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Admission Regulations (AR)

(Dated 18 December 2018, version of 1 January 2020)

The Executive Board of the University has resolved:

Part 1: General Provisions

§ 1 Object

¹ These Regulations contain implementation provisions to the Ordinance on Admission to Studies at the University of Zurich (*Verordnung über die Zulassung zum Studium an der Universität Zürich*) dated 27 August 2018¹.

² They govern the implementation of the provisions on admission, matriculation, withdrawal from the university, and on the rights and obligations of students.

§ 2 Semester Contributions and other Student Administration Fees

Semester contributions and other student administration fees are set out in the Appendix.

§ 3 Data Protection

¹ When submitting their application, prospective students determine whether, and for what purposes, UZH may process their name and contact details (postal and e-mail addresses), where such processing is not exclusively study-related. The purposes in question must be sufficiently well defined and apparent to students. Students may revoke this consent at any time with effect for the future.

² When submitting their application, prospective students determine whether, and for what purposes, UZH may disclose their names and contact details (postal and e-mail addresses) to third parties. The purposes in question must be sufficiently well defined and apparent to students. Students may revoke this consent at any time with effect for the future.

³ Prior to disclosure, the responsible offices must obtain the consent of the President's Services Office if they intend to process names and contact details within UZH for purposes which are not exclusively study-related, or to disclose such data to third parties. This also applies where it is not clear that processing is exclusively study-related.

⁴ The President's Services Office is responsible for ensuring that the requirements set out in paragraphs 1 and 2 are met, and will decide on applications as described in paragraph 3.

⁵ If students pay the membership fee for the University of Zurich Student Association (VSUZH), their name, contact details (postal address and UZH e-mail address), student ID number, faculty, study

programs, and level of study will be sent to the VSUZH every semester. UZH requires the VSUZH to use this data only within the terms of its regulations, and not to pass such data on to third parties.

§ 4 Obligation to Notify

¹ Prospective and current students must contact Student Services within the deadlines set down in these Regulations if they have not received the documents required to meet these deadlines.

² Any change to identity and contact data, as well as the use of address information as described in § 3, must be notified to UZH via the digital infrastructure, specifically the student portal.

§ 5 Electronic Orders and Decisions

¹ Orders and decisions are delivered electronically via the application portal or the student portal.

² They are deemed to have been delivered and received with binding effect on the seventh day after becoming available on the application portal or student portal. The day on which such orders and decisions are posted is not counted as one of these seven days.

§ 6 Gender Identity

¹ A person whose gender identity differs from that stated on their official documents may have themselves registered with a different first name and/or different gender (male or female).

² An application to this effect must be made to Student Services using a signed form. No further evidence will be requested.

³ Student Services will then register the person as they request. All study-specific documents, such as the student ID card, proof-of-matriculation vouchers, transcripts of records, final records as well as e-mail addresses will be produced in accordance with this registration.

Part 2: Admission Procedure for a Bachelor's or Master's Program, Teacher Training, or Doctoral Study

§ 7 Application

¹ When applying to study at UZH, prospective students specify the degree program and study program or programs, as well as any concentrations, in which they plan to earn their degree. Changes following matriculation are governed by § 35.

² Before they can be admitted to the university, prospective students must open a user account with the UZH application portal using their personal e-mail address, and then submit their application, along with the documents required by §§ 8–10, by electronic means.

³ The application form must be completed truthfully and in full.

§ 8 Documents to Be Submitted

¹ Prospective students at UZH must submit the following documents with their application:

- a) Completed application form;
- b) Copy of official identification (passport or ID);
- c) Passport photo;

- d) Signed declaration of the correctness and completeness of the data provided for admission and matriculation, as well as authorization to verify this data;
- e) University entrance qualification (generally an upper secondary school-leaving certificate);
- f) Other documents relevant to an assessment of the application in question, such as school reports, proof of passing entrance or supplementary examinations, higher education diplomas, summaries of credits, or diploma supplements;
- g) Proof of adequate knowledge of the language of instruction, in accordance with the Regulations Governing Language Requirements in the Language of Instruction;
- h) Any further documents required by UZH in the prospective student's individual case.

² Prospective students at the Faculty of Medicine and the Vetsuisse Faculty must additionally submit copies of the residency papers required to study medicine.

§ 9 Additional Documents Following Matriculation at Another Higher Education Institution

Prospective students who have already studied at another higher education institution must additionally submit the following documents:

- a) Confirmation of withdrawal from the higher education institution;
- b) Any documents relating to final exclusion from studies, bans, failed attempts at official assessments, and other exclusions;
- c) Any documents relating to withdrawal from the higher education institution because of unfitness for study.

§ 10 Additional Documents for Doctoral Studies

Prospective doctoral students must additionally submit the following evidence:

- a) A signed confirmation from the thesis supervisor or supervisors with primary responsibility for them;
- b) In the case of doctoral programs: Confirmation of acceptance into the doctoral program in question.

§ 11 Application Fee

¹ A fee, as set out in the Ordinance Governing Tuition and Fees at the University of Zurich², must be paid along with the application. This fee will not be refunded or credited against other fees.

² The application fee is generally paid online.

§ 12 Application Deadlines

¹ For Bachelor's and Master's programs and teacher training courses, applications must be submitted by 30 April for the Fall Semester and by 30 November for the Spring Semester. Paragraph 3 remains reserved.

² For doctoral studies, applications must be submitted by 31 July for the Fall Semester and by 31 January for the Spring Semester.

³ Persons interested in applying for a Bachelor's program in human medicine, dentistry or veterinary medicine, as well as in chiropractic medicine, must pre-register with swissuniversities by 15 February and submit their application to UZH by 31 March.

§ 13 Applications after the Application Deadline

¹ Applications after the application deadlines stated in § 12 para. 1 may be submitted by 31 July for the Fall Semester and by 31 January for the Spring Semester in the case of prospective Bachelor's degree students with a Swiss university entrance qualification at the Faculty of Theology, the Faculty of Law, the Faculty of Business, Economics and Informatics, the Faculty of Arts and Social Sciences and the Faculty of Science.

² An additional fee, as set out in the Ordinance Governing Tuition and Fees at the University of Zurich², must be paid. This fee will not be refunded or credited against other fees.

§ 14 Decision on Admission

¹ UZH notifies applicants of its decision on admission electronically via the application portal.

² Admission is granted for a specific degree program and for a specific program or programs of study within that degree program, as well as for any concentration.

³ If provisional admission is granted, the requirements laid down in the conditions must be met by 30 September (for the Fall Semester) or by 15 March (for the Spring Semester), unless otherwise specified.

§ 15 Invoice for Semester Fees

¹ Prior to matriculation, the invoice for semester fees will be issued and uploaded to the application portal. Semester fees are composed of the following fees:

- a) Tuition fee in accordance with the Ordinance Governing Tuition and Fees at the University of Zurich² and the Ordinance Governing Additional Fees for Foreign Students at UZH³;
- b) Mandatory semester contributions in accordance with the Appendix to these Regulations;
- c) Voluntary semester contributions, as stated in the application;
- d) VSUZH membership fee, as stated in the application.

² Once payment of the semester fees has been received, the student will receive a student ID card, four proof-of-matriculation vouchers, and the login data for the digital infrastructure (incl. the student portal, and a UZH e-mail account).

Part 3: Rules on Admission

Section 1: Admission to a Bachelor's Program with a Non-Swiss Upper Secondary School-Leaving Certificate

§ 16 Recognition of Non-Swiss Upper Secondary School-Leaving Certificates

¹ Where educational objective is concerned, the following must be fulfilled for a non-Swiss upper secondary school-leaving certificate to be recognized:

- a) The final years of upper secondary school (upper secondary level) follow a curriculum specifically designed to prepare students for university; and
- b) The school-leaving certificate provides an overall picture of university entrance qualifications.

² Where educational content is concerned, the following must be fulfilled for a non-Swiss upper secondary school-leaving certificate to be recognized:

- a)⁴ In the final three years of upper secondary school (upper secondary level), the individual proportions of overall education, and the teaching hours dedicated to, the following four subject areas correspond to those for the baccalaureate at a Swiss upper secondary school:
1. Languages (first language, second and third language);
 2. Mathematics, informatics and natural sciences (biology, chemistry and physics);
 3. Arts and social sciences (history, geography, economics and law and, if applicable, philosophy);
 4. Art (visual arts and/or music); and
- b)⁴ in the final three years of upper secondary school (upper secondary level), the student continuously studies at least six mutually independent subjects of general educational value, according to the following list:
1. First language: The first language in each case (main language, not a foreign language);
 2. Second language: A foreign language;
 3. Mathematics: Mathematics;
 4. Natural sciences: Biology, chemistry, or physics
 5. Arts and social sciences: History, geography, or economics/law;
 6. Additionally:
 - Informatics; or
 - philosophy; or
 - a further subject from one of the following categories: 2, 4 or 5.

³ Where the duration of education is concerned, the following must be fulfilled for a non-Swiss upper secondary school-leaving certificate to be recognized:

- a) Primary and secondary education together must last for at least eleven years; and
- b) Education at upper secondary school (upper secondary level) must last for at least three years.

§ 17 Partial Recognition of a Non-Swiss Upper Secondary School-Leaving Certificate from a Signatory State to the Lisbon Recognition Convention

¹ A student who holds a upper secondary school-leaving certificate from a state which has ratified the Convention of 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon Recognition Convention) may also be admitted to a Bachelor's program, if:

- a) The school-leaving certificate is recognized in terms of educational objectives, in accordance with § 16 para. 1;
- b) The school-leaving certificate is partially recognized in terms of educational content and/or duration of education, in accordance with para. 3; and
- c) The student can provide evidence that they have successfully completed at least two years of study (120 ECTS credits or the equivalent) at a state-accredited university as defined in § 25 in the relevant higher education area, pursuing a branch of study which is also offered at a Swiss university.

² The academic achievement required for the proof described in para. 1 c must either have been earned via a standard curriculum during full-time study, or have been credited towards the intended degree of the course in question from a previous period of study completed at the same or another state-accredited university as defined in § 25.

³ An upper secondary school-leaving certificate is deemed to be partially recognized in terms of:

- a) Educational content, providing five mutually independent subjects, as listed in § 16 para. 2 b, have been studied continuously in the final three years of upper secondary school (upper secondary level);
- b) Duration of education, providing primary and secondary education together last at least 10 years and upper secondary education (upper secondary level) lasts for at least two years.

§ 18 Additional Requirements for an Upper Secondary School-Leaving Certificate from a Non-Signatory State to the Lisbon Recognition Convention

The following additional requirements apply to admission with a non-Swiss upper secondary school-leaving certificate, recognized in accordance with § 16, from a state which has not ratified the Lisbon Recognition Convention:

- a) The student must have graduated with a minimum overall grade stipulated by UZH; and
- b) The student must have passed the ECUS complementary examination set by the Swiss higher education institutions.

§ 19 Proof of Admission

¹ If there is a selective admission procedure for individual study programs or the whole of university study in the state which issued the upper secondary school-leaving certificate (numerus clausus, or an entrance examination, etc.), evidence must be provided that the school-leaving certificate entitles the student to admission to study programs at a state-accredited university as defined in § 25 in the higher education area in question which correspond to the Bachelor's study programs chosen at UZH (proof of admission).

² The proof of admission must:

- a) Apply to on-site study; and
- b) Be issued for that semester for which the person is applying to UZH.

³ In the case of non-Swiss upper secondary school-leaving certificates from states which have ratified the Lisbon Recognition Convention, the absence of proof of admission may be compensated for by passing the ECUS complementary examination set by the Swiss higher education institutions.

§ 20 Country-Specific Admission Requirements

¹ UZH's country-specific admission requirements are published on the [swissuniversities](http://www.swissuniversities.ch) website.

² This website lists, for individual countries, which upper secondary school-leaving certificate permits admission to a Bachelor's program, and under which conditions, as set out in §§ 16–19.

³ Special admission requirements have been determined for upper secondary school-leaving certificates from certain countries (such as the United Kingdom, Ireland, the USA and Canada) and for the International Baccalaureate. These are also published on the [swissuniversities](http://www.swissuniversities.ch) website. These admission requirements are also based on the conditions set out in §§ 16–19.

⁴ The published conditions, as referred to in this paragraph, apply only to the academic year in question. No transitional provisions are issued.

Section 2: Admission to a Master's Program

§ 21 Requirements

¹ In their program regulations, the faculties define the requirements for each Master's study program for which they are responsible. These describe the knowledge and skills that permit admission without any conditions and/or additional requirements.

² The requirements are based on the quality, content, and scope of, as well as the level of skills conveyed by, one or more Bachelor's study programs at UZH.

³ For the admission to certain Master's study programs, the faculties may also provide in their program regulations that the required knowledge and skills have been acquired as part of a degree program in the academic field of study in question, namely theology, law, medicine, dental medicine, veterinary medicine, arts or sciences, or in the corresponding discipline, such as psychology or economics.

⁴ The faculties may also consult the result of a GRE or GMAT test to determine the candidate's suitability for the Master's study program that they wish to pursue.

⁵ Conditions and/or additional requirements may be imposed if a prospective student does not fully meet the set requirements.

⁶ In their program regulations, the faculties may provide for additional requirements for admission to specialized Master's study programs. Examples might include;

- a) Minimum overall grade for the Bachelor's degree, or a degree that is of at least equivalent value, and/or minimum grades for individual modules;
- b) Evidence of motivation;
- c) Additional qualifications relevant to the study program.

§ 22 Additional Provisions for Prospective Students with a Bachelor's Degree Diploma from a Swiss University

¹ If the prospective student has completed a Bachelor's study program in a qualifying branch of study at a cantonal university or Federal Institute of Technology they will, in principle, be admitted unconditionally to the corresponding consecutive Master's study program.

² Bachelor's study programs at cantonal universities and the Federal Institutes of Technology are classified as belonging to a specific branch of study if the relevant proportion of the course load corresponds to at least 60 ECTS credits.

³ The list of study programs published on the swissuniversities website is authoritative in the classification of Bachelor's study programs to specific branches of study.

⁴ In their program regulations, the faculties may provide that admission to certain consecutive Master's study programs requires a completed Bachelor's study program in the qualifying branch of study and in the scope of a single-subject or major-subject study program.

§ 23 Additional Provisions for Prospective Students with a Bachelor's Degree Diploma from a University of Applied Sciences or University of Teacher Education

¹ If the prospective student has completed a Bachelor's study program at a Swiss university of applied sciences or university of teacher education, admission to individual consecutive Master's study programs is in principle governed by the agreement of the Rectors' Conference of the Swiss Universities (CRUS) with the Rectors' Conference of the Swiss Universities of Applied Sciences (KFH) and the Swiss Conference of Rectors of Universities of Teacher Education (COHEP) regarding the freedom to choose a higher education institution (incl. the concordance list).

² To be admitted to a consecutive or specialized Master's study program, prospective students must have achieved an overall grade of at least 5 (unrounded, according to the Swiss grading system) in their Bachelor's degree. The Swiss grading system consists of a scale of 1 (minimum) to 6 (maximum), with 4 being the lowest pass grade.

³ In the case of Bachelor's degrees from a non-Swiss university of applied sciences or university of teacher education, as described in § 28, the overall grade is generally converted into that under the Swiss grading system in accordance with the following formula:

$$y = 6 - 2 \cdot \left(\frac{N_{\max} - N_{\text{trans}}}{N_{\max} - N_{\min}} \right)$$

y: Required grade

6: Maximum grade under the Swiss grading system

2: Conversion factor

N_{max}: Maximum grade under the non-Swiss grading system

N_{trans}: The overall grade to be converted into the grade under the Swiss grading system

N_{min}: Lowest pass grade under the non-Swiss grading system

§ 24 Definitive Exclusion from Studies and Ban on Grounds of Failure to Fulfill Conditions and Additional Requirements

¹ If students in a Master's study program are no longer able fully to meet set conditions or additional requirements because they have failed official assessments, or if they fail to meet a deadline set upon admission, they will be excluded definitively from the Master's study program in question.

² Definitive exclusion from a study program as described in para. 1 has the effect of banning the student from participating in the study program in question and in any study programs deemed similar by the faculty at all academic levels.

³ The faculties will determine by appropriate means the criteria upon which study programs are deemed similar, as described in para. 2.

Section 3: Formal Recognition of Non-Swiss Higher Education Institutions and Diplomas

§ 25 Non-Swiss Universities and Equivalent Higher Education Institutions

¹ A non-Swiss institution will be formally recognized by UZH as a university if it holds the status of a state-accredited university in the relevant higher education area. This status is understood to mean that the higher education institution has the most comprehensive state-accredited rights to grant academic titles and degrees.

² A non-Swiss institution which does not hold the status of a state-accredited university in the relevant higher education area may be treated by UZH as equivalent to a state-accredited university as described in para. 1, if it:

- a) Is state-accredited as a higher education institution;
- b) Specifically undertakes fundamental research; and
- c) Holds the state-accredited right to offer doctoral studies and to confer the title of PhD.

§ 26 Bachelor's Degree Diplomas from a Non-Swiss University

The formal recognition of a Bachelor's degree diploma from a non-Swiss University, as described in § 25, is conditional upon the following:

- a) Based on its standard curriculum, the degree program consists of at least three years of full-time study (180 ECTS credits or the equivalent).
- b) The diploma and all of the academic achievement credited to the diploma were earned at a state-accredited university;
- c) The diploma itself is state-accredited;

- d) In the state in question, the diploma permits the holder to pursue a consecutive Master's program at a state-accredited university.

§ 27 Master's Degree Diplomas from a Non-Swiss University

The formal recognition of a Master's degree diploma from a non-Swiss University, as described in § 25, is conditional upon the following:

- a) Based on its standard curriculum in the Bachelor-Master system, the degree program consists of at least one year of full-time study (60 ECTS credits or the equivalent).
- b) The diploma and all of the academic achievement credited to it were earned at a state-accredited university;
- c) The diploma itself is state-accredited;
- d) In the state in question, the diploma permits the holder to pursue doctoral studies at a state-accredited university.

§ 28 University of Applied Sciences or University of Teacher Education

A non-Swiss institution will be formally recognized by UZH as a university of applied sciences or university of teacher education if it:

- a) Is recognized by a state which has ratified the Lisbon Recognition Convention; and
- b) The state in question has granted it the status of a university of applied sciences, university of teacher education, or other higher education institution without the right to confer PhDs.

§ 29 Bachelor's Degree Diplomas from a Non-Swiss University of Applied Sciences or University of Teacher Education

The formal recognition of a Bachelor's degree diploma from a non-Swiss university of applied sciences or university of teacher education, as described in § 28, is conditional upon the following:

- a) Based on its standard curriculum, the degree program consists of at least three years of full-time study (180 ECTS credits or the equivalent).
- b) All of the academic achievement credited to the diploma was earned at a state-accredited university of applied sciences, university of teacher education, or university;
- c) The diploma itself is state-accredited;
- d) In the state in question, the diploma permits the holder to pursue a consecutive Master's program at a state-accredited university.

§ 30 Master's Degree Diplomas from a non-Swiss University of Applied Sciences or University of Teacher Education

The formal recognition of a Master's degree diploma from a non-Swiss university of applied sciences or university of teacher education, as described in § 28, is conditional upon the following:

- a) Based on its standard curriculum in the Bachelor-Master system, the degree program consists of at least one year of full-time study (60 ECTS credits or the equivalent).
- b) All of the academic achievement credited to the diploma was earned at a state-accredited university of applied sciences, university of teacher education, or university;
- c) The diploma itself is state-accredited;
- d) In the state in question, the diploma permits the holder to pursue doctoral studies at a state-accredited university.

Part 4: Matriculation

§ 31 Retaining Matriculated Status Each Semester

¹ On 15 May for the Fall Semester and on 15 November for the Spring Semester, students receive a request via UZH e-mail to check their matriculation for their particular degree program and study program or programs, as well as for any concentrations. Any changes to this data must be requested in accordance with §§ 35–38 or § 42.

² Based on the data referred to in paragraph 1, the invoice for semester fees will be generated and posted automatically to the student portal, as well as sent by post. This happens in early June for the Fall and in early December for the Spring Semester.

³ Matriculation is maintained for the coming semester providing UZH receives payment for the semester fees.

§ 32 Payment Deadlines

The invoice for semester fees must be paid in advance by 31 July (for the Fall Semester) or by 31 January (for the Spring Semester).

§ 33 Semester-Related Services

The following services will be triggered and online services activated once payment for the semester fees has been received:

- a) Proof-of-matriculation vouchers will be sent out;
- b) Students will be able to validate their student ID card from 1 February onwards for the Spring Semester and from 1 August onwards from the Fall Semester;
- c) Online services for booking modules and for registering for graduation will be activated. Bookings and registrations must observe the deadlines specified by the faculties in question.

§ 34 Replacement Student ID Card

¹ Students must report the loss of a student ID card immediately to the Student Administration Office.

² A fee will be charged to issue a new student ID card. Fees are listed in the Appendix to these Regulations and must be paid in advance.

§ 35 Changing Degree and/or Study Program

¹ Students may change their degree and/or study program at the earliest with effect from the second semester of study.

² Applications to change degree and/or study program must be submitted between 15 May and 31 August for the Fall Semester, and between 15 November and 31 January for the Spring Semester. Paragraph 3 remains reserved.

³ Deadlines for applications to change to a Faculty of Medicine degree program will be announced by suitable means, specifically the UZH website.

⁴ Should a change of degree program affect the level of the tuition fee, students will receive a new invoice via the student portal.

⁵ Unless modules are canceled in due time, a change of degree and/or study program does not release a student from the obligation to complete the official assessments for any modules already booked.

⁶ A change of degree and/or study program does not invalidate any upcoming deadlines (e.g. an assessment level which must be attained within a given time). The faculties reserve the right to decide differently on these matters.

§ 36 Leave of Absence

¹ In principle, a leave of absence may be taken at the earliest with effect from the second semester of study. This also applies to students resuming their studies after previously withdrawing from the University. § 37 remains reserved.

² Requests for a leave of absence must be submitted via the student portal by 31 January for the Spring Semester and by 31 August for the Fall Semester. They must be accompanied by the necessary documentation.

³ A leave of absence does not invalidate any upcoming deadlines (e.g. an assessment level which must be attained within a given time). The faculties reserve the right to decide differently on these matters.

⁴ In the case of degree programs that are subject to restrictions on admission, a leave of absence will be granted only if the faculty concerned agrees to keep the place open.

⁵ Any modules that have already been booked for the semester of leave will be canceled by UZH when the leave of absence is granted.

§ 37 Leaves of Absence Owing to Illness, Accident or Pregnancy

¹ Leave of absence may be granted as early as the first semester of study, or during a semester, in the event of illness, accident or pregnancy.

² Requests for leaves of absence after the deadlines specified in § 36 para. 2 have passed must be submitted in writing to the Student Administration Office, accompanied by the necessary documents.

§ 38 Fees During Leaves of Absence

¹ Compulsory semester contributions, as set out in the Appendix to these Regulations, must continue to be paid during a leave of absence.

² If there is a medical certificate evidencing the student's unfitness to study during the semester in question, any tuition fee that has already been paid will be refunded, subject to the deduction of a processing fee, as set out in the Appendix to these Regulations.

§ 39 Matriculation in More than One Degree Program at UZH

¹ Matriculation in more than one degree program at UZH generally requires:

- a) A Bachelor's degree diploma or a degree of at least equivalent value from a higher education institution; and
- b) Extremely high academic capabilities, as shown specifically by the student's grades and the number of ECTS credits gained per semester.

² Matriculation in two Bachelor's degree programs may be permitted by way of exception if the applicant gained at least 60 ECTS credits in their first or second year of study for their primary

Bachelor's degree program, with well above-average grades. In such cases, the student may matriculate only in study programs of different disciplines.

³ Should a student wish to matriculate in a further degree program, a new application as described in §§ 7–13 must be submitted, along with a substantiated request to matriculate in more than one degree program.

⁴ Admission to a further degree program is conditional upon the approval of the faculties in question.

§ 40 Matriculation at More than One Higher Education Institution

¹ Matriculation at more than one higher education institution generally requires:

- a) A Bachelor's degree diploma or a degree of at least equivalent value from a higher education institution; and
- b) Extremely high academic capabilities, as shown specifically by the student's grades and the number of ECTS credits gained per semester.

² Matriculation in two Bachelor's degree programs may be permitted by way of exception if the following requirements in respect of graduation in accordance with para. 1 are met:

- a) The student lacks only a maximum of 15 ECTS credits; and
- b) The degree can be earned within one semester.

³ A substantiated request, along with the required documents, must be submitted to Student Services, which will review the request with the faculty involved and may approve it subject to consent from the other higher education institution.

Part 5: Graduation and Withdrawal from the University

§ 41 Matriculation at the Time of Graduation

¹ Students must have a valid matriculation at the time they apply to graduate. A student can graduate only that degree program and that study program or programs, and any concentration, for which they are matriculated.

² Students who are submitting official assessments after the end of the semester need only be matriculated for the previous semester, provided those assessments are to be evaluated before week 38 (in the Fall Semester) or before week 8 (in the Spring Semester).

§ 42 Withdrawal from the University upon Request

¹ Applications to withdraw from the university must be submitted via the student portal between 15 May and 15 October to take effect at the end of the Spring Semester, and between 15 November and 15 March to take effect at the end of the Fall Semester.

² The student ID card and any proof-of-matriculation vouchers already issued must be returned to the Student Administration Office within the periods set out in para. 1. Failure to do so will result in semester fees not being refunded.

³ A processing fee, as set out in the Appendix to these Regulations, will be charged for the refund of semester fees.

⁴ Where a student withdraws from the university within the periods set out in para. 1, UZH will cancel any modules that have already been booked for the next semester.

⁵ Withdrawal from the university does not invalidate any upcoming deadlines (e.g. an assessment level which must be attained within a given time). The faculties reserve the right to decide differently on these matters.

§ 43 Duplicates and Transcripts of Final Records

¹ A duplicate of a final document will be issued, providing:

- a) The graduate can provide credible evidence of the loss of the original; and
- b) UZH is able to reproduce the original document.

² Requests for a duplicate must be sent to Student Services in writing.

³ If it is no longer possible to reproduce the original document, a transcript will be issued.

⁴ A duplicate or transcript will be marked as such.

⁵ A fee, as set out in the Appendix to these Regulations, will be charged to issue a duplicate or transcript.

§ 44 Amendments to Final Records

¹ Requests for amendments to final records must be submitted to the relevant faculty.

² A final record will be amended if compelling reasons justify the amendment. Such compelling reasons include the following, in particular:

- a) Material errors found in the final record in question after the deadline set upon its issue;
- b) Changes to official documents owing to a change of gender;
- c) A sexual identity which differs from that stated in official documents.

³ If final records contain signatures, new documents will be issued bearing the signatures of those in office at the time of issue. The new document will contain a reference to the original document.

⁴ Amended documents will only be issued if the originals of the documents in question are returned. A fee, as set out in the Appendix to these Regulations, will be charged to issue an amended document.

Part 6: Students of Other Higher Education Institutions at UZH

§ 45 Exchange Programs and Agreements

Students of other higher education institutions may matriculate at UZH under the following programs and agreements:

- a) Swiss-European Mobility Programme (formerly Erasmus);
- b) Bilateral and multilateral agreements;
- c) Government grants;
- d) The CH-Unimobil internal Swiss mobility program.

§ 46 Minor Mobility

Students at another cantonal university may complete a minor study program at UZH if the corresponding study program is not offered at their home university. The application may be approved providing capacity permits.

§ 47 Studying at More than One University / Module Mobility

Students at another cantonal university, a Federal Institute of Technology and the Zurich University of Teacher Education may complete individual assessments at UZH and thereby earn ECTS credits providing the faculties have not imposed any restrictions on the modules that they wish to book.

§ 48 Visiting Students

¹ Students who are matriculated at a state-accredited non-Swiss university, as defined in § 25, may also matriculate as visiting students at UZH, providing the following conditions are met:

- a) There is no agreement, as described in § 45, with the university in question for the study program concerned; and
- b) The faculty in charge of the study program concerned, specifically the office of student affairs or the dean's office, the department or the departmental coordinator, approves the stay in writing, for example in the form of a letter of invitation, a learning agreement, or a letter of confirmation.

² The condition set out in para. 1 a does not apply to individuals whose stay is for the purpose of a study-related project.

§ 49 Procedures and Deadlines

The admission procedure, application deadlines and other details are published on the UZH website.

Part 7: Students in Special Programs

§ 50 Notary Program

¹ The admission procedure, application deadlines and fees are based on those for a Bachelor's program.

² Evidence of having completed full professional training in a notary's office, or evidence of relevant training of equivalent value, must be presented as the university entrance qualification described in § 8 e.

§ 51 Supplementary Program for Professional Practice

¹ The admission procedure, possible restrictions on admission, application deadlines and fees are based on those for a Master's program or teacher training.⁴

² A university diploma relevant to professional practice in Switzerland must be submitted as the university entrance qualification described in § 8 e.

³ A letter from the office responsible for authorizing professional practice in Switzerland must be submitted as the document described in § 8 f.

Part 8: Non-Matriculated Students (Auditors)

§ 52 Non-Matriculated Students (Auditors)

Individuals wishing to register as non-matriculated students must do so in person at the UZH Cashier's Office. They must register by filling out the record of lectures (*Auditorenschein*) and paying

the relevant fees in cash. Registration is possible from 15 August (for the Fall Semester) or from 15 January (for the Spring Semester).

Part 9: Final Provisions

§ 53 Final Provisions

¹ These Regulations enter into force on 1 February 2019.

² They replace the Regulations Governing Matriculation Procedures and Semester Enrollment dated 30 January 2014.

On behalf of the Executive Board of the University of Zurich

The President:

Michael O. Hengartner

The Secretary General:

Rita Stöckli

¹ [LS 415.31](#)

² [LS 415.321](#)

³ [LS 415.322](#)

⁴ Version according to resolution of the Executive Board of the University of 17 December 2019.



Admission Regulations (AR)

Appendix: Semester Contributions and other Fees

Dated 18 December 2018 (as of 1 February 2019)

Mandatory Semester Contributions

Libraries	CHF 15.00
Academic Sports Association Zurich (ASVZ)	CHF 30.00
Scholarship and Loan Fund for students of the University of Zurich.....	CHF 6.50
Student concerns.....	CHF 2.50

Voluntary Semester Contributions

Student Body Loan Association	CHF 7.00
Solidarity Fund for foreign Students.....	CHF 5.00

Confirmations

Confirmation of Matriculation (over the entire period of matriculation)	CHF 5.00
Confirmation of Withdrawal from the University	CHF 5.00
Hard copy of Transcript of Records per language (German/English).....	CHF 10.00
Attestation of Equivalence per language (German/English)	CHF 50.00
Confirmation of Doctoral Degree per language (German/English).....	CHF 50.00

Certifications

Single page.....	CHF 5.00
Transcript of Records per copy (all pages)	CHF 10.00
Final Records per copy (all pages).....	CHF 20.00

Replacement of Student ID Card (UZH Card)

In case of loss or improper handling	CHF 25.00
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Final Records

Duplicate (with reproducible original document), flat-rate.....	CHF 100.00
Transcription (without reproducible original document)	
- Diploma	CHF 100.00
- Grade sheet per language (German/English).....	CHF 50.00
Replacement document, flat-rate	CHF 100.00

Processing Fees

Reimbursement of semester fees	CHF 50.00
Subsequent semester enrollment	CHF 30.00
Matriculation and semester enrollment for continuing education degree programs (will be charged to the continuing education program).....	CHF 50.00

Other Services

Orders on invoice	CHF 10.00
Special services according to expenditure per hour.....	CHF 80.00