



University of
Zurich^{UZH}

Faculty of Law



Information Event Double Degree Incomings

19th September 2023



Information and Rules regarding this information event

- The presentation will be recorded and will be published as a **podcast** on our website.
- The students' questions will be recorded as well.
By participating in the event, you **consent** to your statements being recorded and made available to other participants as a podcast.
- **Q&A** after the presentation.
- If you have **individual questions** after the info session, kindly make use of the **consultation hours** or contact us via **contact form**.



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7. Questions



1. Responsibility & Contact - Student Center RWF

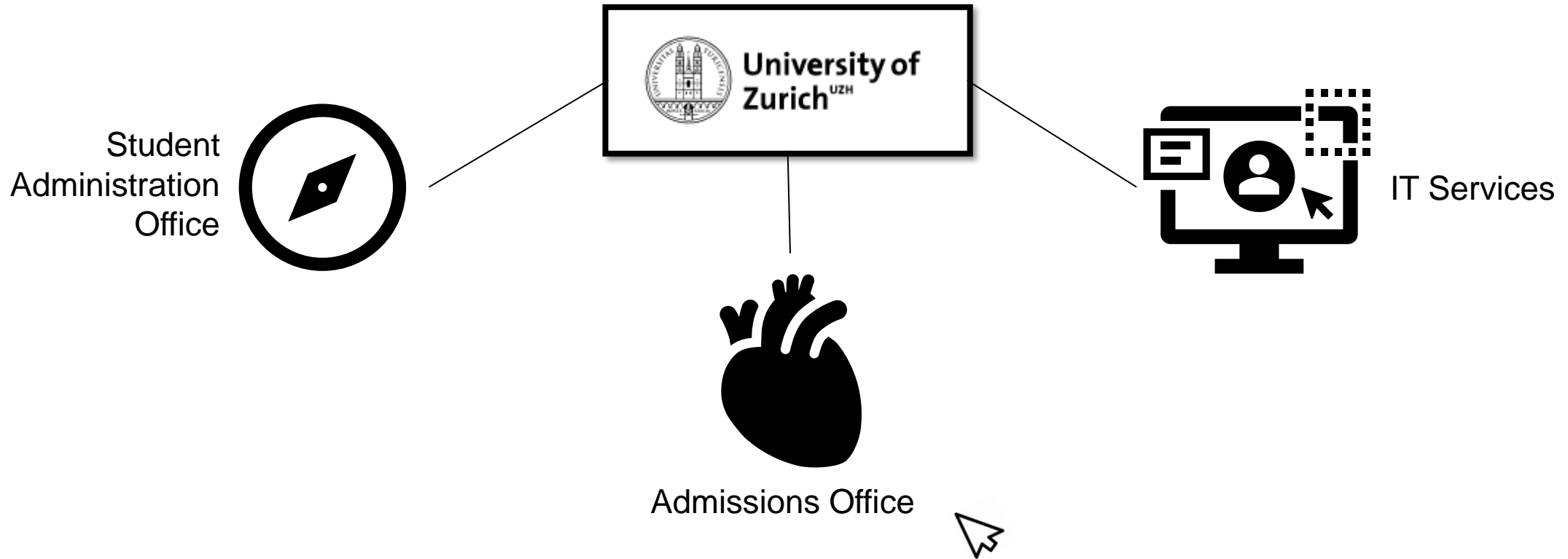
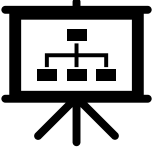


- Contact the Student Center
 - MA Oskar Sanislo
Coordinator Master's Programs and Double Degree
 - Responsible for all Double Degree students
 - Consultation hours: Monday 09:00h – 12:00h (online – prior booking required)
 - Click [here](#) or on my portrait for the link to the booking tool
- [Contact Form](#)
- [Website](#)
- [Website Faculty of Law](#)
- [Semester dates](#)





Organizational and administrative matter





Chairs



- For questions regarding [the content of lectures](#) as well as for further lecture-specific information
- Various materials related to the lectures (lecture notes, slides, podcasts etc.) are published on the websites of the chairs



Important documents



[Information Brochure for Double Degree students](#)



[Fact Sheet for Master's Thesis](#)



[Framework Ordinance Double Degree \(RVO DD RWF\)](#)



[Master's Thesis Agreement](#)



[Program Regulation Double Degree \(StudO DD RWF\)](#)



[Fact Sheet for Examination](#)





Double Degree Study Programs



- The Faculty of Law UZH offers the following Double Degree study programs:
 - Master of Law UZH Rechtswissenschaft (mainly in German)
 - Master of Law UZH International and Comparative Law (exclusively in English)
- More information can be found in the Program Regulation for the Double Degree Master's program



Study Program MLaw UZH Rechtswissenschaft (60 ECTS)



Module	ECTS	Type
Foundations of Law	6	Core elective
Elective Modules	42	Various
Master's Thesis	12	Compulsory



Study Program MLaw UZH International and Comparative Law (60 ECTS)



Module	ECTS	Type
Introduction to Swiss Law	6	Compulsory
Foundations of Law	6	Core Elective
International Law	18	Core Elective
Comparative Law	12	Core Elective
Any other (English) Master's module of the Faculty of Law	6	Various
Master's Thesis	12	Compulsory



Study Program MLaw UZH International and Comparative Law (60 ECTS): Special rule for students from **KU Leuven**

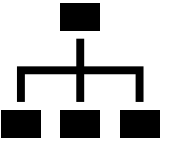


Module	ECTS	Type
Introduction to Swiss Law	6	Compulsory
Foundations of Law	6	Core Elective
International Law	18	Core Elective
Comparative Law	12	Core Elective
Legal Theory/ Legal Methods	6	Compulsory
Master's Thesis	12	Compulsory

- Only "Legal Theory" is offered in the fall semester 2023 in English
- We recommend you complete the module «Legal Theory» in fall 2023
- It is not yet clear whether the module «Legal Methods» will be taught in English in spring 2024



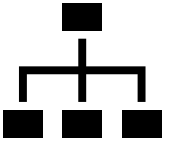
Modules from other faculties



- In general: you are allowed to visit lectures and register for examinations offered by other faculties at UZH.
- Modules offered by other faculties will not be accredited towards your Double Degree
- Please note that other faculties may have different booking and cancellation deadlines



Courses – Where and when do they take place?



- Step 1: Open the online course catalogue



- Step 2: You can change the language in the upper right corner
- Step 3: Enter the title of the module (search option)
- Step 4: Click on the module title
- Step 5: Scroll down to Courses and click on «Times/Rooms/Instructors»

Courses (1)					
C-Nr	Title / Short course	Begin / End	Times	Instructor	Room
3916	Verwaltungsstrafrecht 90WM72-1	from 24.02.2022 to 05.05.2022	Thu 14:00-18:00, until 5.5., 31.3.: 14:00-16:00	Brigitte Tag Martin Zweifel (Others)	SOF-E-17



Master's Thesis



- All Double Degree Incoming students will have to write a Master's Thesis worth **12 ECTS**.
- Students can write a Master's Thesis at any time upon individual agreement with a professor or within a seminar
- In each case, the «Master's Thesis Agreement» must be filled out with the supervisor



[Master's Thesis Agreement](#)



- Recommendation: write your Master's Thesis in spring semester, start preparations in November/December at the latest
- If you want to visit a seminar, please note that you must register in the previous semester. Seminars offered in spring semester 2024 will be [published online](#) in the beginning October of 2023 at the latest



Exams



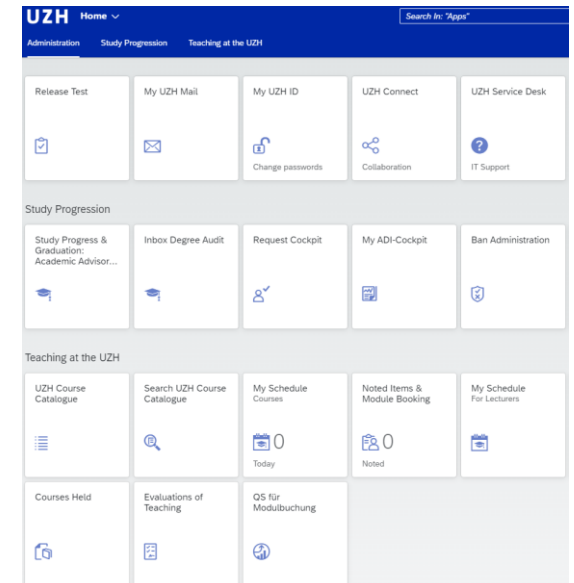
- The following types of assessments are offered at the Faculty of Law UZH:
 - Regular written examinations
 - Regular oral examinations
 - Alternative assessment methods (papers, presentations etc.):
 - **Important: Mobility exams are **not available** for Double Degree students**
- Please make sure to book the module in which you want to take an exam / assessment
- Some professors may not have decided yet which type of examination they will offer
The definite choice will be published after the end of the cancellation period
- Certain Master modules offer alternative assessment methods (e.g. written paper, presentations during the lecture period etc.)



Module Booking



- Module booking = registration for an exam!
- You have to book a module in the same semester in which you want to take the exam
- [Module Booking](#) and cancellation is done via your [student portal](#)
- Some [instructions](#)





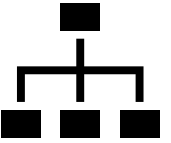
Module Booking and Cancellation Deadlines



Non restricted modules (Booking modules)	Booking period: 16.08. - 10.10.23 (24:00h) Cancellation period: 16.08. - 24.10.23 (24:00h)
Space restricted modules (request and application modules)	Request period: 16.08. - 29.08.23 (24:00h) Move-up deadline (only for request modules): 04.09.2023 (24:00h) Waiting list progression period: 01.09. - 14.09.23 (24:00h) Cancellation period: 01.09. - 17.09.23 (24:00h)



Modules are booked in the Course Catalogue



- Step 1: Open the online course catalogue



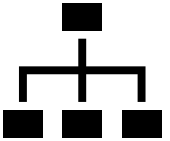
- Step 2: log onto the course catalogue using the symbol in the upper right



- Step 3: Log-in with UZH-Shortname and Active Directory Password
 - Step 3.1: Alternative: Log-in via Student Portal: studentservices.uzh.ch
- Step 4: If you have problems using your password, please contact [IT](#)



The Student Portal consists of tiles, each with a separate function

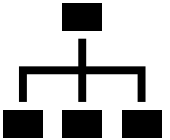


- For module booking, the tiles with a red frame are important

The screenshot shows the UZH Student Portal dashboard. At the top, there is a blue header with the UZH logo and 'Home' dropdown. Below the header, there are three main navigation tabs: '1. Study', '2. Study Administration', and '3. Application'. The main content area is a grid of tiles. The tiles are arranged in two rows. The first row contains: 'UZH Course Catalogue' (highlighted with a red frame), 'Search UZH Course Catalogue', 'Modules of My Study Programs', 'My Schedule Courses' (with a calendar icon and '0'), 'Noted Items & Module Booking' (highlighted with a red frame, with a person icon and '38'), 'My Modules' (highlighted with a red frame, with a magnifying glass icon), and 'My Results'. The second row contains: 'My Bans' (with a crossed-out circle icon and '0'), 'My Documents' (with a document icon and '0'), 'OLAT' (with a person icon), 'MOOC' (with a camera icon), 'Evaluations of Teaching' (with a speech bubble icon), and 'Study Progress / Restrictions For PhF-Students' (with a person icon and '0'). At the bottom of the dashboard, there is a section labeled '2. Study Administration'.



I. Select the desired modules by clicking on the note symbol (★) 1/2

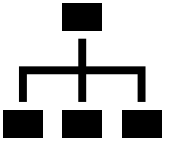


UZH Home ▾

1. Study 2. Study Administration 3. Application

UZH Course Catalogue ☰ I.	Search UZH Course Catalogue 🔍	Modules of My Study Programs 👤	My Schedule Courses 📅 0 Today	Noted Items & Module Booking 👤 38 Noted	My Modules 📖	My Results 👤 📄
My Bans ⊗ 0 New	My Documents 📄 0 New	OLAT 👥	MOOC 📷	Evaluations of Teaching 💬 ?	Study Progress / Restrictions For PhF-Students 👤 0 New	

2. Study Administration



I. Select the desired modules by clicking on the note symbol (★) 2/2

- By clicking on the note symbol (★) you can put a module on the list „Noted Items“

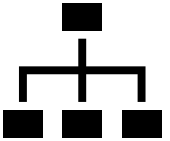
Module	Short module	Category	ECTS	Note
Required Modules				
Case Studies in Public Law	02SM90PM5	Student Work	3	<input checked="" type="checkbox"/>
Tax Law I	02SM90PM4	Course	3	<input type="checkbox"/>
Elective Modules				
Children's Rights	02SM90WM3	Course	6	<input type="checkbox"/>
Comparative Constitutional Law	02SM90CL3	Course	6	<input type="checkbox"/>

Target Groups: Pflichtmodul im Masterstudiengang der Rechtswissenschaftlichen Fakultät.
Languages: Deutsch
Module Coordinator: [Felix Addor](#)
[Kerstin Noelle Vokinger](#)

Please make sure that the module is in the desired language by clicking on it and checking the «Languages» field



II. Modules can be booked in the tile „Noted Items & Module Booking“ 1/3



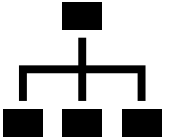
UZH Home ▾

1. Study 2. Study Administration 3. Application

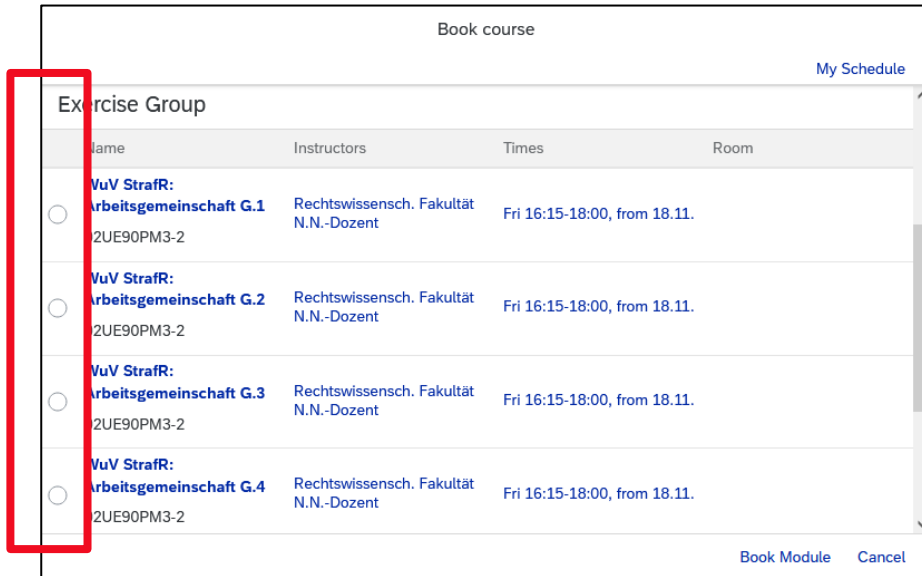
UZH Course Catalogue	Search UZH Course Catalogue	Modules of My Study Programs	My Schedule Courses Today 0	Noted Items & Module Booking Noted 38 II.	My Modules	My Results
My Bans New 0	My Documents New 0	OLAT	MOOC	Evaluations of Teaching	Study Progress / Restrictions For PhF-Students New 0	

2. Study Administration

II. Modules can be booked in the tile „Noted Items & Module Booking“ 2/3



- When there are several groups, one of them must be chosen



Book course

My Schedule

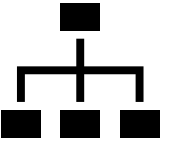
Exercise Group	Name	Instructors	Times	Room
<input type="radio"/>	VuV StraFR: Arbeitsgemeinschaft G.1	Rechtswissensch. Fakultät N.N.-Dozent	Fri 16:15-18:00, from 18.11.	
	2UE90PM3-2			
<input type="radio"/>	VuV StraFR: Arbeitsgemeinschaft G.2	Rechtswissensch. Fakultät N.N.-Dozent	Fri 16:15-18:00, from 18.11.	
	2UE90PM3-2			
<input type="radio"/>	VuV StraFR: Arbeitsgemeinschaft G.3	Rechtswissensch. Fakultät N.N.-Dozent	Fri 16:15-18:00, from 18.11.	
	2UE90PM3-2			
<input type="radio"/>	VuV StraFR: Arbeitsgemeinschaft G.4	Rechtswissensch. Fakultät N.N.-Dozent	Fri 16:15-18:00, from 18.11.	
	2UE90PM3-2			

Book Module Cancel

- Exercise Groups and Tutorials have a limited capacity per group. Once a group is fully booked, the group is not shown anymore in the booking process



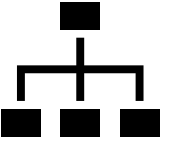
III. Booked or requested modules can be reviewed in the tile „My Modules“ 1/3



The screenshot shows the UZH student portal dashboard. At the top, there is a blue header with the UZH logo and a 'Home' dropdown menu. Below the header, there are three navigation tabs: '1. Study', '2. Study Administration', and '3. Application'. The main content area is a grid of tiles. The 'My Modules' tile is highlighted with a red border and contains the Roman numeral 'III.'. Other tiles include 'UZH Course Catalogue', 'Search UZH Course Catalogue', 'Modules of My Study Programs', 'My Schedule Courses', 'Noted Items & Module Booking', 'My Results', 'My Bans', 'My Documents', 'OLAT', 'MOOC', 'Evaluations of Teaching', and 'Study Progress / Restrictions For PhF-Students'. The 'My Modules' tile also features a magnifying glass icon and the number 'III.'. The 'Noted Items & Module Booking' tile shows a person icon and the number '38'. The 'My Schedule Courses' tile shows a calendar icon and the number '0'. The 'My Bans' tile shows a crossed-out circle icon and the number '0'. The 'My Documents' tile shows a document icon and the number '0'. The 'OLAT' tile shows a person icon. The 'MOOC' tile shows a camera icon. The 'Evaluations of Teaching' tile shows a speech bubble icon. The 'Study Progress / Restrictions For PhF-Students' tile shows a person icon and the number '0'. At the bottom of the dashboard, there is a section labeled '2. Study Administration'.



III. Booked or requested modules can be reviewed in the tile „My Modules“ 2/3



- Booked modules have the status «booked»

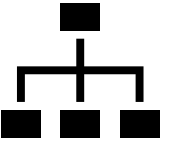
Booked Modules			
Module	Course	Status	Cancel
Fall Semester 2022			
Case Studies in Public Law (02SM90PM5) ECTS: 3	Courses	Booked	
Criminal Law II, Part 1 (02SM120PM5T1) ECTS:	Courses	Booked	

- Modules can be cancelled during the cancellation period by clicking on the trash can symbol and

Booked Modules			
Module	Course	Status	Cancel
Fall Semester 2022			
Case Studies in Public Law (02SM90PM5) ECTS: 3	Courses	Booked	
Criminal Law II, Part 1 (02SM120PM5T1) ECTS:	Courses	Booked	



II. Modules can be booked in the tile „Noted Items & Module Booking“ 3/3

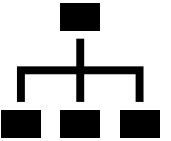


- The group can be changed during the booking period by clicking on «Courses» and then on «Change Courses».

Tutorat				
Course	Instructors	Times	Room	Change course
Arbeitsgemeinschaft Strafrecht BT I G.1 (02UE120PM5-2)	Rechtswissensch. Fakultät N.N.-Dozent	Mon 10:15-12:00, from 7.11.		↻ Change course



You can search the Course Catalogue specifically to find modules you may be interested in 1/2

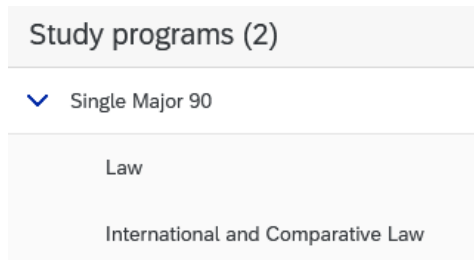


- Step 1: Select Faculty of Law



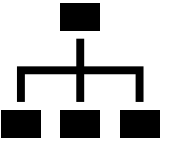
- Step 2: Select your Double Degree Program

- Step 3: Select your study program





You can search the Course Catalogue specifically to find modules you may be interested in 2/2



- You can either list all modules from a study program or search by thematic groups

MODULES	
	Show all modules
Foundations of Law	Show Modules
International Law	Show Modules
Comparative Law	Show Modules
Other Areas of Law	Show Modules
Interdisciplinary Modules/Practice Modules	Show Modules
Written Papers	Show Modules



Exam de-registration



- After the end of the cancellation period
- In case of **illness or other compelling, unpredictable and unavoidable circumstances**
- The candidate of an oral exam must also inform the respective chair of his/her withdrawal
- The withdrawal request as well as the relevant evidence must be submitted through the Student Portal via the button “**My Requests**”

Withdrawal requests made by e-mail will not be accepted and are not valid!

Submit your request no later than 5 days after the missed examination

- Add a medical certificate or other supporting documents
- [More Information](#)





Examination Periods



- Regular examinations in autumn semester 2023: **03.01.2024 - 30.01.2024** (after the lecture period)
- The provisional dates are published on this [website](#)
- The definite examination details (dates, time and modality) will be published End of October / Beginning of November 2023
- Check the websites regularly for updates (last minute changes)
- It is possible that you have more than one exam on the same day!
- We strongly recommend that you keep yourselves available during the entire examination period
- Regular examinations in spring semester 2024: mid-June to mid-July (tba)



Transcript of Records



- Grades of all examinations will be available online in your student portal:
 - Autumn semester 2023: February 2024
 - Spring semester 2024: September 2024
- The official Transcript of Records will be provided electronically in your Student Portal. You will be informed by email when they are available for download



Enrollment and De-register



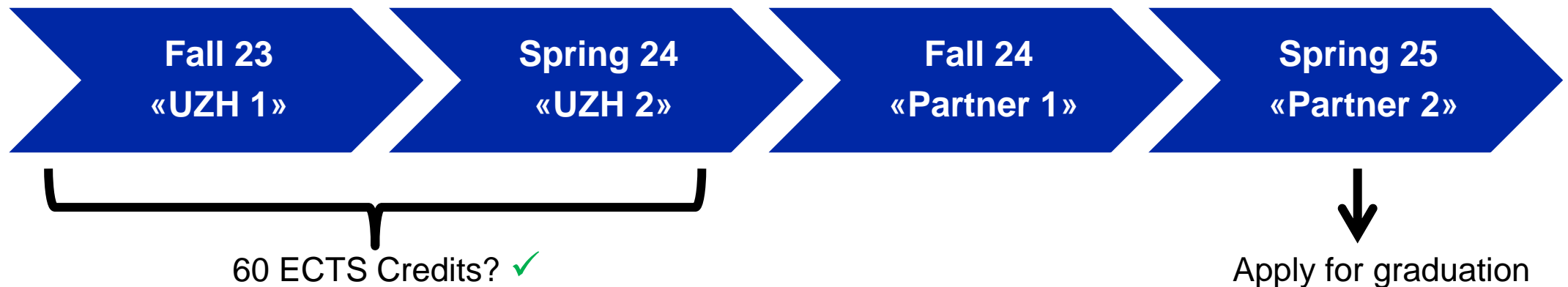
- Enrollment happens automatically each semester
- You will receive a reminder email with the semester enrollment dates from the University of Zurich. Please make sure to check your enrollment within the deadline
- Please remember to de-register for the semester following your graduation (e.g. if you graduate at the end of spring semester 2024, you have to de-register for fall semester 2023)



Applying for Graduation and Graduation



- Graduation will be possible in the semester in which you have completed the whole Double Degree program (at UZH and your home university)
- In the last semester of your studies, you will need to be enrolled at UZH. You can only graduate if you are enrolled
- Graduation ceremony takes place in the beginning of October. If you cannot participate, you have to de-register. The diploma will be sent by post, if students are no longer in Switzerland



- Click [here](#) to find out more about the process



Questions – Where can I find information?



- [Website](#)
 - [Handbook](#) & [Information Brochure](#)
 - [Contact Form](#)
 - [Consultation hours](#)
-
- Ask during my **consultation hours**
Monday, 09:00h – 12:00h, online
 - **Ask me now**
I am happy to help you! 😊



Thank you for your attention

Enjoy your studies at the Faculty of Law UZH!

