

# The Rectorate behind the scenes





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# Preface

Dear students, dear colleagues, dear employees and friends of  
ETH Zurich

ETH Zurich is about people: those who study, teach and research and  
those who keep the institution alive. And they all are working to-  
gETHer.

ETH Zurich combines all central services around teaching in the Rec-  
torate, which reports to the Rector and aims to promote a  
modern and efficient teaching culture. Students and teaching staff  
are front and centre in everything we do. The Rectorate ensures that  
central teaching administration functions smoothly and that students  
and teaching staff can be advised efficiently on everyday university  
teaching matters, such as admission, studies and studying, innova-  
tive teaching methods, examination planning and teaching evalua-  
tion.

Here you will find an overview of all units and administrative depart-  
ments that make up the Rectorate, what they all do and how to con-  
tact them as well as an introduction to current teaching initiatives  
and projects.



Günther Dissertori, Rector of ETH Zurich

# ETH Zurich



## 16 Departments

Architecture and Civil Engineering	Engineering Sciences	Natural Sciences and Mathematics	System-oriented Natural Sciences	Management and Social Sciences
Architecture	Mechanical and Process Engineering	Mathematics	Earth Sciences	Management, Technology and Economics
Civil, Environmental and Geomatic Engineering	Information Technology and Electrical Engineering	Physics	Environmental Systems Science	Humanities, Social and Political Sciences
	Computer Science	Chemistry and Applied Biosciences	Health Sciences and Technology	
	Materials	Biology		
	Biosystems Science and Engineering			

Freedom and individual responsibility, entrepreneurial spirit and open-mindedness: ETH Zurich stands on a bedrock of true Swiss values. Our university for science and technology dates back to the year 1855, when the founders of modern-day Switzerland created it as a centre of innovation and knowledge.

At ETH Zurich, students discover an ideal environment for independent thinking, researchers a climate that inspires top performance. Situated in the heart of Europe, yet forging connections all over the world, ETH Zurich is pioneering effective solutions to the global challenges of today and tomorrow.



23,420 students, including 4,320 doctoral students, from over 120 countries



520 professors



14th in THE Ranking (2020/21)  
6th in QS Ranking (2020/21)  
20th in ARWU Ranking (2020/21)



21 Nobel Prize laureates (including Albert Einstein and Wolfgang Pauli)



496 spin-off companies since 1996



115 patent applications and 165 invention disclosures per year

# The Rector

The Rector [👤](#) is responsible for education within the Executive Board. He manages cooperation with secondary schools and admissions to study programmes at all levels (Bachelor, Master, Doctorate) and is in charge of the organisation and management of study-related matters, including the examination process. Additionally, he negotiates agreements on inter-university programmes and student exchanges.

The Rector is responsible for approving further education courses, scholarships and the promotion of innovative teaching strategies (e.g. the Innovedum Fund).

The Rector is active in several foundations and associations, as well as national and international committees, in which he represents the interests of ETH Zurich.



Prof. Dr. Günther Dissertori

# The Vice Rectors

The Rector is supported in his work by Vice Rectors [👤](#).

## Vice Rector for Study Programmes

The Vice Rector for Study Programmes [✉](#) assists the Rector with projects in the context of teaching. He is responsible for admissions and examinations in the Bachelor's and Master's degree programmes. Particular duties in the area of examinations include requests for reconsideration and appeals. He also plays a leading role in quality management in teaching.

The Vice Rector for Study Programmes chairs the Excellence Scholarship and Opportunity Programme (ESOP) commission and the entrance examination committee.



Prof. Dr. Markus Bambach



Prof. Dr. Ulrike Lohmann

## Vice Rector for Doctoral Studies

The Vice Rector for Doctoral Studies [✉](#) assists the Rector in all matters related to the doctorate. One of her tasks is the implementation of the ETH Zurich Ordinance on Doctoral Studies. She manages all central procedures such as admission to doctoral studies and the issuing of doctoral degrees. Together with the departments (who bear responsibility for their content) she ensures the quality of doctoral programmes. She is aided in these tasks by the Doctoral Administration.

The Vice Rector for Doctoral Studies also chairs the doctoral Conciliation Committee.



## Vice Rector for Curriculum Development

The Vice Rector for Curriculum Development ✉ assists the Rector in matters related to curriculum development and innovation processes.

He chairs the Teaching Commission, which undertakes strategic tasks in the areas of teaching development and innovation. In cooperation with the Educational Development and Technology (LET) unit, he oversees degree programme initiatives, curriculum development processes and projects supported by the Innovedum Fund.



Prof. Dr. Jan Vermant




Prof. Dr. Stefano Brusoni

## Vice Rector for Continuing Education

The Vice Rector for Continuing Education ✉ assists the Rector in the area of academic continuing education at ETH Zurich.

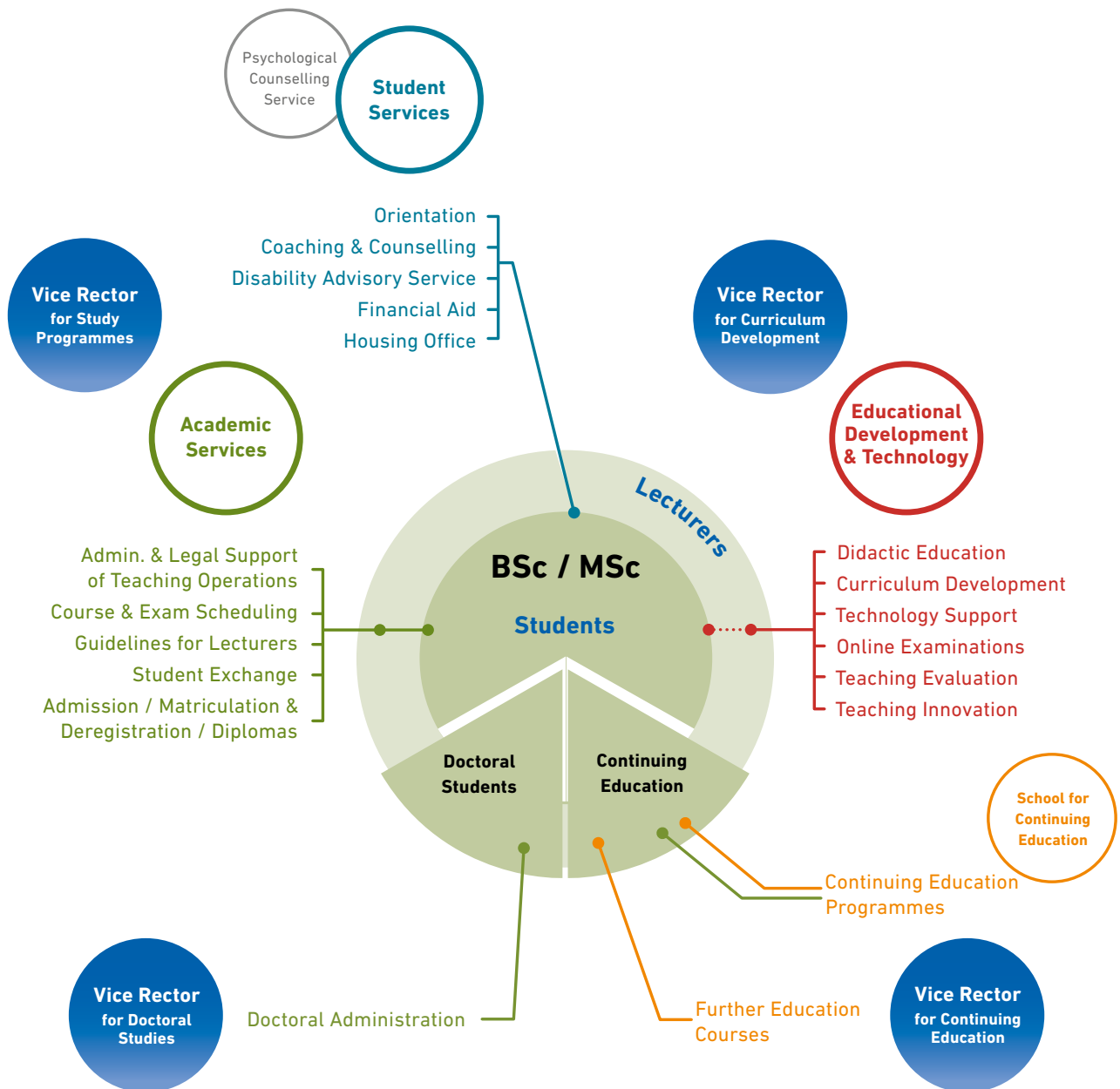
In cooperation with the School for Continuing Education, he is responsible for the promotion, organisation and quality assurance of continuing education. His tasks also cover approvals of further education courses, authorisation of deficit guarantees for courses, admission of candidates to continuing education programmes and requests for reconsideration and appeals in the area of continuing education..

# Rector's Staff and Assistants

The Rector's staff  assists the Rector in all aspects of daily business and also conducts strategic educational development projects.



# Administrative Units and their Core Tasks

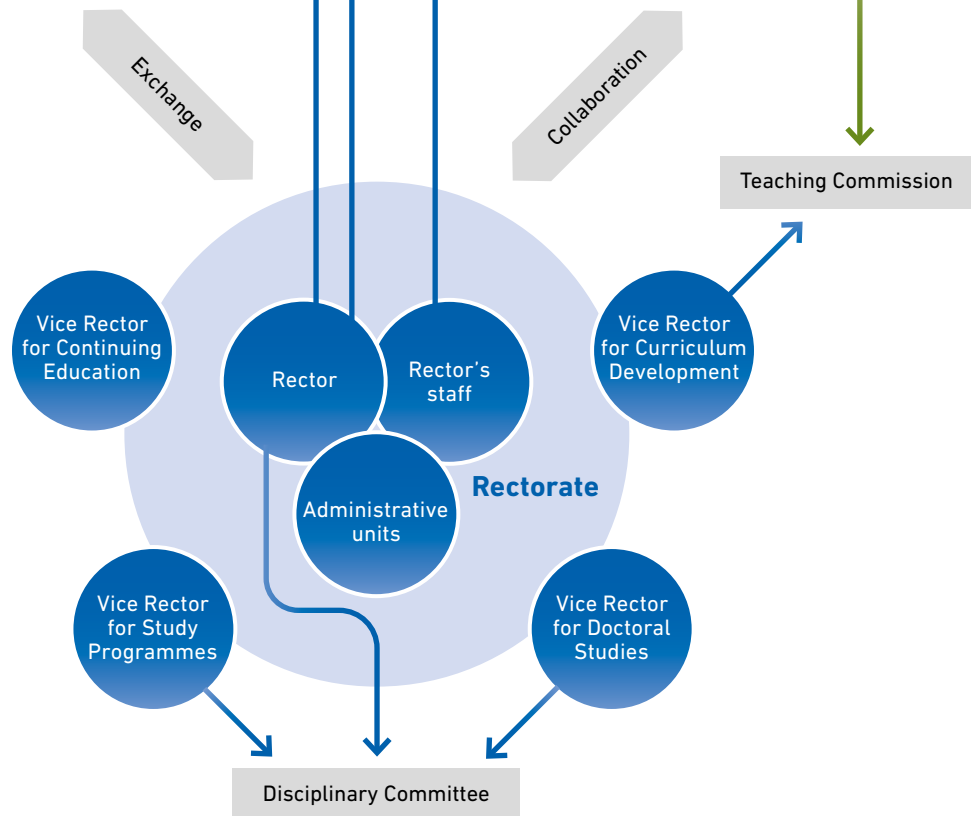
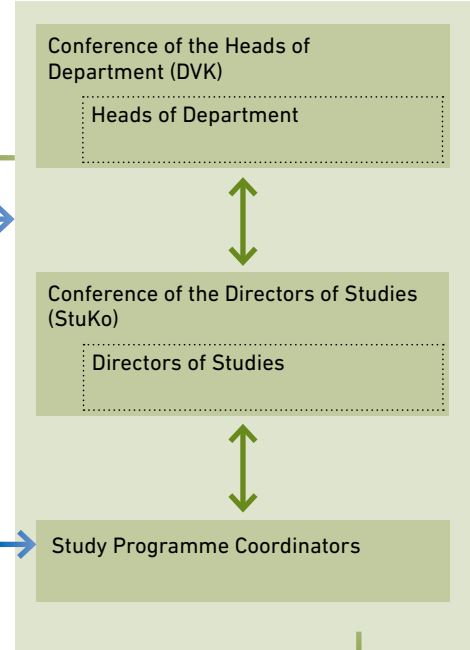


# Communication and Collaboration

## Representatives of the university groups



## 16 Departments







# Core Business and Funding & Promotion of Teaching

The staff team Core Business [i](#) manages and oversees the daily business of the Rector. This involves education-related matters at the Bachelor's and Master's level and themes which affect doctoral studies, continuing education and the interface between school and university. The Rector's staff is responsible for various Rector's projects and is the contact point for the individual units responsible to the Rector. It is also responsible for budget coordination and quality assurance for several organisations.

## Quality Management

Quality management in the area of teaching is ensured through various reports in the area of teaching. These include the Annual Academic Achievements, the teaching evaluation including both, the evaluation of courses and their examinations, as well as the monitoring of departmental evaluations.

## Internal committees and partner institutions

The core business of the staff includes the secretarial management of the committees central to the area of teaching, such as the Rectorate meeting, the Conference of the Directors of Studies and the Teaching Commission. The staff also represents the Rector or the Rectorate in many other commissions (Prize Commission, Forum Nachwuchsförderung, etc.).

The core business also includes the accompaniment of joint institutions such as the Language Centre of the University and ETH Zurich (SUEZ).

## National and international bodies and organisations

At the national level, the chambers and committees of swissuniversities, the Rectors' Conference of the Swiss Universities, are of central importance. Matters relating to teaching are prepared in the Core Business staff unit. At the international level, the higher education alliances IDEA League and ENHANCE are of particular importance for ETH Zurich. The Core Business division acts as a link between the Academy and the alliances.

## Communication

The Core Business unit is responsible for internal and external communication for central topics of teaching. The central tool for internal communication is the Rector's Newsletter, which is addressed to all active lecturers at ETH and is published six times a year.

## Promotional Instruments

**ETH Zurich supports innovative ideas in teaching and has developed various promotional instruments to acknowledge and advance these.**

- KITE Award [i](#)
- Innovedum Fund [i](#)
- Learning & Teaching Fair [i](#)
- Rector's Impulse Fund [i](#)

# Strategic Initiatives

The strategic initiatives group [🔗](#) assists the Rector in implementing strategic projects and initiatives in the area of teaching, including the ETH Talent programme and educational aspects of setting up events for and performance of the Student Project House..

## Critical Thinking

ETH Zurich launched the “Critical Thinking Initiative [🔗](#) CTETH” in 2012 to enhance the diversity of its institutions, to encourage interdisciplinary exchange, critical thinking and autonomous activity, and to foster the development of talent across the entire university spectrum. The initiative also promotes the ability of all ETH students and teaching staff to discern between different positions, points of view, policies and prospects, to examine these critically (and self-critically), and to determine appropriate courses of action.

## Student Project House

The Student Project House [🔗](#) gives all ETH students the opportunity to transfer their knowledge and skills into practice within interdisciplinary surroundings. They define their own extracurricular paths freely through “thinking”, “making” and “showing and connecting” phases. This promotes creativity, entrepreneurial and critical thinking, facilitates innovation and strengthens the personalities of students.

## ETH Talent

ETH Zurich aims to prepare its students to become responsible and critical members of society, to take on leadership roles, and to tackle the most pressing issues of our time.

While ETH graduates are distinguished by their subject- and method-specific competencies, the potential for developing their personal and social ones had not, as yet, been fulfilled. The ETH Talent project [🔗](#) was initiated in 2017 to raise awareness and promote a more holistic set of competencies, and to maintain and strengthen ETH's position in the educational landscape.

## ETH Week

The ETH Week [🔗](#) is an annual project week the goal of which is to foster independent thinking and responsible action. It promotes interdisciplinary collaboration by building on disciplinary expertise and gives students the opportunity to analyse and reflect on important societal problems. ETH Week merges research, design thinking and teamwork.

### Previous topics and editions:

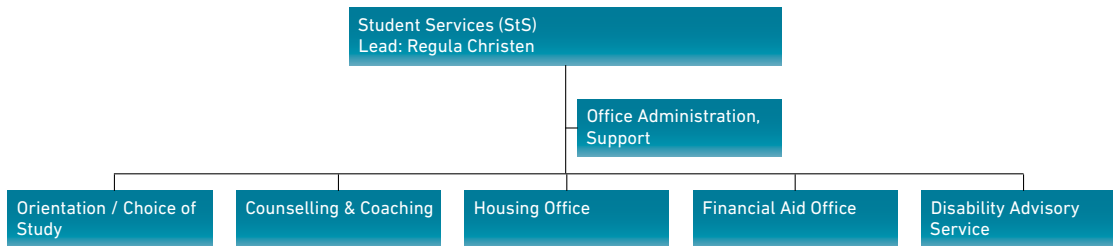
- 2015: The Story of Food
- 2016: Challenging Water
- 2017: Manufacturing the Future
- 2018: Energy Matters
- 2019: Rethinking Mobility
- 2021: Health of Tomorrow






How will YOU  
@ Better  
better  
by better

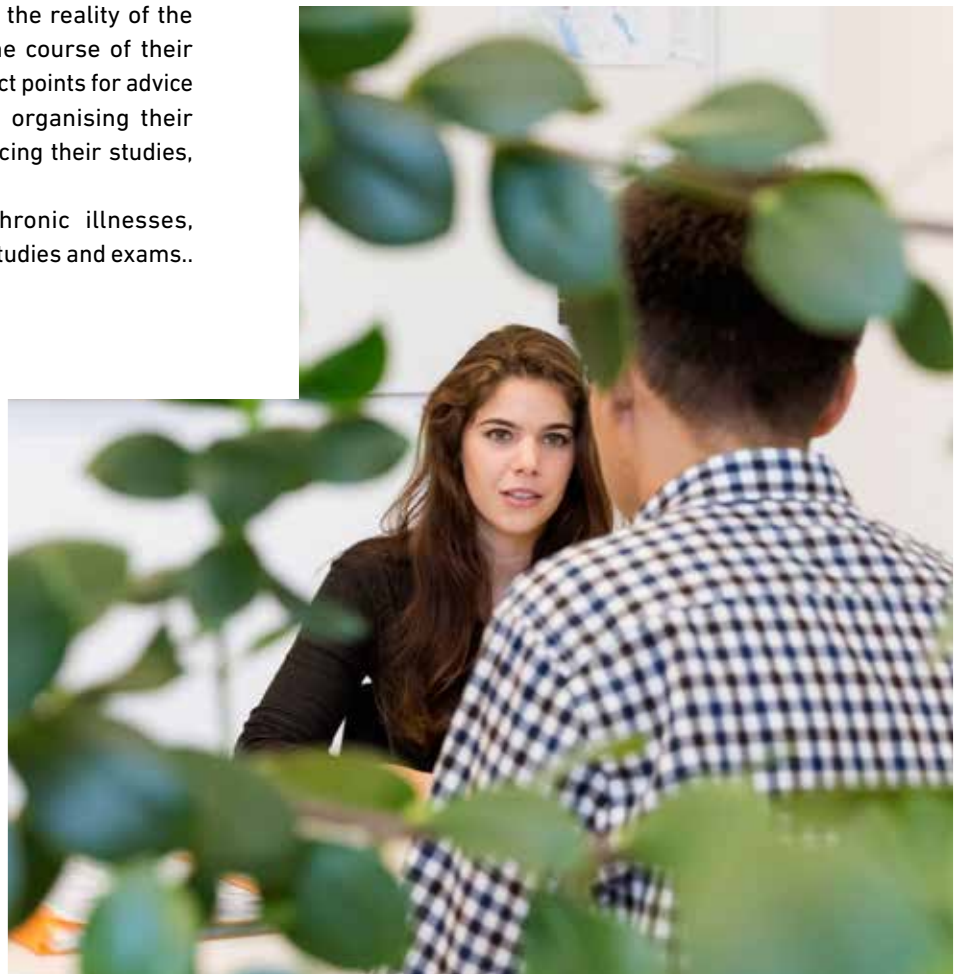
# Student Services (StS)



In the Student Services (StS)  unit brings together various activities and services for prospective and current students.

Future students are accompanied in their choice of study program (Bachelor) and are prepared for the reality of the chosen study programme. Throughout the course of their studies, students will find a number of contact points for advice and support on various topics, such as: organising their studies, learning, time management, financing their studies, finding accommodation and much more.

For students with disabilities or chronic illnesses, counselling is offered on how to cope with studies and exams..





## Counselling & Coaching

**A team of coaches** ⓘ supports prospective students in their choice of study programme and current students in their entry into the programme and in their everyday study life.

Lead: Barbara Koch-Kiennast

- Counselling for choice of study programme
- Onboarding events for Bachelor and Master students
- Personal, free, confidential individual coaching
- Workshops, e.g. on learning planning and oral examinations
- Development and provision of tools for everyday study life

### Themes

- Organising yourself
- Staying focused and motivated
- Learning how to learn
- Coping with pressure and stress
- Changing degree programme
- Making decisions
- Dealing with failure in examinations
- ... and much more

## Orientation / Choice of Study

**Secondary school students have various opportunities to find out about ETH Zurich and its range of courses.**

Lead: Gaby Kläy Schönenberger

### Orientation Events

 ⓘ

- ETH on the road: ETH visits to secondary schools
- ETH Study Weeks: A deeper insight into a particular study course, lasting a full week
- Course information days: All ETH study programmes at a glance, including opportunities to attend trial lectures
- Presence at other events (cantonal schools, study choice fairs, etc.)



## Disability Advisory Service

The Disability Advisory Service ⓘ supports students with disabilities or chronic illnesses in planning their daily study routine and in performance assessments.

Contact person: Karin Züst Santschi

## Financial Aid Office

The Financial Aid Office team ✉ advises students on scholarships and other financing options during their studies and handles applications for scholarships and loans.

Lead: Dr. Barbara Hellermann

### Stipends ⓘ

- ETH stipends (needs-based scholarships)
- Merit-based scholarships
  - Excellence Scholarship and Opportunity Programme (ESOP)
  - Departmental Scholarships

### Loans ⓘ

Students who are in financial difficulty may apply for financial support in the form of a loan towards tuition fees and living expenses, up to a total amount of CHF 12,000.

### Additional financial aid

- Solidarity Fund for Foreign Students
- Hardship cases particularly due to extended illness
- Information about further support options

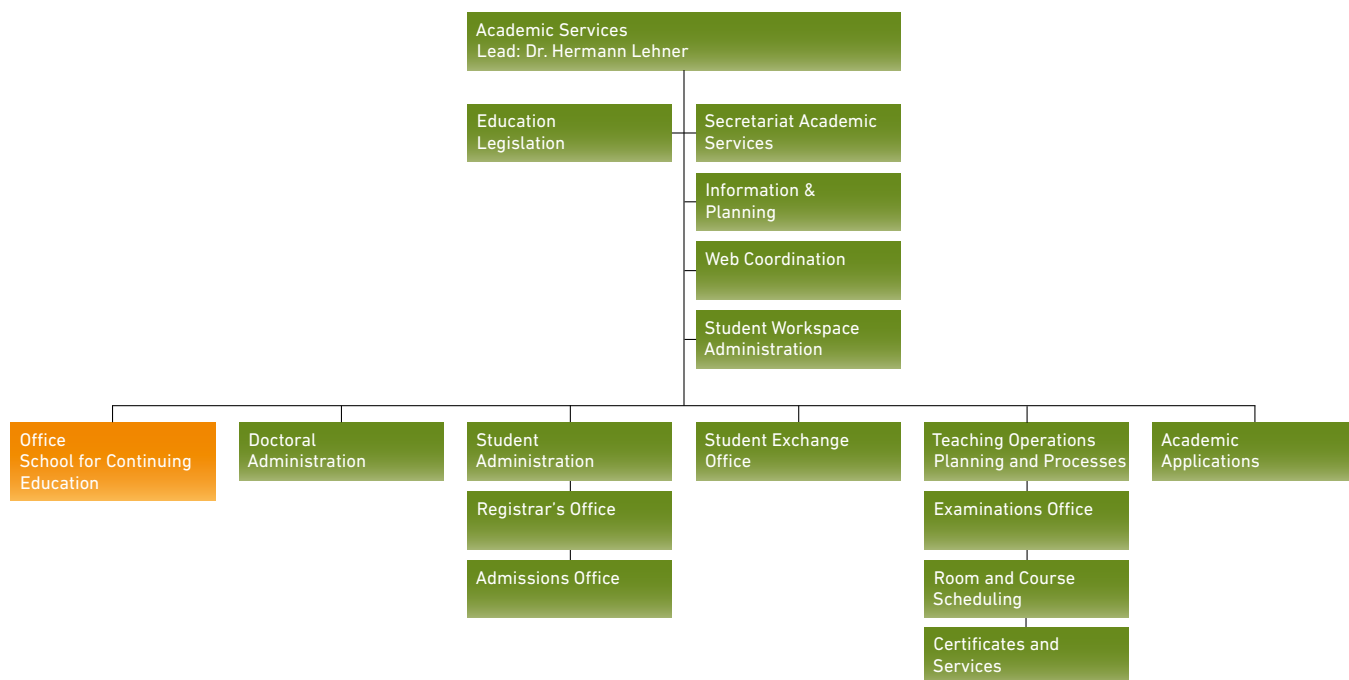
## Housing Office


The Housing Office ⓘ arranges accommodation between private individuals and members of University of Zurich and ETH Zurich by providing a search portal and by distributing information about living in Zurich.

Other tasks include the allocation of flats, studios and rooms to foreign students and doctoral students of the two universities, as well as flats to professors and academic guests of ETH.



# Academic Services (AkD)




The Academic Services  unit performs the administrative functions required for teaching and runs ETH's educational programme processes. It is a resource for students, graduate students and teaching staff in all areas of studies, including academic continuing education.





## Student Administration

**The Student Administration**  teams assist students with administrative matters and provide them with advice during the course of their studies, from applying and registering right through to the moment at which they leave ETH Zurich.

Lead: Dr. Andrea Schrott

### Registrar's Office

The Registrar's Office provides information to students during their studies and liaises with regard to study-related issues.

- Admission to the first semester (Bachelor's programme) of applicants with a recognised Swiss matriculation certificate
- Semester enrolment
- Changes of degree programme
- Study programme confirmations
- Granting leaves of absence

### Admissions Office


The Admissions Office advises and informs regarding application procedures and admission requirements for all degree programmes.

- Admission to Bachelor's and Master's studies and teacher training programmes
- Recognition of external study achievements
- Information about application and admission to teacher training programmes for interested external candidates

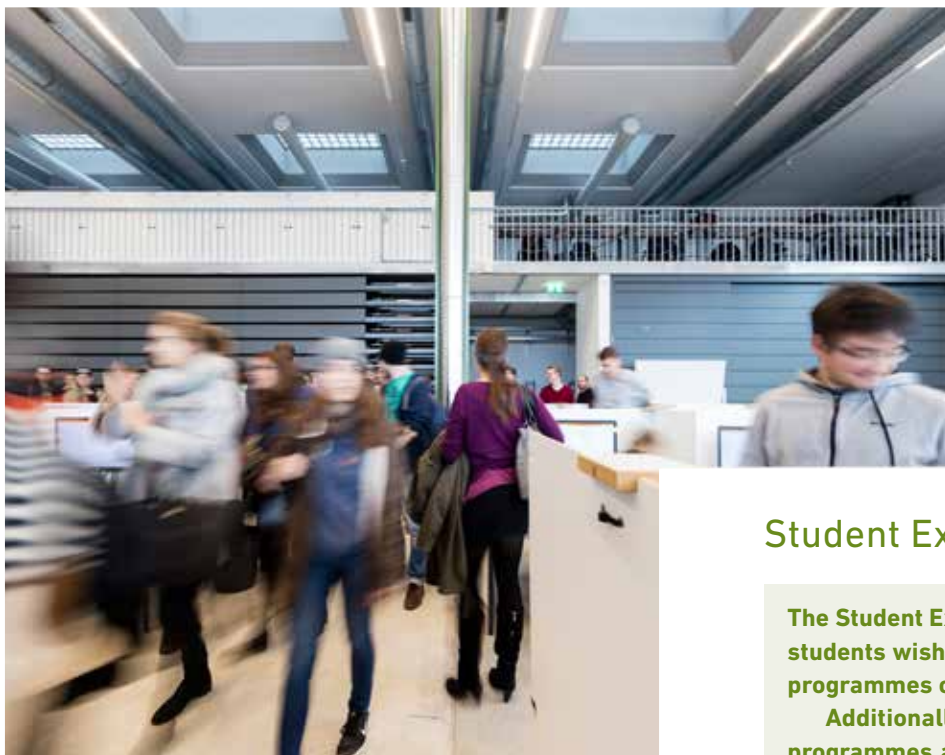
### Further responsibilities

- Handling of special cases such as deadline extensions, combining studies and top-level sports, and other things
- Advisory service in case-critical situations arise during the course of study
- Secretariat for legal and disciplinary cases

## Academic Applications

**The Academic Applications group**  is responsible for supporting, maintaining and enhancing the IT applications that support the educational processes. A support desk provides technical support and training for users of these applications.

Lead: Immo Wille



## Student Exchange Office

The Student Exchange Office [📍](#) is the contact point for students wishing to participate in one of the exchange programmes on offer.

Additionally, the office administers the exchange programmes and coordinates visiting studies and the Swiss Government Scholarship.

Lead: Andrea Rothenbühler

### Offering for Teaching Staff and Professors

- Consulting and application for mobility programmes for ETH staff and professors

### Offering for Students

- Consulting and application for ETH students regarding official exchange programmes
- Information regarding exchange and visiting studies at ETH Zurich
- Administrative support of foreign exchange students and scholarship holders of the Swiss Government Scholarship at ETH Zurich

### Further responsibilities

- Administrative handling of all concerns in the area of exchanges
- Collaboration with departmental exchange coordinators
- Collaboration with national and international organisations engaged in mutual exchange programmes

## Doctoral Administration

The Doctoral Administration [📍](#) team ensures the smooth running of the administrative side of doctoral studies: from application and registration to printing the doctoral degree certificate and organising the award ceremony. It is the point of contact for prospective doctoral candidates, professors, ETH Zurich departments and institutes for all questions relating to doctoral studies.

Lead: Alfredo Picariello

### Information for Future and Current Doctoral Students

- Counselling regarding the doctorate
- Processing of administrative concerns
- Qualifying examinations requirements
- Contact point for problems during the doctorate

### Information for Departments and Professors

- Information regarding administrative concerns such as supervision, doctoral studies and doctoral examinations
- Information regarding admission processes, examiners' reports and deadlines for departments





## Teaching Operations Planning and Processes

The **Teaching Operations Planning and Process group** [i](#) coordinates and plans all session examinations and special matters of performance assessments, is responsible for course scheduling, the reservation of classrooms and meeting rooms of the Academic Services as well as the preparation and dispatch of graduation documents.

It also carries out general services for Academic Services such as the post, scanning and mass production. In addition, the group supports various other Academic Services groups with process definitions related to applicative workflows.

Lead: Kornel le Grand

### Examinations Office

- Coordination and planning of all session examinations and special concerns of performance assessments. Central responsibility for the Course Catalogue
- Supporting students with special cases and problems that arise before or during the examination session.
- Supporting lecturers in the planning and implementation of performance assessments.

### Room and Course Scheduling

- Central responsibility for the Course Catalogue
- Room management
- Coordination of course scheduling together with the departmental study programme coordinators
- Registration of new teaching staff, “special examiners” and teaching assignments

### Certificates and Services

- Production and dispatch of certificates and degree documentation
- Internal central services for the Academic Services unit

The **Guidelines for Lecturers** [i](#) provide an overview of all aspects of teaching and how it is organised and administered at ETH Zurich. Here teaching staff can find relevant information and the corresponding units and specialists to make teaching more effective.

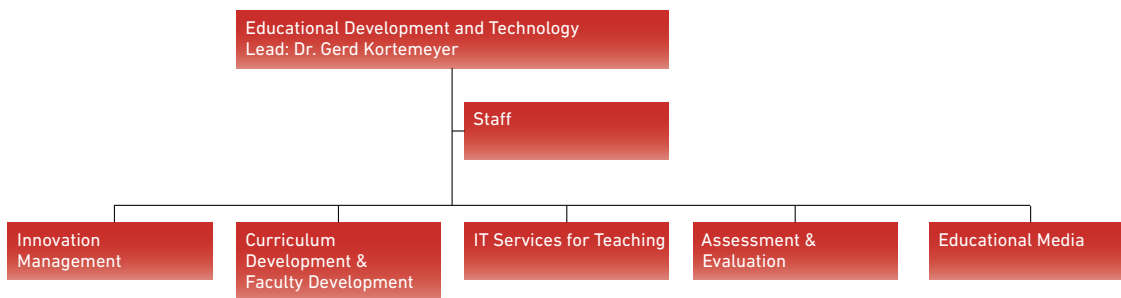
ETH zürich

## Guidelines for lecturers

[ethz.ch/guidelines-lecturers](https://ethz.ch/guidelines-lecturers)



# Educational Development and Technology (LET)



The Educational Development and Technology (LET) [i](#) unit promotes excellence and developments in ETH teaching. LET offers information and services and showcases innovative teaching practice at ETH Zurich.

## Innovation Management

**Innovation Management [i](#) addresses the planning and evaluation of new technologies for teaching, and new education-related topics. The team provides assistance to lecturers who wish to realise innovative ideas in their own teaching.**

Lead: Andreas Reinhardt

- Supporting innovative topics in teaching
- Supporting blended learning und MOOC projects
- Secretariat of the Innovedum Fund and supporting Innovedum processes
- Fostering the ongoing dialogue about teaching
- Assessing teaching trends and developments for ETH

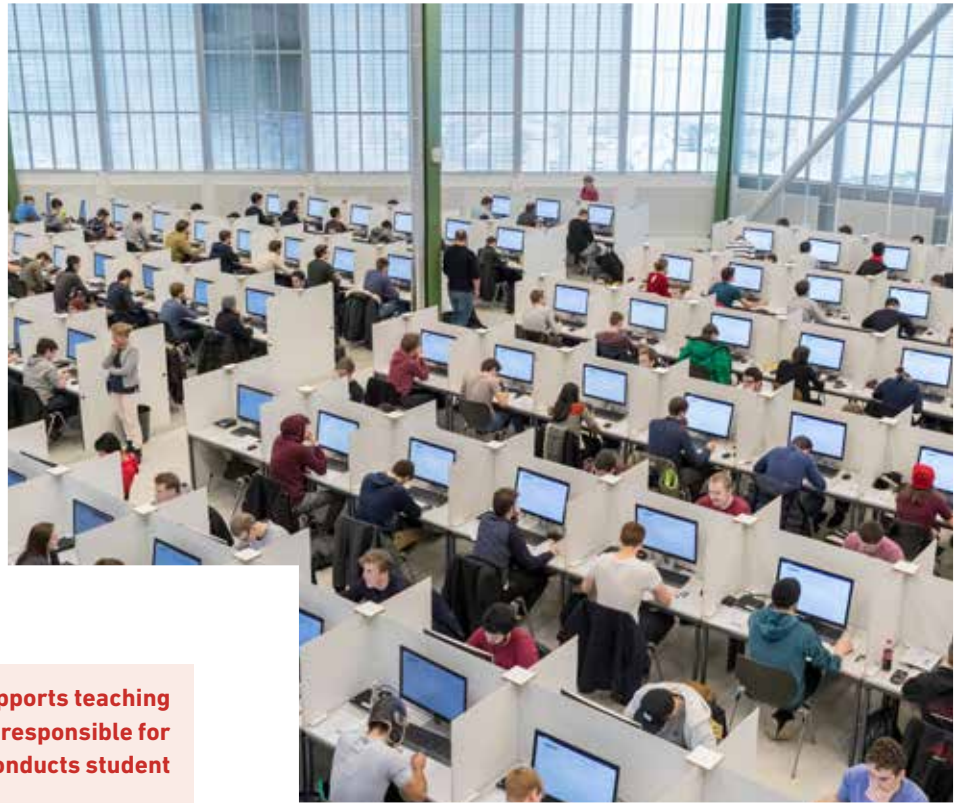
## Educational Media

**The media team [i](#) co-designs audiovisual media with teachers and researchers from various disciplines. Further, the team is responsible for the continuous training of teachers across ETH in digital media competencies.**

Lead: Dr. Jeanine Reutemannardt

- Advising, co-development and co-implementation of projects supported by the Innovedum Fund
- Co-creation of media for blended learning scenarios
- Development and lead of media flagship projects
- Advising and support in making educational media accessible to learners with disabilities





## Assessment & Evaluation

**The Assessment & Evaluation group supports teaching staff as they develop examinations. It is responsible for managing online examinations and conducts student evaluations of teaching.**

Lead: Dr. Claudia Schlienger

### Assessment

- Didactic consulting for all sorts of examinations
- Supporting the development und conduct of online examinations
- Providing safe and reliable infrastructure

### Evaluation

- Supervising and developing EvaSys
- Supporting teaching evaluation projects
- Developing questionnaires
- Statistical analyses
- Targeted distribution and publication of results

## IT Services for Teaching

**The team is responsible for operating the IT services offered by LET, e.g. the Moodle learning platform and the EduApp mobile application.**

Lead: Dr. Thomas Piendl

- Offering various learning platforms
- Supporting efficient application
- Setting up and supporting online examinations

## Curriculum Development & Faculty Development

**The team manages didactic continuing education programmes for ETH Zurich teaching staff of all levels. In addition, the group supports departments in developing their curricula.**

Lead: Dr. Benno Volk

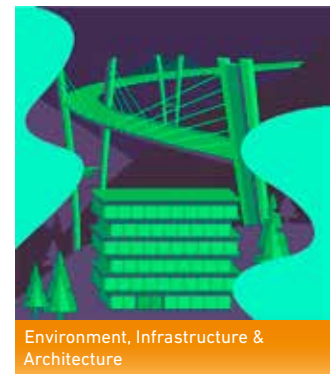
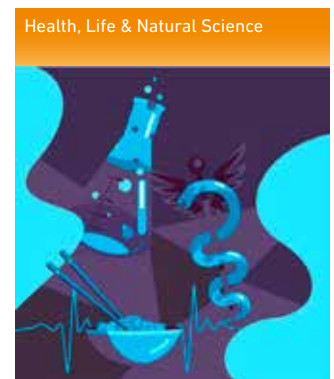
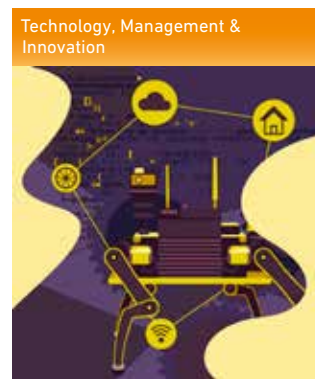
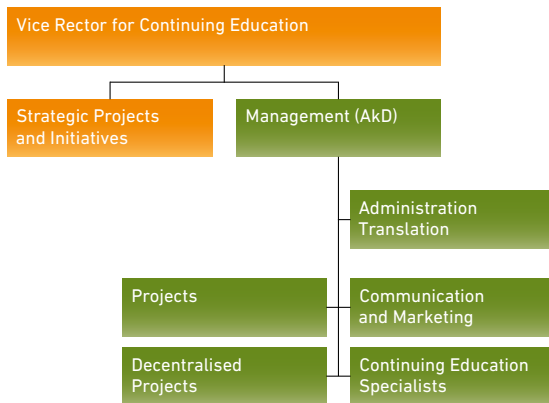
### Faculty Development

- Didactic training programmes
- Organising und developing didactic continuing education
- Supporting teaching developments
- Didactic consulting and coaching

### Curriculumsentwicklung

- Consulting and supporting of curricula developments and degree programme initiatives
- Implementing and supporting evaluations of curricula

# School for Continuing Education (SCE)



The School for Continuing Education (SCE) [🔗](#) provides an umbrella for further education courses and continuing education programmes for external and internal specialists and executives with an academic background.

The SCE supports these courses and programmes particularly in administrative matters.



# Extra-Departmental Units

## Institute of Science, Technology and Policy (ISTP)

ETH Zurich founded the Institute of Science, Technology and Policy (ISTP) [📍](#) to promote interdisciplinary teaching and research and to address relevant social problems.

ISTP has set up three research groups, covering the topics of Mobility, Minerals and Urbanization.

ISTP currently offers a specialised interdisciplinary Master's (MSc) Programme in Science, Technology and Policy, as well as a Master of Advanced Studies (MAS) in the same area.

Lead: Prof. Dr. Thomas Bernauer

## Congressi Stefano Franscini

The Congressi Stefano Franscini (CSF) [📍](#) is responsible for the promotion, selection and financing of international conferences, workshops, ETH Summer and Winter Schools. It is situated in the south of Switzerland (Canton Ticino) on Monte Verità.

Contact person: Dr. Therese Egli

## Treffpunkt Science City

ETH Zurich's Treffpunkt Science City [📍](#) is a public science outreach programme held in German. Its free events address topical issues and offer insights into the exciting world of research for everyone interested inside and outside of ETH Zurich.

Lead: Inge Keller-Hoehl





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[www.ethz.ch/stab-reaktor](http://www.ethz.ch/stab-reaktor)

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