

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*.

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myStudies

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Welcome - Matriculation [JSP: /studImmatrifikation.jsp]

Matriculation

Mechanical Engineering MSc
Current semester: Spring Semester 2016, enrolled for a student exchange programme

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Deadlines
guest studies end on : End of Spring Semester 2016
Master degree: End of Autumn Semester 2018

Tutor:

Select Tutor

Register for course units and courses

Course registration

Register, view and change research projects, papers and Master's theses.

Projects/papers/theses

Register for examinations or withdraw from examinations; registration deadline is 2016.07.25

Examinations

Show transcript of records and assign performance assessments to categories

Transcript of records

Compose your individual learning agreement in accordance with your tutor.

Learning Agreement

Show and print study overview and course attendance confirmation sheets

Studies overview

Request for degree certificate

Degree request

Contact
Student Exchange Office, Tel. 044 632 61 61
» <https://www.ethz.ch/en/the-eth-zurich/organisation/infrastructure-divisions/academic-services/student-exchange-office.html>

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.

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Learning Agreement of ██████████ (In process)

Programme regulations
Master's Programme in Mechanical Engineering

Tutor
██████████

The Learning Agreement must be submitted in myStudies and approved by the tutor within 3 weeks after the start of the semester. It can be updated during the study period. The final version must be submitted before enrolling in the Master's thesis.

The Learning Agreement can be completed in the course of the study programme.

Completion of mandatory courses
Treatment of mandatory courses.

Not regular
Category assignment disagrees with official Course Catalogue.

Changes
New: Newly added, Moved: Moved to another category, Modified: Text modified, for external courses only.

Category	Registered Number	Title	ECTS credits			Completion of mandatory course	Not regular	Changes
			Planned	Needed	Missing			
Core Courses			0	36	36			
Multidisciplinary Courses			0	6	6			


Print

Delete

Edit

Submit

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Welcome - Matriculation - Edit Learning Agreement [JSP: /editLearningAgreement.jsp]

Edit Learning Agreement

Programme regulations

Master's Programme in Mechanical Engineering

Tutor

Mentor

Email

Completion of mandatory courses

Indicate for each mandatory course whether it will be completed in this programme (yes), at another university, within another programme, or not at all.

Change category

Each course must be put into a category of the programme. If a course is assigned to another category than listed in the Course Catalogue, it will be marked in column 'Not reg' by 'X'. Courses without category must be assigned to a category or deleted - otherwise the learning agreement cannot be submitted.

Completion of mandatory courses

Treatment of mandatory courses. Other courses can be assigned to another category.

Not regular


Category assignment disagrees with official Course Catalogue.

Category Number	Title	ECTS credits		Completion of mandatory course	Not regular	Delete
		Planned	Needed			
Core Courses		36	36			
151-0204-00L	Aerospace Propulsion	4		<input type="text" value="Change category"/>		<input type="button" value="✖"/>
151-1115-00L	Ausgewählte Kapitel der Flugtechnik	4		<input type="text" value="Change category"/>		<input type="button" value="✖"/>
151-0211-00L	Convective Heat Transport	5		<input type="text" value="Change category"/>		<input type="button" value="✖"/>
151-0530-00L	Nonlinear Dynamics and Chaos II	4		<input type="text" value="Change category"/>		<input type="button" value="✖"/>
151-0222-00L	Swiss Energy Policy in an International Context	3		<input type="text" value="Change category"/>		<input type="button" value="✖"/>
151-0114-00L	Turbulence Modeling	4		<input type="text" value="Change category"/>		<input type="button" value="✖"/>
2556	Aeromechanics Project Course <i>KTH Royal Institute of Technology</i>	12		<input type="text" value="Change category"/>	X	<input type="button" value="✖"/>
Multidisciplinary Courses		6	6			
227-0730-00L	Power Market II - Modeling and Strategic Positioning	6		<input type="text" value="Change category"/>		<input type="button" value="✖"/>

- 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



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Swiss Federal Institute of Technology Zürich

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Learning Agreement of Jan Example (In process)

Error:

- The learning agreement can be submitted only if a tutor is definitely assigned.

Programme regulations
Tutor

Master's Programme in Mechanical Engineering

The Learning Agreement must be submitted in myStudies and approved by the tutor within 3 weeks after the start of the semester. It can be updated during the study period. The final version must be submitted before enrolling in the Master's thesis.

Completion of mandatory courses
Not regular
Changes

Treatment of mandatory courses.
Category assignment disagrees with official Course Catalogue.
New: Newly added, **Moved:** Moved to another category, **Modified:** Text modified, for external courses only.

Category	Registered Number	Title	ECTS credits			Completion of mandatory course	Not regular	Changes
			Planned	Needed	Missing			
Core Courses			48	36				
	151-0212-00L	Advanced CFD Methods	4					
	151-0184-00L	Advances in Radiative Heat Transfer	1					
	151-0204-00L	Aerospace Propulsion	4					
	151-1115-00L	Ausgewählte Kapitel der Flugtechnik	4					
	151-0110-00L	Compressible Flows	4					
	151-0211-00L	Convective Heat Transport	5					
	851-0544-05L	Energiewenden: Geschichte und Gegenwart	2				X	
	151-0160-00L	Nuclear Energy Systems	4					
	151-0106-00L	Orbital Dynamics	4					
	151-0156-00L	Safety of Nuclear Power Plants	4					
	151-0166-00L	Special Topics in Reactor Physics	4					
	151-0214-00L	Turbomachinery Mechanics and Dynamics	4					
	151-0114-00L	Turbulence Modeling	4					
Multidisciplinary Courses			0	6	6			

Print

Delete

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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.

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Welcome - Matriculation - Display Learning Agreement [JSP: /showLearningAgreement.jsp]

Learning Agreement of ██████████ (Changes requested by tutor)

incomplete

Programme regulations

Master's Programme in Mechanical Engineering

Tutor

██████████

Changes required

as discussed in my office today

The Learning Agreement can be completed in the course of the study programme.

Completion of mandatory courses

Treatment of mandatory courses.

Not regular

Category assignment disagrees with official Course Catalogue.

Changes

New: Newly added, **Moved**: Moved to another category, **Modified**: Text modified, for external courses only.

Category	Registered Number	Title	ECTS credits			Completion of mandatory course	Not regular	Changes
			Planned	Needed	Missing			
Core Courses			36	36				
	151-0204-00L	Aerospace Propulsion	4					
	151-1115-00L	Ausgewählte Kapitel der Flugtechnik	4					
	151-0522-00L	Case Studies in Computer Aided Engineering	4					New
	529-0191-01L	Renewable Energy Technologies II, Energy Storage and Conversion	4					New
	151-0214-00L	Turbomachinery Mechanics and Dynamics	4					New
	151-0114-00L	Turbulence Modeling	4					
	2556	Aeromechanics Project Course KTH Royal Institute of Technology	12				X	
Multidisciplinary Courses			6	6				
	227-0730-00L	Power Market II - Modeling and Strategic Positioning	6					

Deleted Course Units

Number	Title	from Category
151-0211-00L	Convective Heat Transport	5 Core Courses
151-0530-00L	Nonlinear Dynamics and Chaos II	4 Core Courses

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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.