

myStudies: Manual for project mobility students

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 and telephone number
3. Confirmation of matriculation
4. Registering for projects (theses)
5. Registration for course units
6. Transcript of records and systems access after disenrollment

For certain functions which affect only mobility students, you will also 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 in the window) **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, 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 hand out your student card.
- 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.

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 projects (theses)

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. In consultation with your supervisor, you must register for units closest to your project's predicted extent.

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 end so that the latter can check whether your enrollment and your stay can be extended.

5. Registering for course units

Taking individual courses is only possible in exceptional cases if time allows and if the ETH project supervisor agrees. You cannot obtain credits for these courses, nor register for examinations or performance assessments. You will not receive a certificate of attendance or transcript of records for courses. Taking courses besides your project is also subject to your project dates being in line with the [semester dates](#).

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.

6. Transcript of records and systems access after disenrollment

To obtain an official transcript after completing your mobility period, please submit a request to the Study Administration Office of your department ([see information sheet](#)); transcripts are not issued automatically.

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