



**Universität  
Zürich<sup>UZH</sup>**

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**Faculty of Law**

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**Guidelines**

**Recognition and Transfer of Credit  
to Degree and Study Programs at  
RWF UZH**

**(RLA)**

Resolution of the Faculty Council of  
1. July 2024

Version 1.0 (1. July 2024)



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## 1 Introduction

These guidelines govern the recognition and transfer of credit earned by mobility students and students changing degree programs and institutions of higher learning as well as credit for legal internships toward the Bachelor's degree and Master's degree programs, minor study programs, the notary program pursuant to § 44 ff. RVO, and the Individual Doctoral Program at the Faculty of Law of the University of Zurich (RWF UZH). These guidelines do not apply to the joint degree Master's program, the double degree Master's program, and the doctoral program.

Mobility students are students who complete coursework at a host university for one or more semesters.

Students changing degree programs are students who previously started or completed studies in another faculty and then commenced studies at RWF UZH.

Students changing institutions of higher learning are students who previously started or completed law studies at another institution of higher learning and then commenced studies at RWF UZH.

These guidelines provide further details on and supplement the framework ordinance dated 21 September 2020 (RVO), the program regulations for the Bachelor's degree and Master's degree programs, the minor study programs, and the special programs at RWF UZH dated 10 June 2020 (StudO RWF) as well as the ordinance on obtaining a doctoral degree dated 25 May 2009 (PVO). The respective doctoral program regulations apply for the recognition and transfer of credit toward RWF UZH doctoral programs.

The Faculty Council issues these guidelines on the basis of § 1 para. 4 RVO RWF.

## 2 Organization

The Office of Student Affairs is responsible for requests for and recognition of the transfer of credits. The Vice Dean of Studies decides in individual cases.

### **3 Recognition and Transfer of Credit**

#### **3.1 General**

Credit for coursework completed at another institution of higher learning will be recognized and transferred upon request if it is equivalent, can be allocated to a compulsory module or a core elective area, or can be integrated as an elective module. Legal internships that have been completed can also be integrated as an elective module for a maximum of 6 ECTS credits. Failed attempts will not be considered.

The coursework must be at the Master's level in order for it to be recognized and credited toward the Master of Law UZH. If the other institution of higher learning does not distinguish between the Bachelor's degree and Master's degree levels or if the structure of the degree programs differs substantially from the structure at RWF UZH, credit for the coursework may be recognized and transferred if the coursework can be qualified as being at the Master's level. The Office of Student Affairs is responsible for determining if the coursework qualifies as being at the Master's level.

Coursework completed at institutions of higher learning that do not recognize the European Credit Transfer System (ECTS) and legal internships are converted into ECTS credits. The conversion ratio is determined by the Office of Student Affairs.

#### **3.2 Equivalence**

The coursework is equivalent if the other institution of higher learning awards at least two-thirds of the ECTS credits for a course that corresponds to a course at RWF UZH and there is a high level of correspondence between the competencies attained and the content of the course.

In recognizing and transferring credit, the number of ECTS credits for the corresponding coursework is awarded in accordance with the program regulation for the corresponding degree program at RWF UZH.

#### **3.3 Allocation**

Allocation is possible if external coursework has a thematic relationship to a module or a module group. The Office of Student Affairs decides whether allocation is permitted. Allocation is only possible in the cases listed below.

### **3.3.1 Allocation to the International Law/European Law compulsory module (BLaw)**

Credits may be allocated to the International Law/European Law compulsory module if the external course is in the international public law thematic area and at least two-thirds of the ECTS credits for the corresponding module at RWF UZH are awarded, irrespective of whether a corresponding course is offered at RWF UZH. When the credits are transferred, the number of ECTS credits for the International Law/European Law module pursuant to the StudO RWF are awarded.

### **3.3.2 Allocation to the Case Studies in Public Law compulsory module (MLaw)**

Credits may be allocated to the Case Studies in Public Law compulsory module if the external course is in the public law thematic area and at least two-thirds of the ECTS credits for the corresponding module at RWF UZH are awarded, irrespective of whether a corresponding course is offered at RWF UZH. When the credits are transferred, the number of ECTS credits for the Case Studies in Public Law module in accordance with the StudO RWF are awarded. The formal requirements for case studies at RWF UZH must be met.

### **3.3.3 Allocation to a core elective area**

Credits may be allocated to a core elective area if the external coursework is in the core elective thematic area, irrespective of whether a corresponding module is offered at RWF UZH. When the credits are recognized, the same number of ECTS credits are awarded as the number of ECTS credits awarded by the other institution of higher learning; if the other institution of higher learning does not award ECTS credits, the credits must be converted in accordance with clause 3.1.

When external coursework is allocated to a core elective area for the BLaw, another module may only be completed at RWF UZH if the number of ECTS credits required for the respective core elective area have not yet been attained.

If the coursework is allocated to case studies (BLaw), the formal requirements for case studies at RWF UZH must also be met.

### **3.3.4 Allocation to a doctoral colloquium**

The recognition and transfer of credit toward a doctoral colloquium or other academic achievements is possible if the main supervisor approves recognition and transfer of the credits. The academic achievement is awarded 6 ECTS credits as a doctoral colloquium in accordance with § 5 PVO.

### **3.4 Integration as an elective module**

The coursework may be integrated as an elective module if the external coursework was completed at an institution of higher learning. When the credits are recognized, the same number of ECTS credits are awarded as the number of ECTS credits awarded by the other institution of higher learning; if the other institution of higher learning does not award ECTS credits, the credits must be converted in accordance with clause 3.1.

The integration of legal internships as an elective module is possible to the extent of 3 or 6 ECTS credits. 3 ECTS credits correspond to 90 hours of work within a maximum of six months. For 6 ECTS credits, double the workload (180 hours within a maximum of 12 months) is required. Proof of the legal content of the internship must be submitted.

### **3.5 Date of the recognition and transfer of credit**

Coursework completed as part of a mobility program and coursework completed by students changing degree programs and institutions of higher learning is recognized in the semester during which the coursework was completed.

Coursework that is recognized is credited to the degree in ascending chronological order. In the event of excess coursework completed during the same semester, a module completed successfully at UZH takes precedence.

### **3.6 Evaluation**

The grades for coursework completed at other Swiss institutions of higher learning are adopted in half-grade increments.

The grades for coursework at non-Swiss institutions of higher learning will be recognized and credited as «passed».



Legal internships will be recognized and credited as «passed».

#### **4 Limitation on the Recognition and Transfer of Credit**

Coursework completed outside of UZH will only be recognized if it can be counted toward a degree at RWF UZH.

Proseminars, Bachelor's and Master's theses completed at another institution of higher learning will not be recognized.

Coursework may be credited toward a UZH degree in accordance with § 44 para. 1 StudO for a period of 10 years after the semester in which it was completed.

Coursework that is equivalent to a module that has already been completed successfully at RWF UZH cannot be recognized.

If several external courses must be completed for an RWF UZH module, then the courses must be completed at the same institution of higher learning.

For recognition, it will suffice if the weighted overall grade average of the corresponding external coursework in accordance with the ECTS credits is sufficient to pass.

Coursework completed as part of a continuing education degree program will not be recognized.

Coursework completed as part of a mobility program at another Swiss faculty of law in the same language area will not be recognized as compulsory modules for the Bachelor of Law UZH.

The module Public International Law/European Law cannot be recognized if it was completed as part of a Summer or Winter School.

The following number of external ECTS credits is the maximum that can be credited toward a degree or program of study:

BLaw: 90 ECTS credits

MLaw: 45 ECTS credits

Law as a Minor Bachelor's degree 60: 30 ECTS credits

Law as a Minor Bachelor's degree 30: 15 ECTS credits

Law as a Minor Master's degree 30: 15 ECTS credits

Notary program: 45 ECTS credits

Individual Doctorate: 12 ECTS credits

Only coursework and legal internships completed in English can be recognized and credited toward the Master of Law UZH International and Comparative Law.

Bachelor's students may do Master's modules early as part of a mobility program if they have attained at least 150 ECTS credits in law modules. This does not include Master's modules for students in the minor study programs.

## 5 General Transfer of Credit

### 5.1 General transfer of credit toward the Master of Law UZH

If a Master's degree program in law or a similar degree in law was completed abroad, the coursework will be credited toward the Master of Law UZH degree as «passed» with 30 ECTS credits if the required coursework totaling 60 ECTS credits at RWF UZH has been completed in accordance with the following table.

Compulsory module	Civil Procedure Law	12 ECTS
Compulsory module	Trade and Business Law II	6 ECTS
Compulsory module	Review and Advanced Course Criminal Law/Criminal Procedure Law	6 ECTS
Compulsory module	Tax Law I	3 ECTS
Compulsory module	Case study in Public Law	3 ECTS
Core elective module	Common Subjects	6 ECTS
Elective modules	Law Modules	12 ECTS
Compulsory module	Master's Thesis	12 ECTS
<b>Total</b>		<b>60 ECTS</b>

### 5.2 General transfer of credit toward the Master of Law UZH International and Comparative Law

If a Master's degree program in law or a similar degree in law was completed abroad, the coursework will be credited toward the Master of Law UZH Interna-

tional and Comparative Law degree as “passed” with 30 ECTS credits if the required coursework totaling 60 ECTS credits at RWF UZH has been completed in accordance with the following table.

Compulsory module	Introduction to Swiss Law	6 ECTS
Core elective module	Common Subjects	6 ECTS
Core elective module	International Law	12 ECTS
Core elective module	Comparative Law	12 ECTS
Elective modules	Law Modules	12 ECTS
Compulsory module	Master’s Thesis	12 ECTS
<b>Total</b>		<b>60 ECTS</b>

## 6 Final Provisions

### 6.1 Legal Protection

Decisions on recognition and transfer of credits may be contested in the course of the objection procedure pursuant to § 58 para. 1 RVO RWF.

### 6.2 Entry into force

These guidelines enter into force at the beginning of the fall semester (HS) 2024. They replace the Guidelines Recognition and Transfer of Credit to Degree and Study Programs at RWF UZH of 1. July 2021 (RLA 2021), which will be repealed at the same time.

### 6.3 Transitional provisions

Students who submitted a request for recognition and/or transfer of credit before 1 November 2024 may have the credits transferred in accordance with the RLA 2021.