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

February 22, 2022
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Exchange Studies at D-ITET

An international programme

Austria, Denmark, France, Germany, Hong Kong, India, Ireland, Italy, Netherlands, Norway, Singapore, South Korea, Spain, Sweden, Switzerland, Turkey, United Kingdom, United States of America

A variety of schools

CentraleSupélec, Chalmers University of Technology, Chinese University of Hong Kong, Ecole polytechnique fédérale de Lausanne, IIT Bombay, Imperial College London, KAIST, KTH Royal Institute of Technology, Middle East Technical University, Nanyang Technological University, National University of Singapore, Norwegian University of Science and Technology, Politecnico di Milano, Purdue University, Seoul National University, Technical University of Denmark, TU München, TU Wien
Agenda

1. The D-ITET: Your host department
2. Finding the right contact
3. Administrative matters
4. Useful information
The D-ITET: Optimal support for over 2000 students
Numbers (2021)

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<th>ETH D-ITET</th>
<th>10'642 820</th>
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<tbody>
<tr>
<td><strong>BSc</strong></td>
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<tr>
<td><strong>MSc</strong></td>
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<td></td>
<td>Electrical Engineering MSc</td>
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<td>100 101</td>
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<td>Energy Science &amp; Technology MSc</td>
<td>45</td>
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<td>Quantum Engineering MSc</td>
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<td>Neural Systems &amp; Comp. MSc (UZH)</td>
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<td><strong>Exchange</strong></td>
<td>ETH D-ITET</td>
<td>458 59</td>
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- 2'350 students
- incl. 456 doctoral students
- 41 professors
- 50 other lecturers
- Study administration
- AMIV
- IT support
Finding your contacts
Where do I find information on the web?

- General Information for exchange students at ETH
  [Website for exchange students](#)

- Information on D-ITET
  [D-ITET website](#)

- Course catalogue
  [All courses online](#)

- Messages from ETH and the Department
  Email on your ETH-Address ([username@student.ethz.ch](mailto: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**

Student Exchange Office  
(HG F 23.1)

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

**D-ITET**

Student Administration  
(ETZ H 85)

*Study specific admin. questions*  
e.g. grades/transcripts

**Tutors / Lecturers / TA**

*Course specific questions, study plan*

**Students’ association**

AMIV (CAB E 37)  

*Social contacts, networking*
Your contacts at the D-ITET

Reto Kreuzer  
Head of Student Administration /  
Student exchange advisor  
ETZ H 83  
+41 44 632 08 15  
info@ee.ethz.ch

Andrea Salow  
Student Administration  
ETZ H 85  
+41 44 632 50 03  
info@ee.ethz.ch

Audrey Djouadi  
Course scheduling /  
Student exchange advisor  
ETZ H 87  
+41 44 632 89 57  
info@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) – use myStudies to enroll for courses.

• Courses without an ETH course number (xxx-xxxx-xx), e.g., certain language courses might not appear on the transcript.

• If you are here for a **project** or a **master thesis** you will probably want to enroll for those too – a variety of projects, starting at 5 credits are available (900-xxxx-xx).
myStudies: How to?

Watch the Video on "MyStudies: Semester Enrolment & Course Registration" published under www.ethz.ch/how-to-eth
myStudies: How to?

Choose courses

Enroll for courses
The rule of 2/3

• **What is the Rule of 2/3?**

  Exchange students need to take 2/3 of their courses form 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 – 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 the 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 please remember to 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 us, before submitting to Mobility Online.
Performance Assessments

Watch the Video on "Exams at ETH: Types, Registration & Deadlines" published under www.ethz.ch/how-to-eth

• There are 3 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**, you can **re-sit a failed exam once** (if you are still at ETH for the re-sit date)

• **Special rules may apply** regarding allowed (written) aids see the course catalogue (under "Performance assessment"), look at your personal exam schedule (myStudies for session exams) and make sure to ask your lecturer/examiner.
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)
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. Klaas Enno Stephan, Head of Department

Further information on the Web:
- Our principles
- What is “inappropriate behavior”?
- How to react?
- Contacts / support
More details?

• **Our offices**
  Reto Kreuzer: ETZ H 83
  Audrey Djouadi: ETZ H 87
  Please send an Email to fix an appointment ([exchange@ee.ethz.ch](mailto:exchange@ee.ethz.ch))

• **This presentation**
  Available tomorrow morning on [www.ee.ethz.ch > Studies > Forms and Documents](http://www.ee.ethz.ch)
Enjoy your studies at ETH!