



Faculty of Law

Fact Sheet for Examinations

Decision of the Faculty Assembly dated 11 December 2013

RS 4.1.3

Version 4.1 (8 August 2017)

1 Introduction

This fact sheet governs the oral and written module examinations offered as part of a degree program or program of study at the Faculty of Law, University of Zurich (RWF UZH) or conducted by RWF UZH.

These provisions also apply to other forms of assessment.

This fact sheet is based on 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); the Framework Ordinance for the Bilingual Joint Degree Master of Law Program of the Faculty of Law and Criminal Science of the University of Lausanne and the Faculty of Law of the University of Zurich (RVO UZH UNIL); and the Framework Ordinance for the Bilingual Double Degree Master's Degree Programs of the Faculty of Law of the University of Zurich and Foreign Partner Faculties (RVO Double Degree); it is furthermore in accordance with the study regulations issued on the basis of the framework ordinances.

2 Registration and Cancellation

2.1 Registration

Students who want to take an examination must book the corresponding module. The module booking procedure is based on the Framework Ordinance.

Modules must be booked in accordance with the instructions in the module description in the annotated course catalogue (Web VVZ) – as a rule, this is done directly via the module booking tool. Booking a module results in automatic registration for that module's examination.

Modules must be booked for the semester in which the examination is taken.

Registration is no longer possible once the booking deadline has expired.

Students are personally responsible for ensuring that there is no conflict in their examination timetable.

Students in the notarial law program and mobility students must follow the instructions from the relevant coordination office in order to book modules and register for examinations.

2.2 Cancellation

The procedure for canceling modules is based on the Framework Ordinance.

Canceling modules is done via the module booking tool and results in cancellation of the examination registration.

Canceling a booked module respectively canceling an examination registration is no longer possible once the cancellation deadline has expired.

Students in the notarial law program and mobility students must follow the instructions from the relevant coordination office in order to cancel modules and examination registrations.

3 Written Examinations

3.1 General Information

Information on dates, examination rooms, and exam identification numbers can be found on the website of the Dean's Office.

Student ID cards must be brought to all examinations for identification purposes. Students who do not bring a student ID card or valid official identification will not be permitted to take examinations.

After admission to the examination room, students must take their assigned seats and wait for the examination to start.

Students must write legibly in blue or black ink. Illegible answers will not be graded.

Names must not be written on the examination papers. It is also forbidden to state whether someone is retaking the examination. However, foreign-language candidates may indicate that German is not their native language.

All completed examination answers must be submitted at the end of the examination. Answers submitted later will not be graded.

Supplementary information on the individual examinations is provided on the examination cover sheets.

3.2 Multiple-Choice Questions

All answers must be entered on the multiple-choice answer sheet provided for this purpose. Answers not written on this answer sheet will not be graded.

3.3 Legal Texts and Other Resources

3.3.1 General information

Authorized legal texts and other resources are listed below. Differing provisions for individual examinations will be defined by the responsible examiners and published in advance.

Students are personally responsible for organizing legal texts and other resources. Legal texts and resources will not be handed out at any time either before or during the examinations. It is also the students' responsibility to ensure that the legal texts are up to date.

3.3.2 Authorized legal texts

The official versions from the Federal Chancellery and the Canton of Zurich in the three official languages are permitted. Official legal texts from the government's official online statute book (www.admin.ch) and that of the Canton of Zurich (www.zhlex.zh.ch) must be printed out in PDF

format. Individual printouts of revised provisions may be brought to the examination to supplement obsolete legal texts. Apart from this, only printouts of whole decrees are permitted.

The examiners may permit further legal texts or private collections of laws to be brought to individual examinations

The permitted legal texts must not contain any notes, marginal notes, text changes, or similar. No underlining or colored highlighting of any kind is permitted. No tabs, sticky labels, or markers of any kind may be applied to legal texts.

3.3.3 Other authorized resources

Students must bring their own writing utensils and paper (writing pad or white A4 paper with wide margins for corrections on the right-hand side). The following information must be written at the top of each page: Examination subject, exam identification number, page number.

Foreign-language candidates may bring a dictionary without notes (not an electronic dictionary) to the examination. However, this may contain only translations, and no explanations or reformulations.

Electronic aids, in particular devices with storage or communication options, such as pocket calculators or mobile phones, may not be brought to the examinations.

Briefcases and bags must be left at the location designated by the proctor.

3.3.4 Open-book examinations

All written documents are permitted, in particular official decrees and private collections of decrees, transparencies, books, notes (including notes in the legal texts), and copies.

The examiners may impose restrictions on the authorized documents.

In the case of open-book examinations, the Dean's Office will provide writing paper. Only answers submitted on this paper will be graded.

As in section 3.3.3, no electronic resources are permitted.

3.4 Dishonest Conduct

If there appears to be a case of dishonest conduct, in particular if unauthorized resources are brought to or used in the examination, or other dishonest acts are committed, the incident will be recorded in writing.

The unauthorized resources will be confiscated immediately, with the exception of the recorded legal texts. Affected candidates will continue to work with the legal texts for the duration of the examination. No changes may be made to notes, comments, highlighted passages, etc. The recorded legal texts will also be confiscated at the end of the examination. If no decrees are explicitly permitted for use in an examination but a candidate brings along such material in spite of this, the legal texts will be confiscated immediately.

After the examination period ends, the circumstances will be reviewed by the legal office of the Dean. The Vice Dean of Studies will decide whether the conduct constitutes a breach of examination regulations. In the event of dishonest conduct, the examination will receive a failing grade, in accordance with the Framework Ordinance.

4 Oral Examinations

Information on dates and locations of examinations and examination identification numbers can be found on the website of the Dean's Office.

Students have no basic right to reschedule an oral examination. However, with the consent of the examiners, individual rescheduling of an examination is possible, as long as the new date falls within the examination period.

Directly after an oral examination, examiners notify students whether or not they have passed the examination.

5 Inability to Attend, Quitting an Examination, and Unexcused Absence

5.1 General Information

Students may only withdraw from oral and written examinations if there are compelling, unforeseeable, and unavoidable reasons for doing so. A written withdrawal request along with the corresponding documentation must be submitted to the Dean's Office as soon as possible, at the latest, however, within five working days. Requests received after that time will not be accepted.

If, during the examination, a situation arises in which a student is prevented from completing the examination, they may quit. Para. 1 also applies in the event of quitting an examination in such circumstances.

The following are classified as compelling, unforeseeable, and unavoidable reasons: Illness or accident, upon providing a doctor's note; the birth of a child, upon providing a birth certificate; the death of a close relative, upon providing a death certificate or an obituary notice; and severe travel delays, upon providing a confirmation from the transportation company (rail, airline, etc.).

Doctor's notes must be issued by a physician authorized to practice as a doctor in Switzerland or at the foreign location where the candidate fell ill. The note must confirm that the request is based on compelling medical reasons.

Withdrawal from the University, a change of faculty, vacation, and the like do not result in automatic cancellation of examination registrations. If a student fails to attend an examination and a withdrawal request has not been approved, the examination will be registered as failed.

Before starting the examination, students must consider whether they have health-related or other problems that could affect their ability to complete the examination. Once an examination has been taken, there will be no recourse to known or identifiable problems that impaired, or may have impaired, a student's performance.

5.2 Make-Up Examination in Cases of Hardship

The examinations for advanced-level compulsory and core elective modules are held only at the end of each Spring Semester.

In individual cases, the Faculty Council may approve a make-up examination in the Fall Semester immediately thereafter if a case of hardship applies.

The following points in particular are taken into account in assessing whether a case of hardship applies:

- a) The student was unable to take the regular examination in the Spring Semester for compelling, unforeseeable, and unavoidable reasons (e.g. illness or pregnancy complications that have been confirmed with a doctor's note, a serious medical condition, a death in the family); and
- b) Inability to take a regular examination inevitably extends the standard period of study; and

- c) An extension of the standard period of study presents a personal case of hardship for the affected student.

The written request for a hardship decision must cite the reasons and be submitted to the Dean's Office no later than one week after the publication of the examination results from the Spring Semester. All documents justifying the hardship (e.g. doctor's note, confirmation of a planned stay abroad, etc.) must be enclosed with the request.

The student will be enrolled for the make-up examination if the request is approved.

The type of assessment and the examination date will be announced no later than four weeks before the make-up examination.

6 Examination Results

Information on mailing the transcript of records, examination downloads, sample answers, and grades earned can be found on the website of the Dean's Office.

Each semester, students receive a transcript of records with a list of the ECTS credits acquired so far, the grades earned, and instructions on the right to appeal. Newly listed credits are subject to appeals to the Faculty Council.

Students who have not received their transcript of records two weeks after the start of the next semester are required to contact the Dean's Office.

7 Failed Examinations

The procedure for retaking examinations is based on the Framework Ordinance.

8 Entry into Force

This fact sheet enters into force at the beginning of the 2014 spring semester. It replaces the fact sheet for module examinations of the Faculty of Law of the University of Zurich dated 6 October 2010, with amendments on 10 April 2013 and 21 October 2013, which is revoked on the same date.

9 Changes to this Fact Sheet

Subject to the central regulatory authority of the Faculty Assembly, the Faculty Council is responsible for changes to this fact sheet.