



Faculty of Law

Fact Sheet on Mobility Studies at the Faculty of Law

For mobility students at the Bachelor's and Master's degree level

Decision of the Faculty Assembly dated 11 December 2013

RS 4.5.1.3

Version 1.0

1 Introduction

This fact sheet governs studies at the Faculty of Law, University of Zurich for students from other universities who are studying at the University of Zurich during a mobility stay.

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) of 20 August 2012, the Study Regulations for the Bachelor of Law UZH (StudO B Law) of 30 May 2012, and the Study Regulations for the Master of Law UZH (StudO M Law) of 30 May 2012.

An annotated course catalogue (Web VVZ) is published on the Faculty of Law website for every semester, along with important messages and announcements for the semester in question.

Information concerning studies is also sent to students via a personal e-mail account assigned to them by the University. Information is considered delivered as soon as it can be retrieved from this e-mail account.

Students may not claim that they were not informed of the contents of a delivered e-mail, of a publication designated by the Dean's Office, or of a valid fact sheet.

The Dean's Office is responsible for the organization and coordination of mobility examinations. The Dean decides in individual cases.

2 General Information on Studies

2.1 Matriculation

Mobility students are enrolled at the level of studies equivalent to that at their home university. They are subject to the same rules and regulations that apply to regular students of the degree program in question.

2.2 Registration and Cancellation

Mobility students must book and cancel modules in accordance with the requirements specified by the Mobility Office. The provisions of § 10 RVO also apply.

2.3 Booking Modules at Other Faculties

Booking modules at other faculties is done in accordance with the rules of the faculty in question. Mobility students are personally responsible for obtaining information from the relevant faculties on the applicable deadlines.

2.4 Bachelor's Degree Program

Mobility students enrolled in a Bachelor's degree program may participate in any of the courses offered in Bachelor's degree programs at the University of Zurich.

Students in a Swiss mobility program enrolled in a Bachelor's degree program may not book modules at the Master's level.

Mobility students in a Bachelor's degree program who are affiliated with the Erasmus program, a faculty-specific or university-wide agreement, or who have organized the mobility stay themselves may book modules in Master's degree programs.

2.5 Master's Degree Program

Mobility students enrolled in a Master's degree program may participate in any of the courses offered in Bachelor's and Master's degree programs at the University of Zurich.

3 Examinations

3.1 Basic Principle

Mobility students are integrated into the regular examination procedures. The examination procedures are governed by the provisions of the degree program in question (§§ 26 ff. RVO, section 3 StudO B Law; section 2 StudO M Law; Fact Sheet for Module Examinations at the Faculty of Law).

Mobility students are not subject to provisions regarding program structure or degree completion at the Faculty of Law.

Students are required to inform themselves about examination dates, deadlines, and procedures, all of which is available on the Faculty website (www.ius.uzh.ch/studium.html).

Mobility students may complete modules from various semesters or levels, which may give rise to scheduling conflicts regarding lectures, examinations, etc. Mobility students are personally responsible for avoiding scheduling conflicts when making their study plans.

3.2 Mobility Examinations

Mobility examinations are extraordinary examinations in which

- only part of a module's content is examined (partial module examinations) or
- the type of assessment and examination procedures differ from regular examinations.

Mobility examinations are offered by the teaching staff on a voluntary basis. Students have no basic right to take mobility examinations.

If no mobility examination is offered for a module or partial module, mobility students take the regular examinations.

3.3 Mobility Examination Procedures

3.3.1 Examination procedures

Mobility examinations may be conducted by members of the professorial staff, adjunct professors, Privatdozents, and any other mandated instructors at the Faculty during the relevant semester.

The examiners may choose the form of the assessment and determine the examination procedures themselves.

Oral mobility examinations last at least 15 minutes. A written record is kept of the examination proceedings.

3.3.2 Conducting mobility examinations

The Faculty's Mobility Office asks the teaching staff no later than five weeks before the start of the semester whether they will offer mobility examinations for a partial module or module.

The teaching staff may decide at their own discretion whether to restrict mobility examinations to mobility students taking the examination in a foreign language.

Where good reason exists (e.g. if students have to leave early due to internships or examinations at their home university), the teaching staff may arrange mobility examinations on a one-to-one basis with individual students.

3.3.3 Registration for examinations

Mobility students must register for regular and mobility examinations with the Faculty's Mobility Office at the latest by Friday of the second week of lectures.

3.3.4 Examination dates

Mobility examinations take place at the earliest on Monday of the second-to-last week of the lecture period. The latest examination dates are 31 January for courses in the fall semester and 31 July for spring semester courses.

Dates are usually predefined for mobility examinations. If no such date has been set, students are informed accordingly and are requested to arrange an individual examination date with the examiner (date and time). The Faculty's Mobility Office must be informed of this date at the latest five weeks after lectures commence.

The teaching staff should offer students an examination date during the last two weeks of the lecture period or during the first two weeks after lectures have ended.

Examination dates may be arranged in the examination period of the spring semester for a course taken in the fall semester and vice versa. In this case, students register for the examination in the semester in which the examination takes place.

3.3.5 Examination schedule

The Dean's Office issues an examination schedule, which is sent to the examiners and students six weeks before the end of the lecture period.

Changes to examination dates after the schedule has been sent are possible by mutual agreement and are coordinated by the examiners.

3.3.6 Notification of grades

After the mobility examinations have been conducted, the examiners inform the Faculty's Mobility Office of the grades by e-mail.

3.3.7 Cancellation of examinations

Examinations may only be canceled for compelling, unforeseeable, and unavoidable reasons. The cancellation form published on the website of the Faculty's Mobility Office (<http://www.ius.uzh.ch/mobilitaet.html>) must be submitted to the Faculty's Mobility Office along with relevant documentation, in particular a doctor's note.

Students are obligated to inform the Faculty's Mobility Office in all cases if they are not able to attend an examination, irrespective of whether a cancellation form has been submitted or not.

4 Studies

For successfully completed mobility examinations, students receive ECTS credits as defined in the study regulations for the module in question.

If partial module examinations are passed, a proportional number of ECTS credits is awarded. Upon request, ECTS credits are also awarded for practical courses (Übungen), if the corresponding practical courses are offered in the semester in question.

No ECTS credits are awarded for attending courses without taking the related assessments. The Faculty's Mobility Office cannot provide confirmation of mobility students' course attendance.

Each semester, mobility students receive a list of the ECTS credits and grades they have earned (transcript of records). The transcript also records modules that were not passed.

The University of Zurich's central administration sends the transcript of records to the student's current mail address at the beginning of the following semester. After each semester, students must ensure that the University has the correct address on file. A fee is charged if the transcript of records has to be sent out again. The mailing date is published on the website of the Faculty's Mobility Office (<http://www.ius.uzh.ch/mobilitaet.html>). Final grades can be viewed using the module booking tool (<http://www.students.uzh.ch/record.html>) from the same date onwards.

5 Retaking Examinations

Directly after an oral mobility examination, examiners notify the candidates whether or not they have passed the examination. Examinations that were not passed may be retaken once. An oral examination can be retaken during the same or subsequent examination period, or during the subsequent semester.

A written examination may be retaken orally with the examiner's consent if the corresponding module examination is not offered during the subsequent examination period, or the mobility student in question will no longer be matriculated at the Faculty during the subsequent examination period.

If mobility students fail to attend a mobility examination without a compelling, unforeseeable, and unavoidable reason for doing so, they are not entitled to retake an examination.

Mobility students are personally responsible for organizing oral repeat examinations. The examination is arranged on an individual basis with the examiner and should take place at the earliest four weeks after the first examination date.

6 Entry into Force

This fact sheet enters into force at the start of the 2014 spring semester. It replaces the fact sheet on Mobility Studies at the Faculty of Law for the fall semester 2013 dated 9 September 2013, which is revoked on the same date.

7 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.