

Applying for an exchange at ETH Zurich, academic year 2017/18: Instructions for exchange students within the Swiss-European Mobility Programme (previously Erasmus)

1.	Preparation (before online application) and application deadlines	2
2.	Important information about exchange studies at ETH Zurich	2
	Semester dates	2
	Visa and residence permit.....	2
	Health Insurance	2
	Studying with a disability	2
	Accommodation	2
	Living costs in Zurich.....	3
	Scholarship.....	3
	German courses.....	3
	Arrival and enrolment at ETH Zurich.....	3
	Department of Biosystems Science and Engineering (D-BSSE) in Basel	3
	Living/Studying in other cantons	3
3.	Documents required for online application	3
	Study plan and Learning Agreement	3
	Nomination of your home university.....	4
	Confirmation: D-BSSE project compulsory (if applicable)	4
	Confirmation of supervisor (where applicable).....	4
	Transcript of records	4
	List of courses to be completed prior to mobility studies	4
	Language skills	4
	Passport / identity card.....	4
	Photo	4
	CV	4
	Motivation Letter.....	4
4.	Study plan guidelines.....	5
	Importance of the study plan.....	5
	Course Catalogue	5
	Rules for the study plan	5
	Restrictions.....	5
	Performance assessments (examinations).....	6
	Questions about the study plan.....	6
	List of course unit codes according to the department offering the course	6
5.	Application procedure	7
	Search portal.....	7
	Application form	7
	Login.....	8
	Adding data	8
	Study plan	8
	Projects (if applicable).....	9
	Documents	9
	Submitting the application	9
	Next steps	9

1. Preparation (before online application) and application deadlines

Prior to applying at ETH Zurich, you must be nominated for the exchange by your home university. Please note the respective application deadlines and requirements.

The application deadlines at ETH Zurich are as follows:

- **15 April for the Autumn Semester and 15 October for the Spring Semester** (online application completed and submitted, including all documents).
- Students coming to ETH Zurich for projects only (no courses) may apply up until **2 months before the planned starting date** (online application completed and submitted, including all documents). **Students who need a visa for Switzerland should submit their application earlier, because the visa application process may take up to 3 months and cannot be started without the official confirmation of the Student Exchange Office.**

2. Important information about exchange studies at ETH Zurich

Semester dates

	<i>Autumn semester 2017</i>	<i>Spring semester 2018</i>
Official semester dates	18.09.2017 – 16.02.2018	19.02.2018 – 31.08.2018
Lectures	18.09.2017 – 22.12.2017	19.02.2018 – 01.06.2018
End-of-semester exams	11.12.2017 – 22.12.2017 and 08.01.2018 – 19.01.2018	21.05.2018 – 15.06.2018
Session exams	22.01.2018 – 16.02.2018	06.08.2018 – 31.08.2018

When planning your exchange at ETH Zurich, be aware of the semester dates and examination periods!

See chapter on [study plan guidelines](#) below for further details about the examinations.

Visa and residence permit

Citizens of the European Union or EFTA states do not require a visa for Switzerland and therefore need do nothing in this regard before their arrival. **Citizens of other countries must check with the Swiss Embassy whether they need a visa for Switzerland. You are responsible for obtaining the visa; you will receive detailed information about the visa application process and the necessary official confirmation from us if your application to ETH Zurich is successful.** Please note that the process of obtaining a student visa will take up to 3 months, so timely application for your visa is essential. Do not enter Switzerland with a tourist visa or with a Schengen residence permit: these allow you to travel to Switzerland as a tourist, but not to study there!

Regardless of your nationality, to obtain a residence permit you must register with the appropriate authority within 8 days of your arrival in Switzerland. You will find more information about this procedure in your ETH Zurich admission letter.

Health Insurance

Everyone who lives in Switzerland for at least three months is required by law to have health and accident insurance coverage from a Swiss insurance company. In the framework of the Bilateral Agreements between the EU and Switzerland, exchange students from EU and EFTA countries can obtain an exemption from Swiss compulsory health insurance if they obtain a 'European Health Insurance Card' from their health insurance provider in the home country. Additional information is listed on our [homepage](#).

Studying with a disability

Please contact the [Disability advisory service](#) at an early stage for information on support options and procedures. This is particularly important with regard to study conditions, examination arrangements and the housing situation in Zurich.

Accommodation

Finding accommodation in Zurich is difficult and time-consuming. In the Spring Semester the availability of student housing is usually better than in the Autumn Semester. You will receive detailed information about accommodation

in Zurich with your letter of acceptance. Please see our [homepage](#) for information on accommodation for exchange students in Zurich and its surroundings.

Living costs in Zurich

Please be aware that living costs in Switzerland are very high, and especially so in Zurich. The Immigration Authorities identify a sum of CHF 1750.- per month as necessary to support oneself financially. The actual amount needed may be slightly lower; this will depend largely on your monthly rent. Finding cheap housing in Zurich is difficult. For more information see the information on our [homepage](#).

Scholarship

Exchange students within the Swiss-European Mobility Programme receive a scholarship from the Swiss Government, paid by ETH Zurich. You apply for this scholarship automatically by applying for the exchange, no separate application is necessary. You can find the scholarship rates in the relevant document on our [homepage](#). The scholarships are paid as semester scholarships, i.e. 5 rates per semester (independent of the exact duration of stay).

German courses

The joint [Language Center of the University and ETH Zurich](#) offers semester courses in '[German as a foreign language](#)' for all levels of proficiency, as well as intensive German courses for three levels of proficiency in Spring and Autumn (in the two weeks before the respective semester starts). The intensive German course plus one semester course are free of charge for exchange students (there is a charge for copies and other course materials). Please note that pre-registration on the website of the Language Center is necessary and that there is a registration fee of CHF 100.- for the intensive German course.

Arrival and enrolment at ETH Zurich

Students enrol at the helpdesk of the Student Exchange Office after arrival. There is also an official welcome and information event on the first Monday of the semester in week 38 (Autumn) or the Friday just before the semester starts in week 7 (Spring). Its exact time and location will be specified at a later stage.

Department of Biosystems Science and Engineering (D-BSSE) in Basel

Note that certain conditions and services differ substantially for students applying for the department of Biosystems Sciences and Engineering (D-BSSE) which is located in Basel. Refer to the separate [factsheet of D-BSSE](#) for important details on immigration policies, housing, catering, sports facilities, etc. If you wish to do a research project/thesis in D-BSSE, note also the special information on projects in the section 'application procedure'.

Living/Studying in other cantons

Information provided by the Student Exchange Office concerning visa, residence permit and health insurance only applies to mobility students who live and study in the canton of Zurich. Mobility students in D-BSSE in Basel (canton Basel-Stadt) should consult the separate [fact sheet](#). Mobility students with a place of residence or place of study in another canton are responsible on their own to clarify the necessary conditions, carry out the respective formalities and respect the regulations that are applicable. The Student Exchange Office cannot assist mobility students not living in the canton of Zurich or the canton of Basel-Stadt with respective questions.

3. Documents required for online application

ETH Zurich uses the 'Mobility-Online' tool to manage its exchange applications. See the chapter on the [application process](#) for information on how to start your online application. All documents except the photo should be uploaded as PDFs.

Study plan and Learning Agreement

Please read the detailed [study plan guidelines](#) on the following pages carefully.

A Learning Agreement signed by ETH Zurich will be emailed to you after your application and study plan have been approved. Possibly you need to hand in this document at your home university. Any changes to the study plan need to be made online at the start of the semester and need to be re-approved by your Departmental Exchange Coordinator at ETH Zurich; only then can we issue you with an updated and signed Learning Agreement.

Nomination of your home university

To confirm your nomination as an exchange student, you can either upload a confirmation of nomination from your home university during your online application, or your home university can send us the nomination by email directly.

Confirmation: D-BSSE project compulsory (if applicable)

If you plan on undertaking a research project in the department of Biosystems Science and Engineering (D-BSSE) in Basel you need to confirm that your project is a compulsory part of your study programme at your home university (particularly applicable to students from non-EU/EFTA countries). During your application process in Mobility-Online, a specific form will be provided which you will need to download, fill in and sign.

Confirmation of supervisor (where applicable)

Students who come to ETH Zurich to conduct a research project or prepare a thesis must upload a confirmation letter or email from the professor who will act as their supervisor at ETH Zurich, including the approximate start and end dates of the project. The application cannot be completed without the supervisor confirmation. You are responsible for [finding a project supervisor](#). Please apply directly with professors or scientists.

Transcript of records

You must upload a complete transcript of records in English or German of all your studies to date, i.e. including your Bachelor's degree studies if you are already a Master's degree student. The transcript must contain a grading key.

List of courses to be completed prior to mobility studies

You are required to upload a list of the courses that you plan to take at your home university before your exchange at ETH Zurich and which are not yet listed on your transcript of records. You may make your own list or use the template [here](#). Alternatively, depending on when the exchange will begin, you may upload a view of your courses from your home university's electronic course management system.

Language skills

To be active in an academic context, you will need at least a B2 language level as defined by the Common European Framework of Reference for Languages; however, we strongly recommend that you have a C1 level. Depending on the language of instruction of your choice of courses, you must have these language skills in English and/or German.

You are NOT required to upload a confirmation/certificate of your language skills, though you may do so if you have one. **By submitting your application, you confirm that you have the necessary language skills to study in English and/or German.**

Passport / identity card

You will also be required to upload a scan of your passport or identity card: page(s) with your photo and personal details (name, date of birth) only.

Photo

You must upload a photo for your student ID card. Make sure that the image quality is good and that you are recognisable in the photo (full-face, well-lit, neutral background, etc.). The photo may be no larger than 800x600 pixels (height x width) and 1 MB maximum.

CV

You are required to upload a curriculum vitae (CV) in English or German. Please make sure that it is up-to-date.

Motivation Letter

You must upload a motivation letter in which you state your motivation for an exchange at ETH Zurich. Maximum 1 page (A4), in English or German.

4. Study plan guidelines

Importance of the study plan

For the following reasons, it is very important that you invest enough time in carefully choosing the courses for your study plan:

- You will apply to a particular department of ETH Zurich. The department reviews your application and decides whether or not to accept it. The study plan is a crucial factor in this!
- Changing a few of your courses later on is possible (e.g. if there is a time conflict or if a course is cancelled), but you need to obtain the approval of your department for every change in your study plan. As a rule, however, it is not possible to make major changes to the study plan (e.g. taking more courses from another department) after your initial application!
- In general, mobility students must have the study plan approved by their home university before the exchange.

Course Catalogue

The Course Catalogue is available online at www.courses.ethz.ch in German and English. You can search for courses according to various criteria such as level of study, department, study programme or language of instruction.

Usually the Course Catalogue for the semester(s) of your planned stay at ETH Zurich will not yet be online at the time of your application. However, there are few changes from one year to the next. You can therefore use the Course Catalogue from the previous year to establish your study plan (i.e. from the previous Autumn Semester if you apply for the Autumn Semester, etc.).

In the detailed description of each course you will find information (separate tabs) on content, performance assessment, restrictions, etc.

Rules for the study plan

- As a general rule, you have to take **two thirds of your course credits** (for example 16 out of 24 ECTS credits) in the department where you are enrolled. The first three digits of the course number (**xxx-xxxx-xxx**) indicate the department offering the course. See the table on the following page for the complete list. Exceptions are possible for interdisciplinary study programmes such as Environmental Sciences, Earth Sciences, Health Sciences and Technology, etc. and must be approved by the department.
- Exchange and visiting students must earn a **minimum of 20 ECTS credits per semester**. Earning credits means passing the exam, not just attending the course. Language courses do not count towards this total.
- If you plan to take more than 25 ECTS credits per semester, you should discuss this with your [Departmental Exchange Coordinator](#), because you may have problems with the workload. The academic pace at ETH Zurich is high and you are expected to work a lot during the semester and for the exams. Taking more than 30 ECTS per semester is not recommendable.
- Choose your courses according to your language skills. You must have the necessary skills (at least a B2 level) in the language in which each of the selected courses is taught.
- Avoid choosing courses which overlap. The weekday and time indicated in the tab "courses" often remains the same from one year to another, so check for overlaps even when establishing the study plan on the basis of the previous year's course catalogue.

Restrictions

In general, all courses which are open to regular ETH students are also open to exchange and visiting students. It is possible to combine courses from Bachelor's and Master's level, but you must have the necessary prerequisites to attend all of them. Use the [study guide\(s\)](#) of your department to determine whether you have the necessary background, not for an individual course but for the study programme in general (i.e. a background similar to that of regular ETH Zurich students).

- Some courses are restricted, e.g. in the number of participants. If they are, this will be indicated in the course description. Please follow the instructions in the course description and/or contact the lecturer if you wish to participate in such a course.
- You cannot register for any [courses ending with -AAL](#).
- D-ARCH: For the design courses there is an internal enrolment procedure which you will be informed about before the semester start. Places in the design courses are allocated by the department based on this internal [enrolment procedure](#). There is no guarantee for being allocated to a particular design class.
- D-BIOL: For block courses there is an internal registration procedure and places are limited; note that block courses are very difficult to combine with courses from other study programmes, they are intended only for combination with the Departments' concept courses, more information can be found on the [website of D-BIOL](#).
- D-BSSE: Only courses on Master's degree level are offered. Therefore only students on Master's degree level may enrol. Courses take place in Basel, not in Zurich. Taking courses in Zurich and Basel on the same day will

be difficult, because going back and forth takes about 1.5 hours each way. For details on studying in D-BSSE see the separate [factsheet](#).

- D-GESS: You cannot enrol in this department; courses can only be chosen as electives (no more than one third of the study plan).
- D-HEST: Courses from the Bachelor's programme in Human Medicine are not open to mobility students (course unit codes 377-xxxx-xxx).
- D-MAVT: Courses in the category Engineering Tools, Laboratory Practice, Focus Project and Workshop Floor are not allowed for incoming mobility students. In addition, all compulsory courses offered in the first two years (1st, 2nd, 3rd and 4th semester) of Bachelor students of D-MAVT are closed to incoming mobility students in general. These courses are indicated as 'First Year Examinations' for 1st and 2nd semester courses, 'Compulsory Courses Examination Block 1' for 3rd semester and 'Compulsory Courses Examination Block 2' for 4th semester.
- D-MTEC: Only courses on Master's degree level are offered. Therefore only students on Master's degree level (with a Bachelor's degree in science or engineering) may enrol.

Performance assessments (examinations)

ETH Zurich holds end-of-semester exams and session exams. In some courses, there is only a graded or ungraded semester performance (during the semester). The Course Catalogue indicates which type of performance assessment applies in each course. In general, exchange students are obliged to sit their exams during the examination periods: exams can be preponed, i.e. moved to an earlier date, only for academic reasons (e.g. a conflict with the beginning of the semester at the home university) and with the approval of the examiner, the Academic Services and/or the department. Visiting students are not allowed to prepone exams. For more information see the website of the [Examinations Office](#).

Please be aware: Should you fail an exam, it will in many cases not be possible for you to retake it, especially if it is a session exam. Repetitions are often only allowed during the next exam period (a semester or even a year later) and sometimes only after retaking the course unit. You may only sit exams while you are still enrolled as a student at ETH Zurich.

Questions about the study plan

Your study plan will be checked and approved by your Departmental Exchange Coordinator at ETH Zurich upon submission of the application. This person is your primary contact for academic questions and you need to contact him or her in case of changes to your study plan.

List of course unit codes according to the department offering the course

Architecture (D-ARCH)	051-, 063- and 066-xxxx-xxx
Civil Engineering (D-BAUG)	101-xxxx-xxx
Environmental Engineering (D-BAUG)	102-xxxx-xxx
Geomatic Engineering and Planning (D-BAUG)	103-xxxx-xxx
Mechanical Engineering (D-MAVT)	151-xxxx-xxx
Information Technology and Electrical Engineering (D-ITET)	227-xxxx-xxx
Computer Science (D-INFK)	251-, 252- and 263-xxxx-xxx
Materials Science (D-MATL)	327-xxxx-xxx
Management, Technology and Economics (D-MTEC)	351- and 363-xxxx-xxx
Health Sciences and Technology (D-HEST)	376-xxxx-xxx
Mathematics (D-MATH)	401-xxxx-xxx
Physics (D-PHYS)	402-xxxx-xxx
Pharmaceutical Sciences (D-CHAB)	511- and 535-xxxx-xxx
Chemistry (D-CHAB)	529-xxxx-xxx
Biology (D-BIOL)	551-xxxx-xxx
Biosystems Science and Engineering (D-BSSE): located in Basel!	636-00xx-xx (636-05xx-xx are courses offered by the University of Basel!)
Earth Sciences (D-ERDW)	651-xxxx-xxx
Environmental Sciences (D-USYS)	701-xxxx-xxx
Agricultural Sciences (D-USYS)	751-xxxx-xxx
Food Sciences (D-HEST)	752-xxxx-xxx
Humanities, Social and Political Sciences (D-GESS): no enrolment in this department: electives only (max. 1/3 of chosen courses)	851-, 853-, 857- and 862-xxxx-xxx

5. Application procedure

Begin your application process by clicking [here](#) (for the German version of the search portal, please click [here](#)) and follow the procedure outlined below.

Search portal

First select your home university and the desired academic year and exchange programme. Then click on the button on the below left and view the search result.

Preselection exchange possibilities

Country	<-- Select all -->
Home institution (*)	<-- Please select -->
Host institution	ETH Zürich
Type of application	<input checked="" type="radio"/> Incoming <input type="radio"/> Outgoing
Type of person	<input checked="" type="radio"/> Student <input type="radio"/> Teacher
Exchange program (*)	<-- Please select -->
Study field	<-- Select all -->
Academic year (*)	<-- Please select -->
Study level	<input type="radio"/> Doctorate (PhD) <input type="radio"/> Bachelor <input type="radio"/> Master

[Close](#) [Reset](#) [Show exchange details](#)

The detailed display of exchange possibilities:

Partner institution	Partner no.	Home country	Home institution	Inst.no	Study field
ETH Zürich	ZURICH07	Denmark	Danmarks Tekniske Universitet (Technical University of Denmark) - Lyngby	LYNGBY 01	Chemistry
ETH Zürich	ZURICH07	Denmark	Danmarks Tekniske Universitet (Technical University of Denmark) - Lyngby	LYNGBY 01	Food Science
ETH Zürich	ZURICH07	Denmark	Danmarks Tekniske Universitet (Technical University of Denmark) - Lyngby	LYNGBY 01	Environmental Engineering
ETH Zürich	ZURICH07	Denmark	Danmarks Tekniske Universitet (Technical University of Denmark) - Lyngby	LYNGBY 01	Environmental Sciences

Showing 1 to 4 of 4 entries

Clicking on the paper icon next to the university name calls up detailed information regarding contract and university. Clicking on the green button calls up the online application function. If the button is red, this means that application is currently not possible.

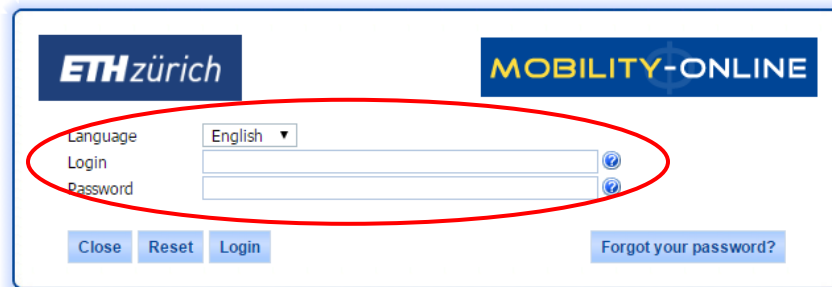
Application form

Enter the required information and submit the form. As your email address it is preferable to give your student email address from the home university (universities are normally less restrictive in sorting potential spam than private providers) and/or to set the domain ethz.ch on your whitelist, so that you are sure to receive ETH Zurich emails.

After submitting your form you will receive an email which details how to set up a user account. After setting it up you will receive a further email with details of how to log in to Mobility-Online **to complete your application**. You may only submit the application when you have completed all the necessary steps! Please note that you must submit it **by the given deadline**.

Login

Always enter Mobility-Online by entering your details in the upper half of the login page (even after you begin your stay at ETH Zurich):



ETH Zürich | 8092 Zürich, Rämistrasse 101
Tel +41 44 632 61 61 | mobilitaet@rektorat.ethz.ch | <http://www.mobilitaet.ethz.ch>

Login ETH-Outgoings & Staff

[ETH Zurich Login →](#)

Safari Mac OSX 10.7, ... bitte einstellen | please set
Systemeinstellungen > Allgemein > Rollbalken anzeigen > Immer
System Preferences > General > Show scroll bars > Always

Note for **Mac users**: Please first activate the 'Always show scrollbar' setting; otherwise, depending on your browser setting, the scrollbar function may be deactivated and you may not be able to view your workflow correctly.

Logging in will call up your workflow with all pending steps. Complete these steps by clicking on the link to the corresponding step on the right. The compulsory steps must be completed in the designated order:

Notwendige Schritte	Erledigt	Erledigt am	Erledigt von	Direktzugriff über folgenden Link
Online Bewerbungsformular	<input checked="" type="checkbox"/>	27.11.2013	Ochsner Patent	* Bewerbung anzeigen/ändern
Bestätigungsmail online Bewerbungsformular	<input checked="" type="checkbox"/>	27.11.2013	Automatisch erstellt	
Online-Registrierung	<input checked="" type="checkbox"/>	27.11.2013	Ochsner Patent	
Kontaktdaten für Notfälle erfasst	<input type="checkbox"/>			* Kontaktdaten für Notfälle erfassen
Personenstammdaten erfasst	<input type="checkbox"/>			
Motivationsschreiben und Kursliste ausgedruckt				
Motivationsschreiben und Kursliste hochgeladen	<input type="checkbox"/>			
Bestätigungen der beiden Supervisor hochgeladen (ETH und Gastuni)	<input type="checkbox"/>			
Leistungsüberblick hochgeladen	<input type="checkbox"/>			
Liste Kurse Heim-Hochschule vor Austausch hochgeladen	<input type="checkbox"/>			
Sprachnachweis hochgeladen (optional)	<input type="checkbox"/>			
Lebenslauf, Empfehlungsschreiben oder andere Dokumente hochgeladen	<input type="checkbox"/>			
Bedingungen und Konditionen ausgedruckt	<input type="checkbox"/>			
Unterschiedene Bedingungen und Konditionen hochgeladen	<input type="checkbox"/>			
Bewerbung eingereicht, wird von ETH Zürich geprüft	<input type="checkbox"/>			

Adding data

Add a contact person in case of emergencies. Click on the 'edit' button to make changes.

Study plan

The next step is to enter the study plan. Your Departmental Exchange Coordinator will check it after you submit your application; it is an important part of the application. Be sure to adhere to the [Rules for the study plan](#) described above.

First select your courses in the [ETH Zurich Course Catalogue](#), where you will find detailed descriptions, information about prerequisites, etc. Add each of the chosen courses to your study plan in Mobility-Online by clicking on "Enter further courses". You only need to type or copy/paste the course number from the Course Catalogue and autocomplete will fill in the rest (title and number of credits). A search function is also available.

You must, however, enter in full any courses of other institutions (e.g. the University of Zurich): these are not automatically linked. You must enter them manually in the study plan: Click on “Enter further courses” and add the title of the course, the amount of ECTS and, if known, the course number.

Projects (e.g. Bachelor’s or Master’s thesis) must also be entered as course units! If you do not find a suitable course unit for your project, please enter manually the title and previewed number of ECTS you are expected to earn (see below for further information). Note that design courses in Architecture do not count as projects.

Projects (if applicable)

- **All projects must be entered in the study plan as course units** (see above). In a separate step, also enter the exact details of the project. Check with your home university whether you are expected to earn a certain number of ECTS for the project and if yes, make sure that your ETH Zurich supervisor understands and agrees with this requirement (which may be different from the standard at ETH Zurich). The number of ECTS can be 0 if there are no specific requirements from your home university.

The confirmation of the ETH Zurich supervisor must be uploaded to the documents, completing the application. You are responsible for [finding a project supervisor](#). Please apply directly with professors or scientists.

Special conditions as outlined in the [separate factsheet](#) apply for students undertaking a research project/thesis in the department of Biosystems Science and Engineering (D-BSSE) in Basel. Projects in Basel have to be a compulsory part of your study programme at your home university (particularly applicable to students from non-EU/EFTA countries) and must be declared from the very beginning of your application process.

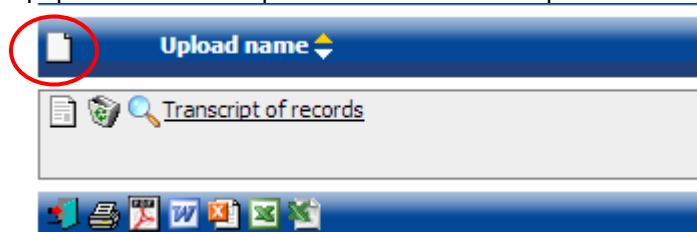
Documents

Depending on the exchange programme, different documents should be uploaded: see the information [above](#).

- **PDF documents only are accepted, with no images (except photo)**. See that the resolution is good and that scans are high-quality.

Upload the documents according to the respective step in the application procedure.

If you wish to submit more than one document in one category, you may upload the second (and any following) document by clicking on the paper icon on the top left in the workflow step:



Submitting the application

After entering all of your information and uploading the documents, finish the application by confirming that it is complete and submitting it. You will receive an automatic confirmation by email. It takes several weeks for the Student Exchange Office and the responsible person in the department to process your application.

Next steps

Your application will now be perused in form and content. If it is accepted you will receive an email which states that ETH Zurich has officially admitted you for your mobility period. Depending on the programme, there will be various further steps; you will receive a corresponding email which describes them. You may log in to Mobility-Online at any time to view what information has already been sent, and which step comes next.