

## Information sheet: Requesting an extension of the duration of studies

**How** should you phrase your request and **what documents** should you submit?

First fill out the form on the website and compose a short written cover letter addressed to the Vice-Rector for Study Programmes, as follows:

- Explain why it will be impossible in the remaining available period of studies for you to acquire the credits required to complete your degree.
- List the **grounds** for this. Focus on the entire period of your studies and not only on the last semester.
- Enclose the **documentation** supporting your grounds (see next page).
- If the Bachelor's or Master's thesis is still pending and you are only now planning your thesis, enclose any related documents, e.g. emails between yourself and the professor with whom you have been in contact.

**By when and in which form** must the request be submitted at the latest?

The request and all supporting documents must be submitted **by the deadline, i.e. at the latest by the date announced**. We urgently advise you to view these [deadlines on the website](#). Requests submitted by the deadline

- are sent by 24:00 on the date of the deadline at the latest (email)
- are stamped at the post office with the date of the deadline or earlier (post).

**In principle, requests submitted late will not be considered:** see art. 12 of the [ETH Zurich Ordinance on Performance Assessments](#) and art. 12 of the pertaining [Implementation stipulations determined by the Rector](#).

Your application can be submitted both by e-mail and by mail. Please make sure to submit the application completely and as part of a single mailing.

**To whom** should you send the documents, and when will a decision be taken?

Send the request, signed and dated, with curriculum and all enclosures either as an email attachment to:

exception\_request@akd.ethz.ch

or by mail to:

ETH Zurich  
Vice-Rector for Study Programmes  
c/o Student Administration Office  
Rämistrasse 101, HG F 17  
8092 Zurich

A decision will be taken on the basis of your documented description and the grounds provided, and your individual academic situation. **An extension will only be granted in well-grounded cases**, and may be subject to additional conditions.

Processing the request takes time, normally two to four weeks. You will be informed of the decision in writing. Students of ETH Zurich will receive the decision via PDF to their official ETH mail address.

## Documents to enclose with the request to extend the duration of studies

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The grounds for the request *	Proof/documents to be submitted
Illness, accident	<p>Medical proof: doctor's note, medical certificate, hospital report etc.</p> <p>If these documents are not in German, French, Italian or English, a certified translation can be requested subsequently.</p>
Military service, compulsory community service/civil defence	Copy of the <i>Dienstbüchlein</i> [military service book] or the order to appear, if service lies ahead
Family reasons, e.g. pregnancy/birth, care of own children, other	<p>Birth certificate, doctor's note</p> <p><u>Other reasons:</u> relevant documents</p>
Activities as a member of an ETH student association	Confirmation of the responsible board member
Academic grounds, e.g. deadlines Bachelor's or Master's thesis, difficulties finding a thesis/supervisor, difficulties finding a practical training, other	<p><u>Bachelor's thesis:</u> Agreement regarding start and submission dates of the Bachelor's thesis; in the event of delay after beginning the thesis: confirmation for an allowed later submission date;</p> <p><u>Master's thesis:</u> If the Master's thesis is not yet registered in myStudies under "Arbeiten", a written confirmation from the future thesis supervisor about already made inquiries/acceptances as well as dates of beginning and end of the Master's thesis must be submitted.</p> <p><u>Other grounds:</u> relevant documents</p>

**\*Please note:** The reasons given will be examined to determine whether this results in or has resulted in particular hardship for the applicant, which justifies an extension of the deadline. An extension of the deadline can only be granted if it serves the purpose of successfully completing the studies.