

Selection of tutor and procedure of Learning Agreement

The individual Learning Agreement established between the student and the tutor is compulsory for the Master's Programs in:

- Mechanical Engineering
- Process Engineering
- Robotics, Systems and Control
- Micro- and Nanosystems
- Nuclear Engineering

MyStudies offers a menu item in the right hand navigation to support the students in the selection of the tutor and in the submission of the Learning Agreement.

Definition

The Master's Programs are tutor coordinated. At the beginning of the program, each student chooses a tutor.

The tutor, in consultation with the student:

- discusses the student's choice for Core Courses and (if regulated) for Multidisciplinary Courses
- approves 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 followed. The agreements have to be fixed by registration for courses/projects/thesis and by submitting the Learning Agreement on myStudies.

Preparation (selection of tutor and discussion)

Before setting the Learning Agreement, students in a consecutive Master's Program from ETH Zurich or EPFL have to select the tutor for their Master's studies. To get an idea of which professor's research area best fits the student's studies interests, we suggest checking the program websites.

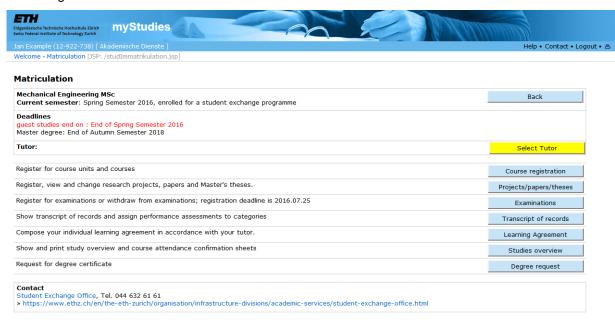
Students in specialized Master's Programs or from other universities do not have to select the tutor on myStudies, as the tutor is defined in the admission process and automatically included on myStudies. All students (with or without admission process) have to meet the tutor professor to discuss their 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) for the Fall and the Spring Semester. Student and tutor discuss the Semester Project, the Master's Thesis as well as the possibility to do some activities outside ETH Zurich.

In conclusion, students can start with the submission of the Learning Agreement as described below.



1. myStudies: Select the tutor

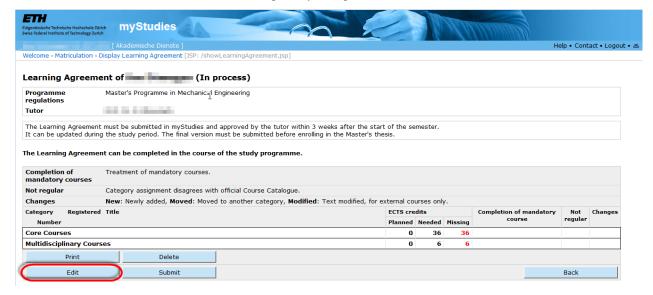
Navigate to Matriculation and choose Select Tutor.

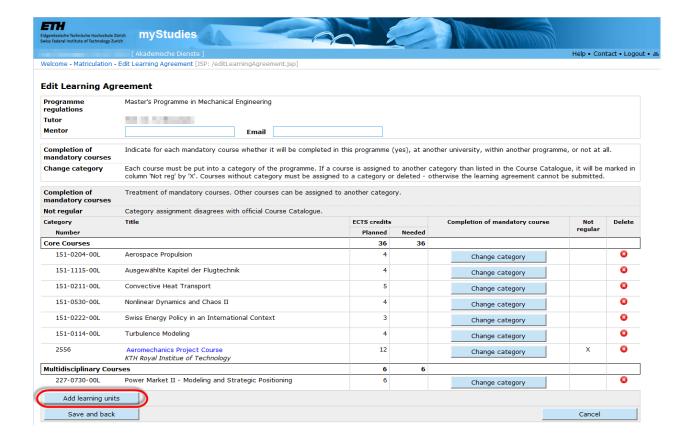


Select the tutor on the list of the tutors available for the Master's program. After submitting the request, the tutor will receive an email asking him/her to accept his function.

2. myStudies: Prepare Learning Agreement

- Navigate to Matriculation and select Learning Agreement.
- Select courses from the Course Catalogue, by using the Edit button.

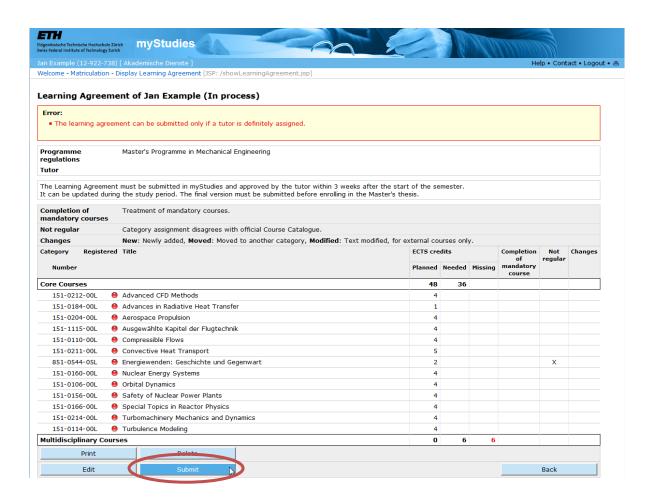




 Once all the courses to register for the upcoming year are entered, the Learning Agreement can be submitted to the tutor for approval.

Note: Please do not fill in the "Mentor" field, this does not apply to students of the D-MAVT.

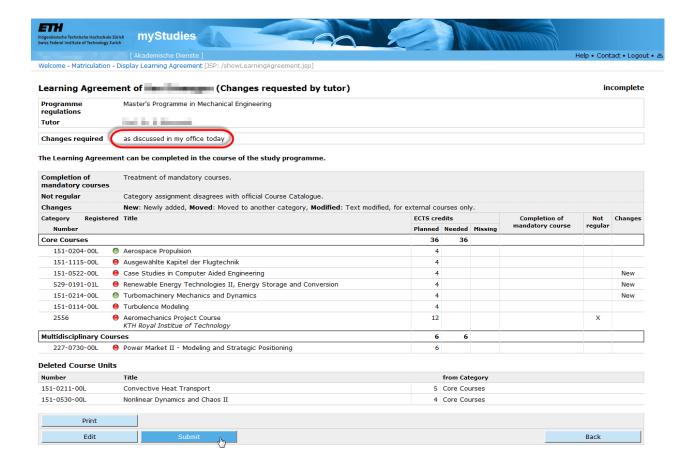
3. myStudies: Submit Learning Agreement



Note: The Learning Agreement can only be submitted if a tutor was chosen; if not, an error warning (see above) will appear.

4. myStudies: Change Learning Agreement

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



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 the Master's Thesis.