

DIRECTIVE ON THE END-OF-SEMESTER EXAMINATION PHASE

BINDING FOR ALL EXAMINATION CANDIDATES WITH END-OF-SEMESTER EXAMINATIONS IN THE **AUTUMN SEMESTER 2023**

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

Check in [myStudies](#) whether you are registered for all the end-of-semester examinations, you want to take. If you want to take an end-of-semester examination but are **not registered for it**, you must register belatedly for it by the deadline listed below via [e-mail](#) to the Examinations Office. (Please enclose a copy of the completed and signed registration form from [myStudies](#), and also note the indications on our [website](#).)

Please note: If you take an end-of-semester examination for which you are not registered, the examination is invalid.

- **Check all end-of-semester examinations for which you are registered in [myStudies](#).**
You must deregister actively from all end-of-semester examinations **you do not intend to take** by the following deadline.
If you cannot deregister electronically due to a request to prepone exams, you must contact the Examinations Office by [e-mail](#) before the deregistration deadline given below.
- **For end-of-semester examinations, the following binding deregistration deadlines apply:**
(These deadlines are also the last possible dates for the **late registration for examinations**.)
 - End-of-semester examinations, which are held during the regular examination phase at the end of the semester (**11 – 22 December 2023 and 8 – 19 January 2024**) can be cancelled via [myStudies](#) (or registered belatedly by [e-mail](#) to the Examinations Office) **up to and including Sunday, 11 December 2023**.
Please note that **from 11 December 2023 onwards**, a deregistration from an end-of-semester examination taking place during the regular examination period at the end of the semester is generally only possible by contacting the Examinations Office in time (**no later than 1h before the start of the examination**).

- Any **registration or deregistration for the repetition** of a failed end-of-semester examination, which will take place in the first two weeks of the following autumn semester 2023, must be made via [myStudies](#) **between Monday, 29 January and Sunday, 11 February 2024, 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 following semester vacation.

For the autumn semester 2023 this means:

Monday, 12 December – Friday, 22 December 2023 and
Monday, 8 January – Friday, 19 January 2024

Remote Examinations

- Written end-of-semester examinations must take place in person. Oral end-of-semester examinations may be conducted as remote examinations (via videoconference) (in accordance with the [ETHZ Ordinance on Performance Assessments: Implementation stipulations determined by the Rector](#)).

Repetition

If it is possible to **repeat an end-of-semester examination without repeating the respective course unit** (such course units are marked 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 immediately consecutive semester.

For repetition examinations of the autumn semester 2024 this means:

Monday, 19 February – Friday, 1 March 2024

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 determined by the lecturers resp. by the corresponding departments. If you do not know the date of an end-of-semester examination resp. of a repetition examination and the date is also not listed in your exam schedule in myStudies, **please ask the lecturer in charge directly** 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 Handing in Examination Papers / ETH Student Card

Make sure, especially in the case of written end-of-semester examinations, that you have submitted **all examination documents**. As soon as the designated examination time has expired, **examination papers that were inadvertently not handed in** will not be accepted and evaluated later. If the entire examination documents are missing, the examination will be graded with the grade 1 and will be considered as failed.

Always carry your **ETH student card** with you to prove your identity if requested.

1.5 Contact Office: Examinations Office

Questions regarding deregistration, dropping exams or general questions about end-of-semester examinations are answered by the Examinations Office of the Academic Services by [e-mail](#).

2 Academic Record / Continuous Performance Assessments

2.1 Academic Record / “no shows”

Generally, 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 on the final transcript. (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 **compulsory 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 compulsory continuous performance assessment** and the lecturer has asked you in writing to withdraw your registration for the final performance assessment, you have to deregister through [myStudies](#) **before the end of the deregistration deadline**.

The failure to accomplish a continuous performance assessment will not be accepted as a sufficient reason for a belated examination deregistration unless the lecturer's notification is made after the cancellation deadline. In this case, please contact the Examinations Office by [e-mail](#), where this will be investigated.

3 Deregistration, illness, no-show, special cases

You must be in full health to take an exam. If you attend an examination despite of physical or psychological health impediments, you deliberately accept the possibility of failure.

The same applies if you take an examination, abort it after its start but before the end of the regular examination time, and put forward health reasons for it. In this case, the examination is considered to have been taken, will be evaluated and remains valid. (The only exceptions are medical emergencies that require immediate medical treatment.)

3.1 Illness, special cases BEFORE the deregistration deadline

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.

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 take the exams for other reasons, **you are obliged to immediately inform the Examinations Office** about it (by [e-mail](#)).

In contact with the Examinations Office it will then be clarified whether this results in a 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 the further procedure.

If you **cannot take an exam** you are obliged to **inform the Examinations Office immediately and no later than 1 hour before the starting time of the respective examination by [e-mail](#)**. Health reasons that prevent you from taking exams still do not have to be attested with a medical certificate. (However, please note the exception to this in paragraph 3.3 if you wish to postpone the first attempt of the exam to the repetition date).

In case of **unauthorized absence**, the examination in question will be 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 date conflicts with other end-of-semester exams, illness, or accident.

If this applies to your case, please contact the Examinations Office immediately and no later than 1 hour before the regular examination date by [e-mail](#).

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, if this is not already listed in myStudies.
- 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 (requirements listed below), proof of the date conflict, or similar.

These details resp. documents have to be submitted by [e-mail](#) 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.**

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 by approx. the end of January 2024 and make sure that a repetition date at the beginning of the spring semester 2024 will be offered.
- Register for the repetition date by [e-mail](#) to the Examinations Office between **Monday, 29 January and Sunday, 11 February 2024.**

ATTENTION – Medical Certificates:

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

Due to comprehensibility and legal equality, medical certificates will **not** be accepted if they:

- do not show the period of disability,
- are issued by a person from a closer family circle,
- or are issued retroactively.

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.

We wish you much success for the examinations.

Rector of ETH Zurich
Prof. Dr. Günther Dissertori