

EXAMINATION REGISTRATION AND WITHDRAWAL (AUTUMN SEM. 2016 // WINTER SESSION 2016/17)

THIS INFORMATION IS BINDING FOR:

- **End-of-semester examinations** at the end of the Autumn Semester 2016
End-of-semester exam phase: Monday, 12 December 2016 up to and including Friday, 20 January 2017
- **Repetition of failed end-of-semester examinations**
in the Autumn Semester 2016 / Monday, 20 February up to and including Friday, 3 March 2017
- **Session examinations** Winter 2016/17:
Monday, 23 January up to and including Friday, 17 February 2017

All deadlines indicated have to be met rigorously. To clarify any uncertainties, please first consult

[myStudies](#) ⇒ Functions ⇒ Examinations ⇒ FAQ or www.exams.ethz.ch

If you still have questions, please do not send an email, but call the Examinations Office by phone: **044 632 20 68**.

A. REGISTRATION

GENERAL INFORMATION:

TYPE of a performance assessment:

- To find out what TYPE of exam you are taking, check [myStudies](#) ⇒ Functions ⇒ Course registration ⇒ Individual course units ⇒ Performance assessment.
- You do not need to register for **semester performances** (no matter if graded or ungraded), not even if the performance assessment will be carried out as an examination. You only have to make a timely course registration.
- In addition to the course registration you must also actively register for **end-of-semester exams** which are defined as such in the course catalogue.
- In addition to the course registration (possibly in a past semester) you must also actively register for **session exams** which are defined as such in the course catalogue.
- Qualifying examinations for doctoral students do not have to be registered. They only have to be listed in resp. organized by using [myStudies](#) ⇒ Functions ⇒ Qualifying Examinations.

The details in the course catalogue are binding in any case!

FIRST SEMESTER STUDENTS:

- Attention: First semester students in a study programme with split first-year exams (Bachelor-programmes ITET, INFK, MATH, PHYS and RW) can already now register for the first part of their first-year exams and take them in the oncoming Winter Session 2016/17.
- All other study programmes: The earliest possibility to register for the first-year exams is during your second semester at the ETH. The first-year exams can then be taken during the summer examination session after two semesters at the earliest.
But since some Bachelor-exams can already be taken after one semester, you as well receive this exam registration and withdrawal information.

DEADLINES:

- Starting **Monday, 3 October** until no later than **Sunday, 16 October 2016 at midnight**, you can register for all end-of-semester and session exams through [myStudies](#) ⇒ Functions ⇒ Examinations. This deadline applies for both session- and end-of-semester exams!
- If you do not pass an **end-of-semester exam** and the examiner offers you the possibility to take a repeat exam (see information on 'performance assessments' in the course catalogue), you can register for it between Monday, 30 January and Sunday, 19 February 2017, at midnight.
Please note that you will only be able to register for such a repeat exam if the result of your first attempt has been decreed, i.e., is listed online in your 'Transcript of Records'.
- The closing dates are mandatory for everyone!
Once the deadline has passed, it is no longer possible to register for examinations through [myStudies](#). Such late registrations can only be accepted in well-founded cases.
In this respect, you must go to the Examinations Office (ETH Main Building, HG F 18) personally.
Late registrations incur a fee of CHF 50.-.
Please note that we cannot assist you, should you miss the registration deadline because of supposedly encountered computer problems on the last day resp. the weekend of the registration deadline.

CLAIMS:

- Please note, that you have no entitlement to taking a **session-** or an **end-of-semester examination** without being registered for it.
This rule also applies for **semester performances** accordingly, but only as long as there is an internal registration procedure (which is organized by the lecturer/s).

STUDY DEADLINES:

- If you have a binding deadline in this semester and therefore either have to take the first-year examinations, pass your additional requirements or have to conclude your studies please make sure to register for all required examinations.

MAXIMUM NUMBER OF EXAMINATIONS:

- The maximum number of **session examinations** that you can register for is limited to 11.
This limitation became necessary in order to be able to ensure that students can take all registered examinations that are part of their respective curriculum.
Exceptions to this rule can only be granted in well-founded cases. Such requests have to be handed in personally at the Examinations Office (HG F 18), no later than Friday, 14 October 2016, at 4.30 p.m.

ONLINE REGISTRATION IS NOT POSSIBLE IN THE FOLLOWING CASES:

- Certain cases involving an exam exemption or additional requirements must be processed by hand.
- If you are repeating the first semester (enrolment in the first study semester), an online registration for first-year exams is not possible in [myStudies](#).
(This only applies to study programmes without split first-year exams.)
- Course units that you didn't register for or that you attended more than four semesters ago.
- Special cases that have to be processed by hand.

In these cases you must print and fill out the **REGISTRATION FORM** that you can find in [myStudies](#) under "Registrations" and **come in person – until Friday, 14 October 2016, 4.30 p.m. - to the Examinations Office:**

Where & how: Go in person to the Examinations Office, ETH Main Building, Rämistrasse 101, HG F 18
⇒ Registrations by regular mail or email will not be accepted!

When: Monday-Friday, 11 a.m. – 1 p.m. and 2.30 p.m. – 4.30 p.m.
These opening hours are valid during the registration period only (3rd + 4th week of the sem.)
Outside these hours only by prior appointment - Phone: 044 632 20 68.

B. COURSE ATTENDANCE / PERFORMANCES ON THE RECORD:

CONFIRMATION OF COURSE ATTENDANCE:

Since the Autumn Semester 2013 confirmations of course attendance are no longer mandatory. But it is possible that students are now required to take "central elements" (mid-term examinations) during the semester which will also be integrated in the overall grade.

ACADEMIC RECORD:

ALL performance assessments will appear either on your academic record or on the addendum, that includes all failed performances and all dropped exams (due to not carrying out or failing to appear to an examination you were registered for).

Additional details:

- a. In order to avoid dropped performance assessments, please keep to the deadlines when deregistering for an examination you will not take.
- b. As before, the academic record will show only the last attempt of an examination taken as a repetition. This means that a repetition may correct an insufficient grade or a dropped first attempt.

C. EXAMINATION SCHEDULES:

SESSION EXAMINATIONS:

The examination schedules for session examinations will be published **in three steps:**

- By approx. **mid-November 2016** the **schedule of written session examinations** will be published in [myStudies](#). The Examinations Office will inform you by email as soon as it is available.
- The **schedule of oral session examinations** will be visible in [myStudies](#) **shortly before Christmas 2016**. (The dates of the exams will be indicated, but the time designation for oral exams will still be provisional.)

As soon as the deregistration-deadline has passed (Sunday, 15 January 2017, at midnight) the examination schedules of the examiners will be optimized in order to fill gaps that have occurred due to deregistrations of oral exams.

The published examination dates are fixed – only the starting times of oral examinations might change within the days on which the exams will take place.

- **Your personal examination schedule** (including dates, locations and definite time designations) will be available in [myStudies](#) shortly before the beginning of the examination session.

END-OF-SEMESTER EXAMINATIONS:

- Those exams take place during the last two weeks of the semester or during the first two weeks of the semester break (12 – 23 December 2016 and 9 – 20 January 2017). They are organized by the lecturers resp. by the department responsible for the corresponding course unit. You should ask the lecturer in charge about the exact exam dates.
- Repetitions of failed end-of-semester examinations are also organized by the responsible department and/or the lecturers. Those exams will take place during the first two weeks of the consecutive Spring Semester 2017 (20 February – 3 March 2017).

D. DEREGISTRATION:

- **End-of-semester examinations:** Until no later than **Sunday, 11 December 2016, at midnight**
- **Session examinations:** Until no later than **Sunday, 15 January 2017, at midnight**
- **Repetition of end-of-semester exams:** Until no later than **Sunday, 19 February 2017, at midnight**

LATE DEREGISTRATION:

A belated deregistration is only accepted for important reasons, e.g., accidents, illness or other serious incidents.

If you do not have a valid reason to deregister, your exam registration for the performance assessment remains active. If in this case the performance assessment is not carried out, it then counts as failed. If it concerns a part of the first-year exams or an examination block, the first-year exams/the whole examination block are/is considered as failed.

According to the [Ordinance on Performance Assessments at ETH Zurich: Implementation stipulations determined by the Rector](#), as of the Autumn Semester 2013 all obtained results will be listed on the academic record resp. on the addendum.

This rule applies to all passed, failed and **dropped performance assessments**. The result of the last try will be listed. (→ Please also note: B. COURSE ATTENDANCE / PERFORMANCES ON THE RECORD)

AN (ONLINE) DEREGISTRATION IS NOT POSSIBLE IF:

- The deregistration deadline has passed.
A belated deregistration is only accepted for important reasons, e.g., accidents, illness or other serious incidents. Please contact the Examinations Office (044 632 20 68).
- The first-year exams or an examination block were discontinued in the previous session.
- The deadline for the first-year exams or for the final degree exams (which is not checked electronically) will not be met.

MEETING STUDY DEADLINES:

It is your personal responsibility to meet all study deadlines.

If a study deadline is not met, a well-founded request for deregistering and for extending the examination deadline must be handed in along with the relevant documents, e.g., substantiated medical certificate.

Requests for first-year examination deadline extensions have to be addressed to the Examinations Office.

Detailed information about study deadlines can be found here:

www.ethz.ch/study-terms

E. PREPONEMENT OF SESSION-/END-OF-SEMESTER EXAMS:

Students, who cannot take a session examination (resp. an end-of-semester examination) as scheduled due to important study-related reasons (especially student exchange, mandatory internships) can receive permission to take the exam as a **distance examination** (same time but different location) or reschedule the exam to a **date before** the examination session/end-of-semester examination phase.

Detailed information about conditions, acceptable reasons, change of the exam mode, etc. can be found here: www.ethz.ch/preponement

Requests for a preponement of session and/or end-of-semester examinations, respectively for taking them as distance examinations have to be submitted using the designated function in [myStudies](#) from **Monday, 17 October 2016 until presumably Monday, 28 November 2016**.

On Monday, 17 October 2016, the respective function as well as additional guidelines will be available here: [myStudies](#) ⇒ Functions ⇒ Examinations ⇒ Start request

Please register in any case for all examinations, including the ones that you intend to reschedule to an earlier date or that you want to take as distance examinations.

F. GENERAL REGULATIONS:

- **First-year exams – for study programmes without split first-year exams:**
First-year exams must be taken within two years after you begin studying. This also applies for any repeat exams.
The first try must be taken straightaway at the end of the first year of study or in the following winter examination session at the latest.
Any second attempts must be promptly made no later than in the summer examination session at the end of the second year of study.
- **First-year exams – for study programmes with split first-year exams (ITET, INFK, MATH, PHYS, RW):**
First-year exams, consisting of two separate examination blocks, have to be taken within four semesters after starting with the study programme, incl. any repeat exams.
Examinations that are part of a separate first-year examination block have to be taken within the same examination session.
The two first-year examination blocks can be taken independently of each other and in random order, either in different or in the same examination session.
Accordingly, the first examination block can already be taken after completion of the first semester.
- **Study Deadlines:**
The deadlines can be viewed in [myStudies](#) ⇒ Functions ⇒ “Deadline”.
If you cannot meet one of these deadlines, you must submit a detailed and well-founded request for extending the deadline to the Examinations Office or to the Student Administration (see above) as soon as possible. Please also note: www.ethz.ch/study-terms
- **Examination block:**
Examinations that are part of an examination block must be taken in the same examination session.
Exception: Examination blocks that had to be discontinued in the previous examination session due to compelling circumstances. In such cases, a registration is automatically processed for the next examination session.
- The [Ordinance on Course Units and Performance Assessments at ETH Zurich](#) as well as the [implementation stipulations determined by the Rector](#) define the rules for all course units and performance assessments at the Swiss Federal Institute of Technology (ETH Zurich).

We wish all exam candidates much success for the oncoming exams!