



**University of  
Zurich** <sup>UZH</sup>

**Faculty of Law**

**Information Event for  
Incoming Mobility Students  
19. February 2024**

19<sup>th</sup> February 2024



**WELCOME @ UZH**



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## Information and Rules for this Information Event

- The presentation will be recorded and 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 **office hours** or contact us via **contact form**.




## Agenda

1. General Information
2. Contacts
3. Courses
4. Exams
5. Module Booking
6. Transcript of Records
7. The Law Library
8. Selected Services UZH/ETHZH
9. Questions



## 1. Presentation- Student Center RWF

- MA Oskar Sanislo  
Coordinator Master's Programs and Double Degree
- [Contact Form](#)
- [Website](#)
- [Website mobility](#)
- [Semester dates](#) 





## 1. General Information - Registration at UZH and Communication

- All exchange students are obliged to enter and update their email address and mobile phone number in the **UZH student portal**
- Communication from the Faculty of Law and the University of Zurich via UZH email address only



## 2. Contacts - Organisational/Administrative Matters

For questions regarding enrollment at UZH, **learning agreements**, student cards, visa, housing, mobility online etc.:

- CH-Unimobil:  
**Student Administration Office UZH**: Mr. Gerd Bordon  
[Contact Form](#)
- International Exchange Programs (SEMP, Faculty Agreements)  
**Global Student Experience (GSE)**: Ms. Ilaria Russo: [Email](#)
- Problems with login: [IT Services](#)



## 2. Contacts – Study Specific Matters

For questions related to courses, examinations, signature for learning agreements etc.:

### **Julia Janovskaja**

University of Zurich

Faculty of Law

Dean's Office

Student Center

Rämistrasse 74/2

8001 Zurich

Room: RAI-E-015

[Contact form](#)

Consultation hours: **Wednesday 09:00h – 12:00h** (online – prior booking required!)

[Booking](#) of consultation hours



## 2. Contacts – Course content

For questions regarding the content of lectures and exams as well lecture-specific information:

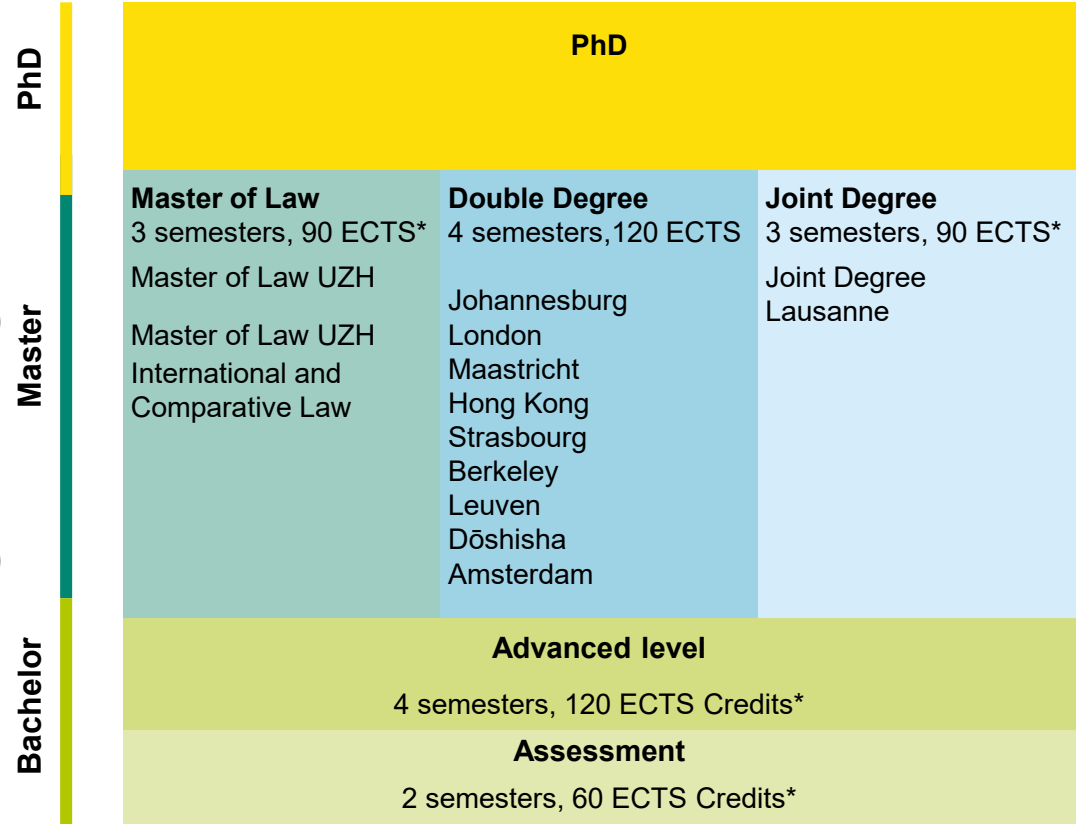
- Professors/ Chairs
- Various materials related to the lectures (lecture notes, slides, podcasts etc.) are published on the [websites of the professorial chairs](#)





### 3. Courses - Study Programs

- **PhD program**  
(German or English)
- **Master of Law study programs**  
(either mainly in German or completely in English)
- **Double Degree study program**  
two semesters at UZH, two semester at the partner institution  
(either mainly in German or completely in English)
- **Bachelor of Law study program**  
(in German)



\*1 ECTS credit represents 30 working hours



### 3. Courses – Where and when do they take place?

1. [Online Course Catalogue](#)
2. Change language and semester in the upper right corner
3. Enter the title of the module (search option), e.g. European Private Law
4. Click on the module title
5. Click on «Times/Rooms/Instructors», you can see where and when the course takes place.
6. Click on the room (e.g. «RAI-H-041») and then on the link (e.g. «RAI») You will be directed to a [map, where the different University buildings are marked](#), so you can easily find them.

The screenshot shows the UZH Course Catalogue interface. At the top, there is a blue header with the UZH logo and the text "UZH Course Catalogue". Below the header, the breadcrumb "Home / Module / Course" is visible, followed by the course title "European Private Law (90IL5-1)".

The main content area has three tabs: "Description", "Times/Rooms/Instructors" (which is selected), and "Component". Under the "Times/Rooms/Instructors" tab, there is a section titled "Times (13)". Below this, a table lists the course times and rooms:

Date	Time	Room
Tue, 22.02.2022	12:15 - 13:45	<a href="#">RAI-H-041</a>

An orange arrow points from the "RAI-H-041" link in the table to a "Room" information popup. The popup displays the following details:

- Room: RAI-H-041
- Location: RAI / Rämistrasse 74
- Street: Rämistrasse 74
- City/Postal Code: 8006 Zürich
- Map
- Link: [RAI](#)

On the right side of the popup, there is a vertical list of room options, with "RAI-H-041" selected and highlighted in blue.



### 3. Courses - Study Plan: Which modules can you choose?

- Regardless of your enrollment (BLaw or MLaw program):
  - All Bachelor modules offered at RWF UZH (not recommended for Master's students)
  - All Master modules offered at RWF UZH
- You may devise your study plan any way you see fit. No regulations defined by the RWF UZH:
  - No minimum number of ECTS credits
  - No module requirements
- We **recommend 12 ECTS credits per semester** as a minimum
- You are responsible for arranging your own lecture and examination schedule without any clashes.
- **Modules offered by other faculties:** Please contact the respective departmental coordinators directly. The Student Center cannot book modules from other faculties for you.



## 4. Exams - Assessments

- Two types of exams:
  1. **Regular exams (written or oral)**
  2. **Mobility exams (oral and online)**
- Mobility exams are for exchange students of the RWF UZH only.
- The **final and exhaustive** [list of mobility exams](#) in spring 2024:
- No mobility exam → sit the regular exam
- Mobility exams cannot be accredited to a degree at the UZH
- Certain Master modules offer **alternative assessment methods** (e.g. written paper, presentations during the lecture period etc.): <https://www.ius.uzh.ch/en/studies/general/exams/master/Spring-Semester-24.html>



## 4. Exams – Module Booking/ Registration

### Module booking = examination registration

- You have to book a module **in the same semester** in which you want to take the examination
- Module Booking and cancellation is done **via your [student portal](#)**
- If a mobility examination is offered for a module: You can either register for the mobility examination or the regular examination in the same module – **not both**
- [Instructions on Module Booking](#)



## 4. Exams – Module Booking and Cancellation / Deadlines

**Non space restricted modules**  
(Booking modules)

**Booking period:** 17.01. - 12.03.24 (24:00hrs)

**Cancellation period until:** 26.03.24 (24:00hrs)

**Space restricted modules**  
(request and application  
modules)

**Request period:** 17.01. - 30.01.24 (24:00 hrs)

**Waiting list progression period:**  
02.02. – 15.02.24 (24:00hrs)

**Cancellation period:** 02.02 – 18.02.24  
(24:00hrs)

More information on the booking/cancellation deadlines can be found [here](#).



## 4. Exams - Examination Periods Spring Semester 2024

- **Mobility exams: 3 June - 14 June 2024** (provisional dates/subject to change!)
  - mobility exams dates: <https://www.ius.uzh.ch/en/studies/general/exams/mobilitaet/FS24a.html>
- **Regular exams: 17 June - 28 June 2024** (provisional exam period/subject to change!)
  - regular exam dates MLaw: <https://www.ius.uzh.ch/de/studies/general/exams/master/FS24.html>
  - regular exam dates BLaw: <https://www.ius.uzh.ch/de/studies/general/exams/bachelor/FS24.html>
- The definite exam dates/times will be published 5 weeks after the module booking cancellation period, in the beginning of May 2024. 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 you to keep yourselves available during the entire examination period.



## 4. Exams – General Information

- **Illness/absence - exam deregistration:** Only in case of illness or other compelling, unforeseeable reasons. **Written request** for deregistration must be submitted **via student portal (“My Requests”)** at the latest within **five working days** after the exam. In the case of oral examinations, the relevant chair must also be informed prior to the examination.  
→ [Instructions](#)
- **Permitted aids during exams:** The permitted aids for each written exam are newly defined each semester and published on the websites of the respective semester  
  
MLaw Spring 24: <https://www.ius.uzh.ch/en/studies/general/exams/master/Spring-Semester-24.html>
- BLaw Spring 24: <https://www.ius.uzh.ch/de/studies/general/exams/bachelor/FS24.html>
- [Appeals](#)





## 4. Exams - Examination Regulations

- Mobility exams: [Fact Sheet on mobility examinations](#) at the Faculty of Law UZH
- Regular exams: [Fact Sheet for regular examinations](#) at the Faculty of Law UZH



## 5. Module Booking: via Student Portal

[Student Portal](#)

UZH Home ▾ For module booking, the tiles with a red frame are relevant

1. Study 2. Study Administration 3. Application

<b>UZH Course Catalogue</b> I.	Search UZH Course Catalogue	Modules of My Study Programs	My Schedule Courses Today 0	<b>Noted Items &amp; Module Booking</b> Noted 38 II.	<b>My Modules</b> III.	My Results	M: Re
My Bans New 0	My Documents New 0	OLAT	MOOC	Evaluations of Teaching	Study Progress / Restrictions For PhF-Students New 0		Ne














2. Study Administration



## 5. Module Booking: I. Select the desired modules by clicking on the note symbol (★)

**UZH** Home ▾

1. Study   2. Study Administration   3. Application

<b>UZH Course Catalogue</b>  I.	<b>Search UZH Course Catalogue</b> 	<b>Modules of My Study Programs</b> 	<b>My Schedule Courses</b>  0 Today	<b>Noted Items &amp; Module Booking</b>  38 Noted II.	<b>My Modules</b>  III.	<b>My Results</b> 	<b>M: Re</b>
<b>My Bans</b>  0 New	<b>My Documents</b>  0 New	<b>OLAT</b> 	<b>MOOC</b> 	<b>Evaluations of Teaching</b> 	<b>Study Progress / Restrictions For PhF-Students</b>  0 New		<b>Ne</b>

2. Study Administration



## 5. Module Booking:

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

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

Module	Short module	Category	ECTS	Note
<b>Required Modules</b>				
Case Studies in Public Law	02SM90PM5	Student Work	3	<input checked="" type="checkbox"/>
Tax Law I	02SM90PM4	Course	3	<input type="checkbox"/>
<b>Elective Modules</b>				
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**



## 5. Module Booking: II. Modules can be booked in the tile „Noted Items & Module Booking“

**UZH** Home ▾

1. Study   2. Study Administration   3. Application


<b>UZH Course Catalogue</b> I.	<b>Search UZH Course Catalogue</b>	<b>Modules of My Study Programs</b>	<b>My Schedule Courses</b> Today 0	<b>Noted Items &amp; Module Booking</b> Noted 38 II.	<b>My Modules</b> III.	<b>My Results</b>	<b>M: Re</b>
<b>My Bans</b> New 0	<b>My Documents</b> New 0	<b>OLAT</b>	<b>MOOC</b>	<b>Evaluations of Teaching</b>	<b>Study Progress / Restrictions For PhF-Students</b> New 0		<b>Ne</b>

2. Study Administration





## 5. Module Booking:

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

- By using the UZH symbol in the upper left you can get back to the student portal. You can then click on the tile «Noted Items & Module booking».
- Then click on 



Note Entries		 Delete All Noted Items
Module	Course	
Fall Semester 2022		
<a href="#">Case Studies in Public Law (02SM90PM5)</a>		 
ECTS: 3		

- When a module is space-restricted, instead of the «Book Module» button, either «Request Module» or «Apply for Module»



## 5. Module Booking: II. Booked or requested modules can be reviewed in the tile „My Modules“

**UZH** Home ▾

1. Study   2. Study Administration   3. Application

<b>UZH Course Catalogue</b> I.	<b>Search UZH Course Catalogue</b>	<b>Modules of My Study Programs</b>	<b>My Schedule Courses</b> Today 0	<b>Noted Items &amp; Module Booking</b> Noted 38 II.	<b>My Modules</b> III.	<b>My Results</b>	<b>M: Re</b>
<b>My Bans</b> New 0	<b>My Documents</b> New 0	<b>OLAT</b>	<b>MOOC</b>	<b>Evaluations of Teaching</b>	<b>Study Progress / Restrictions For PhF-Students</b> New 0		<b>Ne</b>

2. Study Administration



## 5. Module Booking: II. Modules can be booked in the tile „Noted Items & Module Booking“

- Booked modules have the status «booked»

Booked Modules			
Module	Course	Status	Cancel
Fall Semester 2022			
<a href="#">Case Studies in Public Law (02SM90PM5)</a> ECTS: 3	<a href="#">Courses</a>	Booked	
<a href="#">Criminal Law II, Part 1 (02SM120PM5T1)</a> ECTS:	<a href="#">Courses</a>	Booked	

- Modules can be cancelled during the cancellation period by clicking on the trash can symbol
- 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
<a href="#">Arbeitsgemeinschaft Strafrecht BT I G.1 (02UE120PM5-2)</a>	Rechtswissensch. Fakultät N.N.- Dozent	Mon 10:15-12:00, from 7.11.		<a href="#">Change course</a>





## 5. Module Booking: Mobility Exams

- Mobility Exams are listed in the course catalogue under «Further courses»

Study programs (1)

▼ Single Major 90

Mobility Exams

Modules   Organization   Component

Exam Registration	Show Modules
Modules without Exam Registration	Show Modules

Mobility Exams

In some cases, registration for a mobility exam does only include registration for the exam itself, but not for the lecture. In such cases, a module from this group has to be booked in addition. Only bachelor modules taught in German are affected by this. They have the category «Examination» instead of «Course» (see next slide).



## 5. Module Booking: The Mobility Exam cannot be booked together with the regular exam

! Error

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Module Booking (Single)  
Module 02SM90GL14 may not be booked because of already booked module 02SM90moGL14  
Module booking was cancelled

Close

Legal Theory	02SM90GL14	Course	6
Mobility Exam Legal Theory (MLaw)	02SM90moGL14	Course	6



## 6. Transcript of Records (ToR)

- At the end of an oral mobility examination the professor will tell you:  
passed or not passed, but not the grade
- The **official Transcript of Records** for spring 2024 will be available **electronically** in your Student Portal:  
**20.09.2024**



## 7. Law Library

- [Specialised legal reference library](#)
- About 500 workplaces
- Books can not be borrowed
- Study and work places available: [Prior reservation](#) recommended
- A [self-guided interactive tour](#) of the Law Library is available



## 8. Selected Services UZH / ETH - Overview

- [Career Services UZH](#)
- [Psychological Counseling Services UZH/ETH](#)
- [Legal aid office VSUZH \(REBEKO\)](#)
- More information about the services can be found in the information brochure.



## 9. Questions - Where can I find information?

- Website
- Information brochure for exchange students
- Ask via contact form
- Ask during my consultation hours:  
Wednesday, 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!**

