

Recognition of exchange subjects / Transcript

Recognition

Recognition of academic achievements earned during an exchange proceeds through the [exchange coordinator](#) in your department. Recognition is based upon the study plan, which was discussed and drawn up before your exchange, which may also have been adapted and approved by the exchange coordinator at the beginning of your exchange. The study plan approved by the department will be sent to you by email. In some degree programmes, a Tutor Agreement also applies, and / or individual lecturers confirm recognition.

If you attend Science in Perspective (SiP) subjects at the host university and want them recognised, you must obtain prior permission from the Director of Studies of your degree programme and the teaching committee for the subject GESS. A maximum of three credits may be recognised. Contact the [Study Administration D-GESS](#) early and provide the following information: host university, subject and content, weekly semester hours, and type of performance record.

Transcript of records from the host university

For recognition purposes, your department needs an official transcript of records from your host university. Each host university has different processes for issuing transcripts. Check with your host university before you leave or read their information on the subject. Frequently, the transcript is not issued automatically and must be requested by the student.

The authenticity of the transcript must be guaranteed. ETH accepts the following variations:

- Transcript sent by post or email by the host university directly to your departmental exchange coordinator (if you can give the host university [a mailing address](#))
- Dispatch by mail or email by host university directly to the [responsible person at the Student Exchange Office](#) (if dispatch for ETH exchange students takes place collectively and / or a fixed mailing address has been deposited). You will be informed once your transcript arrives.
- Transcript with verifiable authenticity online, e.g. verification code, blockchain technology
- Transcript downloaded from the system of the host university (if link or login details for this were sent directly to the departmental exchange coordinator or the Student Exchange Office)

Conversion of grades / credits

Grades are converted uniformly in all departments according to [a binding list](#). Credit point conversion is the responsibility of the individual departments.