



Information Brochure for Mobility Students

Fall Semester 2023

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2 Welcome to the University of Zurich!

Dear Mobility Students,

Welcome to the Faculty of Law of the University of Zurich (RWF UZH)! We are happy that you have chosen to complete an exchange semester at our Faculty.

This brochure is intended as a useful guide for your mobility studies as it contains relevant information pertaining to courses, lecture times, module bookings, contact persons etc.

We wish you an exciting exchange here with us and look forward to having you join us in fall.

MLaw Letizia Lavizzari
Deputy Head Student Center

3 General Information

3.1 Types of Mobility Students

This brochure is intended for all students from other universities who study law at the University of Zurich as part of an exchange program.

- Swiss mobility (Mobility within Switzerland)
- SEMP (former ERASMUS)
- Faculty-specific exchange agreement
- University-wide agreement

If no exchange agreement exists between the University of Zurich or the Faculty of Law UZH and your home institution, you are considered as a *visiting student*. Visiting students are treated like mobility students but have to pay tuition fees at the UZH as opposed to other mobility students.

If the information only applies to individual mobility programs or only to visiting students, that fact will be indicated specially in this brochure.

3.2 Responsibilities

a. Organizational and administrative matters

The Student Center of the Faculty of Law UZH will give you information on study related questions such as lectures or module booking.

For all questions regarding the administration or organization of your exchange, please contact the responsible person at the University of Zurich.

Swiss Mobility Students (CH-Unimobil)

For questions regarding your enrollment (matriculation) or the extension of your exchange, please contact the Student Administration Office of the UZH (Kanzlei).

Address: Student Administration Office of the University of Zurich
Rämistrasse 71
8006 Zurich
Room: KOL E 8
Phone no.: +41 44 634 22 17
Web: <https://www.uzh.ch/cmsssl/en/studies/application/chmobilityin.html>

International Mobility Students (SEMP, Faculty Agreements, Visiting Students)

The Global Student Experience (GSE) coordinates the international exchange programs of the University of Zurich and assists students that are on exchange through these programs.

All incoming international mobility students are assisted in administrative issues by the incoming coordinator at GSE, Ms. Ilaria Russo: incoming@int.uzh.ch

Address: Global Student Experience
Rämistrasse 71
8006 Zurich
Room: KOL E 17b
Phone no.: +41 44 634 41 23
Web: www.int.uzh.ch/index_en.html

b. Study related questions**Student Center of the Faculty of Law UZH**

The Student Center of the Faculty of Law of the University of Zurich is responsible for issues concerning the study program, examinations, transcripts of records, etc.

The person in charge of all incoming mobility students at RWF UZH is Ms. Letizia Lavizzari

Address: University of Zurich
Faculty of Law
Dean's Office
Rämistrasse 74/76
8001 Zurich

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

Web: http://www.ius.uzh.ch/studies/mobility/international/uzh_en.html

Online Office hour: **Wednesday 9:00 – 12:00 h (Zoom)**

Chairs

If you have questions regarding the content of the lectures, please contact the office of the professor who is teaching the course directly.

The contact information of the professor's offices (so called „chairs“) is available on this website:

<http://www.ius.uzh.ch/staff/professorships.html>

3.3 Academic Calendar and Holidays

Fall semester 2023	
Semester	1 st August 2023 - 31 st January 2024
Lectures	18 th September 2023 - 22 nd December 2023
Regular examination period	CW1 - CW4, 2024
Spring semester 2024	
Semester	1 st February 2024 - 31 st July 2024
Lectures	19 th February 2024 – 31 st May 2024
Spring break	28 th March 2024 (starting at 16:00h) to 7 th April 2024
Regular examination period	CW 25 – CW 28

These dates are also available on the following websites:

<http://www.uzh.ch/en/studies/dates.html>

<https://www.ius.uzh.ch/en/studies/mobility/international/uzh/semesterdates.html>

3.4 Lecture Hours

The following lecture hours apply to all courses offered at the University of Zurich:

08:00 – 08:45 h

09:00 – 09:45 h

09:45 – 10:15 h break to move between classes

10:15 – 11:00 h

11:15 – 12:00 h

12:15 – 13:00 h

(no break at 13:00 h)

13:00 – 13:45 h

14:00 – 14:45 h

15:00 – 15:45 h

15:45 – 16:15 h break to move between classes

16:15 – 17:00 h

17:15 – 18:00 h

18:15 – 19:00 h

19:15 – 20:00 h

3.5 Orientation and Plans

You will find addresses and floor plans for the buildings and the lecture halls of the University of Zurich online: www.plaene.uzh.ch

4 Your stay at the Faculty of Law UZH

4.1 About the Faculty of Law

Founded over 175 years ago, the Faculty of Law of the University of Zurich (RWF UZH) is now one of the largest law faculties in Europa with enrollment currently standing at approx. 3,600 students. The students are supervised by around 50 professors and numerous other staff members. Each year about 150 mobility students come to RWF UZH from law faculties all over the world.

Under the Bologna system, academic achievement is usually tested each year and accounted for as ECTS credits. After three years of successful study the first law degree is attained with the Bachelor of Law (B Law), which is usually supplemented by the Master of Law (M Law) after one and half years of further study.

The Master's degree program was implemented for the first time in the fall semester of 2009. In addition to numerous courses held in German, the program offers a broad range of courses in English, which will increase in the future as part of the growing internationalization of the studies.

4.2 ECTS Credits

ECTS (European Credit Transfer and Accumulation System) is a system that regulates the accumulation and transfer of credits earned for coursework. This system encourages transparency within the European higher education area and fosters student mobility within Europe.

At UZH, 1 ECTS credit point represents a workload of 30 hours. Credits are only awarded, if you pass an examination or have other work officially recognized. The grading scale ranges from 1 to 6, where 6 represents the highest grade and 4 the pass mark.

4.3 UniAccess

You should have received your matriculation number, your „shortname“ and your password from the GSE or the Student Administration Office.

Example

Matriculation number: 12-345-678
Fullname: FristnameLastname
UniAccess-ID: Shortname
Uni shortname password: *****
Uni-E-mail address: firstname.lastname@uzh.ch

At present, the shortname can be used to gain access to the following services:

- UZH AD (Windows domains, public workstations)
- VPN (remote access VPN)
- WebPass (UZH web services)
- WLAN (UZH wireless LAN, eduroam, network workstations)
- AAI-login (Authentication and Authorization Infrastructure for Swiss Institutes of Higher Education)
- OLAT (Online Learning and Training)

Please keep your password in a safe place! Once it has been changed, neither the Student Center of the Faculty of Law of the University of Zurich nor the GSE or the Student Administration Office will be able to help you.

ATTENTION

Please note that you will receive important documents related to your studies to your uzh e-mail address.

The Student Center sends e-mails to the e-mail address provided by the mobility students on the registration forms.

Check your e-mail accounts regularly!

4.4 Courses

4.4.1 Courses conducted in Fall Semester 2023

In Fall semester 2023, the courses are expected to take place on site. All classroom teaching must comply with the applicable protective measures.

If the pandemic situation worsens again, the courses can generally be switched back to online teaching. Synchronous teaching or parts thereof will take place during the allotted teaching hours. Asynchronous teaching or parts thereof do not have to take place at specific times and are available in digital form (e.g. as podcasts).

Please note: Digital assessments (especially online exams) are not planned at the moment, but it is possible that such assessments will have to be implemented.

4.4.2 Terminology

The courses are offered each semester in the form of lectures, exercises and seminars. Modules consist of lectures or exercise.

- Modules

Modules may consist of a combination of courses, such as a lecture and an exercise. The required workload is made up of the time spent in class as well as time spent in self-study (reading, preparing for an exam, writing a paper). Modules usually extend over one or two semesters. You receive a fixed number of ECTS credits for a passed module. A module is considered to have been passed if the corresponding assessment has been successfully completed. Types of assessment include, for example, written or oral examinations, presentations, written papers, etc.

- Lectures

A lecture is a teaching method conducted by an instructor in which an aspect of law is systematically examined. Lectures form the basis and starting point for dealing with a subject and are the most important and most frequent type of course at the Faculty of Law.

- Exercises

The purpose of exercises (Übungen) is the development of knowledge and skills gained in a field, as well as applying abstract concepts to concrete facts by working on problems derived from practical situations. Attending an

exercise only makes sense when you are thoroughly prepared and able to take active part in discussions.

- Seminars

Seminars are used to apply an academic approach to defined problems within a specialized field. Each semester, about ten to twenty seminars (sometimes organized as block courses lasting several days) are offered in various fields. Participation in a seminar is based on a paper (approx. 25 pages for 6 ECTS credits) about a specific topic. During a seminar, you will be expected to participate actively and to prepare a presentation on the topic under consideration.

Seminars are often conducted outside of the premises of the university and are in some cases therefore associated with additional expenses that must be paid by the students themselves.

ATTENTION: Registration for seminars takes place in the previous semester! For a seminar taking place in spring semester, students have to register in the previous semester, i.e. fall semester.

Mobility students may register for a **maximum of one seminar per semester**. Seminars have a limited number of places available. For this reason, participation in a seminar cannot be guaranteed.

4.4.3 Online Course Catalogue

All courses offered by the Faculty of Law and other faculties at the UZH are available in the online course catalogue.

The course catalogue for fall semester 2023 is available on this website:

<https://studentservices.uzh.ch/uzh/anonym/vvz/?sap-language=EN&sap-ui-language=EN#/SC/2023/003/50000002>

The individual modules are listed in the course catalogue. By clicking on a module, you receive detailed information on it, in particular the listings for the associated course(s). By clicking on a course again, you receive information on the content, instructor, room, and deadlines. In addition, students must select the respective modules for the module booking via the course catalogue.

4.4.4 Course selection

Mobility students have the opportunity to attend and be assessed for courses from the entire RWF UZH Bachelor's and Master's curriculum.

All mobility students can freely arrange their own study schedule. No rules or regulations exist on the part of RWF UZH with regard to:

- minimum number of ECTS credits or
- compulsory modules.

We recommend completing a minimum of 12 ECTS credits per semester.

Mobility students are, however, subject to the regulations and obligations of their home universities. It is therefore of the utmost importance that students arrange their study plan with their home faculty.

The only restriction set by RWF UZH for all mobility students is that they may complete **no more than one seminar per semester**.

ATTENTION:

It lies within your own responsibility to arrange a course schedule and examination schedule without collisions!

4.4.5 Modules offered by other faculties at the UZH

If you are interested in taking courses which are not offered by the Faculty of Law, please contact the responsible coordinator at the faculty of interest in order to book the module and register for the examinations.

In the online course catalogue you will find information on which faculty is offering a module under „Organization“.

4.4.6 Learning Agreements

Any Learning Agreements between you and your home faculty have to be signed by the Student Center in most cases. The Learning Agreement can be sent by contact form to the Student Center.

4.4.7 Course materials

Various materials for the lectures will be published by the instructor on the websites of their chairs. You will find a list of all chairs and the individual links to the websites here: <http://www.ius.uzh.ch/staff/professorships.html>

Or on OLAT: www.olat.uzh.ch

5 Module Booking and Examinations

5.1 In General

The module booking refers to exam registration. Module booking is done via the student portal: <https://www.students.uzh.ch/de.html>

Modules are differentiated according to booking type:

- Booking modules = modules with no study place restriction. These modules, can be booked directly by students.
- Request or application modules = modules where the number of available study places is restricted. Students submit a request within the request period. In the case of request modules, places are allocated automatically (the study place allocation criteria are published in the course catalogue). In the case of application modules, places are allocated manually by the Chair based on an allocation algorithm.

If you want to attend a lecture without taking an exam, you are free to do so. In this case you have to book the module but not the exam. Please note that the Faculty of Law does not issue a certificate of attendance.

More information on module booking can be found on this website:

<https://www.ius.uzh.ch/en/studies/mobility/international/uzh/bookingexams.html>

5.2 Examinations in Fall semester 2023

The examinations are expected to take place on site.

5.3 Types of Examinations

The following types of examinations are offered at the Faculty of Law UZH for mobility students:

1. Regular written examinations
2. Regular oral examinations
3. Oral mobility examinations
4. Papers, presentations etc.

Usually, all students take regular written or oral examinations. However, in some modules so called mobility examinations are offered.

What are mobility examinations?

Mobility examinations are special examinations offered for mobility students only. It is up to the instructor to decide whether he or she offers a mobility examination instead of a regular examination for the mobility students. There is no obligation to offer a mobility examination.

Mobility students are **not entitled to a mobility examination** or re-taking a mobility examination they have failed.

If there is no mobility examination offered in a module you will have to sit the regular examination.

The Student Center publishes all mobility examinations that are offered in a given semester on the website at the start of the lecture period.

Further information on mobility examination is available in the Fact Sheet on Mobility Studies:

http://www.ius.uzh.ch/faculty/rsjur/4.5.1.3_merkblatt_mobilitaetsstudium_rwf.pdf

IMPORTANT:

Mobility examinations cannot be transferred to a degree at the Faculty of Law UZH. If you would like to enroll in the Bachelor of Law or Master of Law study program, please note that mobility examinations will **not be accredited to your degree.**

IMPORTANT:

Should you fail a regular examination and decide, at a later point in time, to study as a regular student at the Faculty of Law UZH, the failed attempts in regular exams during your exchange will be transferred. All regular examinations passed during your exchange will be transferred to your degree as well, if you become a regular student.

5.4 Booking of mobility examinations and regular examinations

The exams are booked via the student portal.

Detailed instructions can be found on this website:

5.5 Booking and Cancellation Deadlines Fall Semester 2023

Non-space restricted modules	Module booking period: 16.08.2023 – 10.10.2023
	Cancellation period: 16.08.2023 – 24.10.2023
Space restricted modules (Request modules and application modules)	Request period: 16.08.2023 – 29.08.2023
	Re-booking period (only for inquiry modules): 01.09.2023 – 14.09.2023
	Cancellation period: 01.09.2023 – 17.09.2023

After the booking and cancellation deadline has expired, changes to your bookings are no longer possible.

5.6 Examination Schedule

The examination dates for mobility examinations will be published four weeks before the beginning of the mobility exams on the website of the Examination Office:

<http://www.ius.uzh.ch/en/studies/general/exams/mobilitaet.html>

Check the website on a regular basis!

ATTENTION:

The above-mentioned website contains information on the mobility examinations only. The examination dates and locations for regular examination are available on the following websites:

- Regular Bachelor exams:

<http://www.ius.uzh.ch/studies/general/exams/bachelor.html>

- Regular Master exams:

<http://www.ius.uzh.ch/en/studies/general/exams/master.html>

For examinations offered by a different faculty than the Faculty of Law UZH, please refer to the modalities and requirements of the faculty in question.

5.7 Special Regulations

1. Modules offered by the Faculty of Economics

For modules offered by a different faculty than the Faculty of Law UZH, the provisions and deadlines of that particular faculty apply.

For the Faculty of Business, Economics and Informatics, the cancellation period is the same as the booking period.

2. Seminars

Please check the information on pages 14 – 16.

3. Master's Thesis

Mobility students at master's level have the possibility of writing a Master's dissertation while at the Faculty of Law UZH. A Master's dissertation can be individually agreed upon with an instructor at any time, independently of a seminar. Please use the "Master's Dissertation Agreement" for this purpose. You will find this document here:

https://www.ius.uzh.ch/dam/jcr:d667d230-c01a-4187-8f3c-5689c5746e54/neu_ma_vereinbarung_engl.pdf

5.8 Preparing for Examinations

For preparation for the mobility or regular examinations, we recommend learning with examinations from previous semesters at the Faculty of Law UZH.

You will find these old examinations on the following website, organized by degree (Bachelor/Master) and the semester in which they were offered.

<http://www.ius.uzh.ch/en/studies/general/exams/master/Archive.html>

5.9 Booking Language Courses at the Language Center UZH / ETHZ

Language courses offered by the Language Center of the UZH / ETHZ have to be booked directly with the Language Center:

http://www.sprachenzentrum.uzh.ch/index_en.php

If you have questions regarding one of the courses offered by the Language Center, please contact the Language Center directly. The Student Center is not responsible for

the course offerings of the Language Center UZH / ETHZ and does not have additional information regarding these courses.

6 Transcript of Records

6.1 Transfer of credits from language courses

ECTS credits received for a course taken at the Language Center of the UZH and ETH will automatically be transferred to the UZH transcript of records, if completed successfully. Should you withdraw from a course or fail a course, the ECTS credits will not be transferred.

Please note that the grades from the language courses will not be transferred to the transcript of records. Keep your original certificate in any case.

6.2 Publication of Grades

The grades of the examinations taken in fall semester 2022 will be available via the following link: <https://www.students.uzh.ch/en/attestations/transcripts.html>

To access you will need your Uni shortname-ID and Uni access password. It is therefore important that you keep your Uni shortname-ID and Uni Access password safe.

The grades of the mobility examinations will be available online 4-6 weeks after the examinations.

The grades of the regular examinations will be available online as of mid-February 2023.

6.3 Transcript of Records

All matriculated students will be informed by e-mail to their UZH e-mail address when the Transcript of Records is ready for download on the study portal:

<https://www.students.uzh.ch/de.html>

Exmatriculated students can access the student portal up to four months after the end of the semester. If you need a transcript later please contact the Students Administration Office.

The delivery of the Transcript of Records is binding on the seventh day after it is available on the student portal. It remains available for download until it is replaced by a more recent one.

7 The Law Institute

1. In General

The Institute of Law (RWI) is affiliated with the Faculty of Law. It is home to the individual chairs and to a library that will be important for your law studies.

2. The Chairs

The chairs should be contacted directly for a wide range of information (seminar registrations, arrangement of a re-examination date, etc.).

Various materials for events (scripts, slides, podcasts, etc.) are published on the websites of the chairs.

You will find a listing of all of the chairs and the links to their individual websites at:

<http://www.ius.uzh.ch/staff/professorships.html>

3. The Law Library

Reopened in August 2004, the library is an architectural masterpiece designed by renowned architect Santiago Calatrava.



8 Libraries

1. The Law Library in the Law Institute

This library is a specialized law library. It consists of a reference library containing approx. 200,000 volumes on Swiss law, the law of the neighboring countries of Germany, Austria, France and Italy as well as Anglo-American law (England, USA). Additional media (CD-ROMs, databases) are also available. There are approx. 500 workstations.

Address: Institute of Law
Rämistrasse 74
8001 Zurich

Web: <https://www.ub.uzh.ch/de/ub-besuchen/standorte/rechtswissenschaften.html>

Opening hours: Monday to Friday: 09:00-19:00 h

2. The Library of the Europe Institute

The Europe Institute Zurich is supported by a private-law association and works closely with the Institute of Law. The library contains approx. 5,000 volumes on European law, possesses the official publications of the EU, has access to the relevant databases (among others, CELEX, ABEL, Rapid, Eurlex) and also houses various European legal periodicals. A few workstations are available.

Address: Europe Institute Zurich
Hirschengraben 56
8001 Zurich

Web: www.eiz.uzh.ch/recht/bibliothek

Opening hours: Monday to Friday: 09:00 – 12:00 h and 13:30 – 17:00 h

3. The Central Library

The most important non-legal library in Zurich is the Central Library, which is also the University Library and contains over three million books from all fields, including law.

Address: Zurich Central Library
Zähringerplatz 6
8025 Zurich

Web: <https://www.zb.uzh.ch/en>

Opening hours: Monday to Friday: 08:00 – 20:00 h
Saturday: 09:00 – 17:00 h

9 Law Student Organizations

1. ELSA Zürich

ELSA stands for "European Law Students Association" and is an international association of law students and young lawyers that is independent, politically neutral and recognized as a non-profit organization.

Address: ELSA Zurich
Postfach 2236
8022 Zurich

E-Mail: info@elsa-zurich.org

Web: <https://elsazurich.ch>

Facebook: <https://de-de.facebook.com/elsazuerich/>

2. Fachverein JUS

The Student Law Association (FVJus) regards itself as representing the interests of law students at the University of Zurich vis-à-vis professors, the Dean's Office and the university management. It is a contact point for questions and problems, for criticisms and suggestions concerning the study of law at the University of Zurich.

Address: Fachverein Jus (Law Student Association)
Rämistrasse 74/66
8001 Zurich

E-Mail: contact@fvjus.ch

Web: www.fvjus.ch

Facebook: <https://www.facebook.com/fvjus>

3. B.A.S.S. (Belgian Association for Students in Switzerland)

In spring semester 2020, Belgian students from the University of Zurich (UZH) and the Swiss Federal Institute of Technology Zurich (ETH) founded the Belgian Association for Students in Switzerland ("B.A.S.S."). The aim of this association is to serve as a common structure for all students in Switzerland with a special affinity for Belgian culture and society. By organizing social and professional events, B.A.S.S. wants to give its members a taste of the Belgian culture in Switzerland as well as to promote their professional growth. In addition, B.A.S.S. aims to encourage university exchanges between Belgium and Switzerland. To this end, the Association aspires on

the one hand to familiarize its members with partners from academia and the public and private sectors, and on the other hand to put these partners in contact with young graduates. B.A.S.S. places three founding values at the heart of its activities: Excellence, Interdisciplinarity and International Responsibility.

E-Mail: contact@bassnational.ch

Web: www.bassnational.ch

Social Media: <https://www.facebook.com/bassnational>

<https://www.linkedin.com/company/bassnational/>

10 Selected Services UZH / ETHZ

1. Career Services of the University of Zurich

The office Career Services at the University of Zurich was founded on 1 August 2008. It is responsible for improving the career opportunities of all University of Zurich graduates.

Career Services of the University of Zurich offer students for the career entry the following services:

- a broad **guidebook** about the application process with information, tips and exercises from self-evaluation to the interview.
- a **library** with books about application and career strategy (to lend or to look at)
- a series of **links** to job offers and other relevant information
- **Counseling** and support for the planning of your career, your application documents and the application procedure
- **events** about career entry and a broad calendar of events
- a **calendar of events of employers** where you can get in contact with employers
- **jobs** for students
- a **newsletter** to which you can subscribe

The overarching goal of Career Services is assisting all students, PhD candidates, and graduates of the University of Zurich (up to one year after graduating) in matters concerning their careers.

Please find further information about the services and events on the following website:

<https://www.careerservices.uzh.ch/en.html>

2. Psychological Counseling Services UZH ETHZ

Professional counseling can help you overcome difficult phases in life, troubles in your studies and conflicts arising during the courses of doctoral study. The Psychological Counseling Services are here to offer quick and effective support – also in the case of an acute crisis.

The counseling services are available to all students and PhD candidates at UZH and ETH Zurich. The sessions are confidential and free of charge. Sessions can be offered in German, English, French, Italian, Spanish and Dutch.

Address: Psychological Counseling Services
Plattenstrasse 26
8032 Zurich
Phone no.: +41 (0)44 634 22 80
E-Mail: pbs@ad.uzh.ch
Web: <http://www.pbs.uzh.ch/en.html>
Opening hours: Monday to Friday (even during semester break)

In case of emergency: "Ärztetelefon" 0800 33 66 55

3. Legal aid office VSUZH (REBEKO)

The VSUZH supports you, if you don't know anymore what to do. Whether you have issues with your landlord or roommates, whether you need help with a recourse or another common legal problem: it is often not worth seeing a lawyer. The VSUZH's legal advice is there to help you with this.

If you need help from the ReBeKo, simply drop by. Their doors are always open. However, at the moment the legal advice takes place online. You can find more info about registration on our website: <https://en.vsuzh.ch/rechtsberatung>

Where?

Rämistrasse 62 (Tram stop Kantonsschule)
<https://en.vsuzh.ch/rechtsberatung>

What should I take with me?

It is very important to take all documents with you (Contracts, E-Mails, Letters etc.).

Fees

It is free for all UZH students, who are members of the VSUZH. If you are not yet a member, you can become a VSUZH member right before the consultation or pay a symbolic contribution of CHF 5 per semester.

4. Restaurants and Cafeterias

On this website you can find all news and meal plans from the restaurants of University of Zurich. Students can also use the restaurants of the ETH.

<https://www.mensa.uzh.ch/en.html>

Students with valid UZH Card get special discount on every menu!