Learning Agreement

The individual Learning Agreement (LAG) established between the student and the tutor is compulsory for the Master's Programs (tutor-driven):

- Mechanical Engineering (ME)
- Process Engineering (PE)
- Robotics, Systems and Control (RSC)
- Micro- and Nanosystems (MNS)

Basics: preparation, selection of tutor and discussion with tutor

The tutor is defined in the admission process for the students in specialized Master's Programs or from other universities.

Students in a consecutive Master's Program coming from ETH Zurich or EPFL must select the tutor for their Master's study at the beginning of the semester (information about the professor's research area see here tutors Master ME or tutors Master PE).

The student in consultation with the tutor:

- discusses the choice for Core Courses and (in the case of specialized Master's programs) for Multidisciplinary Courses
- discusses the subject and the supervisor(s) of the Semester Project and Master's Thesis

This will ensure that the individual requirements and interests of each student can be met.

All students must meet the tutor to discuss their expectations and interests. As preparation for the meeting, it is recommended to define a list of courses based on the Course Catalogue (www.vvz.ethz.ch) and the information in the next section for the Fall and the Spring Semester. Student and tutor also discuss the Semester Project, the Master's Thesis, as well as the possibility to do some activities outside ETH Zurich. Every student needs to have an approved LAG within the first three weeks of the semester (due to exam registration deadlines).

Master's Curriculum and LAG

Students choose courses in three different categories:

- Core Courses (36 ECTS): defined in the LAG. Only graded performances (not pass/fail) and only Master level courses are allowed.

- Multidisciplinary Courses (6 ECTS): defined only in the LAG of RSC and MNS. ME and PE students can choose more freely (see course catalogue).
- Science in Perspective (2 ECTS): listed in the course catalogue and not part of the LAG.

If one course is not listed in the Master's Program section of the Course Catalogue, but has been approved by the tutor, it will be indicated in the Learning Agreement as "not regular". Students cannot categorize those courses into core courses; the Student Administration will do it for them upon request and according to the LAG approved.

Courses achieved in Exchange Programs, approved by ETH, may be included in Core Courses (and Multidisciplinary Courses for RSC and MNS) if approved by the tutor. At least 1/2 (18 ECTS) of the credits in the category Core Courses must be achieved at ETH.

The LAG for the entire program should not list more than 36-40 credits in core courses.

Adjustments of the LAG

The Learning Agreement can be adjusted during the program. With the enrolment of the Master's Thesis, the LAG is final, and changes are not possible anymore.
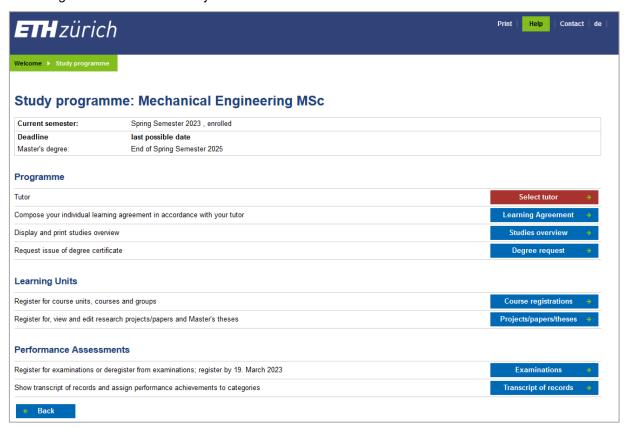The tutor will evaluate the proposed changes and decide accordingly. When requesting changes, the student must provide the reason and the transcript of records.

Following rules apply for changes in the LAG:

🙂 Allowed:
- adding courses not defined at the beginning of the studies
- changing courses not yet passed (transcript required)
- removing (deleting) courses from LAG because of a fail or no-show

🚫 Not allowed:
- Adding or removing courses already passed
- **Adjustments to improve the GPA are not allowed**
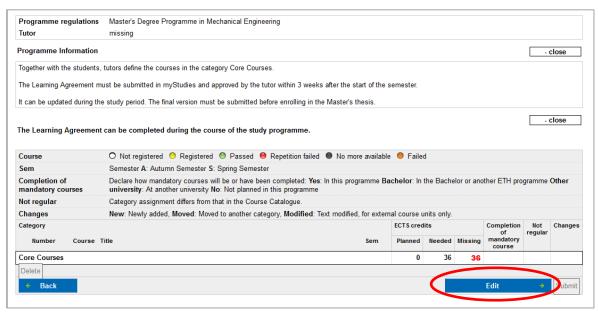
1. myStudies: Select the tutor

- Navigate to "Functions" on myStudies and choose "Select Tutor":

Select the tutor on the list of the tutors available for the Master's program. After submitting the request, the tutor will receive an email asking him/her to accept his function.

2. myStudies: Prepare and submit Learning Agreement

- Navigate to "Functions" on myStudies and select "Learning Agreement.
- Select courses from the Course Catalogue by using the "Edit" button.
- Save and submit

Once all the courses to register for the upcoming year are entered and submitted, the Learning Agreement is ready for approval or comments of the tutor.

3. myStudies: Change Learning Agreement

The tutor can ask for changes to the Learning Agreement. In this case, an email with requests will be sent. The student must update and resubmit the Learning Agreement.

Changes requested by the student must follow the rules explained above.

Deadlines

The Learning Agreement must be submitted on myStudies and approved by the tutor within 3 weeks after the start of the semester.

The final version must be submitted before enrolling in the Master's Thesis. After registration of the Master's Thesis the LAG will be final and cannot be changed anymore.