

# myStudies: Manual

You have already received your ETH user account. You may use this immediately to access myStudies. With this application, you will manage all the data connected to your studies at ETH Zurich.

1. Semester enrolment
2. Updating your address(es) and telephone number(s)
3. Confirmation of matriculation
4. Registration for course units and course schedule
5. Registration for examinations and examination schedule
6. Registering for projects or theses (where applicable)
7. Bring Your Own Device (BYOD) and teaching-related IT tools

**For certain functions which affect only mobility students, you will continue to use Mobility-Online (separate user account) in parallel to myStudies.**

- Important: You may access detailed instructions for all myStudies functions by clicking "Help" on the above left. This will call up help regarding the functions on the current myStudies page.
- If you have technical problems with myStudies, contact the [IT Services Service Desk](#): +41 44 632 77 77.
- Never forget to log out (button on the upper right) **and** to close the browser completely if you are on a public computer and not your private one; otherwise, your login will remain active.
- Do not use the "Back" and "Forward" browser functions. Only use the buttons within the application.

## 1. Semester enrolment

You may enrol immediately for the coming semester. Semester enrolment is compulsory for all students, irrespective of whether they attend courses or carry out a project. Go to [mystudies.ethz.ch](https://mystudies.ethz.ch), select a language (German or English) on the above right and log in with your ETH user account.

- You must **enrol for the semester at the latest by one day before your planned starting date at ETH**. If you have not done so, we cannot give you your documents (student card, etc.).
- Be sure to check your personal details and contact information. You are responsible for always keeping your address(es) in myStudies up-to-date (see below).

## 2. Updating your address and telephone number

Make sure that your residential address (where you live) and your correspondence address (where you want to receive your mail), as well as your telephone number and private e-mail in myStudies, are always up-to-date, particularly if you move at the beginning/end of your mobility stay. The residential and correspondence address can be identical (see example entry below). You may use the "Change address" function in myStudies or go directly to [address.ethz.ch](https://address.ethz.ch).

**Important:** In Switzerland, post is only delivered if the recipient's name is on the letterbox. Either put your name on the letterbox or (if you are subletting) have your post sent c/o the name of your landlord (see below). Include your room or flat number if there is one (e.g., in student residences).

Name	Mr Michael Dreier	<input checked="" type="checkbox"/> Residential Address
c/o	<input type="text" value="c/o M. Example"/>	<input type="checkbox"/> Alternative/Parents' Address
Street	<input type="text" value="Beispielstrasse 1"/>	<input type="checkbox"/> External Office Address
Additional	<input type="text" value="Room 101"/>	<input checked="" type="checkbox"/> Correspondence Address
Country	<input type="text" value="Switzerland"/>	<input type="checkbox"/> Separate Student Invoice Address
Zipcode	<input type="text" value="8052"/> <input type="button" value="Search"/>	
Town	Zürich	
Telephone	<input type="text" value="123456789"/>	

## 3. Confirmation of matriculation

In myStudies, you can download your confirmation of matriculation. There are two versions with different purposes:

- Standard confirmation of matriculation: necessary for opening a bank account, for health authorities, etc.
- Extended confirmation of matriculation: mandatory for registration with the authorities to obtain your residence permit; valid only in combination with the confirmation letter of the Student Exchange Office ("Gesuch um Aufenthaltsbewilligung"). You will need a hardcopy version to register with the authorities. [You can print it out at ETH.](#)

Please download both versions of the confirmation of matriculation directly after enrollment and save them on your personal device so you have them ready at all times.

## 4. Registering for course units and your schedule

After you have enrolled for the semester, you may begin registering for course units. You must complete the registration process in myStudies **by the end of the first semester week at the latest**. We recommend, however, that you do it as soon as possible: Lecturers need to know which students are attending their courses, and certain courses are subject to registration restrictions. Special registration procedures and (early) deadlines apply for [design studios in Architecture \(D-ARCH\)](#) and [block courses in Biology \(D-BIOL\)](#).

Experience has shown that mobility students frequently change their course registration when the semester begins. We thus recommend that you now make provisional registrations in myStudies and then make changes whenever necessary. Discuss your study plan with your [departmental exchange coordinator](#) if you have problems or queries. If you make changes, [follow the specifications of our study plan guidelines](#).

To register for course units in myStudies, log in and click "Functions" and then "Add learning units". Click the "Help" button on the above right for further information.

- **Deadline:** You must have registered definitively for course units in myStudies by the end of the first week of the semester. Earlier deadlines apply for the [design studios in Architecture \(D-ARCH\)](#) and [block courses in Biology \(D-BIOL\)](#).
- **Deregistration:** Deregister as soon as possible from course units you have registered but will not attend.
- **Updating the study plan in Mobility-Online:** At the end of the first week of the semester, we will ask you by email to update your final choice of courses (also in Mobility-Online). Your course registrations in myStudies are **not** automatically transferred to Mobility-Online, i.e. you must manually [update your study plan in Mobility-Online by the end of the second week of the semester](#) to reflect all your changes. This is necessary so that your departmental exchange coordinator can re-check your study plan, you can integrate courses from other institutions (Language Center, UZH) and we can issue a new learning agreement.

After registering for course units, you may view your schedule in myStudies and print it out or transfer it to your calendar. [Note the differing lecture times of the venues.](#)

## 5. Registering for examinations and examination schedule

Registering for examinations is a separate process and is only possible if you first registered for the corresponding course unit. **It is only possible to register for examinations during weeks three and four of the semester.** You will receive detailed information by email from the Examinations Office as soon as exam registration is open.

There are various types of performance assessments at ETH: end-of-semester examinations, session examinations and graded or ungraded semester assignments.

	End-of-semester examinations	Session examinations	Semester assignments
Which course has which type of examination?	see the "Performance assessment" tab of the respective course unit in the <a href="#">Course Catalogue</a>		
What are the dates of the examination periods?	<p><i>Autumn Semester:</i> Calendar weeks 50 / 51 (Dec.) and 2 / 3 (Jan.)</p> <p><i>Spring Semester:</i> Calendar weeks 21 – 24 <a href="#">Exact dates are online.</a></p>	<p><i>Autumn Semester:</i> Calendar weeks 4 – 7</p> <p><i>Spring Semester:</i> Calendar weeks 32 – 35 <a href="#">Exact dates are online.</a></p>	x
What are my personal examination dates?	These are planned by your department and appear in your myStudies examination schedule until the end of week 8 of the semester.	These are planned centrally by the Examinations Office and appear in your myStudies examination schedule. <a href="#">Publication dates are online.</a>	No examination. Your lecturers will inform you of the mode and deadlines of semester assignments.
Do I have to register for performance assessments in myStudies?	Yes, during weeks three and four of the semester. You will receive further information by email.		No. Follow the lecturers' instructions.
Can I deregister from examinations?	Yes. The deregistration deadlines will be sent to you by email.		x

Because session examinations in particular often conflict with the academic schedules of exchange students' home universities, [learn about performance assessments at ETH](#) and join the special information event. (You will be notified by email about this and other events.) Important: If you cannot be present for parts or all of the examination periods, **do not** register for courses for which distance examinations are not possible (indicated in the Course Catalogue, tab "Performance assessment").

Mobility students undertake the same performance assessments as regular students and must earn at least 20 credits per semester. You only obtain credits if you pass examinations. Deregister for examinations in good time if you decide not to sit them. If you do not appear at an examination for which you are registered, it will count as failed and appear as such in your transcript of records. You will be informed by email regarding deregistration dates.

Note: In most cases, mobility students cannot repeat failed examinations because repetitions are often only possible during the following semester or year and may only be undertaken if the student is still matriculated at ETH.

## 6. Registering for projects / theses (where applicable)

You must register in myStudies for a course unit corresponding to the extent (number of credits) of your project or thesis: Use the special course units for mobility students involving 5 / 10 / 15 / 20 / 25 / 30 / 60 ECTS credits. One month of full-time project work corresponds to 5 credits. Without registration, you cannot receive a transcript of records showing your project.

If you are unsure what to register for, discuss the time needed for your project with your supervisor at ETH and your home university. If necessary, you can combine various course units. Register for those unit(s) closest to your project's predicted extent. In consultation with your department's Study Administration, you may be able to register for shorter projects (e.g. an 8-credit semester paper) as regular course units in the Course Catalogue.

**Important:** Projects, particularly theses (e.g. the Master's thesis), are governed by the regulations of your home university. They do not count as ETH projects or theses. Your home university is responsible for the final assessment. Your supervisor at ETH can and should provide an assessment, but the home university is not obliged to agree with it. It is your responsibility to discuss and align the requirements of your home university and the expectations of ETH with your supervisor before you begin the project or thesis. These regulations include but are not necessarily limited to duration and relevant deadlines, scope / workload, documentation, final assessment, and [IP rules](#).

**Registration:** Go to "Functions" in myStudies, click on "Projects / papers / theses" and "Register new project / paper / thesis". Search for the unit with the desired scope, e.g. "30 Credit Project".

When you register for the project in myStudies, you will be asked to enter the following data:

- Official ETH supervisor (This person must also confirm the registration afterwards.)
- Project details (These must correspond to the project details in Mobility-Online.)
- Project title. (Unless your supervisor at ETH assigned the title, you may enter a title of your choice here and change it later if desired.)

If you stay for more than one semester, register for the whole project in the first semester and do not register for it again in the second semester. Exception: If you need to combine two course units to compile the correct number of credits, register for these in two different semesters if possible (e.g., 30 credits in the first semester and 10 credits in the second semester). You may only register for each course unit once. Example: It is not possible to register for the 30 credits project twice; you should register for a 60 credits project instead.

**Deadline:** You should register for projects or theses right away at the start of your project and must do so within one month after the start at the latest.

### Procedure for gaining an extension

- If you need an extension for an additional project, or the content of an existing project has increased in scope: Register for an additional course unit corresponding to the project's additional extent.
- If the project or thesis is taking longer than planned, but the extent of its content has not changed: The submission date given in the original registration must be extended by the Study Administration Office of your Department.

**Important:** In both cases, you must discuss the matter with your supervisor at ETH and your home university and contact the Student Exchange Office at least one month before the initially planned project ends so that the latter can check whether your enrollment and your stay can be extended.

## 7. Bring Your Own Device (BYOD) and teaching-related IT tools

[Note that ETH has a Bring Your Own Device \(BYOD\) policy.](#)

There are IT tools for students which support teaching at ETH:

- Download the "[ETH Zurich EduApp](#)" to view your schedule on your smartphone, find classrooms, give feedback on courses and answer clicker questions set by faculty.
- Via myStudies, you can access electronic learning materials published by lecturers for their courses.
- Some lecturers use [Moodle](#) to create web-based learning environments for their courses.

## 8. Transcript of records and systems access after disenrollment

Transcripts are not issued automatically. You will receive an email announcement when your performance assessment grades have been entered. To obtain an official transcript, [submit a request to your department's Study Administration](#). You may print out an unofficial transcript of records yourself from myStudies.

You will retain access to myStudies for five months after disenrollment and will be warned by email before your account is deactivated. You can also view the exact dates on [password.ethz.ch](#)