

Guidelines for the supervision of students from other universities who carry out projects at ETH Zurich as incoming mobility students

1. The project forms an integral part of studies and counts as an academic project undertaken for the home university. The programme regulations of the home university apply instead of those of ETH. The home university is responsible for final recognition and grading; the supervisor at ETH, however, can submit a (non-binding) assessment.
2. It is the responsibility of both the professorship issuing the invitation and the project student to discuss and align the requirements and expectations of the home university with those of the ETH professorship before project work begins. These requirements include but are not necessarily limited to the duration and relevant deadlines, scope / workload, documentation, and final assessment.
3. Project students are, in principle, subject to [ETH's IP rules for students](#) and those of their home university. Clarifications should be made with the home university if there are any uncertainties.
4. The professorship issuing the invitation must ensure compliance with the applicable [export control regulations](#) before confirming the invitation.
5. The professorship issuing the invitation undertakes to inform the Student Exchange Office immediately in case of any changes to the duration, timing or scope of the project or any other relevant alterations.
6. Project students who are matriculated via the Student Exchange Office are subject to the same regulations as regular students at ETH with regard to research integrity, IT security etc.
7. Supervisors undertake to inform project students about [ETH safety guidelines](#) and instruct them how to conduct their project safely, particularly regarding laboratory safety where relevant.
8. Project students may not be employed nor paid, and the project may not correspond to employed activity (paid or unpaid) in content. An exception is part-time work outside the project as a [teaching assistant / student employee](#) (via HR). Professorships may award project students a ["Supervisors' scholarship for mobility students \(incoming\)"](#) from their funds (please take any other scholarships into account). Scholarships may not be regarded as payment for work performed but only as funding for the stay.
9. Project students are responsible for adhering to [ETH's application deadlines](#) (and, where relevant, those of the home university) and Swiss entry formalities (including a visa if required). The Student Exchange Office will provide project students with the required documents and information on entry formalities. If an application is submitted after the deadline, the punctual start of the project is not guaranteed nor is the preparation of the necessary documents for a smooth beginning at ETH.
10. Project students must conduct the project on-site (ETH Zurich / in Switzerland). Short, temporary absences in relation to the conducted project are permissible (e.g. for excursions or field research in the framework of the project). Absences for any other purpose are limited to a maximum of 10 days in total for the entire duration of the project and must be approved by the supervisor and reported to the Student Exchange Office in advance. Any deviations can lead to the immediate termination of the project.
Project students must stay at ETH Zurich for at least 91 days and, therefore, must obtain a residence permit from the authorities and produce proof of valid health and accident insurance after arriving. Students are not insured by ETH against illness or accident. The Student Exchange Office will provide students with the required information on these processes. The maximum duration for mobility studies is 12 months (365 days). Re-admission to mobility studies at the same academic level, or re-admission at a higher level immediately after the first stay, is not possible, even in a different mobility programme.
11. The supervising professorship is responsible for signing any individual agreements the home university may require. The provisions set out in the [information sheet on student agreements](#)

apply. The supervising professorship, together with the student, has to clarify any problematic points with the responsible offices (primarily the home university and / or where applicable ETH Legal Office / Transfer / Risk Management). However, no agreements or contracts may be signed which contain promises which are either outside the competence of the professorship or extend beyond the stay in question (e.g. formal and reciprocal exchange agreements can only be signed by the Student Exchange Office).

12. If the student requires any confirmations to be signed (e.g. Certificates of arrival / departure / attendance or Learning Agreements), the supervising professorship is responsible for signing these forms.
13. Project students are instructed to register in myStudies for a course unit corresponding to their project's scope. The registration allows lecturers to document their supervisory work for ETH-internal reporting. The project course units are listed as academic papers (but not degree theses) under Annual Academic Achievements (AAA). The Student Exchange Office does not monitor the process but provides the necessary information.
There are special course units for mobility students comprising 5 / 10 / 15 / 20 / 25 / 30 / 60 ECTS credits (1 month of full-time project work = 5 credits). If necessary, various course units may be combined. The process corresponds to that of regular academic papers / projects / theses (e.g. Master's theses), although no programme regulations apply. Students enter the name of the ETH supervisor, the project duration and the (freely selected) title. Lecturers confirm the registration in eDoz; no further confirmation by the Study Administration Office or the tutor is required. When the project is completed, supervisors provide a grade that is not binding for the home university. A grade given by the home university may also be taken over. In the case of an extension, students must request an extension of their student status from the Student Exchange Office and, once approved, contact the Study Administration Office of the department to adjust the submission date of the project course unit.
14. Admission is based on the directive for [admission and stay of incoming mobility students](#).

For further information on the process and services for mobility students: see the webpage on [supervision of students from other universities](#).

Note

All information provided by the Student Exchange Office refers to stays at ETH Zurich and in the cantons of Zurich or Basel-Stadt. The student status entitles the student to stay and carry out the project at a location of ETH Zurich.

If the project is conducted outside of ETH Zurich, e.g. at a research institute of the ETH domain, it is the sole responsibility of the supervising ETH professorship in cooperation with the Human Resources department of the research institute to make all necessary inquiries regarding the admission status and any labour market regulations as well as to obtain the necessary permits. An ETH professorship must carry out formal supervision of the student project.

→ page 3: form " Supervisor confirmation for incoming mobility student undertaking a project"

Supervisor confirmation for incoming mobility student undertaking a project at ETH Zurich

Name of the student:

Project duration* (dd/mm/yyyy):

Exact start date: _____ Exact end date**: _____

Field of study and department (as indicated by student – correct if necessary):

I hereby confirm that I agree to function as the supervisor for the student mentioned above during their stay at ETH for the indicated duration. I am aware of the guidelines for mobility students and my responsibilities as a supervisor as outlined on page 1/2 of this document.

Name of supervising professor at ETH: _____

Date: _____

Signature of supervising professor: _____

Note: The responsible supervisor must be a professor at ETH Zurich, even though a doctoral student, postdoc, etc., might carry out the actual daily supervision. You may indicate below the daily advisor and / or any other person (e.g. administrative assistant) you wish to be a point of contact regarding the above-mentioned student's stay:

Daily advisor / point(s) of contact (if applicable): _____

* Late applications (less than two months before the project start): It cannot be guaranteed that the project will start on time nor that the logins and documents at ETH will be ready on time.

** The above project dates must include any additional days if the student must present or defend the project in person at ETH. It is up to the student's home university and supervisor(s) whether this is the case; ETH has no requirements in this respect.

- **Return the confirmation (duly completed and signed as a scan of good quality) to the applicant.** The student must upload this confirmation in our online application tool to complete their application.
- Inform the Student Exchange Office (projectstudent@ethz.ch for Project Mobility Students, exchange@ethz.ch for all exchange students) immediately should there be any changes in the duration of the project / thesis or regarding the supervision as indicated above.
- In case of an extension of the project duration, the student must submit a request with the Student Exchange Office at the latest one month prior to the planned end of the mobility period as indicated above. The maximum duration of mobility studies is 12 months (365 days) on any study level, irrespective of any change of the mobility programme.