

## Administrative information for special students

University of Bern MSc Climate Sciences – ETH Department of Earth Sciences

### 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 you by e-mail by the Registrar's Office.

### Assignment of the course units

You must register for the course units (lectures, exercises, seminars, etc.) in the web application myStudies (login: [myStudies](#)). Only then are you officially entitled to attend public ETH course units related to your studies during the semester in question.

#### **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](#)

#### **Please do not register for more course units than needed.**

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**.

### Registration for a consecutive semester

You have the possibility to renew the registration semester by semester. To do this, you must fill out the [registration form](#) again and submit it to the **Institute of Atmospheric and Climate Science** till the end of the **first** semester week latest.

### Performance assessments / exam registration

The way in which a course unit is examined is published in the [course catalogue](#) and in the student application myStudies. There are three different forms of performance at ETH Zurich: [types of examination](#).

The Examination Office will inform you in the third week of the semester by sending a message to your ETH e-mail address from and until when performance assessments must be registered. Registration for performance assessments is only possible if you have taken the corresponding course unit in myStudies. Session and end-of-semester examinations must be registered and deregistered in myStudies. Detailed information on the subject of performance assessments can be found under: [Performance assessments](#).

Regarding the modalities for registration and deregistration as well as for taking examinations, the regulations of ETH Zurich apply.

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

## Examination results announcement

Your examination results will be disposed and administered by the Study Administration Office of the ETH Department of Earth Sciences (D ERDW). This office is therefore also responsible for notifying you of the results you have obtained. Contact address: [lehre@erdw.ethz.ch](mailto:lehre@erdw.ethz.ch)

You can find the available results and ECTS credits at any time in [myStudies](#) under transcript of records. You will be automatically informed about new results via your ETH e-mail address. It is your own responsibility to send the results to the corresponding Dean's Office of the University of Bern.

Upon your specific request, the D ERDW Study Administration Office will provide you with a certified transcript of records.

## Performance recognition and performance crediting

Only your home university decides on recognition and crediting of the achievements you have completed at ETH Zurich.

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

**ETH Zurich provides basic IT services to special students 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 be sure to read the information for a successful start in the IT world at ETH Zurich: [First Steps](#)

#### 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. For details see: [bring your own device](#)