

## Administrative information for special students

PhD students from Swiss universities (except PhD students of EPF and UZH)

### Registration, first time or after a break

Your registration is valid for one semester.

The registration confirmation and the login date (User Account) will be sent to you by e-mail by the Registrar's Office.

### Assignment of the course units



You must register for the course units (lectures, exercises, seminars, etc.) in the web application myStudies (login: [myStudies](#)). Only then are you officially entitled to attend public ETH course units related to your studies during the semester in question.

#### **Enrollment: until the end of the fourth week of the semester.**

If you decide not to attend a course unit after all, you must delete this booking in myStudies by the end of the fourth week of the semester at the latest.

If you have not registered for any courses or examinations by the end of the fourth week of the semester, your registration including your ETH User Account will be deleted automatically.

The course units are published online in the [course catalogue](#).

If a course is marked with a red square with an exclamation mark  this indicates that there is a restriction for this course. If you click on the icon, the restrictions are displayed in the details of the course unit under "General". A black square  under "General" means that special students and auditors require special permission to take this course unit. If you still want to attend such a course unit, you have to ask the lecturer by e-mail **for the written permission** to attend. If you are granted permission, forward it to the [registrar@ethz.ch](mailto:registrar@ethz.ch). Direct confirmation from the lecturer by e-mail to the [registrar@ethz.ch](mailto:registrar@ethz.ch) also counts as consent. The Registrar's Office will then make the necessary assignment for you.

Further information can be found under: [Course Unit Details](#)

**A maximum of 5 course units may be taken.**

### Registration for a consecutive semester

You have the possibility to renew the registration semester by semester. To do this, you must fill out the [registration form](#) again and submit it to the Registrar's Office no later **than the end of the second week** of the semester.

### Performance assessments / exam registration

The way in which a course unit is examined is published in the [course catalogue](#) and in the student application myStudies. There are three different forms of performance at ETH Zurich: [types of examination](#).

The Examination Office will inform you in the third week of the semester by sending a message to your ETH e-mail address from and until when performance assessments must be registered. You can only register for performance assessments if you have taken the corresponding course unit in myStudies.

Without semester registration, it is not possible to register for examinations either regularly or late.

Detailed information on the subject of performance assessments can be found under: [Performance assessments](#).

Regarding the modalities for registration and deregistration as well as for taking examinations, the regulations of ETH Zurich apply.

The semester dates can be found at: [Academic Calendar](#)

### **Examination results announcement**

You will automatically receive a certified transcript of records from Certificates and Services by mail during the third week of the following semester. If you need the transcript sooner, you can request it at [diploma@ethz.ch](mailto:diploma@ethz.ch).

You can find the available results and ECTS credits at any time in [myStudies](#) under transcript of records. You will be automatically informed about new results via your ETH e-mail address.

### **Performance recognition and performance crediting**

Only your home university decides on recognition and crediting of the achievements you have completed at ETH Zurich.

### **IT basic supply**

**ETH Zurich provides basic IT services to special students free of charge:**

Details of IT services for students.: [IT student services](#)

#### **Communication:**

Your ETH e-mail address will be used by ETH Zurich for official correspondence.

If you prefer a different e-mail address, you must set a forward: [password](#) → Login → „Self-Service“ → „Forward manage“

#### **Technical problems:**

In case of technical problems, contact the ID Service Desk: [Support & FAQ](#)

### **Laptop: Bring your own device**

Please have your own laptop available. For details see: [bring your own device](#)