



**Universität
Zürich** ^{UZH}

Process Owner E-ducation

«Study Progress & Graduation» App

A Guide for Students



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1 Target Audience

The app can be used by the following groups of students:

- Bachelor students
- Master students
- Teaching Diploma students
- Doctoral candidates (restricted use: no registration for graduation)
- Students completing a minor at UZH, but graduating from another university.

The App is not suitable for:

- Exchange students (including module mobility)
- Students of continuing education courses
- Students in special programs

Academic advisors also have access to the app and can provide students with targeted advice.

1 Intended Use

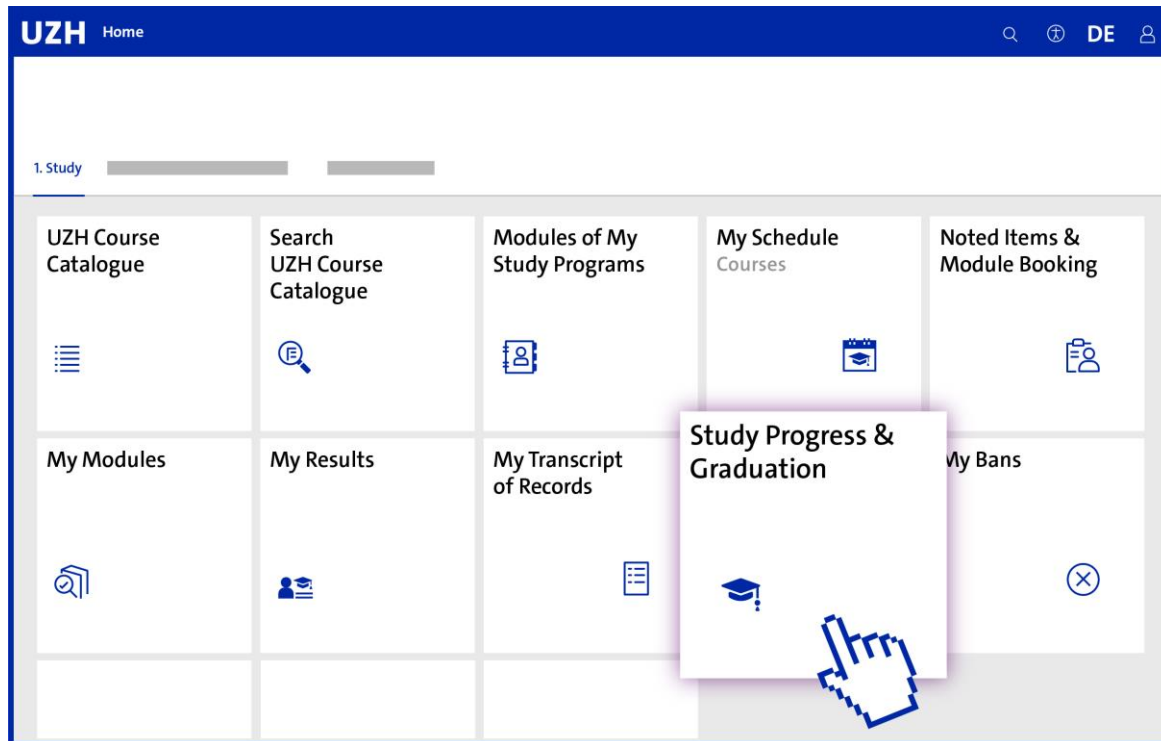


The «Study Progress and Graduation» App offers the following functions:

- It allows you to see:
 - how your academic achievements will be credited to your intended degree
 - which requirements (known as program requirements) you have already fulfilled
 - which academic achievements are still missing in order to fulfil the remaining program requirements.
- You can edit your graduation suggestion in the app
- As soon as you have completed all of the necessary academic achievements, you can submit an application to your faculty to graduate.



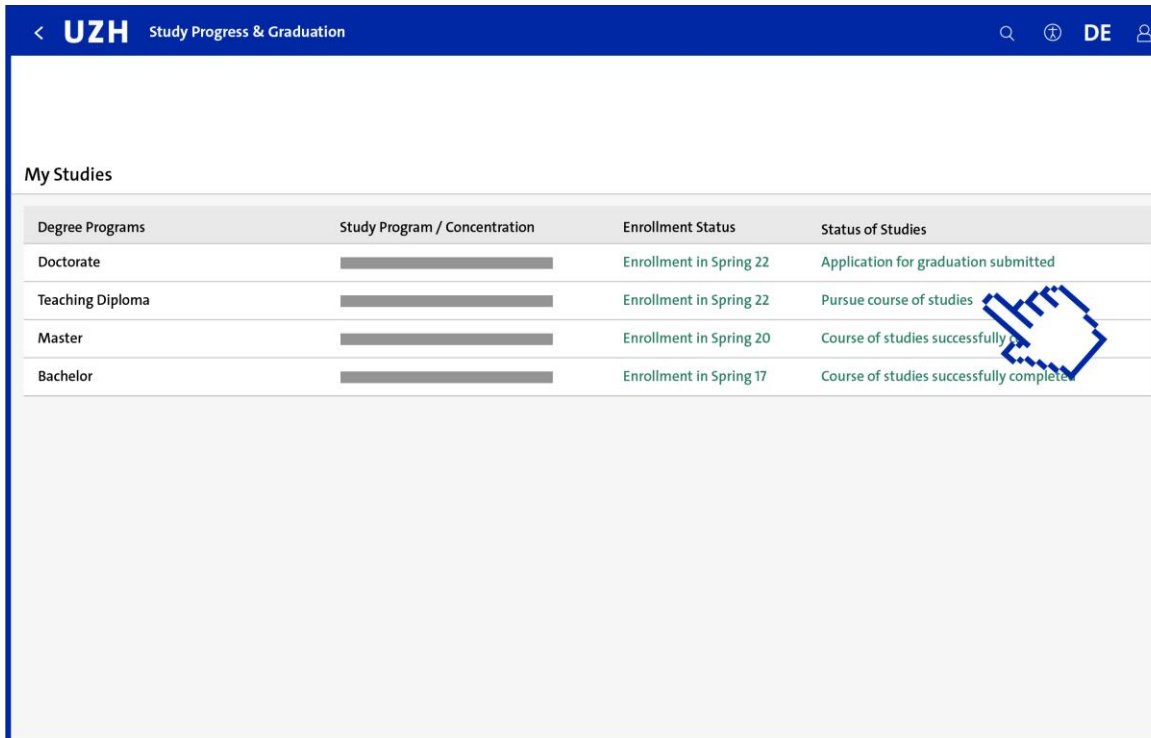
2 Login



You will find the app in the Student Portal under the «Study» tab.

Please log into the portal using your UZH Login details at: <https://studentservices.uzh.ch>.

3 Access

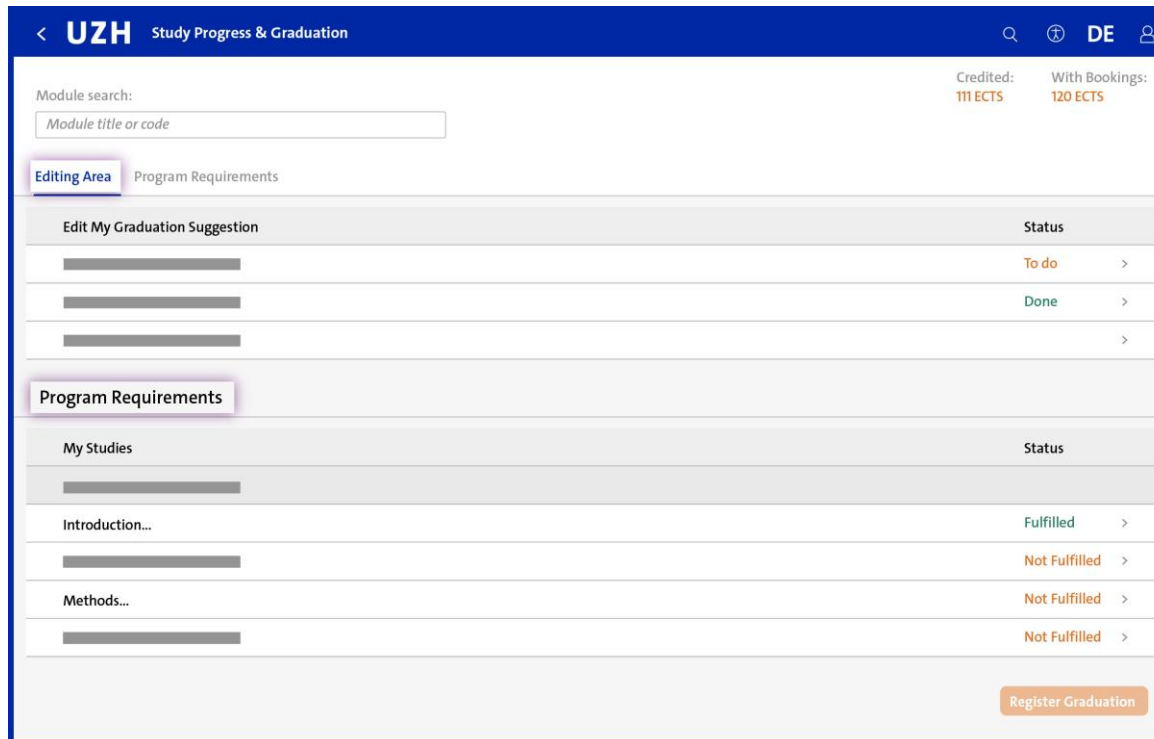


Degree Programs	Study Program / Concentration	Enrollment Status	Status of Studies
Doctorate		Enrollment in Spring 22	Application for graduation submitted
Teaching Diploma		Enrollment in Spring 22	Pursue course of studies
Master		Enrollment in Spring 20	Course of studies successfully completed
Bachelor		Enrollment in Spring 17	Course of studies successfully completed

On the entry page, you will see a list of your study programs:

- The enrollment status shows the date of your most recent enrollment (or leave of absence) in each program.
- The status of studies information data shows one of the following options:
 - **Pursue studies**
You have not yet submitted an application for graduation
 - **Application for graduation submitted**
You have submitted an application for graduation
 - **Course of studies successfully completed**
You have already successfully completed the course of studies
 - **Not available for editing**
You can no longer graduate in this program

4 Overview Page



The screenshot shows the 'UZH Study Progress & Graduation' app interface. At the top, there is a search bar for 'Module search' and two statistics: 'Credited: 111 ECTS' and 'With Bookings: 120 ECTS'. Below the search bar, there are two tabs: 'Editing Area' (highlighted) and 'Program Requirements'. The 'Editing Area' section contains a table with the following data:

Edit My Graduation Suggestion	Status
[Redacted]	To do >
[Redacted]	Done >
[Redacted]	>

The 'Program Requirements' section contains a table with the following data:

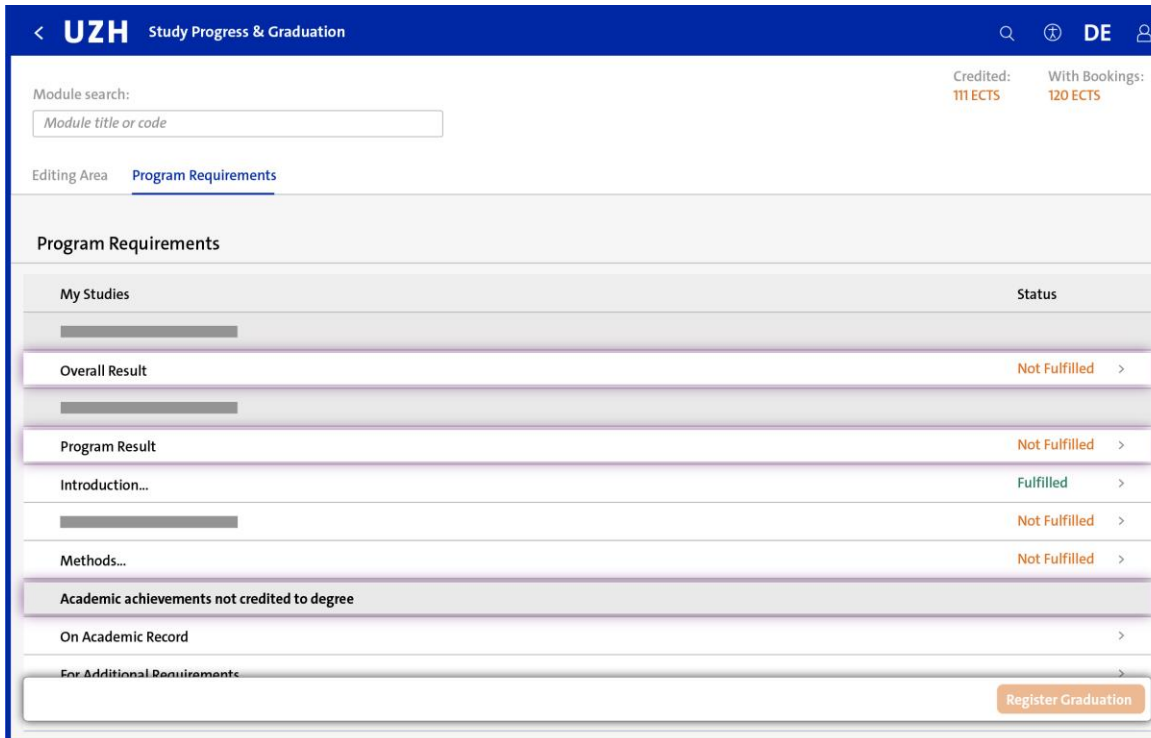
My Studies	Status
[Redacted]	
Introduction...	Fulfilled >
[Redacted]	Not Fulfilled >
Methods...	Not Fulfilled >
[Redacted]	Not Fulfilled >

At the bottom right of the interface, there is a 'Register Graduation' button.

The overview page is divided into two sections:

- **Editing Area**
In certain situations, you can, or may have to, make a decision on where individual academic achievements are to be credited. These decisions influence your graduation suggestion.
- **Program Requirements**
In this section, you can see how far advanced you are in your studies and for which program requirements you still need to complete academic achievements.

5 Program Requirements: General Points



The screenshot shows the 'Study Progress & Graduation' app interface. At the top, it displays 'UZH Study Progress & Graduation' with search and user icons. Below this, there's a 'Module search' field and statistics for 'Credited: 111 ECTS' and 'With Bookings: 120 ECTS'. The main section is titled 'Program Requirements' and contains a table with the following rows:

My Studies	Status
Overall Result	Not Fulfilled >
Program Result	Not Fulfilled >
Introduction...	Fulfilled >
Methods...	Not Fulfilled >
Academic achievements not credited to degree	
On Academic Record	>
For Additional Requirements	>

A 'Register Graduation' button is located at the bottom right of the interface.

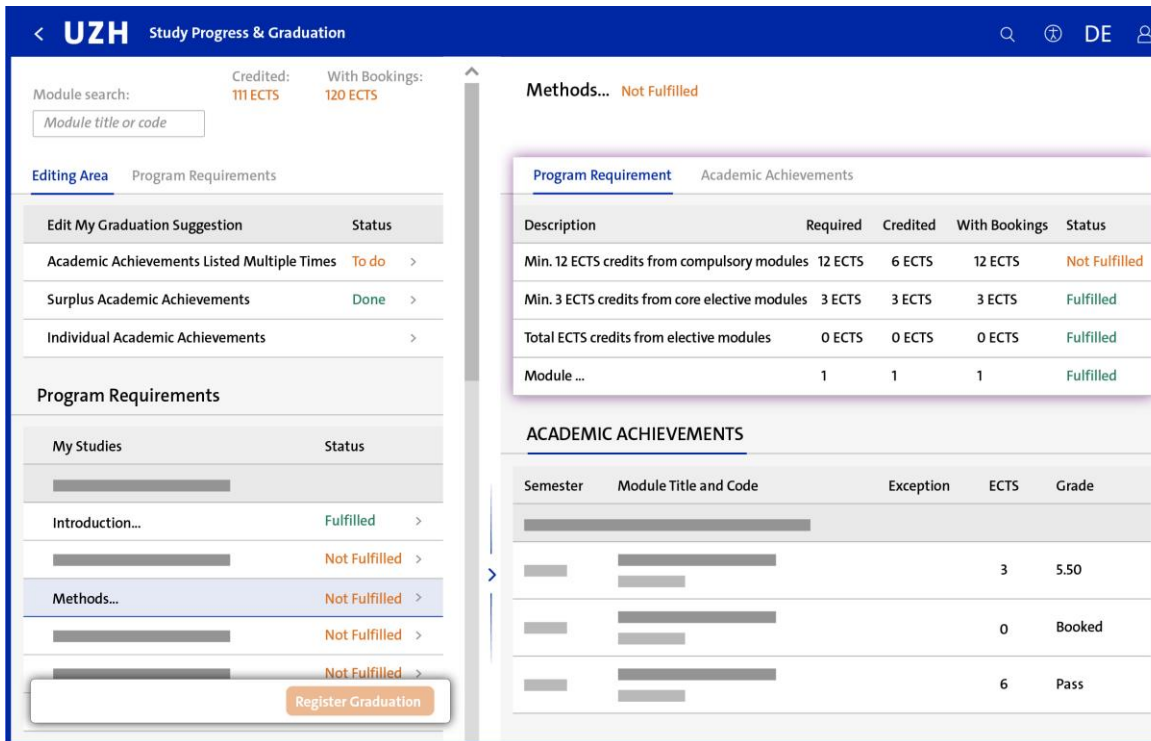
Program requirements are the necessary requirements set down in the program regulations for your study program.

A traffic-light system illustrates how far you have progressed in the study program.

Academic achievements listed under «Academic Achievement not counted toward Degree» are not credited towards your degree, but are still to be listed on your Academic Record. These can be additional requirements and/or conditions you had to fulfil, or other academic achievements.

The current grade for the program is shown under «Program Result», and the total grade for the degree program under «Overall Result».

5 Program Requirements: Detail View



The screenshot shows the 'Study Progress & Graduation' app interface. At the top, it displays 'UZH Study Progress & Graduation' with search and user icons. Below this, there are statistics: 'Credited: 111 ECTS' and 'With Bookings: 120 ECTS'. A search bar for 'Module title or code' is present. The main content is divided into two sections: 'Program Requirements' and 'ACADEMIC ACHIEVEMENTS'.

Program Requirements

Description	Required	Credited	With Bookings	Status
Min. 12 ECTS credits from compulsory modules	12 ECTS	6 ECTS	12 ECTS	Not Fulfilled
Min. 3 ECTS credits from core elective modules	3 ECTS	3 ECTS	3 ECTS	Fulfilled
Total ECTS credits from elective modules	0 ECTS	0 ECTS	0 ECTS	Fulfilled
Module ...	1	1	1	Fulfilled

ACADEMIC ACHIEVEMENTS

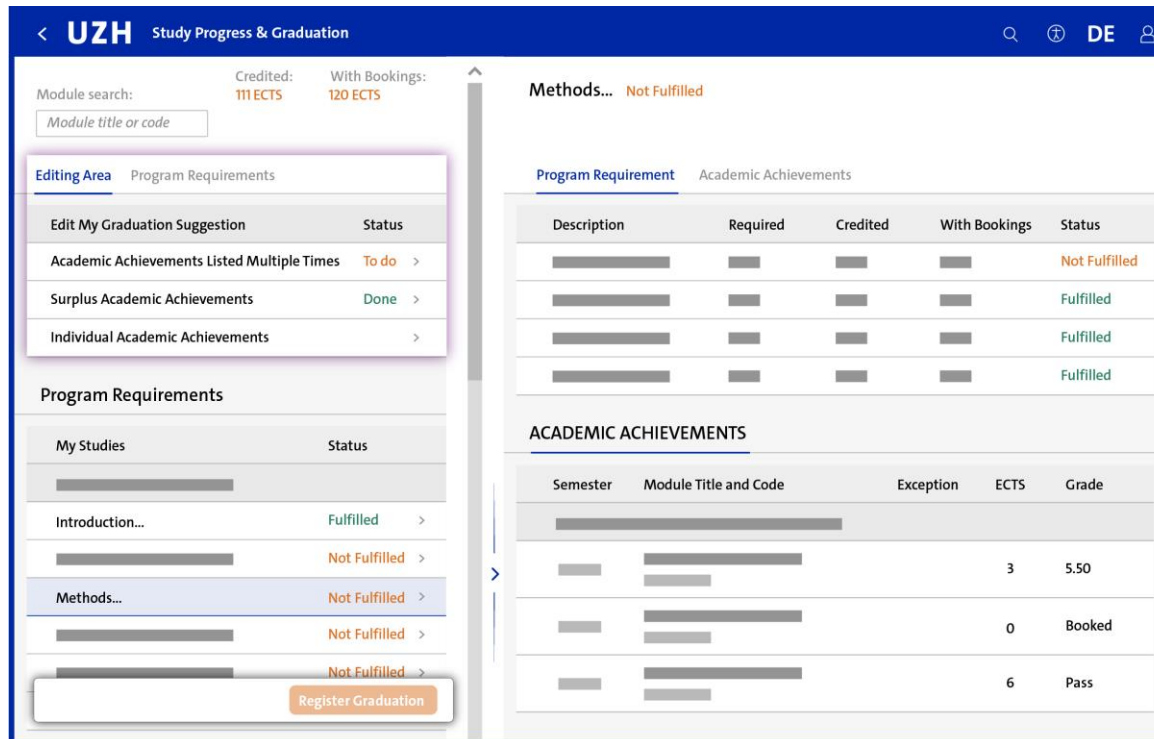
Semester	Module Title and Code	Exception	ECTS	Grade
			3	5.50
			0	Booked
			6	Pass

The detail view provides a description of the program requirements and the credited academic achievements.

The list includes the completed academic achievements and any current bookings (listed with 0 ECTS). As soon as booked courses have been successfully completed, the grade and number of ECTS credits will be shown and included in the study progress.

Further details regarding the program requirements can be found in the respective program regulations.

6 Editing Area: General Points



Editing Area Program Requirements

- Edit My Graduation Suggestion Status
- Academic Achievements Listed Multiple Times To do >
- Surplus Academic Achievements Done >
- Individual Academic Achievements >

Program Requirements

My Studies	Status
Introduction...	Fulfilled >
Methods...	Not Fulfilled >
	Not Fulfilled >
	Not Fulfilled >

ACADEMIC ACHIEVEMENTS

Description	Required	Credited	With Bookings	Status
				Not Fulfilled
				Fulfilled
				Fulfilled
				Fulfilled

Semester	Module Title and Code	Exception	ECTS	Grade
			3	5.50
			0	Booked
			6	Pass

Register Graduation

In certain situations, you can, or may have to, make some decisions. The status column information shows where you need to take action.

You can only make decisions that are in line with your program regulations. These decisions influence your graduation suggestion.

In each section, a short text explains what you need to do.

You can amend or reverse any decisions until you submit the application for graduation. After this point, no further changes are possible.

Your faculty will check your graduation suggestion and amend it if necessary.

6 Editing Area: Academic Achievements Listed Multiple Times

Academic Achievements Listed Multiple Times To do

In this section you will find academic achievements that are listed in your studies for multiple program requirements. Academic achievements can be credited only once: you can decide here where they should count. Once you have allocated these modules to a program, the ECTS credits are recalculated.

ACADEMIC ACHIEVEMENTS

Reset All Decisions

Semester	Module Title and Code	ECTS Credits	Grade	Decision
Not allocated	Basics	6.00	Pass	

An academic achievement can be credited to your degree only once. If an achievement is listed multiple times, you have to decide where you want it to be credited.

Allocate Academic Achievement

Basics 6.00 ECTS Credits

Major

Introduction...: Min. 12 ECTS credits from compulsory modules

Minor

Methods...: Min. 12 ECTS credits from compulsory modules

Save Cancel

A pop-up window will list all the options in your program(s) of studies where the achievement can be credited.

Introduction... Fulfilled

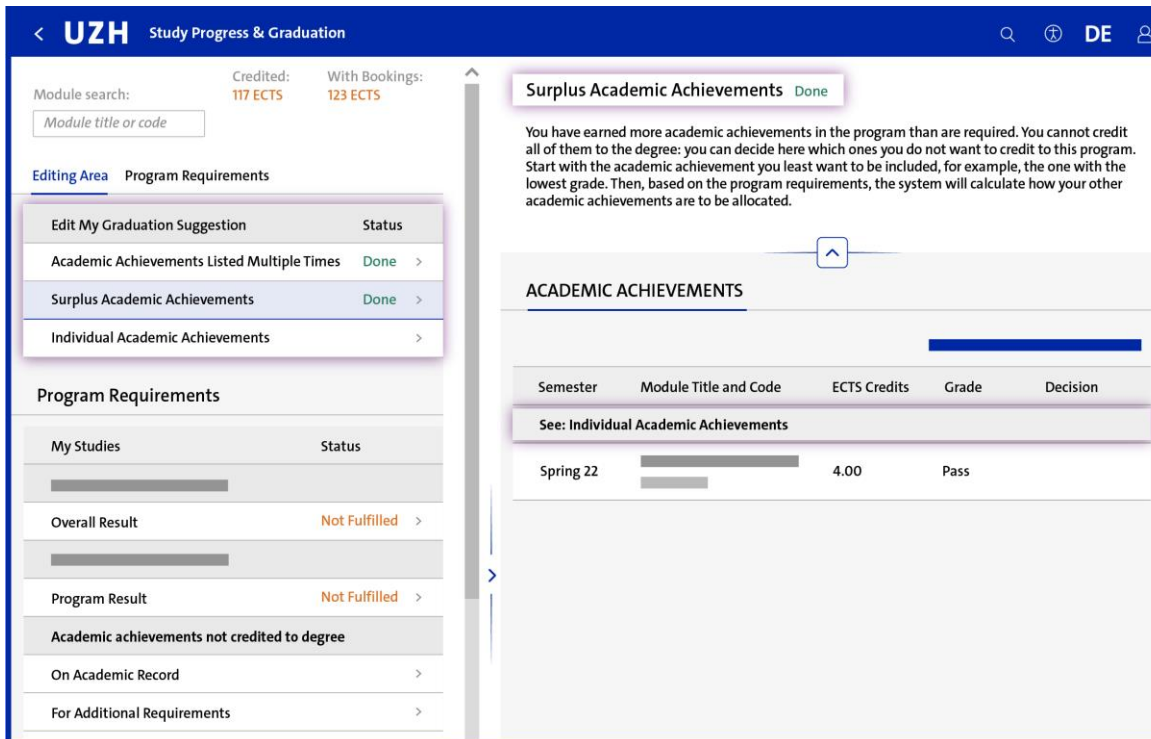
Program Requirement Academic Achievements

ACADEMIC ACHIEVEMENTS

Semester	Module Title and Code	Exception	ECTS	Decision
	Min. 12 ECTS credits from compulsory modules			
	Basics		6.00	Pass

Once you have successfully allocated the achievement to the area of your choice, you will see it in the list of program requirements. The grade and ECTS will now be included in the total.

6 Editing Area: Surplus Academic Achievements (1/5)



The screenshot shows the 'UZH Study Progress & Graduation' app interface. The top navigation bar includes the UZH logo, the text 'Study Progress & Graduation', and search, share, and language (DE) icons. Below the navigation bar, there are statistics for 'Credited: 117 ECTS' and 'With Bookings: 123 ECTS'. A search bar for 'Module title or code' is present. The main content area is divided into two sections: 'Editing Area' and 'Program Requirements'. The 'Editing Area' contains a list of options: 'Edit My Graduation Suggestion', 'Academic Achievements Listed Multiple Times', 'Surplus Academic Achievements', and 'Individual Academic Achievements'. The 'Surplus Academic Achievements' option is highlighted. The 'Program Requirements' section shows 'My Studies' with a progress bar, 'Overall Result' as 'Not Fulfilled', and 'Program Result' as 'Not Fulfilled'. Below this, there is a section for 'Academic achievements not credited to degree' with options for 'On Academic Record' and 'For Additional Requirements'. The right-hand side of the app displays the 'Surplus Academic Achievements' section, which includes a title, a 'Done' button, and a paragraph of text explaining that users have earned more achievements than required and cannot credit all of them. Below this text is a table titled 'ACADEMIC ACHIEVEMENTS' with columns for 'Semester', 'Module Title and Code', 'ECTS Credits', 'Grade', and 'Decision'. The table shows one entry for 'Spring 22' with a grade of 'Pass' and 4.00 ECTS credits.

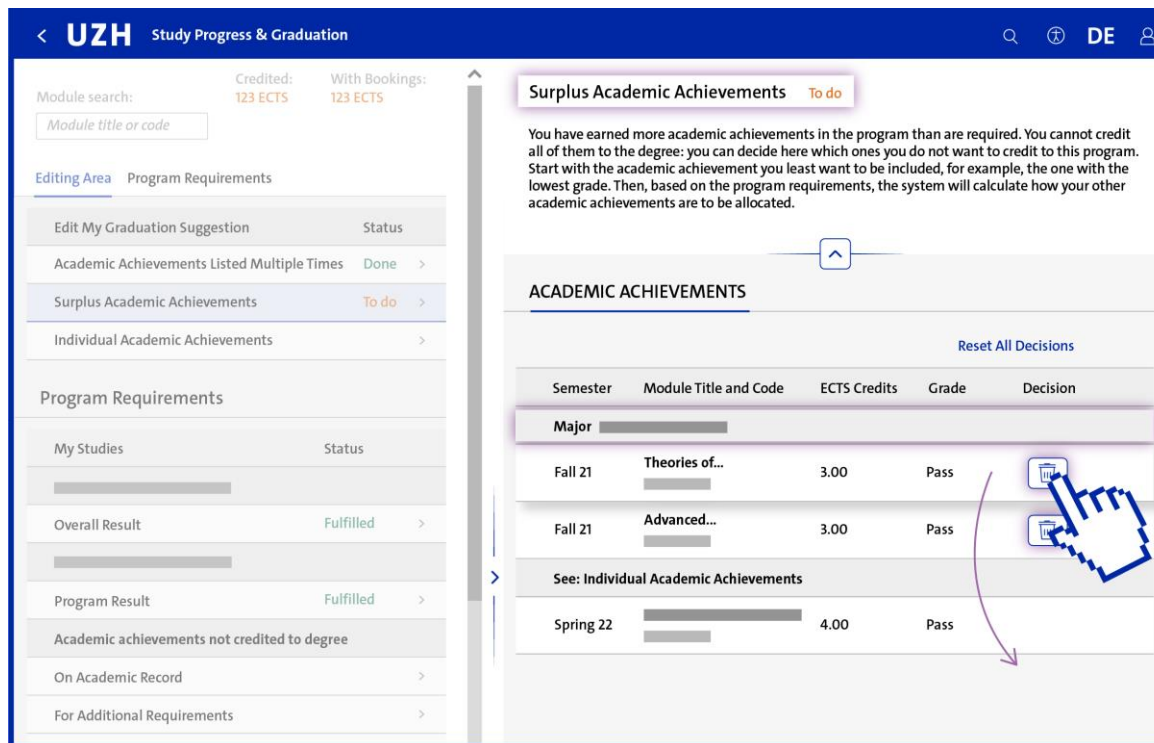
Semester	Module Title and Code	ECTS Credits	Grade	Decision
Spring 22		4.00	Pass	

If you have completed more academic achievements than are needed for your degree, you will have surplus academic achievements. You cannot credit these towards your degree.

As soon as you have completed the program requirements and resolved any multiple listings of academic achievements, the system will automatically calculate whether you have any surplus academic achievements.

In principle, academic achievements are recognized in chronological order, so older academic achievements are allocated to the requirements before more recent ones. If surplus academic achievements are identified on this basis, they are automatically allocated to the «Individual Academic Achievements» section (see page 17).

6 Editing Area: Surplus Academic Achievements (2/5)



UZH Study Progress & Graduation

Module search: Module title or code

Credited: 123 ECTS With Bookings: 123 ECTS

Editing Area Program Requirements

- Edit My Graduation Suggestion Status
- Academic Achievements Listed Multiple Times Done >
- Surplus Academic Achievements To do >
- Individual Academic Achievements >

Program Requirements



- My Studies Status
- Overall Result Fulfilled >
- Program Result Fulfilled >
- Academic achievements not credited to degree
- On Academic Record >
- For Additional Requirements >

Surplus Academic Achievements To do

You have earned more academic achievements in the program than are required. You cannot credit all of them to the degree: you can decide here which ones you do not want to credit to this program. Start with the academic achievement you least want to be included, for example, the one with the lowest grade. Then, based on the program requirements, the system will calculate how your other academic achievements are to be allocated.

ACADEMIC ACHIEVEMENTS

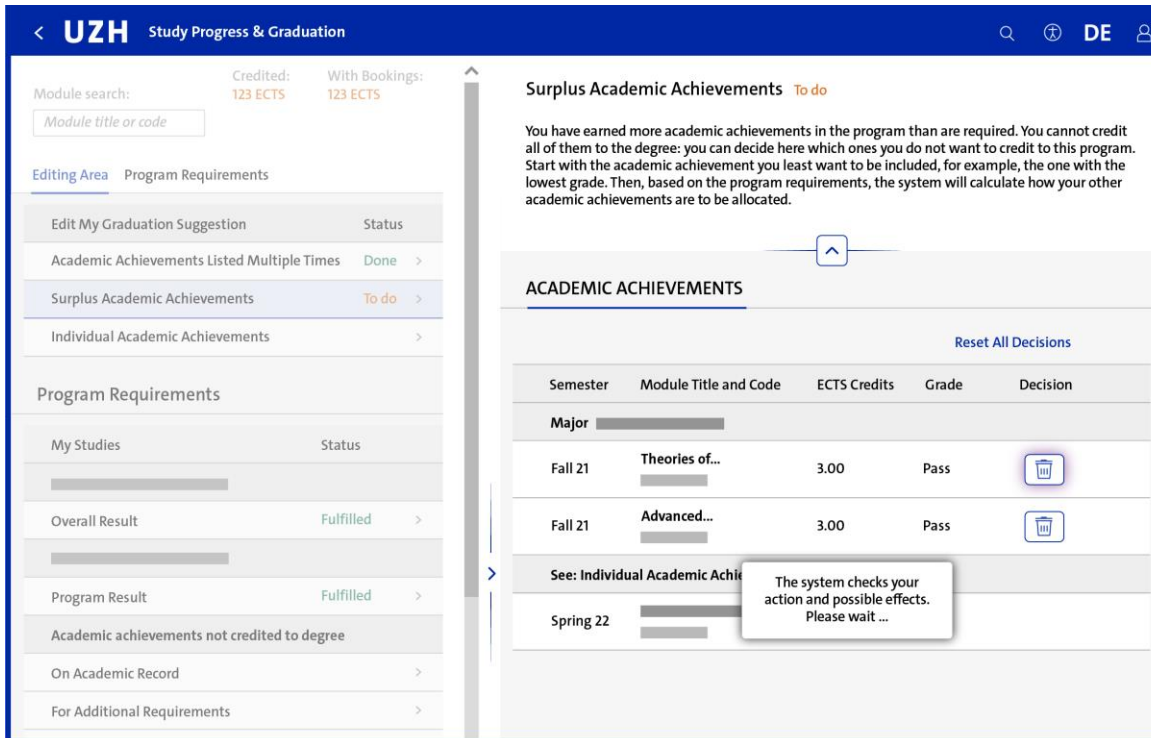
Reset All Decisions

Semester	Module Title and Code	ECTS Credits	Grade	Decision
Major				
Fall 21	Theories of...	3.00	Pass	
Fall 21	Advanced...	3.00	Pass	
See: Individual Academic Achievements				
Spring 22		4.00	Pass	



If the principle of chronological order does not allow for the automatic allocation of an academic achievement, you will be prompted to make a decision.

If you click on the recycle bin, the academic achievement will be removed from the current list and will appear in the list of «Individual Academic Achievements». Please note: this does not mean the achievement has been deleted!

6 Editing Area: Surplus Academic Achievements (3/5)



The screenshot shows the 'UZH Study Progress & Graduation' app interface. The top navigation bar includes the UZH logo, the text 'Study Progress & Graduation', and search, share, and language (DE) icons. Below the navigation bar, there are statistics for 'Credited: 123 ECTS' and 'With Bookings: 123 ECTS'. A search bar for 'Module title or code' is present. The main content area is titled 'Surplus Academic Achievements To do' and includes a warning message: 'You have earned more academic achievements in the program than are required. You cannot credit all of them to the degree: you can decide here which ones you do not want to credit to this program. Start with the academic achievement you least want to be included, for example, the one with the lowest grade. Then, based on the program requirements, the system will calculate how your other academic achievements are to be allocated.' Below this is a table of 'ACADEMIC ACHIEVEMENTS' with columns for Semester, Module Title and Code, ECTS Credits, Grade, and Decision. The table lists two entries for 'Fall 21' with grades of 'Pass'. A 'Reset All Decisions' link is visible. A tooltip message states: 'The system checks your action and possible effects. Please wait ...'.

Semester	Module Title and Code	ECTS Credits	Grade	Decision
Major				
Fall 21	Theories of...	3.00	Pass	
Fall 21	Advanced...	3.00	Pass	
See: Individual Academic Achievements				
Spring 22				

Every time an academic achievement is removed from the list, the system will calculate whether there are any further surplus academic achievements which can be moved elsewhere. You need to continue the process until no surplus achievements are left.

The order in which you make the decisions is relevant: begin with the achievements you least want to be credited.



6 Editing Area: Surplus Academic Achievements (4/5)

ACADEMIC ACHIEVEMENTS				
Semester	Module Title and Code	ECTS Credits	Grade	Decision
Reset All Decisions				
See: Individual Academic Achievements				
Spring 22	[REDACTED]	4.00	Pass	
Fall 21	Theories of... [REDACTED]	3.00	Pass	

The button «Reset All Decisions» revokes your decisions. Because the order of the decisions is relevant, it is possible only to reverse all decisions in this section. We recommend that you complete this decision-making process shortly before registering for graduation.



6 Editing Area: Surplus Academic Achievements (5/5)

Exceptions

It is possible that your program has different regulations for crediting surplus academic achievements. Please consult the framework ordinance or program requirements.

Faculty of Law

If you have completed surplus academic achievements, the Faculty of Law credits achievements completed within the faculty before achievements from other faculties are considered.

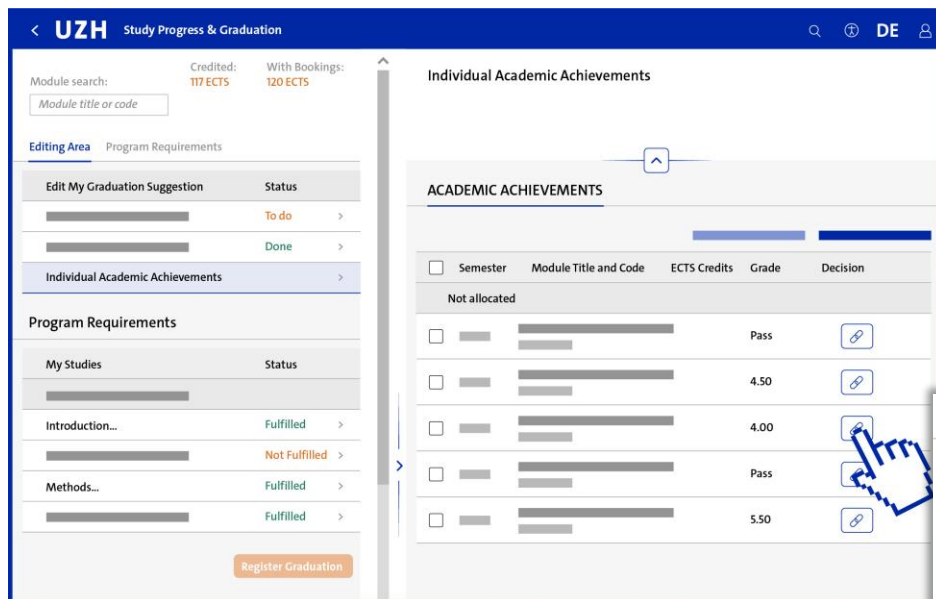
Faculty of Science

At the Faculty of Science, you may not have more than 10 ECTS credits counted toward your degree than are required. You will find this regulation under the program result. If you have credited more academic achievements than this, the status is listed as «Not Fulfilled».

The screenshot shows the 'Study Progress & Graduation' app interface for a 'Master of Science Faculty of Science...' program. The 'Program Result' is 'Not Fulfilled'. The 'Academic Achievements' table is as follows:

Description	Required	Credited	With Bookings	Status
Min. 90 ECTS credits	90 ECTS	105 ECTS	105 ECTS	Fulfilled
Max. 100 ECTS credits	100 ECTS	105 ECTS	105 ECTS	Not Fulfilled
Master's Thesis	1	1	1	Fulfilled
Min. 30 ECTS credits excluding the Master's Thesis	30 ECTS	60 ECTS	60 ECTS	Fulfilled

6 Editing Area: Individual Academic Achievements



UZH Study Progress & Graduation

Module search: Module title or code

Credited: 117 ECTS With Bookings: 120 ECTS

Editing Area Program Requirements

Edit My Graduation Suggestion Status

To do >

Done >

Individual Academic Achievements >

Program Requirements

My Studies Status

Introduction... Fulfilled >

Methods... Not Fulfilled >

Methods... Fulfilled >

Methods... Fulfilled >

Register Graduation

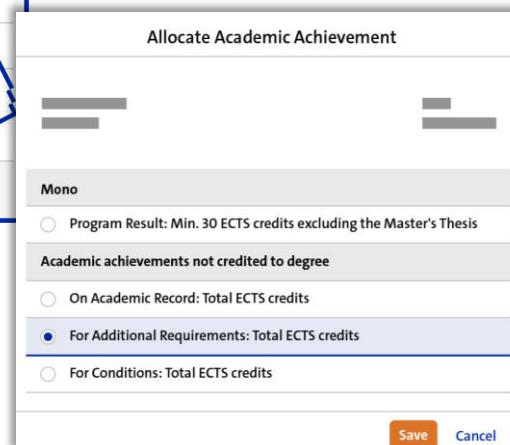
Individual Academic Achievements

ACADEMIC ACHIEVEMENTS

<input type="checkbox"/>	Semester	Module Title and Code	ECTS Credits	Grade	Decision
<input type="checkbox"/>				Pass	
<input type="checkbox"/>				4.50	
<input type="checkbox"/>				4.00	
<input type="checkbox"/>				Pass	
<input type="checkbox"/>				5.50	

In this section you will find any surplus academic achievements or those that cannot be automatically allocated.

For programs at the Faculty of Science: the academic achievements are not generally automatically allocated, but are first listed here. They must then be manually allocated to the study programs.



Allocate Academic Achievement

Mono

Program Result: Min. 30 ECTS credits excluding the Master's Thesis

Academic achievements not credited to degree

On Academic Record: Total ECTS credits

For Additional Requirements: Total ECTS credits

For Conditions: Total ECTS credits

Save Cancel

In the pop-up window, you will see all allocation options for the selected academic achievement.

If you were admitted to your studies with additional requirements and/or conditions, you can indicate here which academic achievements fulfil these. You can also suggest which achievements not credited to your degree you would like to appear on the Academic Record.



6 Editing Area: Dependencies (1/2)

Should you have made a decision about one and the same achievement in different editing areas, then dependencies arise. Each decision is based on any previous decision.

You can see the dependencies in the editing areas: they show where you need to make the next decision, or if you have completed the decision-making process. The pop-up window still shows your original allocation decision.

If you reverse the decisions, any dependencies are taken into consideration and dependent decisions also reversed.

You can also see these situations if you search for a specific academic achievement: all references to it in the editing area or in the program requirements will be shown.

On the following page you will see an example of an academic achievement with interdependent decisions.



6 Editing Area: Dependencies (2/2)

1

Academic Achievements Listed Multiple Times Fulfilled

ACADEMIC ACHIEVEMENTS

Reset All Decisions

Semester	Module Title and Code	ECTS Credits	Grade	Decision
Spring 21				
See: Individual Academic Achievements				
Spring 22	Emergence...	3.00	Pass	

2

Surplus Academic Achievements Done

ACADEMIC ACHIEVEMENTS

Reset All Decisions

Semester	Module Title and Code	ECTS Credits	Grade	Decision
Spring 22	Emergence...	3.00	Pass	

3

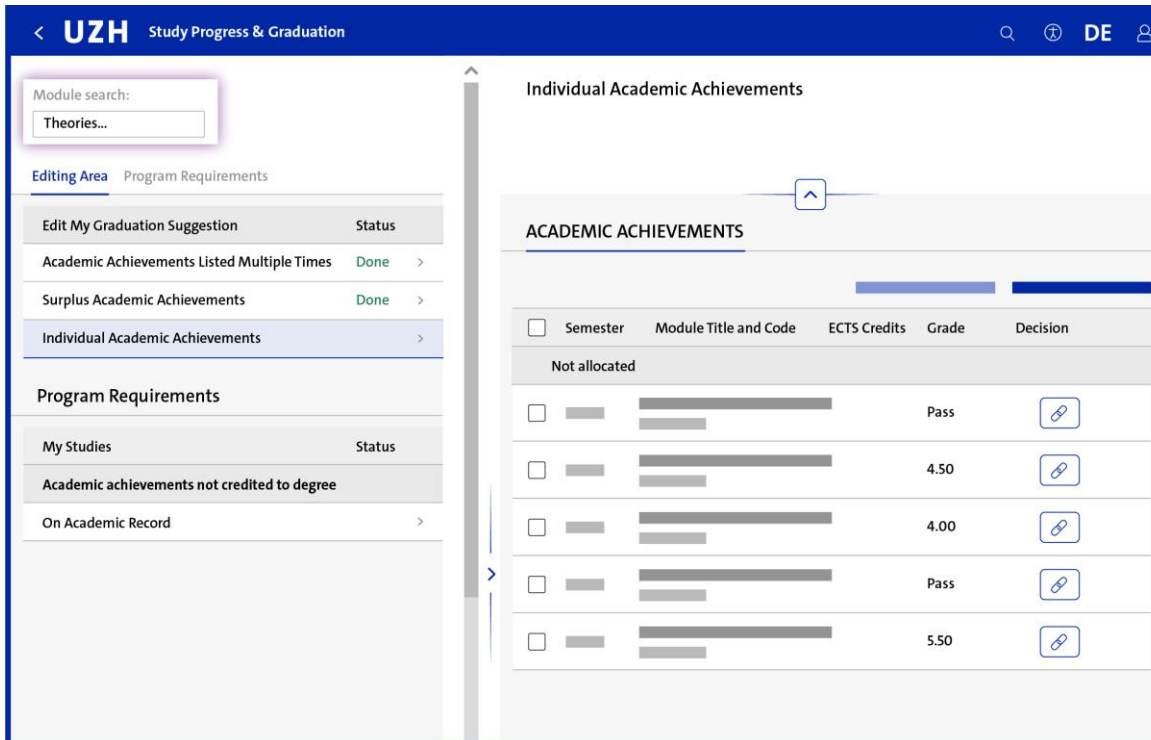
Individual Academic Achievements

ACADEMIC ACHIEVEMENTS






Allocate 0 selected academic achievements Reset All Decisions

<input type="checkbox"/>	Semester	Module Title and Code	ECTS Credits	Grade	Decision
Academic achievements not credited to degree: On Academic Record					
<input type="checkbox"/>	Spring 22	Emergence...	3.00	Pass	

7 Module Search



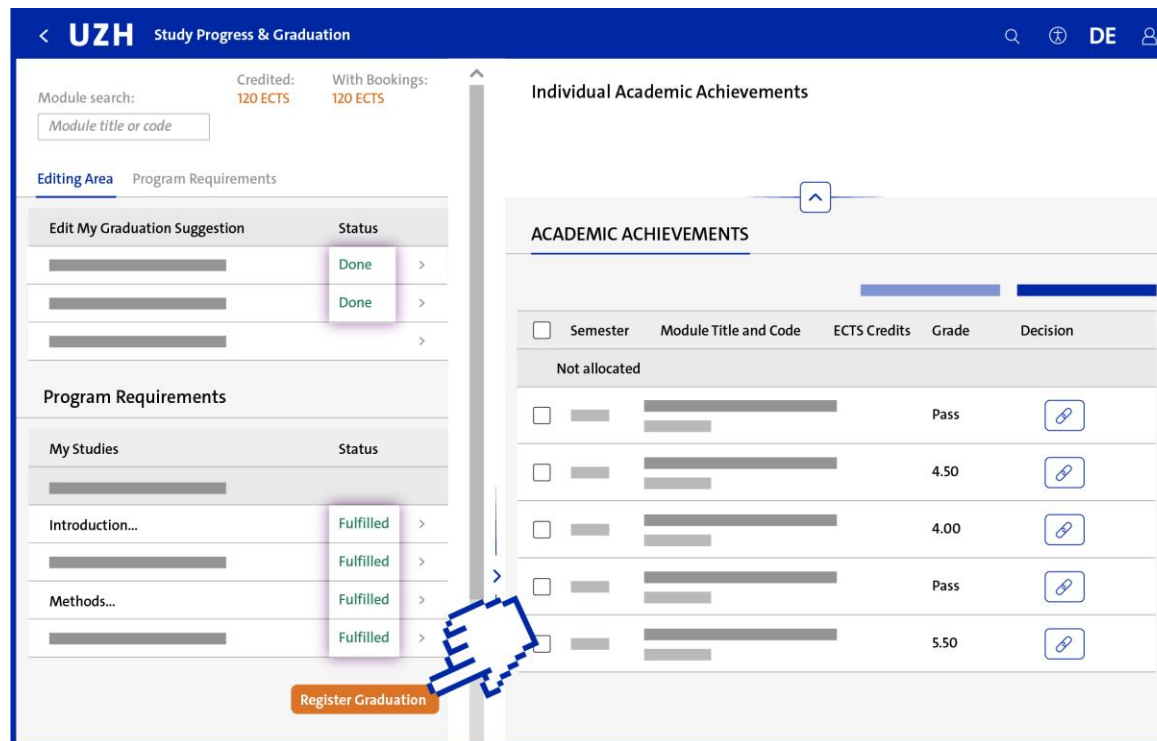
The screenshot shows the 'UZH Study Progress & Graduation' app interface. On the left, there is a navigation menu with options like 'Edit My Graduation Suggestion', 'Academic Achievements Listed Multiple Times', 'Surplus Academic Achievements', and 'Individual Academic Achievements'. The 'Individual Academic Achievements' option is selected. The main content area is titled 'Individual Academic Achievements' and contains a table of 'ACADEMIC ACHIEVEMENTS'. The table has columns for 'Semester', 'Module Title and Code', 'ECTS Credits', 'Grade', and 'Decision'. The table shows five rows of data, all with a 'Pass' decision. The first row has a grade of 'Pass', the second '4.50', the third '4.00', the fourth 'Pass', and the fifth '5.50'. There is also a 'Not allocated' section above the table.

<input type="checkbox"/>	Semester	Module Title and Code	ECTS Credits	Grade	Decision
<input type="checkbox"/>				Pass	
<input type="checkbox"/>				4.50	
<input type="checkbox"/>				4.00	
<input type="checkbox"/>				Pass	
<input type="checkbox"/>				5.50	

The module search allows you to search for all completed and booked academic achievements. The app will show you all task areas and program requirements where the achievement appears.

Achievements that have been cancelled, unsuccessfully completed, or already allocated to a degree are not shown.

8 Registration for Graduation



UZH Study Progress & Graduation

Module search: Module title or code

Credited: 120 ECTS With Bookings: 120 ECTS

Editing Area Program Requirements

Edit My Graduation Suggestion Status

Done >

Done >

Program Requirements

My Studies Status

Introduction... Fulfilled >

Methods... Fulfilled >

Register Graduation

Individual Academic Achievements

ACADEMIC ACHIEVEMENTS

<input type="checkbox"/>	Semester	Module Title and Code	ECTS Credits	Grade	Decision
<input type="checkbox"/>	Not allocated				
<input type="checkbox"/>				Pass	
<input type="checkbox"/>				4.50	
<input type="checkbox"/>				4.00	
<input type="checkbox"/>				Pass	
<input type="checkbox"/>				5.50	

As soon as all program requirements have been fulfilled and any pending tasks in the editing area completed, you can register for graduation.

Doctoral candidates cannot use the app to register for graduation. Please consult your faculty's website for details about the relevant process.

Please note that once you have registered for graduation, no further changes can be made to the graduation suggestion.

After you have submitted the registration for graduation, you will receive an e-mail to confirm receipt of your registration.



8 Graduation (1/2)

The screenshot shows the 'UZH Study Progress & Graduation' app interface. At the top, there is a blue header with the UZH logo, a search icon, a plus icon, 'DE', and a user profile icon. Below the header, the text 'My Studies' is displayed. A table with four columns is shown: 'Degree Programs', 'Study Program / Concentration', 'Enrollment Status', and 'Status of Studies'. The table contains four rows of data. The 'Teaching Diploma' row has a pink highlight around the 'Application for graduation submitted' status.

Degree Programs	Study Program / Concentration	Enrollment Status	Status of Studies
Doctorate		Enrollment in Spring 22	Application for graduation submitted
Teaching Diploma		Enrollment in Spring 22	Application for graduation submitted
Master		Enrollment in Spring 20	Course of studies successfully completed
Bachelor		Enrollment in Spring 17	Course of studies successfully completed

After you register for graduation, the status of your studies on the entry page changes to «Application for graduation submitted».

Your graduation suggestion will be checked by your faculty. Since not all of the requirements set in the program regulations can be checked automatically, the possibility that there may be a breach of the regulations cannot be ruled out, even if the traffic-light system shows a green status at the point of registration. Please note that you are obliged to check whether you have upheld the program regulations (e.g., if academic achievements have expired, that elective modules are allocated to the correct phase of your studies).

8 Graduation (2/2)



Once your graduation suggestion has been approved, your faculty will process your graduation. You can see this when the status of your studies is updated accordingly.

You will receive the degree documentation from your faculty. Check their website for information on the process and deadlines. Please note that you are unlikely to receive the documentation directly after your degree has been awarded.