



## Faculty of Law

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# Fact Sheet for Master's Theses

Decision by the Faculty Assembly dated 27 May 2009, with amendments dated 4 November 2013<sup>1</sup>

RS 4.3.1.3

Version 1.1 (4 November 2013)

## 1 Legal Basis

This fact sheet applies to all Master's theses written for the Master's degree program, the joint degree Master's program, the double degree Master's program, and the minor study programs at the Faculty of Law, University of Zurich. The legal basis for writing Master's theses is provided by § 21 para. 3 and § 34 of the Framework Ordinance for Bachelor's and Master's Degree Programs and for Minor Study Programs at the Faculty of Law, University of Zurich (RVO) and the program regulations for the above-mentioned degree programs.

Further important information on Master's theses can be found on the website of the Dean's Office and on the form provided by the Faculty of Law, University of Zurich regarding agreements on Master's theses.

## 2 Acceptance of Master's Theses

Full professors (incl. professors emeritae), adjunct professors, and Privatdozenten are authorized to accept Master's theses.

In addition, mandated instructors may also accept Master's theses in individual cases with the agreement of the committee (Fachgruppe) for the field of study in question.

## 3 Subject of Master's Theses

For the degree of Master of Law UZH with a concentration in legal practice, business law, or public law, students must submit a Master's thesis worth 18 ECTS credits in the subjects covered by the compulsory modules or the core elective pool, as defined in the StudO MLaw. The instructor decides which subject a Master's thesis belongs to. For the degree Master of Law UZH without a concentration, students must submit a Master's thesis worth 18 ECTS credits that deals with subjects covered in the Master's level curriculum at the Faculty of Law.

<sup>1</sup> Editorial changes by the Faculty Council

#### **4 Transfer of ECTS Credits to the Elective Pool**

If more than 18 ECTS credits are earned for the Master's thesis, the surplus ECTS credits can be transferred to the Master's degree program as part of the elective pool.

When applying for graduation, students must use the application form "Studienabschluss Master" (application for graduation) and declare in which combination credits earned through their Master's thesis and in elective modules should be credited toward their degree.

#### **5 ECTS Credits and Grading**

Master's theses may be worth 6, 12, 18, 24, or 30 ECTS credits. No other values are permitted.

The number of ECTS credits and the formal requirements are defined by the instructor in agreement with the student before he or she starts work on the Master's thesis. The only guideline is § 7 para. 5 RVO, which states that one ECTS credit corresponds to 30 hours of work.

Master's theses will be graded. Grading is on a scale of 6 to 1 as defined in § 30 RVO. Half grades may also be given. If a Master's thesis receives a passing grade, the agreed number of ECTS credits must be awarded.

If oral presentations seminars are relevant for grading purposes, students must be informed of this in advance.

#### **6 Registering for a Master's Thesis**

Students must adhere to their instructor's terms when registering for a Master's thesis. The terms agreed between the instructor and the student must be recorded in writing in the Master's Thesis Agreement.

#### **7 Cancelling Registration for a Master's Thesis**

Master's theses already registered with a chair may only be canceled if there are compelling, unforeseeable, and unavoidable reasons for doing so.

A written cancellation request must be submitted along with the corresponding documentation, in particular a doctor's note, to the chair concerned as soon as possible after the situation preventing the student from completing the Master's thesis arises, but within five working days at the latest. Requests received after that time will not be accepted.

In the event of late submissions or failure to submit a Master's thesis, a grade of 1 will be awarded and entered in the transcript of records. Failed attempts at Master's theses are not taken into account in the calculation of the number of permitted failed attempts.

#### **8 Number of Copies**

The instructor determines how many copies of the Master's thesis must be submitted. One copy must always be returned to the author along with the grading and revision comments.

Instructors may stipulate that Master's theses must also be submitted in electronic form.

In the case of co-authored Master's theses, it must be ensured that each author receives a copy of the submitted Master's thesis and of the sheet of paper with the grading and the revision comments.

## **9 Registration of the Evaluation for the Transcript of Records**

Once the Master's thesis has been corrected, the instructor reports the grade to the Dean's Office using the Master's Thesis Agreement. The Dean's Office enters the result on the student's transcript of records so that it can be counted towards the final degree.