



Faculty of Law

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## Fact Sheet on Assessments

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## **1. General Information about Assessments**

### **1.1 Content and Basis of the Fact Sheet**

This fact sheet governs the assessments that are administered as part of a degree program or program of study in the Faculty of Law at the University of Zurich (RWF).

The basis for this fact sheet are the framework ordinances as well as the program regulations issued on the basis of the framework ordinances.

### **1.2 Registration for Assessments and Withdrawal from Assessments**

#### **1.2.1 Registration** (§ 20 RVO RWF, § 24 StudO RWF)

Registration for an assessment is generally carried out by booking the module in the module booking tool or a Faculty of Law registration tool. In the case of modules that cannot be booked using one of these tools, the necessary registration information can be found in the course catalogue as well as on the website of the chair offering the module.

For two-semester modules the course catalogue contains a module that includes registration for the assessment when the module is booked, as well as another module for each semester that is intended solely as registration for the corresponding course and is marked “without examination registration.” Note that the module for registration for the assessment is only booked in the semester during which the assessment is provided.

Registration is no longer possible after the booking period. Students themselves are responsible for registering for assessments that do not present a scheduling conflict.

The registration for an assessment is binding unless the student withdraws. If the student does not attend or does not complete the assessment and provides no excuse, the assessment will be deemed to be a failed attempt (marked “not passed” or, in the case of examinations, given a grade of 1).

#### **1.2.2 Withdrawal** (§ 20 RVO RWF, § 27 StudO RWF)

Students can withdraw from assessments via the module booking tool used to book the module by canceling the module. Canceling the module also results in withdrawal from the assessment. Withdrawal is no longer possible after the cancellation period.

In other cases, withdrawal is carried out the same way as registration (withdrawal via the RWF tool or by contacting the chair).



## **2. Examinations**

### **2.1 General Information about Examinations**

#### **2.1.1 Administration of Examinations**

Information about the administration of examinations (location, date, admission, etc.) is published on the website of the Office of Student Affairs.

#### **2.1.2 Inability to Attend, Incomplete Assessment, Unexcused Absence (§§ 24 f. RVO RWF, §§ 28 ff. StudO RWF)**

Examinations will be marked as not passed if the student does not show up for the examination and the request to withdraw from the examination has not been approved. Withdrawal from the university, changes of faculty and the like do not lead to automatic withdrawal from examinations.

The provisions of the framework ordinances and the program regulations also apply.

#### **2.1.3 Exam Results**

Once each semester, students receive a transcript of records with the ECTS credits they have earned to date, the grades they have received and instructions on the right to appeal. New academic achievement is subject to appeal to the Faculty Council pursuant to § 58 para. 1 RVO RWF.

Information regarding delivery of the transcript of records, downloading the corrected examinations, sample solutions and viewing grades can be found on the website of the Office of Student Affairs.

## **2.2 Written Examinations**

### **2.2.1 Solution Sheets**

Students will be informed before the examination if only those solutions written down on the paper provided at the examination by the Faculty will be corrected.

In the case of multiple choice examinations, the answers must always be written down on the solution sheet provided for this purpose. Answers that are not on the solution sheet will not be corrected.

### **2.2.2 Aids (§ 30 RVO RWF)**

#### **a) Writing implements, paper**

Students must bring writing implements with them. In the case of examinations for which students will not be provided with paper, students must also bring a notepad or white A4 paper with a 5-cm border on the right-hand side.



### **b) Permitted aids**

Bilingual dictionaries (translation dictionaries) with no notes are permitted (no electronic dictionaries). These may contain translations, but not substantive paraphrases.

The examiners decide whether to permit other aids and inform the Office of Student Affairs of these aids. The Office of Student Affairs publishes this information on its website.

### **Collections of laws**

If official and/or private collections of laws are permitted, the following applies for the collections that are permitted:

- Students are responsible for ensuring that the laws are up to date and for bringing the collection with them to the examination. No legal texts will be provided at examinations.
- Individually printed copies of provisions that have been amended are permitted if these supplement the text of laws that are not up to date.
- All official versions published by the Federal Chancellery and the cantons in all available official languages are permitted. Official legal texts from the official electronic statute book published by the federal government and the cantons may only be brought to the examination if printed out in full and then individually bound or stapled (no loose sheets and not saved in a file). The legal texts must be printed using the PDF file of the respective decree.

### **Writing, markings, sticky notes and tabs in aids**

Writing, markings, sticky notes and tabs of all types are generally not permitted in aids. Examiners have the option of permitting markings and/or writing in the aids. The corresponding information can be found on the website of the Office of Student Affairs.

If writing in aids is permitted, then keywords, sentences, etc. are allowed in the aids that are brought to the examination. By contrast, the writing surface may not be expanded by adding sticky notes or inserting loose sheets of paper. The only exception to this rule are individually printed copies of provisions of laws that are not up to date.

If markings are permitted, existing words or sentences may be indicated by highlighting or underlining them.

### **c) Open book**

If the examination is open book, all written aids (textbooks, the student's own summaries, laws, etc.), including markings, writing and sticky notes, are permitted with no restrictions.

### **d) Electronic aids**

Electronic aids, particularly devices with storage and communication options, such as calculators and mobile phones, may not be brought to the examination.



#### **e) Other items**

Folders and bags may not be brought to the examination.

#### **2.2.3 Academic Misconduct (§ 30 RVO RWF)**

If there is a suspicion of academic misconduct, the incident will be documented.

The unauthorized aid will be confiscated immediately, with the exception of documented texts of laws and dictionaries. Students can continue to work with the texts of laws and dictionaries for the entire examination. No further changes may be made to entries, comments, underlining or the like once the documentation has begun. At the end of the examination, the documented texts of laws and dictionaries will also be confiscated. If it is expressly stated that decrees are not permitted at an examination and students bring such decrees with them anyway, they will be confiscated immediately.

Other items that are brought to an examination without permission will also be confiscated immediately. They will be returned at the end of the examination, provided they have not made it significantly difficult to conduct an appropriate review of the matter.

Following the examination, the matter will be reviewed by the Legal Office of the Dean and the Vice Dean of Studies to determine whether there has been a violation of the examination regulations and thus that the examination has not been passed. The Faculty Council decides whether to request disciplinary proceedings.

The provisions of the framework ordinances on academic misconduct also apply.

#### **2.3 Oral Examinations**

Information about the date and location of an examination as well as the examination serial numbers can be found on the website of the Office of Student Affairs.

Students do not have a right to request postponement of an oral examination. However, an individual examination may be postponed during the examination period with the consent of the examiner.

The examiner informs students after the oral examination whether they have passed the examination. The grade is not disclosed.

With respect to academic misconduct during the examination, the provisions of para. 2.2.3 regarding documentation and the procedure apply.

The examiner decides whether to permit aids.

Sound recordings during the oral examination for the purpose of the documentation may only be made with the prior consent of the student. They must be deleted by the examiner by no later than the end of the appeal period.



## 2.4 Digital Examinations

Digital examinations include written and oral exams that are taken with the help of electronic end devices.

Oral examinations are only administered digitally if there is a special reason for doing so, e.g. because the student is not in Switzerland. Students do not have a right to request that an oral examination be administered digitally.

Written digital examinations are administered using software that is provided. The examiner may impose a limit on the number of characters or words.

If digital examinations are offered, the specific terms that apply can be found on the website of the Office of Student Affairs.

Para. 2.1 to 2.3 also apply for digital examinations.

## 3. Papers

### 3.1 General Information about Papers (§§ 24 f. 28 RVO RWF, §§ 39 ff. StudO RWF)

The provisions of the StudO RWF under the heading “Papers” apply for papers. In particular, this includes Bachelor’s theses, Master’s theses, case studies and term papers, but other modules are offered in which the assessment is completed in the form of a paper.

Further information about papers can be found on the website of the Office of Student Affairs. This information applies in addition to this fact sheet.

Once a paper has been registered with the chair, it can only be canceled for the reasons specified in the framework ordinance, irrespective of whether the corresponding module has already been booked electronically or not (see § 24 para. 1 RVO RWF, § 28 StudO RWF).

Papers that are not submitted by the (extended, if applicable) deadline will be considered to be not passed and – for papers that are graded – marked with a grade of 1. They will appear on the transcript of records and are considered to be a failed attempt.

In addition to the paper itself, other materials may be relevant for the evaluation of the paper in a seminar or course. Such materials are defined by the examiner and communicated to the student in a timely manner before the seminar.

### 3.2 Correct Citations, Avoiding Plagiarism and Academic Misconduct (§ 30 RVO RWF, § 39 StudO RWF)

The intellectual substance, structure and formulation of a paper must as a whole and in all of its parts be the student’s own work. The (full or partial) use of elements from work by a third party in the paper must be clearly attributed. This is the case, in particular, when the idea, structure or formulation is taken from another source (irrespective of the form in which this source is published). It is not sufficient to make minor changes to the text (known as paraphrasing). To ensure



that reputable academic methods have been used, at the request of the supervisor an electronic version of the paper must be submitted along with the written version. In addition, the following declaration must be added at the end of the paper and signed:

*"I hereby declare that I completed this paper on my own using only the sources listed in the indexes or in the comments.*

*Subject to other restrictive requirements by the responsible supervisor of this work, the following applies to the use of technical instruments that at least partially autonomously generate text, data, code or image material: The essentially unchanged adoption of such content must be marked. The labeling requirement is to be fulfilled on the one hand by clearly marking all affected parts of the work graphically and on the other hand by listing all the instruments specifically used in the directories.*

*I also confirm that this paper has not already been used for any other assessment and that I will not use it in this way in the future.*

*The paper may be reviewed for plagiarism and for parts of the work that can be traced back to the use of the technical instruments mentioned at any time using the corresponding software. The storage of the work is also permitted, in particular for the purpose of checking it at a later point in time or for the purpose of comparing it with the work of third parties."*

The provisions of para. 2.2.3 regarding the procedure in the event of academic misconduct also apply.

### **3.3 Bachelor's Thesis (§ 38 RVO RWF, § 40 StudO RWF)**

Bachelor's theses may only be written as part of seminars.

Coursework during moot courts and model United Nations offered at the Bachelor's level is also credited as a Bachelor's thesis. Further information can be found in the course catalogue and on the websites of the chairs.

A copy of the Bachelor's thesis, together with the grade and revision comments, will be returned to the student.

### **3.4 Master's Thesis (§ 43 RVO RWF, § 41 StudO RWF)**

Master's theses can be written as part of seminars or agreed individually with a supervisor. They must pertain to the topics covered by the Faculty of Law's Master's curriculum. The details of a Master's thesis must – irrespective of whether they are written as part of a seminar or not – be defined using the Faculty of Law form intended for this purpose with the supervisor (Master's thesis agreement). The information contained in the form applies in addition to this fact sheet.

Only students already enrolled in the Master's degree program may make an individual agreement for a Master's thesis with a supervisor (see § 41 para. 1 StudO RWF) or register for a seminar during which they write a Master's thesis (§ 39 RVO RWF).





The Master's theses to be written in English in the International and Comparative Law study programs can also be written as part of a seminar that is generally conducted in German, provided the student has sufficient knowledge of German. The supervisor decides whether the student has sufficient knowledge of German for the seminar. Oral sections of a seminar carried out in connection with the Master's thesis in the International and Comparative Law study programs and that are relevant for the grade must be in English.

A copy of the Master's dissertation, together with the grade and revision comments, will be returned to the student. The revision comments are made in the language in which the Master's thesis was written.

If the corresponding requirements are met, coursework carried out as part of moot courts and model United Nations, comprising at least 12 ECTS credits, will be credited toward the Master's thesis. Further information can be found in the course catalogue and on the websites of the chairs.

#### **4. Assessments within the Framework of Mobility (§ 46 RVO RWF)**

If terms that deviate from the terms of this fact sheet apply for assessments offered within the framework of mobility, such terms will be published on the website of the Office of Student Affairs.

#### **5. Documented Active Participation in Courses**

If the assessment is carried out in the form of documented active participation in the courses, the instructor determines the type of documentation as well as the requirements the students must meet and provides information about these in a timely manner.

#### **6. Final Provisions**

This fact sheet enters into effect retroactively to Fall Semester 2021.

It replaces the following fact sheets:

- Fact Sheet on Examinations of 11 December 2013
- Fact Sheet on Master's Theses of 27 May 2009, as amended on 4 November 2013
- Fact Sheet on Correct Citations and Avoiding Plagiarism of 7 February 2007