

# DIRECTIVE ON THE END-OF-SEMESTER EXAMINATION PHASE

BINDING FOR ALL EXAMINATION CANDIDATES WITH END-OF-SEMESTER EXAMINATIONS IN THE **SPRING SEMESTER 2019**

## 1 General Instructions

### 1.1 Legal Basis

- [Ordinance on Course Units and Performance Assessments at ETH Zurich](#)
- [ETHZ Ordinance on Performance Assessments: Implementation stipulations determined by the Rector](#)

### 1.2 Withdrawal / Registration for repetition exams

- In [myStudies](#), check whether you are registered for all desired end-of-semester examinations. If you want to take an end-of-semester examination you are **not registered for**, you must register belatedly for it with the Examinations Office **by Friday, 17 May 2019, 1 p.m., at the latest**. After this date, a belated registration is no longer possible and any end-of-semester examination taken without a registration is invalid.
- **Check all end-of-semester examinations for which you are registered in [myStudies](#).** You have to deregister actively for all end-of-semester examinations you do not intend to take.
- You can withdraw your registration without specifying a reason up to two weeks before the end of the Spring Semester 2019, so long as you do not have a deadline to sit the examinations in this semester. Therefore, **the latest possible date to deregister is: Sunday, 19 May 2019, at midnight**. If you cannot deregister electronically due to a given deadline or because of a request to prepone exams, you must go in person (during office hours and before the deregistration deadline expires) to the Examinations Office (HG F18).
- **From 20 May 2019, you can only deregister for compelling reasons** (e.g., illness, accident or other serious circumstances). Please note that we cannot assist you, should you miss the deregistration deadline or if you encounter computer problems on the day of the deregistration deadline.
- A possible **registration for the repetition** of a failed end-of-semester examination in the first two weeks of the immediately consecutive semester has to be done in [myStudies](#) **between Monday, 1 July 2019 and Sunday, 15 September 2019, at midnight**. Please note, that a registration for such a repetition examination is only possible if the failure of your first try has been “decreed” by your Study Administration Office, i.e. the negative result is visible on your transcript of records in [myStudies](#).

## 1.3 Examination Dates

### Examination Phase

**The end-of-semester examination phase lasts four weeks.** It includes the last two teaching weeks and the first two weeks of the semester break immediately following.

For the Spring Semester 2019 this means:

**Monday, 20 May – Friday, 14 June 2019**

### Repetition

If it is possible to **repeat a performance assessment without repeating the respective course unit** (such course units are earmarked in the [Course Catalogue](#) with the information “*A repetition date will be offered in the first two weeks of the immediately consecutive semester*”) the repetition must take place in the first or second teaching week of the semester immediately consecutive.

For repetition examinations of the Spring Semester 2019 this means:

**Monday, 16 September – Friday, 27 September 2019**

#### **IMPORTANT:**

**The repetition dates may not be used as alternative dates for the first attempt.**

Repetition dates during the first two weeks of the immediately consecutive semester are only permitted for those who have failed the first attempt at the end of the immediately preceding semester.

(Exceptions: See paragraph 3.3 Shifting the regular exam to the repetition date)

### Examination Date

The **exact examination dates** for end-of-semester examinations (as well as for repetition examinations) are organized by the lecturers resp. by the corresponding departments. If you do not know the date of an end-of-semester examination resp. the date of a repetition examination, **please ask the lecturer in charge** or contact your Study Administration Office.

It is **your own responsibility** to find out about unknown dates of end-of-semester examinations. The lack of knowledge about exam dates will not be accepted as a sufficient reason for a belated exam deregistration. Such missed examinations will be marked with the term „no show“ and thus will be regarded as failed.

## 1.4 Attention

Make sure you hand in the **entire examination papers**, particularly in case of written exams. Once you have left the examination hall, **any pages you may have forgotten to give to the invigilator** cannot subsequently be accepted for evaluation. If you do not hand in your examination papers at all, the examination in question will be graded with the grade 1 and thus counts as failed.

Always carry your **ETH student card** with you to prove your identity if requested. It is important that the card itself has been **validated**.

## 1.5 Contact Office at the Academic Services

Please address any questions about deregistering for exams, dropping exams or general inquiries about the end-of-semester examination phase to the Examinations Office of the Academic Services:

**Phone: +41 44 632 20 68.**

## 2 Academic Record / Continuous Performance Assessments

### 2.1 Academic Record / „no shows“

All study achievements completed at ETH Zurich are listed either **on your academic record or on the addendum**, including any “no shows”.

**Only the last attempt** of an examination taken as a repetition will be shown. (This means that a repetition may correct an insufficient grade or a discontinuation (“no show”) from the first attempt.)

In order to avoid discontinuations (“no shows”), **please keep to the deadlines when deregistering** for an examination you will not take.

### 2.2 Continuous Performance Assessments

For some course units the participation in so-called **continuous performance assessments** is a prerequisite in order to be able to pass the performance assessment. Please also note the corresponding [Directive on Deploying Continuous Performance Assessments in Teaching](#).

#### ATTENTION:

If you **failed to accomplish such a continuous performance assessment** and the lecturer has asked you in writing to withdraw your registration for the final performance assessment, you have to deregister **before the end of the deregistration deadline** using [myStudies](#). The failure to accomplish a continuous performance assessment will not be accepted as a sufficient reason for a belated examination deregistration.

If you cannot deregister online for example because of an individual study-deadline, you must come in person to the Examinations Office (HG F18) before the end of the deregistration deadline.

## 3 Deregistration, illness, discontinuing, special cases

### 3.1 Illness, special cases BEFORE the deregistration deadline

You must be in full health to sit an exam. If you attend an examination in spite of physical or psychological health troubles then you deliberately accept the possibility of failure. **In this case a subsequent nullification of the exam will not be granted.**

The same rule applies, if you start an exam in spite of health problems and drop it afterwards.

If you deregister for (an) exam(s) before the end of the withdrawal deadline, you do not have to justify your decision by outlining the reasons. However, should you have to meet **examination deadlines**, particularly if you are taking repetition exams, and you are not in full health, please hand in, along with a medical certificate, **a request to deregister and to extend the examination deadline(s)** to the Examinations Office.

In addition, it will then be clarified whether a shifting of the examination to a potential repetition date could be possible (see paragraph 3.3 Shifting the regular exam to the repetition date.)

## 3.2 Illness, special cases AFTER the deregistration deadline

If you fall physically or psychologically ill after the withdrawal deadline or during the end-of-semester examination phase or you cannot sit the exams for compelling reasons, **you are obliged to immediately inform the Examinations Office by phone** (Tel: +41 44 632 20 68). You can then explain whether it concerns late deregistration, whether you are discontinuing (an) exam(s), or whether a shifting of the examination to a potential repetition date could be possible (see paragraph 3.3 Shifting the regular exam to the repetition date) and you will be advised on what steps should now be taken.

If you cannot take an exam due to illness or unforeseen circumstances, or you discontinue an exam before it is finished (due to a medical emergency), you are obliged to inform the Examinations Office before resp. immediately after discontinuing the exam.

In case of illness, you must submit **an original medical certificate to the Examinations Office within two working days** after having contacted the Examinations Office.

**Late submission of a medical certificate and late reporting of unforeseen circumstances will not be accepted.**

### **ATTENTION – Medical Certificates:**

Due to comprehensibility and legal equality, only substantiated medical certificates will be accepted (i.e. a clear statement about the diagnosed case of illness has to be mentioned). You are entitled to (verbally) release the treating physician from medical confidentiality in order to receive such a medical certificate.

The confidential handling of a medical certificate is guaranteed in any case.

All bodies of your study program – lecturers as well as other supervisors – have no access to it.

Medical certificates will not be accepted if they:

- only show the period of disability,
- are issued by a person from a closer family circle,
- are issued retroactively,
- or are issued primarily “according to details given by the patient”

Please note that in case of illness you must go to a physician no later than on the day of the first examination in question.

In case multiple medical certificates have to be handed in during the same end-of-semester examination phase, all of them have to be issued by the same treating physician.

If you decide, despite illness, to take an exam, you must accept the consequences of possibly performing badly. **In this case a subsequent nullification of the exam will not be granted.**

In case of unauthorized absence, the examination in question is regarded as failed and will be marked with the term “no show”.

### 3.3 Shifting the regular exam to the repetition date

According to the [ETHZ Ordinance on Performance Assessments: Implementation stipulations determined by the Rector](#) the repetition dates may not be used as alternative dates for the first attempt. Exceptions are only granted **on cogent grounds** such as illness or accident.

If this applies to your case please contact the Examinations Office immediately and before the regular examination date (Phone +41 44 632 20 68).

For shifting the regular examination to the repetition date the following details resp. documents will be required in any case:

- A written confirmation (email is sufficient) from the lecturer about the original examination date
- A document that confirms the stated reason brought forward by you in order to be allowed to shift the examination to the repetition date (e.g. medical certificate)

These details resp. documents have to be submitted to the Examinations Office **within two working days** after having contacted the Examinations Office. In case of a corresponding permission the Examinations Office will cancel your registration for the regular examination.

#### **It is then your responsibility to:**

- Contact the lecturer approx. by mid-August 2019 and make sure that a repetition date will be offered.
- Register for the repetition date by coming to the Examinations Office in person between Monday, 19 August 2019 and Friday, 13 September 2019.

Rector of ETH Zurich  
Prof. Dr. Sarah M. Springman