**Recognition Form Master of Law UZH International and Comparative Law**

1. **Area of Application**

This form is to be used for the recognition of the following external achievements to the Master of Law UZH International and Comparative Law: Swiss and International Mobility, Summer/Winter Schools, Legal Internship and early attendance of Master’s level modules. Please note that only externally obtained achievements in English can be recognized. The form does not apply to the Joint Degree Master's Program and the Double Degree Master's Programs (Para. 1 RLA RWF).

1. **Responsibility**

Faculty of Law, Student Center, Rämistrasse 74, CH-8001 Zurich

Contact: <https://www.ius.uzh.ch/de/studies/contact-form.html>

1. **Student Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname, Name | Click here to enter the text | E-Mail | Click here to enter the text |
| Student matriculation number | Click here to enter the text | Date of birth | Click here to enter the text |
| Phone number | Click here to enter the text | Recognition to | M Law International and Comparative Law |
| Academic Level | Master of Law | Semester of the external achievements (e.g. spring semester 2021) | Click here to enter the text |

1. **Details of the host university / employer**

For the Mobility:

|  |  |  |
| --- | --- | --- |
| Name of the host university | Exact name, city and country | Klicken Sie hier, um Text einzugeben. |
| Semester dates of the host university (start of the lectures) | Semester dates🡪 link to the official information  | Klicken Sie hier, um Text einzugeben. |

For the Legal Internship:

|  |  |  |
| --- | --- | --- |
| Name of the employer | Exact name, city and country | Klicken Sie hier, um Text einzugeben. |
| Duration of internship | Duration & workload of the internship | Klicken Sie hier, um Text einzugeben. |

1. **Legal basis and general information**
* The «Guidelines for Recognition and Transfer of Credit to Degree and Study Programs at RWF UZH (RLA)» dated 20 April 2021, apply as the basis for this form.
* The confirmation of recognition entitles the student to recognition of the confirmed achievements but does not oblige the student to have the confirmed achievements recognized.
* Recognized modules cannot be canceled.
* The grades of achievements from non-Swiss universities are converted into the RWF UZH grading scale in half-grade increments. If the host university does not award grades, the academic achievements are recognized with "passed".
* The following dates will be used to determine the semester of the external achievement:
	+ August 1 - January 31: fall semester
	+ February 1 - July 31: spring semester
* Completed and recognized academic achievements are accredited to the degree in ascending chronological order (§ 48 Para. 3 Framework Ordinance).
* Documents that are available in a language other than German, English, French, Spanish or Italian must additionally be submitted translated into German or English. However, only achievements with assessment in English language can be recognized.

If relevant facts (lecture material, number of credits, etc.) change during the mobility stay, the recognition form must be adjusted immediately.

* After receipt of the transcript of records, an appeal may be lodged with the Faculty Council within the specified period (see § 58 Framework Ordinance).
1. **Procedure**

The recognition of achievements from mobility/legal internships takes place in four steps:

1. **Application:** submit the completed "MLaw ICL Recognition Form" as a **Word file** to the Student Center via the contact form (section "Recognition and Credit Transfer"). The application will only be processed if the data is complete, otherwise it will be rejected for completion. For legal internships submit the completed “MLaw ICL Recognition Form” as well as an internship confirmation or other official document from the employer (as a PDF) to the Student Center via contact form (section "Recognition and Credit Transfer"). The application will only be processed if the data is complete, otherwise it will be rejected for completion. The internship confirmation must contain the following information::
	* Surname, first name of the student
	* Name and address of the institution (court, law firm, etc.) where the legal internship was completed
	* Period of time during which the legal internship was completed
	* Extent of the employment in percent of the workload
	* Tasks during the legal internship
2. **Confirmation:** The application will be checked by the Student Center and the recognition of the modules will be confirmed bindingly.
3. **Request for recognition**: After the mobility or legal internship, submit the confirmation again via contact form. Tick the modules or.legal internships which are to be recognized. Attach the transcript of records of the host university as a PDF.
4. **Recognition notification:** After the academic achievements have been recognized, a notification from the Student Center will follow. The modules can subsequently be viewed in the module booking tool under the heading "Academic Achievements".

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Module title**🡪 Specify the name and course number or specify the legal internship | **Detailed content description of the module** 🡪 Link to the content OR reference to a document attached  | **Degree level of the module at the host university (BA / MA)**(Leave blank in case of internship) | **Recognition as…**  | **Credits** at the host university(Leave blank in case of internship) | **Recognition confirmation**🡪 Will be filled by the RWF | **Request for recognition**  | **Grade at the host university**🡪 Will be filled by the RWF | **Grade at the RWF UZH**🡪 Will be filled by the RWF |
| Module title | Content | BA / MA | Please select. | Credits | Recognition confirmation | [ ]  Please recognize | Grade host university | Grade RWF UZH |
| Module title | Content | BA / MA | Please select. | Credits | Recognition confirmation | [ ]  Please recognize | Grade host university | Grade RWF UZH |
| Module title | Content | BA / MA | Please select. | Credits | Recognition confirmation | [ ]  Please recognize | Grade host university | Grade RWF UZH |
| Module title | Content | BA / MA | Please select. | Credits | Recognition confirmation | [ ]  Please recognize | Grade host university | Grade RWF UZH |
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| Module title | Content | BA / MA | Please select. | Credits | Recognition confirmation | [ ]  Please recognize | Grade host university | Grade RWF UZH |
| Module title | Content | BA / MA | Please select. | Credits | Recognition confirmation | [ ]  Please recognize | Grade host university | Grade RWF UZH |

Comments by Student:

Click here to enter text.

Date, Responsible Employee Student Center:

Date, Employee Student Center

Comments by Student Center:

Click here to enter text.

**Notification of recognition** (🡪 Will be filled in by the RWF UZH)

1. The module Module title is recognized as part of Please select as the module Module with number ECTS Credits graded as Grade.
2. The module Module title is recognized as part of Please select as the module Module with number ECTS Credits graded as Grade.
3. The module Module title is recognized as part of Please select as the module Module with number ECTS Credits graded as Grade.
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10. The module Module title is recognized as part of Please select as the module Module with number ECTS Credits graded as Grade.