



Memo

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To PhD candidates

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Important Information and Links for Foreign PhD Candidates

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Information about your PhD at the Law Faculty (RWI)

- Information on the structure and application process for doing a PhD at the Law Faculty (RWI) of the University of Zurich (UZH) are provided (in English) at http://www.ius.uzh.ch/doktorat_en.html
- In particular, the doctorate program coordinator, **Felix Züsli** (for contact details, see <http://www.ius.uzh.ch/aboutus/dekanat/personen/koordinationdok.html>) does also provide a very useful **factsheet in English** on that homepage containing the most important information on your PhD (see http://www.ius.uzh.ch/doktorat/101213_fakultaetsblatt_rwf_e.pdf).
- Please note, the RWI offers a **General** and a so-called **Structured Doctorate**. Normally, PhD students apply for the General Doctorate.
- For any PhD related question please ask Felix Züsli directly.

Minimal Application Requirements / Foreign Qualifications

- The minimal application requirements set forth by the RWI are a rather complex issue. According to the 'Promotion Ordinance' you would either need:
 - A Master of Law / Licentiate from UZH with at least magna cum laude; or
 - A Master of Law / Licentiate either from UZH below the magna or from any other Swiss University plus acceptance by a Faculty Member, or
 - An **equal diploma from a foreign university** plus acceptance by a Faculty Member.
 - In this third case it will be the **Dean's Office** that decides on a case by case basis on the equivalence issue. **So we suggest that everyone with foreign qualification contacts the Dean's Office (or Felix Züsli) directly to check whether or not he would be accepted** (see http://www.ius.uzh.ch/aboutus/dekanat_en.html for contact details).
- For more information, please review the two relevant ordinances (which remain, however, rather vague and basically leave it up to the dean's office) which can be accessed on the RWI law compilation website (see <http://www.ius.uzh.ch/rsjur.html>):
 - **Verordnung Zulassung UZH** (the general admission ordinance of UZH > PhDs are governed by §47 et sqq.)
 - **Promotionsverordnung RWF** (the specific ordinance governing the admittance to a PhD at our faculty > §12 governs applicants with foreign qualifications)
 - In particular, §48 (4) of the Verordnung Zulassung might be of interest, as it states that **a non-equivalent foreign degree could be compensated by acquiring additional knowledge** in advance (e.g. we suppose a prior LLM at UZH would count in this regard).

Matriculation / Admission

- First of all, it is important to note that **you have to be matriculated at the UZH in order to get a PhD degree from Zurich** (naturally, this does not apply to Visiting PhD students getting the degree from another university – but even in that case we recommend to enroll because it comes along with several benefits, like access to legal resources, etc.);
- The **tuition fee** is affordable, ranging between CHF 180-280 per semester for foreign PhD students;



- Most of the information regarding the actual enrolment process can be found on the homepage of the central **UZH Admissions Office**, see http://www.uzh.ch/studies/application/doktoratphd_en.html
- The **deadlines** for applying for admission are published on http://www.uzh.ch/studies/application/generalinformation/deadlines_en.html.
- PhD students can either apply **online** (only in German) or by use of the **(English) form** provided at http://www.uzh.ch/studies/application/doktoratphd/Formular_Application_DOK_120416.pdf
- Please note, on the back of that form you can see what **additional documents you will need to submit**. Importantly, every faculty does levy some of these requirements – so please be sure to read through the entire form to check which **documents are not required by the Faculty of Law**.
- In this regard, PhD students will *inter alia* need to submit a so-called '**Doktorandenbestätigung**' which needs a signature and stamp from our side (see http://www.ius.uzh.ch/doktorat/allgdoktorat/anmeldung_en.html). If we accept to supervise your PhD we will, of course, gladly supply you with that.

International Relations / Visa / Accommodation

- For questions regarding **Visa**, etc. please contact the **Zurich Immigration Office**, see http://www.ma.zh.ch/internet/sicherheitsdirektion/migrationsamt/de/ueber_uns.html
- Our experience is that Visiting PhD students have to apply as 'Academic Guests' for Visa;
- In addition, the **UZH Foreign Relations Office** has broad experience in such matters and might be able to give advice, see http://www.int.uzh.ch/phd/incoming_en.html.
- The UZH does provide limited **student accommodation** particularly for foreign students. For more information regarding accommodation, please see http://www.uzh.ch/studies/studentlife/accomodation_en.html

IT-Infrastructure

- Once you are matriculated at UZH you will receive a letter containing several documents (including your student ID). The IT-relevant document is the one with the title "Ihr Zugang zu den elektronischen Diensten". In there you will find account information for your university email as well as for something called '**Identity Manager**'. The latter is an online tool by which you could simultaneously change all your UZH-related passwords (see <https://www.identity.uzh.ch/itim/self/Login/Logon.do>).
- Any other **IT related information** can be found on <http://www.id.uzh.ch/index.html>
- There is also certain **software** PhD students can get for free (e.g. literature management systems like Citavi – please note, Endnote is cheaper but not for free), compare http://www.id.uzh.ch/dl/sw/angebote_1.html

Legal Databases and Access to Swiss Codes and Ordinances

- A very helpful link to a **homepage listing all the legal databases** (including Lexis Nexis University, Westlaw International, Swisslex, legalis, Beck) to which you **have free access** is <http://www.rwi.uzh.ch/bibliothek/sources/bases.html>
- The thing is that the issue on how to get free access for these resources **varies from provider to provider**:



- Some just require your UZH-shortname and password (which you can check and change in the Identity Manager tool referred to above).
- For most others you will need to use a VPN-tunnel (in order to get access to a UZH-IP-address). What that is and how it can be installed is described in English on http://www.id.uzh.ch/neu/notebook/vpn_en.html
- Last but not least, some platforms like Swisslex for example require a separate registration on their respective homepage (plus the subsequent use of VPN). For Swisslex (which would certainly be the most important collection of Swiss legal literature) the registration site is <https://swisslex.ch/AboServices.mvc/University>
- Finally, there are certain important **resources which are freely available anyway**:
 - **Swiss Supreme Court cases** are published on www.bger.ch (before 2000 only so-called "Leitentscheide" were published online; since 2000 every decision is);
 - Access to **Federal Codes and Ordinances** is available on <http://www.admin.ch/ch/d/sr/sr.html> (please note, this page is also available in English, the content is, however, gravely incomplete yet - this is why I suggest to use the German version);
 - Access to **Cantonal (Zurich) Codes and Ordinances** is available on http://www.zh.ch/internet/en/rechtliche_grundlagen/gesetze.html
 - Resources from any **Federal Authority** can be accessed via <http://www.admin.ch/index.html?lang=en>
 - More specifically access to the entire **financial market regulation** is provided on the homepage of FINMA (the Swiss supervisory authority), see <http://www.finma.ch/e/regulierung/gesetze/Pages/default.aspx>. This compilation has three advantages: (i) it allows for an access based on the type of financial sector activity; (ii) it contains all different statutory levels (Code, Ordinance, Decree, Circular); (iii) the most important regulations and circulars are also provided in an (inofficial) English translation;
 - On a similar note, KPMG does also offer **(inofficial) English translations of certain Swiss codes**, see <http://www.kpmg.com/ch/de/library/legislative-texts/seiten/default.aspx>
- Some resources (e.g. Heine Online), on the other hand, are **only accessible by assistants**.

NEBIS – Network of Libraries

- NEBIS is a **network of libraries** consisting in over 80 university, technical college and research institute libraries from all language regions. The NEBIS catalog contains about 4.2 million titles, including books, serials, journals and non-book materials. On the whole, see http://www.nebis.ch/index_e.html
- Most documents may be **ordered online** (see address above). To borrow library materials you must, however, first **register** at one of the NEBIS libraries.
- In our area, the following libraries (which are part of the NEBIS system) are of particular interest:
 - **RWI Bibliothek**: This is our main faculty library (see http://www.rwi.uzh.ch/bibliothek_en.html). Please note, **only assistants are allowed to borrow books from this library**;



- **ETH Library:** The ETH library is close-by and features an astonishingly large amount of law and economic literature. In contrast to the RWI, any student may borrow books. Most importantly, books from many other libraries (e.g. Lausanne) can be ordered to be picked up at ETH – which is quite a handy feature. For more information, see <http://www.library.ethz.ch/en/>
- **Zentralbibliothek (ZB):** The central library is the largest of all and is also close-by. For more information, see <http://www.zb.uzh.ch/>

Doctoral Seminars

- For your PhD at UZH you will have to attend **at least to two Doctorate Seminars** (both will be credited with 6 Credit Points each) before submitting. Many chairs (but usually not ours) offer such seminars. An **overview on the Doctoral Seminars** that will be provided this semester can be found here <http://www.vorlesungen.uzh.ch/HS12/lehrangebot/fak-50000002/sc-50461716/cga-50461716120/cg-50461720.module.html>.
- You can find more information about them (and also on upcoming seminars) on the homepage of the respective chair.
- Last but not least, you have always the possibility to participate in a **seminar outside of RWI**. If you do so you will have to submit a **confirmation form** (see http://www.ius.uzh.ch/doktorat/allgdoktorat_en.html) after attending the external seminar. Moreover, I would suggest to coordinate with Felix Züsli (see above) in advance in order to check whether your external seminar would be accepted or not.

Other Seminars, Events and Sports

- **Law & Finance Lecture Series:** The ETH and the UZH are jointly offering a lecture series on law & finance. They normally have good international guest speakers and all doctoral candidates are invited to join. For more information on the program, see http://www.hertig.ethz.ch/LF_Fall_2012/LF_Schedule_Fall_2012.html
- **UZH Agenda:** most upcoming events at UZH are published at <http://www.agenda.uzh.ch/>
- **EIZ Seminars:** It is also worth checking the seminars and lunch speeches offered by the UZH Europainstitut (see <http://www.eiz.uzh.ch/weiterbildung/seminare/>). They are addressed to practitioners and are quite expensive, but PhD students will get a discount (participation costs PhD students normally CHF 150.-). The Europainstitut normally advertises upcoming events by mail - so you will also receive certain advertisement on your UZH mail address.
- **Graduate Campus:** Very recently, UZH launched its 'Graduate Campus' (an institution which is pushed with heavy funding). You can find more information on the subject on http://www.grc.uzh.ch/index_en.html. The Graduate Campus is supposed to create "an innovative and inspirational research environment for young academics. On a voluntary and self-initiative basis, it offers doctoral candidates and postdoctoral researchers: Exchange and networking possibilities beyond the boundaries of disciplines, faculties and generations."
- **Sports:** If you made the respective cross and paid the small fee for the ASVZ during your enrollment process, you will get free access to one of the world's best and largest sports facilities (ASVZ employs more than 900 instructors and offers more than 80 different sports). For more information on the facilities, courses and special events (e.g. Kite-surf course in Marocco), see <http://portal.asvz.ethz.ch/english/Seiten/default.aspx>



PhD Workspace at the RWI Library

- There is the possibility to apply for a research workspace within our famous law library (designed by the famous architect Calatrava). However, the waiting list is quite long. Please contact the library personnel in case you would like to be added on the waiting list (see http://www.rwi.uzh.ch/bibliothek_en.html for contact details).