



# Information Brochure for students in the Joint Bache- lor of Arts in European Studies (BAES)

Spring Semester 2025

# Index

<b>1 Welcome to the University of Zurich!</b>	<b>4</b>
<b>2 General information</b>	<b>4</b>
2.1 List of modules at RWF UZH	4
2.2 Responsibilities	4
2.2.1 Organizational and administrative matters	4
2.2.2 Faculty-specific questions	4
2.2.3 For questions about lectures	4
2.3 Academic Calendar and Holidays	5
2.3.1 Spring semester 2025	5
2.3.2 Cancellation of lectures	5
2.4 Maps and Orientation	5
<b>3 Studies at the Faculty of Law UZH</b>	<b>5</b>
3.1 About the Faculty of Law at UZH	5
3.2 ECTS Credits	5
3.3 Grading Scale	5
3.4 UniAccess	6
3.5 Module	6
3.6 Lectures	6
3.6.1 General information	6
3.6.2 Online Course Catalogue	6
3.6.3 Material for lectures	6
<b>4 Booking modules and assessment</b>	<b>6</b>
4.1 General information	6
4.2 Performance records and examination dates	6
4.3 Booking and cancellation of modules from the BAES module catalogue of the Faculty of Law	7
4.3.1 Module booking	7
4.3.2 Module Cancellation	7
4.4 Modules from other faculties	7
4.5 Booking language courses at the UZH/ETHZ Language Centre	7
4.6 Mobility RWF UZH	7
4.7 Exam Preparation	7
4.8 Failed attempts and rules for repeating	7
<b>5 Transcript of Records</b>	<b>8</b>

5.1 Recording language course achievements	8
5.2 Communication of results	8
5.3 Delivery of the transcript of records	8
5.4 Degree	8
<b>6 Appeals</b>	<b>8</b>
<b>7 Libraries</b>	<b>8</b>
7.1 UB Law	8
7.2 The Library of the Europe Insitute	8
7.3 Zentralbibliothek Zürich	9
<b>8 Law Student</b>	<b>9</b>
<b>Organizations</b>	<b>9</b>
<b>9 Programmes offered by UZH / ETH</b>	<b>9</b>

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# 1 Welcome to the University of Zurich!

Dear BAES students,

Welcome to the Faculty of Law of the University of Zurich (RWF UZH)! We are delighted that you have decided to complete part of your studies at the University of Zurich.

This brochure is intended to guide you through your studies at the RWF UZH. You will find important information and tips on various areas, such as contact persons, lectures, lecture times, site plans, module bookings, etc.

We wish you an exciting and successful study at the RWF UZH!

Office of Student Affairs

## 2 General information

Specific information for BAES students of the Major Law can be found online at:

<https://www.ius.uzh.ch/en/studies/study-courses/baes.html>

### 2.1 List of modules at RWF UZH

The RWF UZH does not offer a special study programme for BAES students. Students who wish to complete the Major in Law at the RWF UZH can choose from a published list of modules. The selected modules are recorded in an agreement signed by your BAES coordinator at UZH (so-called learning agreement).

All RWF students are obliged to read the framework ordinance and the program regulations. You can find these regulations on the website: [Legal Documents of the Faculty of Law](#).

## 2.2 Responsibilities

### 2.2.1 Organizational and administrative matters

Ms Susanne Kempe-Weber, BAES coordinator, will be happy to answer any organizational questions you may have about your stay and life in Zurich:

Address: Susanne Kempe-Weber, lic. phil.,  
Koordinatorin BAES  
Rämistrasse 69  
8001 Zürich  
Room: SOC 2 223  
Telefonnr. +41 (0)44 634 54 82  
E-Mail: [baes@phil.uzh.ch](mailto:baes@phil.uzh.ch)  
Web: [UZH Joins Una Europa's Joint Bachelor's Degree Program in European Studies | Global Affairs | UZH](#)

### 2.2.2 Faculty-specific questions

The Student Center of the Faculty of Law UZH will give you information on study related questions.

Address: University of Zurich  
Faculty of Law  
The Office of the Vice  
Dean of Studies  
Rämistrasse 74/76  
8001 Zurich  
Contact: [Contact Form](#)  
Web: [Studies](#)

### 2.2.3 For questions about lectures

If you have any questions about the content of individual lectures or require further lecture-specific information, please contact the chairs directly. In addition, various materials relating to the courses (lecture notes, slides, podcasts, etc.) are published on the chairs' websites.

The contact information of the chairs can be found on the website [Professorships](#).

## 2.3 Academic Calendar and Holidays

### 2.3.1 Spring semester 2025

Semester duration	01.02.2025 until 31.07.2025
Courses and Lectures	17.02.2025 until 31.05.2025
Easter holidays	17.04.2025 (from 16.00hrs) until 27.04.2025
Regular examination phase	16.06.2025 until 11.07.2025

[Details](#)

### 2.3.2 Cancellation of lectures

Dies academicus	26.04.2025
Sechseläuten	28.04.2025 (from 12:00 hrs)
Labour Day	01.05.2025
Ascension	28.05.2025 (from 16.00 hrs) and 29.05.2025
Whit Monday	09.06.2025

This data can also be found on:

[Details](#)

## 2.4 Maps and Orientation

On the website [Maps and Orientation](#) you will find addresses and floor plans for the buildings and the lecture halls of the University of Zurich online.

# 3 Studies at the Faculty of Law UZH

## 3.1 About the Faculty of Law at UZH

Founded over 175 years ago, the Faculty of Law of the University of Zurich (RWF UZH) is now one of the largest law faculties in Europe with enrollment currently standing at approx. 3,900 students. The students are supervised by around 50 professors

and numerous other staff members. The Faculty of Law is one of the leading research institutions in Europe with the aim of training lawyers with outstanding qualifications for the legal profession. Studies at the RWF UZH are organized according to the so-called Bologna system, academic achievement is usually tested each year and accounted for as ECTS credits.

## 3.2 ECTS Credits

The European Credit Transfer and Accumulation System (ECTS) is a system that regulates the accumulation and transfer of credits earned for coursework.

At UZH, 1 ECTS credit point represents a workload of 30 hours. Credits are only awarded if you pass an assessment for which a sufficient grade (grade 4 or higher) must be achieved.

## 3.3 Grading Scale

The grading scale at the University of Zurich ranges from 1 to 6 and is graded in half grades, with grade 1 being the worst grade. Satisfactory performance requires a grade of at least 4.

Grade	Conversion
6	excellent (outstanding)
5.5	very good
5	good
4.5	fine
4	sufficient
3.5 und 3	insufficient
2.5 und 2	poor
1.5 und 1	Very poor

Not all subjects are graded. Certain subjects are also graded as 'pass/fail'. Information on this can be found in the course catalogue.



### 3.4 UniAccess

You should have received your student id number, your UZH short name and your password from the Admissions Office.

At present, the UZH short name can be used to gain access to the following services:

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

Please note that you will receive important documents related to your studies to your uzh e-mail address. You should therefore check your e-mail account regularly.

### 3.5 Module

A module is a complete learning unit in terms of content and duration consisting of one or more courses.

Modules usually extend over one or two semesters. You receive a fixed number of ECTS credits for a passed module. A module is considered to have been passed if the corresponding assessment has been successfully completed.

At UZH, a distinction is made between booking modules, enquiry modules and application modules.

### 3.6 Lectures

#### 3.6.1 General information

Lectures at the RWF are primarily held in classroom teaching. Podcasts are offered for some courses. Further information on the courses can also be found on the websites of the chairs. Information on examinations is published on the RWF website at the end of November for the fall semester and at the end of May for the spring semester.

#### 3.6.2 Online Course Catalogue

All courses offered by the Faculty of Law are available in the online [course catalogue spring semester 2025](#).

The individual modules are listed in the course catalogue. By clicking on a module, you will receive detailed information about it, in particular information about the content, lecturers, room and dates, as well as a list of the associated course(s).

#### 3.6.3 Material for lectures

The materials for the lectures are usually published on the websites of the [chairs](#). Lecturer will inform you on the website, in the online course catalogue or during the lecture where you can find the materials.

## 4 Booking modules and assessment

### 4.1 General information

Booking a module means registering for an assessment. If you would like to attend a lecture without taking an assessment, you are free to do so.

Please note that no certificates of attendance or ECTS Credits can be issued by the UZH Faculty of Law for attending courses without taking an assessment. The Office of the Vice Dean of Studies will book the modules specified in the learning agreement for you.

### 4.2 Performance records and examination dates

The following certificates of achievement exist at the RWF UZH:

- Oral or written examinations
- Papers
- Presentations
- Proof of active participation in courses
- Academic achievement in an eLearning course
- Academic achievement in a moot court

The lecturers decide either at the beginning of the lecture period or after the end of the cancellation deadline in which type of assessment will be taken (§ 31 StudO RWF). It is therefore possible that the type of assessment and therefore the time of the examination may change. The examination dates and the respective examination location for

regular and centrally organized module examinations can be found on our website [Exams](#). Information on assessments organized by the chair itself can be found on the chair's website. For assessments that are not organized by the RWF UZH, please refer to the regulations of the faculty offering the examination.

### **4.3 Booking and cancellation of modules from the BAES module catalogue of the Faculty of Law**

#### **4.3.1 Module booking**

The Office of the Vice Dean of Studies is responsible for booking modules from the RWF UZH BAES module catalogue for BAES students based on Learning Agreements signed by the BAES coordinator. Students must submit their Learning Agreement for module booking to the Office of the Vice Dean of Studies by the end of the booking period using the contact form.

Published booking deadlines are binding. Booking will not be possible after the deadline.

#### **4.3.2 Module Cancellation**

Booked modules must be cancelled by the end of the cancellation period if you do not wish to book the module and take an examination in it. The Office of the Vice Dean of Studies is responsible for cancelling modules from the BAES module catalogue in the same way as module bookings. The Learning Agreement signed by the BAES Coordinator must also be submitted to the Office of the Vice Dean of Studies using the contact form.

The published cancellation deadlines are binding. No cancellations will be accepted after the deadline.

The deadlines can be viewed online on the following websites:

[Dates and Deadlines](#)

[Deadlines booking modules](#)

### **4.4 Modules from other faculties**

Modules from other faculties are generally available for booking. You can book or cancel these modules using the module booking tool. Please note that other faculties may have different booking and cancellation deadlines. It is up to you to check with your BAES coordinator or home

university whether these modules can be counted towards your degree.

The RWF does not book these modules for BAES students. If you have any questions about booking modules from other faculties, please contact the BAES coordinator.

### **4.5 Booking language courses at the UZH/ETHZ Language Centre**

The UZH / ETHZ Language Centre offers language courses. These can be viewed online on [the following website](#).

The RWF does not book language courses for BAES students. If you have any questions, please contact the BAES Coordinator.

### **4.6 Mobility RWF UZH**

The mobility offer (mobility exams) of the RWF UZH is not available to BAES students.

### **4.7 Exam Preparation**

For comprehensive preparation for the regular examinations, it is worth studying with old RWF UZH examinations. You can find them on this website [Exam Archive](#), sorted by degree program (Bachelor/Master) and semester in which they were taken.

### **4.8 Failed attempts and rules for repeating**

An unsuccessful assessment is considered a failed attempt.

At the RWF it is not possible to repeat the examination. The module must be retaken.

## 5 Transcript of Records

### 5.1 Recording language course achievements

Courses attended at the Language Center of UZH and ETH Zurich will automatically appear on your UZH transcript of records if you have passed the course. For these courses, you will also receive a course confirmation from the Language Center. It is up to you to find out whether a language course can be credited to your degree programme.

### 5.2 Communication of results

The grades are published successively on the student portal, but no later than mid-February (for examinations in the fall semester) or the beginning of September (for examinations in the spring semester).

### 5.3 Delivery of the transcript of records

Transcripts of records are sent electronically. A transcript of records is considered delivered on day seven after it is available on Student Portal. It will remain available for download until it is replaced by a more recent one.

As soon as the transcript of records is available for download in the Student Portal, all students enrolled at UZH will be informed by e-mail to their UZH e-mail address.

Exmatriculated students can access the Student Portal up to 4 months after the end of the semester.

### 5.4 Degree

The BAES programme does not allow you to graduate from UZH.

## 6 Appeals

In accordance with § 58 of the RVO RWF, an appeal may be lodged with the Faculty Board against the transcript of records relating to the newly recognised performance in the last semester. The appeal must be submitted in writing to the Faculty Board within 30 days of receipt of the transcript, stating the reasons for the appeal. The decision on the appeal may be appealed to the Appeals Commission

of the Zurich Universities. Further information is available on the website [Appeals procedure](#).

## 7 Libraries

### 7.1 UB Law

The new library, opened in August 2004, was designed by the famous architect Santiago Calatrava.



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

Address: Institute of Law  
Rämistrasse 74  
8001 Zurich

Web: [University Library Zurich - Law](#)

Opening hours: See Website

### 7.2 The Library of the Europe Institute

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

Address: Europe Institute at  
University of Zurich  
Hirschengraben 56  
8001 Zurich

Web: [Europe Institute Library](#)

Opening hours: See Website



### 7.3 Zentralbibliothek Zürich

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

Address: Zurich Central Library  
Zähringerplatz 6  
8001 Zurich

Web: [Zentralbibliothek Zürich](#)

Opening hours: See Website

## 8 Law Student Organizations

On this website you will find [an overview of the student organizations and university body organizations](#) at the Faculty of Law.

## 9 Programmes offered by UZH / ETH

The UZH / ETH offer a wide range of counselling and support services for students. These are available at: [Advice & Support](#)

A central point of contact for students is the Student and Disability Office. It provides confidential advice on the need to compensate for disadvantages and offers support. Further information and relevant leaflets are published online: [Disability Office](#)