

# How to Submit a Tutor Agreement in myStudies

For Students of the  
MSc Energy Science and Technology (MEST) programme

## MEST Tutor Agreement (termed 'Learning Agreement' on myStudies)

This document outlines how to create and submit a Tutor Agreement in myStudies.

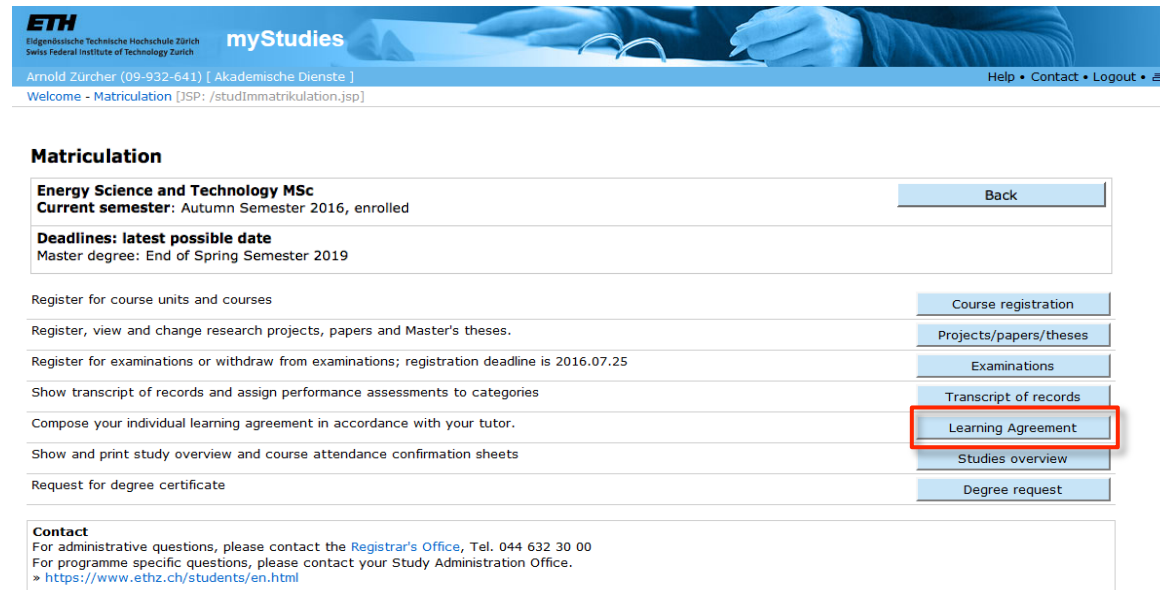
*Note: the myStudies term for Tutor Agreement is **Learning Agreement**.*

Steps:

- Familiarise yourself with the MEST courses and, if possible, decide on your preferred electives.
- Meet your tutor and discuss your choice of courses. Ask what their preferred way of handling the tutor agreement process is.
- Logon to myStudies and create a draft Learning Agreement ([steps 1,2,3](#)).
- Agree your Learning Agreement in discussion with your tutor (take a print-out of your choices and/or your computer to the meeting). ([Step 4](#)).
- Once your courses have been agreed in discussion with your tutor, submit the Learning Agreement ([step 5](#)).
- If necessary, your tutor can request a change ([step 6](#)).
- After the Learning Agreement has been submitted, register for your agreed courses.

# 1. Use myStudies to access your Learning Agreement

- In your myStudies account, select **Functions**
- The **Matriculation** page is displayed (see approximate layout below)
- Select **Learning Agreement** (the myStudies term for the Tutor Agreement)



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### Matriculation

**Energy Science and Technology MSc**  
**Current semester:** Autumn Semester 2016, enrolled Back


**Deadlines: latest possible date**  
Master degree: End of Spring Semester 2019

Register for course units and courses	<span>Course registration</span>
Register, view and change research projects, papers and Master's theses.	<span>Projects/papers/theses</span>
Register for examinations or withdraw from examinations; registration deadline is 2016.07.25	<span>Examinations</span>
Show transcript of records and assign performance assessments to categories	<span>Transcript of records</span>
Compose your individual learning agreement in accordance with your tutor.	<span>Learning Agreement</span>
Show and print study overview and course attendance confirmation sheets	<span>Studies overview</span>
Request for degree certificate	<span>Degree request</span>

**Contact**  
For administrative questions, please contact the [Registrar's Office](#), Tel. 044 632 30 00  
For programme specific questions, please contact your Study Administration Office.  
> <https://www.ethz.ch/students/en.html>


## 2. Edit draft Learning Agreement

- Once your tutor has been confirmed, their name will appear on the screen
- To update your Learning Agreement, use the **Edit** button.
- For clarification of functions, use the online **Help** facility



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### Learning Agreement of Arnold Zürcher (In process)

**Programme regulations**  
**Tutor**

Master's Programme in Energy Science and Technology  
  
The student has to discuss the Learning Agreement (also known as "Tutor Agreement") with the tutor/track advisor before submitting it in myStudies. The Learning Agreement must be submitted in myStudies and approved by the tutor/track advisor no later than 4 weeks after the start of program (usually the fall semester). The Learning Agreement can be updated during the study period, but needs to be in the final version before the start of the Master thesis.  
  
Note: The fields concerning the "Mentor" (see next step) must be left empty.

**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					
<b>Core Courses</b>			<b>17</b>	<b>36</b>	<b>19</b>					
<b>Compulsory Core Courses</b>			<b>17</b>	<b>12</b>						
	151-1633-00L	⊖ Energy Conversion	4			Yes				
	363-0514-00L	⊖ Energy Economics and Policy	3			Yes				
	227-1631-00L	⊕ Energy System Analysis	4			Yes				
	227-0122-00L	⊕ Introduction to Electric Power Transmission: System & Technology	6			Yes				
<b>Elective Core Courses</b>			<b>0</b>	<b>0</b>						
<b>Multidisciplinary Courses</b>			<b>0</b>	<b>6</b>	<b>6</b>					

Print

Delete

Edit

Submit

Back

### 3. Edit Learning Agreement

- To access the ETH course catalogue and add courses, select **Add Learning Units**

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#### Edit Learning Agreement

**Programme regulations** Master's Programme in Electrical Engineering and Information Technology

**Tutor** Prof. Dr. J. Reymond

**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	Title	ECTS credits Planned	ECTS credits Needed	Completion of mandatory course	Not regular	Delete
<b>Major Courses</b>		<b>42</b>	<b>42</b>			
227-0120-00L	Communication Networks	6		<a href="#">Change category</a>		✖
252-0408-00L	Cryptographic Protocols	5		<a href="#">Change category</a>		✖
252-0407-00L	Cryptography Foundations	7		<a href="#">Change category</a>		✖
227-0436-00L	Digital Communication and Signal Processing	6		<a href="#">Change category</a>		✖
227-0434-00L	Harmonic Analysis: Theory and Applications in Advanced Signal Processing	6		<a href="#">Change category</a>		✖
227-0558-00L	Principles of Distributed Computing	6		<a href="#">Change category</a>		✖
112	Distributed Operating Systems UZH	6		<a href="#">Change category</a>	X	✖

[Add learning units](#) [Save and back](#) [Cancel](#)

- Note:** Please do not fill in the 'Mentor' field, this does not apply to MEST students.

## 4. Confirm Learning Agreement with Tutor

- If possible, discuss your Learning Agreement with your tutor **before** entering everything in myStudies, saving time for both parties.
- Take your computer and/or a print-out of your choices when meeting your tutor.
- Your tutor must agree with your Learning Agreement.
- *Please note that the use of myStudies for the Tutor Agreement is a new process and tutors may be unfamiliar with it.*

## 5. Submit Learning Agreement

- After your Learning Agreement has been verbally agreed with your tutor, you can **Submit** it. Your tutor will receive a notice that you have done so.
- *Do not Submit your Learning Agreement without your tutor's approval.*

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### Learning Agreement of Arnold Zürcher (In process)

**Error:**

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

**Programme regulations** Master's Programme in Electrical Engineering and Information Technology

**Tutor**

The student has to discuss the Learning Agreement (also known as "Tutor Agreement") with the tutor/track advisor before submitting it in myStudies. The Learning Agreement must be submitted in myStudies and approved by the tutor/track advisor no later than 4 weeks after the start of program (usually the fall semester). The Learning Agreement can be updated during the study period, but needs to be in the final version before the start of the Master thesis.

Note: The fields concerning the "Mentor" (see next step) must be left empty.

**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	Title	ECTS credits			Completion of mandatory course	Not regular	Changes
			Planned	Needed	Missing			
<b>Major Courses</b>			<b>44</b>	<b>42</b>				
		227-0111-00L ● Communication Electronics		6				
		227-0120-00L ● Communication Networks		6				
		252-0408-00L ● Cryptographic Protocols		5				
		252-0407-00L ● Cryptography Foundations		7				
		227-0436-00L ● Digital Communication and Signal Processing		6				
		227-0438-00L ● Fundamentals of Wireless Communication		6				
		227-0434-00L ● Harmonic Analysis: Theory and Applications in Advanced Signal Processing		6				
		851-0734-00L ● Recht der Informationssicherheit		2				

Print Delete Edit **Submit** Back

## 6. Change Learning Agreement

- A change to the Learning Agreement may be necessary if:
  - you have not agreed it first with your tutor
  - updates are required for any reason at a later point in time (with the agreement of your tutor)
- Your tutor can initiate a request for you to change it:

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### Learning Agreement of Arnold Zürcher (Changes requested by tutor)

<b>Programme regulations</b>	Master's Programme in Electrical Engineering and Information Technology							
<b>Tutor</b>	Prof. Dr. J. Reymond							
<b>Changes required</b>	as discussed in my office earlier today							
<b>Completion of mandatory courses</b>	Treatment of mandatory courses.							
<b>Not regular</b>	Category assignment disagrees with official Course Catalogue.							
<b>Changes</b>	New: Newly added, Moved: Moved to another category, Modified: Text modified, for external courses only.							
Category	Registered	Title	ECTS credits			Completion of mandatory course	Not regular	Changes
	Number		Planned	Needed	Missing			
<b>Major Courses</b>			<b>42</b>	<b>42</b>				
	227-0120-00L	Communication Networks	6					
	252-0408-00L	Cryptographic Protocols	5					
	252-0407-00L	Cryptography Foundations	7					
	227-0436-00L	Digital Communication and Signal Processing	6					
	227-0434-00L	Harmonic Analysis: Theory and Applications in Advanced Signal Processing	6					
	227-0558-00L	Principles of Distributed Computing	6					New
	112	Distributed Operating Systems UZH	6				X	New

### Deleted Course Units

Number	Title	from Category
227-0111-00L	Communication Electronics	6 Major Courses
227-0438-00L	Fundamentals of Wireless Communication	6 Major Courses
851-0734-00L	Recht der Informationssicherheit	2 Major Courses

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