

## Administrative information for auditors

ETH members

### 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 active employees of ETH Board, ETH Appeals Commission, Collegium Helveticum, EPFL, Eawag, Empa, PSI, WSL, MeteoSwiss (Federal Office of Meteorology and Climatology) and retired ETH Zurich employees by e-mail by the Registrar's Office.

### Assignment of the course units

You must register for the course units in the web application myStudies (login: [myStudies](#)). Only then are you officially entitled to attend public ETH course units.

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

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 15 course units may be taken.**

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 (Sunday) at the latest**.

If you do not make any course bookings, your registration will be automatically deleted in the 5th week of the semester and you will no longer be entitled to attend courses.

### Registration for a consecutive semester

If you register for a consecutive semester with an active enrollment, you perform the semester enrollment yourself via the web application myStudies (Login [myStudies](#)). You will automatically receive a registration message from the Registrar's Office to your ETH e-mail address:

- for the fall semester: approx. mid-July
- for the spring semester: approx. mid-December

#### **Registration deadline: end of the second week of the semester**

### Semester dates

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

## Student status / performance assessments / confirmations of participation

A person registered as an auditor

- does not have student status at ETH Zurich
- does not receive a certificate of attendance for courses attended
- is not entitled to take performance assessments/examinations
- is not entitled to acquire ECTS credit points
- cannot acquire an ETH degree or Diploma
- does not receive a ETH student card

Legal regulation (German Version only): [Zulassungsverordnung ETH Zürich, Art. 39](#)

## Fees

As an employee of the ETH Domain (ETH members) you do not pay a fee.

## IT basic supply / Multifactor authentication (MFA) / Communication / Technical problems

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

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

### HOW TO SET YOUR PERSONAL ETH PASSWORDS & MULTIFACTOR-AUTHENTICATION

The initial password is only valid for your login to the [Web Center](#). There you must complete the following two steps (do not log out of the WebCenter before having completed both steps!):

1. Change the initial password
2. Register for multi-factor authentication (MFA). You will be guided through the process step by step.

Afterwards, please also set the password for network access (WiFi/VPN) and for e-mail (Active Directory) under [password](#).

Please also note the website [First Steps](#) (> ETH User Account) of IT Services for everything you need to know for a successful start in the IT world at ETH.

### 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 recommendation: Bring your own device

ETH Zurich recommends that students have their own laptop available.