

September 2023

Memo: Internal Registration for Master's Thesis

Integrated Building Systems, Ref: Regulation of Studies 2014 / Rev. 2021

1. Overview

The Master's Thesis (MT) is the final requirement of the ETH Integrated Building Systems master program. It is the result of independent scientific research the written report of the results. The MT is supervised and assessed by one professor and sometimes further persons. At least one professor must belong to one of the departments involved in the degree program. This also applies to MT projects conducted outside of ETH Zurich. The maximum permitted duration of the MT is 28 weeks (full-time), where the 28 weeks are composed of 26 weeks of actual working time and 2 weeks to compensate for public holidays, sick days and other short-term absences. If a MT is submitted late for unfounded reasons, it will by default be graded as a "fail". In case of failure, the MT can only be repeated once, whereby a new MT theme must be chosen. The repetition may be conducted under a new supervisor. The Director of Studies can extend the deadline for submission of a MT if the student has submitted a legitimate request (e.g. sickness, accident, etc.) and planned project completion plan approved by the supervising professor to the D-ARCH study administration.

2. Prerequisites for Master's Thesis (MT) registration

The minimum prerequisites for the registration are:

- Completed Bachelor's program
- All additional requirements completed (per the admissions letter).
- With the exception of the categories "Specialised courses" (13KP) and "Science in Perspective" (2KP), all other credit requirements to obtain the Master's degree listed in Art. 36 of the Regulation must be completed.

3. Registration for the MT

- Before starting the project, electronically register the Master's Thesis: **LE 066-0434-00L in myStudies**. D-ARCH registration for the MT is flexible and can be done when the project begins. It does not need to occur at the beginning of the semester.
- Under "functions", select "project/papers/theses".
- Enter all the details: 1) Main supervisor (e.g. ETH Prof.), 2) Additional supervisors (e.g. Externs, Postdoc, PhD, etc.), 3) Project title, 4) Start and end date, 5) Upload task description, schedule and deliverables as appropriate.
- The signed plagiarism declaration (declaration of originality) must be included in your thesis submission.
- The D-ARCH study administration will review the registration for compliance with the MIBS study regulations.

4. Grade Descriptions for MT

The MT is a graded semester performance. If it is conducted as group work, the performance of each individual group member is graded and structured to clearly separate the scope of work for each student. In order to successfully complete the MT, a grade of 4.0 or higher must be obtained. The supervisor establishes the assessment criteria in a written report, which must include a presentation and thesis document. In principle, the following evaluation scale is applied:

ETH Grading	
6.0 – 5.75	excellent (ausgezeichnet)
5.5 – 5.25	very good (sehr gut)
5.0 – 4.75	good (gut)
4.5 – 4.25	satisfactory (befriedigend)
4.0	pass (genügend)
3.5	fail (ungenügend)
3.0	poor (schlecht)
2.5	very poor (schlecht bis sehr schlecht)
2.0	extremely poor (sehr schlecht)
1.0	not measurable (nicht messbar)

5. Grading Submission and Archiving of Master Thesis (MT)

- An electronic version (e.g. PDF) of the MT including the plagiarism declaration document must be submitted to the D-ARCH Study Administration Office upon completion. studiensekretariat@arch.ethz.ch
- The supervisor directly enters the grade via myStudies within 4 weeks upon completion of the MT.
- All general questions regarding D-ARCH MT archiving policy should be directed to Mr. Rudolf Krieg, Head, D-ARCH Study Administration. krieg@arch.ethz.ch

6. Intellectual Property Rights on Master Theses

Students writing a MT, creating models and/or writing computer program are creators and authors of their work according to Swiss copyright law. All Master Theses at D-ARCH are archived and are allowed for use within the statutory regulations. It is highly recommended to sign an agreement concerning intellectual property rights between the responsible person for the MT and the project collaborator / student where appropriate. Respective supervising professorships should take the lead here as appropriate. All intellectual property rights regarding the MT and its results remain in the student's possession. In exceptional cases, it may be compulsory (e.g. in the course of a research project in industry) to file an agreement between the supervisor of the MT and the student concerning intellectual property rights. All IP questions relating to the necessity of such transfer agreements should be addressed to: ETH transfer, Rämistrasse 101, CH-8092 Zurich, Tel +41 (0)44 633 82 30, e-mail: transfer@sl.ethz.ch.

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