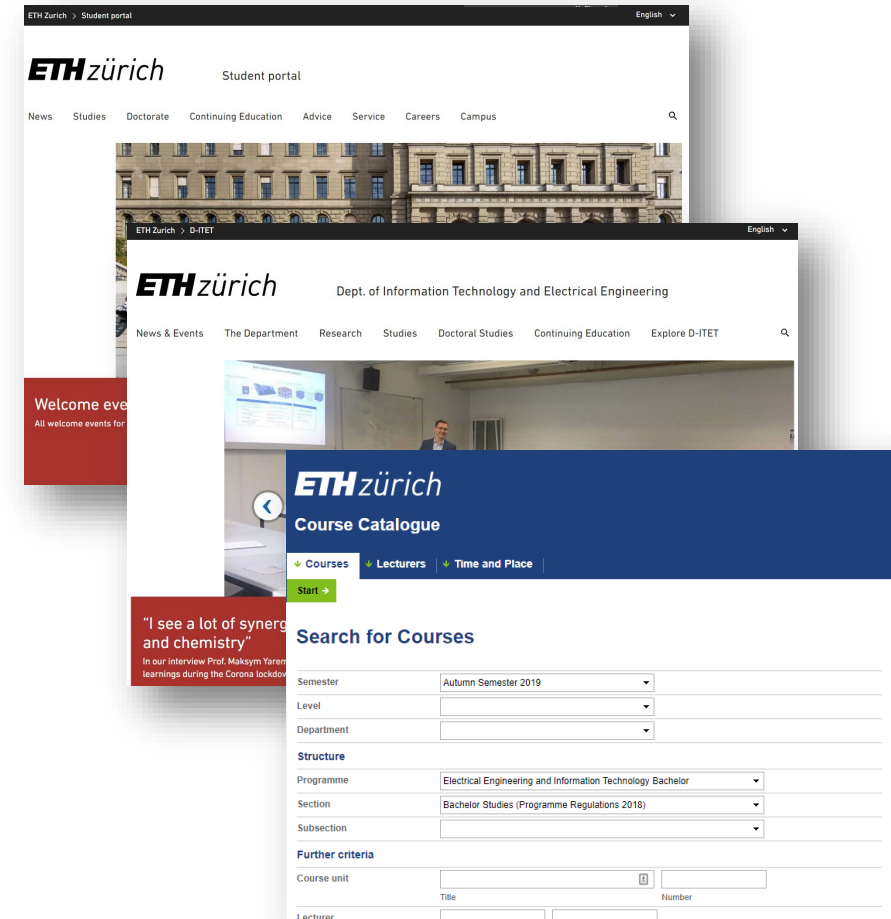
- **Course catalogue**

Online: www.vvz.ethz.ch > Programme > Electrical Engineering (...) Master

- **Messages from ETH and the Department**

Email on your ETH-Address (username@student.ethz.ch)

→ **check your mailbox regularly and read the messages carefully!**



Your most important contacts at ETH and the D-ITET

ETH / Rectorate

Registrar's Office (HG F 19)

General administrative questions
e.g. matriculation, address changes,
residence etc.

Students' association

AMIV (CAB E 37)

Social contacts,
networking



D-ITET / central services

Student Admin (ETZ H 85)

Study specific admin. questions
e.g. grades/transcripts, waivers, counselling

Tutors / Lecturers / TA

Course specific questions, study plan

Your contacts at the D-ITET



Reto Kreuzer

Head of Student Administration /
Student exchange advisor

ETZ H 83

+41 44 632 50 03

reto.kreuzer@ee.ethz.ch



Doris Döbeli

Student Administration

ETZ H 85

+41 44 632 50 03

ddoebeli@ee.ethz.ch



Noémie Frischknecht

Course scheduling / Student
exchange advisor

ETZ H 87

+41 44 632 50 03

noemie.frischknecht@ee.ethz.ch

Enrolling for courses – Reminder

- **All** courses you wish to **appear** on your **transcript** must be enrolled for (both the course and the exam).
- Courses without an ETH course number (xxx-xxxx-xx), e.g. certain language courses, will not appear on the transcript.
- If you are here for a **Semester Project** or a **Master Thesis** you might want to enroll for those too. A variety of projects, starting at 5 credits are available.

The rule of 2/3

- **What is the Rule of 2/3?**

Students need to take 2/3 of their courses from the department they have been admitted to.

- **Which courses can I take?**

For students of the D-ITET these are courses starting with "227-", some exceptions are being made for students coming from interdisciplinary programs like e.g. Biomedical Engineering.

- **Why does this rule exist?**


Each department has its own quota for admissions, we cannot permit for circumvention of this distribution by allowing study plans that are mainly based on other departments course offers!

Changing the learning agreement

- If your initial course selection has to be changed for any reason (overlapping courses, change of interest, limited number of available spaces) you must not only change enrolments in myStudies but **change the learning agreement** in [Mobility Online](#) too.
- An **invitation** to do so (if needed) will be sent by the student exchange office in the second week of the semester.
- **Verify** your new course selection with me, **before** submitting to Mobility Online.

Performance Assessments

- Three types of performance assessments:
 - **Session examination** (Winter session: January/February – Summer session: August), *Attention to registration/deregistration deadlines*
 - **End-of-semester examination (2 weeks before end of lectures until 2 weeks after end of lectures)**, *Attention to registration/deregistration deadlines*
 - Graded/ungraded **semester performance** (e.g. semester project or internship in industry (performance during semester), *Attention minimum/maximum allowed time/deadlines*
- Passed exams **cannot be re-taken**, failed exams can be re-taken once (as long as you are enrolled at ETH)!
- Special rules may apply regarding **allowed (written) aids**:
 - Course catalogue > see "Performance assessment"
 - Personal exam schedule in myStudies (for session examinations)
 - Lecturer/examiner



Information

Useful information

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Counselling at ETH and the D-ITET

- **Course selection:** exchange@ee.ethz.ch
- **General questions regarding your arrival at ETH:** the [student exchange office](#)
- **Time management / motivation:** ETH [student coaching](#)
- **Difficult phases / personal problems:** the [psychological counselling service](#) (free of charge and confidential)

Computer infrastructure at ETHZ / D-ITET

- All ETH Computers (e.g. Main Building HG D 11, or ET-Building ETZ D 61.1) require your **n.ethz** password (same as used for myStudies).
- Only ITET students can access the computer infrastructure in the ET-building area, should you encounter a problem, contact support@ee.ethz.ch (IT support office ETF D 106).
- **Project Neptun:** During a short period (until September 28), laptops may be purchased through ETH (see www.projektneptun.ch).
- **IDES:** ETH also offers software at very low cost, some products even for free (see <http://idesnx.ethz.ch>). Remember: the use of non-licensed software is forbidden and subject to criminal prosecution!

A few hints

- Make sure that your **computer/laptop is always charged** in the morning, charge it whenever you can. Power outlets aren't available everywhere.
- **Scout for good spots** for WiFi and seating. Some courses may be online, followed by presence-based teaching immediately after.
- Look beyond the campus for **places that serve food** or bring your own.
- **Follow instructions** of lecturers, especially re. keeping distances, seating and masks.
- Install the Swiss Covid App (Android / Apple) if you can.

Code of conduct

« At D-ITET, we maintain an inclusive, open and friendly environment, where our students, employees and faculty can thrive and achieve their highest potential, based on mutual respect. To preserve this cordial environment, we do not tolerate misbehavior of any kind, including threats, violence, bullying, sexual harassment, discrimination, or dishonesty in study and in research. »

Prof. Vanessa Wood, Head of Department

Further information on the Web:

- Our principles
- What is “inappropriate behaviour”?
- How to react?
- Contacts / support



More details?

- **My Office**

Reto Kreuzer, Study Coordinator D-ITET, ETZ H 83

Please send an E-mail to fix an appointment (reto.kreuzer@ee.ethz.ch)

- **This presentation**

Available tomorrow morning on www.ee.ethz.ch > Studies > Forms and Documents

Enjoy your studies at ETH!

