



Information Brochure for Mobility Students (not for BAES students)

Spring Semester 2025

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1 Welcome to the University of Zurich!

Dear Mobility Students,

Welcome to the Faculty of Law of the University of Zurich (RWF UZH)! We extend our warmest welcome to you as you embark on your exchange semester here with us.

This comprehensive brochure serves as a useful guide for your mobility studies, offering essential information on courses, lectures schedules, module registration, and key contacts. It is designed to facilitate a seamless and enriching academic experience during your mobility studies.

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

Student Center RWF UZH

2 General Information

2.1 Types of Mobility Students

This brochure is intended for all students from other universities who study law at the University of Zurich as part of an exchange program.

Mobility programs:

- Swiss mobility (Mobility within Switzerland)
- SEMP (former ERASMUS)
- Faculty-specific exchange agreement
- University-wide agreement

If no exchange agreement exists between the University of Zurich or the Faculty of Law UZH and your home institution, you are considered as a visiting student. Visiting students are treated like mobility students but have to pay tuition fees at the UZH as opposed to other mobility students.

If the information only applies to individual mobility programs or only to visiting students, that fact will be indicated specially in this brochure.

2.2 Responsibilities

a. Organizational and administrative matters

For all questions regarding the administration or organization of your exchange, please contact the responsible person at the University of Zurich.

Swiss Mobility Students (CH-Unimobil)

For questions regarding your enrollment (matriculation) or the extension of your exchange, please contact the Student Administration Office of the UZH (Kanzlei).

Address: [Student Administration Office of the University of Zurich](#)
Rämistrasse 71
8006 Zurich
Room: KOL E 8
Phone no.: +41 44 634 22 17
Contact: [Contact Form](#)
Web: [Mobility within Switzerland – Incoming](#)

International Mobility Students (SEMP, Faculty Agreements, Visiting Students)

The Global Student Experience (GSE) coordinates the international exchange programs of the University of Zurich and assists students that are on exchange through these programs (e.g. with questions regarding enrollment, student cards, scholarships, visas etc.).

All incoming international mobility students are assisted in administrative issues by the incoming coordination center GSE:

Address: Global Student Experience
Rämistrasse 71
8006 Zurich
Room: KOL E 17b
Phone no.: +41 (0)44 634 41 23
E-Mail: incoming@int.uzh.ch
Web: [Global Student Experience – Coming to UZH](#)

b. Study related questions

Student Center of the Faculty of Law UZH

The Student Center of the Faculty of Law UZH will give you information on study related questions such as lectures or module booking, examinations, transcripts of records, etc.

The person in charge of all incoming mobility students at RWF UZH is Ms. Julia Janovskaja.

Address: University of Zurich
Faculty of Law
Dean's Office
Rämistrasse 74/76
8001 Zurich

Contact: [Contact Form](#)

Web: [Planning a Mobility Stay Incomings](#)

Online consultation: **Wednesday 9:00–12:00 h (Microsoft Teams), for booking**

08:00 – 08:45 h

09:00 – 09:45 h

09:45 – 10:15 h break to move between classes

10:15 – 11:00 h

11:15 – 12:00 h

12:15 – 13:00 h

(no break at 13:00 h)

13:00 – 13:45 h

14:00 – 14:45 h

15:00 – 15:45 h

15:45 – 16:15 h break to move between classes

16:15 – 17:00 h

17:15 – 18:00 h

18:15 – 19:00 h

19:15 – 20:00 h

Chairs

If you have questions regarding the content of the lectures, please contact the office of the professor who is teaching the course directly.

The contact information of the professor's offices (so called „chairs“) is available on the website [Professorships](#).

2.3 Academic Calendar and Holidays

The semester dates are available on the website [Dates and Addresses/Semester Dates](#). Further deadlines of RWF UZH can be found on the website [Dates and Deadlines](#).

2.4 Lecture Hours

The following lecture hours apply to all courses offered at the University of Zurich:

2.5 Orientation and Plans

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.

Information on buildings and accessibility can be found on the [Uniability UZH](#) website.

Each room at UZH has a specific name, which is defined by the following elements: as an example, Room RAI-F-041:

- Building designation (RAI = Rämistrasse 74 building)
- Floor designation in the corresponding building (floor F)
- Room number on the floor (041)



3 Your stay 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 Europa with enrollment currently standing at approx. 3,900 students. The students are supervised by around 50 professors and numerous other staff members. Each year about 150 mobility students come to RWF UZH from law faculties all over the world.

Under the Bologna system, academic achievement is usually tested each year and accounted for as ECTS credits. After three years of successful study the first law degree is attained with the Bachelor of Law UZH (BLaw UZH), which is usually supplemented by the Master of Law UZH (MLaw UZH Rechtswissenschaften or MLaw UZH International and Comparative Law) after one and half years of further study.

3.2 The Chairs

Professors usually hold a chair. For information regarding the content of the courses the chairs must be contacted directly.

Various materials for the courses (scripts, slides, podcasts, etc.) are published on the websites of the chairs.

A listing of all chairs and the links to the individual websites can be found on the the website [Professorships](#).

3.3 ECTS Credits

ECTS (European Credit Transfer and Accumulation System) is a system that regulates the accumulation and transfer of credits earned for coursework. This system encourages transparency within the European higher education area and fosters student mobility within Europe.

At UZH, 1 ECTS credit point represents a workload of 30 hours. Credits are only awarded if you pass an examination or have other work officially recognized. The grading scale ranges from 1 to 6, where 6 represents the highest grade and 4 the pass mark.

3.4 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 |

3.5 UniAccess

You should have received your matriculation number, your „shortname“ and your password from the GSE or the Student Administration Office.

Example:

Matriculation number: 12-345-678

Fullname: FristnameLastname

UniAccess-ID: Shortname

Unishortname *****

password:

Uni-E-mail address: firstname.lastname@uzh.ch

At present, the shortname 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 keep your password in a safe place! Once it has been changed, neither the Student Center of the Faculty of Law of the University of Zurich nor the GSE

or the Student Administration Office will be able to help you.

ATTENTION:

Please note that you will receive important documents related to your studies to your uzH e-mail address.

Check your e-mail accounts regularly!

3.6 Courses

3.6.1 Terminology

The courses are offered each semester in the form of lectures, exercises and seminars. Modules consist of lectures or exercise.

- **Modules**

Modules may consist of a combination of courses, such as a lecture and an exercise. The required workload is made up of the time spent in class as well as time spent in self-study (reading, preparing for an exam, writing a paper). 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. Types of assessment include, for example, written or oral examinations, presentations, written papers, etc.

- **Lectures**

A lecture is a teaching method conducted by an instructor in which an aspect of law is systematically examined. Lectures form the basis and starting point for dealing with a subject and are the most important and most frequent type of course at the Faculty of Law.

- **Exercises**

The purpose of exercises (“Übungen” in German) is the development of knowledge and skills gained in a field, as well as applying abstract concepts to concrete facts by working on problems derived from practical situations. Attending an exercise only makes sense when you are thoroughly prepared and able to take active part in discussions.

- **Seminars**

Participation in a seminar is based on the writing of a Bachelor's or Master's thesis. As no Bachelor's or Master's thesis is written during

the mobility stay, mobility students are not entitled to participate in seminars.

3.6.2 Online Course Catalogue

All courses offered by the Faculty of Law and other faculties at the UZH 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 receive detailed information on it, in particular the listings for the associated course(s). By clicking on a course again, you receive information on the content, instructor, room, and deadlines. In addition, students must select the respective modules for the module booking via the course catalogue.

3.6.3 Course selection

Mobility students have the opportunity to attend and be assessed for courses from the entire RWF UZH Bachelor's and Master's curriculum.

All mobility students can freely arrange their own study schedule. No rules or regulations exist on the part of RWF UZH with regard to:

- minimum number of ECTS credits or
- compulsory modules.

We recommend completing a minimum of 12 ECTS credits per semester.

Mobility students are, however, subject to the regulations and obligations of their home universities. It is therefore of the utmost importance that students arrange their study plan with their home faculty.

ATTENTION:

It lies within your own responsibility to arrange a course schedule and examination schedule without collisions!

3.6.4 Modules offered by other faculties at the UZH

If you are interested in taking courses which are not offered by the Faculty of Law, please contact the responsible coordinator at the faculty of interest in order to book the module and register for the examinations.

In the online course catalogue you will find information on which faculty is offering a module under „Organization”.

3.6.5 Learning Agreements

Learning Agreements between you and your home faculty have to be signed by the Student Center in most cases. The Learning Agreement can be sent by contact form to the Student Center.

3.6.6 Course materials

Various materials for the lectures will be published by the instructor on the websites of their chairs or on OLAT. You will find a list of all chairs and the individual links to the website [Professorships](#) or on [OLAT](#).

4 Module Booking and Examinations

4.1 In General

The module booking refers to exam registration. Module booking is done via the [student portal](#).

A distinction is made between three module types. This distinction is decisive both for the module booking procedure and for the booking and cancellation deadlines.

- **Booking modules** = Modules with no study place restriction. These modules, can be booked directly by students.
- **Request or application modules** = Modules where the number of available study places is restricted. Students submit a request within the request period. In the case of request modules, places are allocated automatically (the study place allocation criteria are published in the course catalogue). In the case of application modules, places are allocated manually by the chair.

If you would like to attend a lecture WITHOUT obtaining a transcript of records respectively WITHOUT obtaining ECTS credits, **you may not book the module**, as booking the module leads to a **binding registration for taking an examination***. Attending a lecture without taking an examination and therefore without obtaining a transcript of records is only possible for modules without place restriction.

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 examination. More information on module booking can be found on the website [Booking Modules](#).

4.2 Examinations in Spring Semester 2025

The oral and written regular examinations in the spring semester 2025 will be held on site. Oral examinations can only be held digitally if there is a special reason, e.g. because the student is not in Switzerland. There is no entitlement to a digital oral examination.

*** Exceptions to this rule are annual modules that are explicitly labelled "no examination registration". Booking these modules is not sufficient for exam registration.**

4.3 Types of Examinations

The following types of examinations are offered at the Faculty of Law UZH for mobility students:

1. Regular written examinations
2. Regular oral examinations
3. Oral mobility examinations
4. Written mobility examinations
5. Papers, presentations etc.

What are mobility examinations?

Exchange students usually take regular examinations at the Faculty of Law. However, mobility examinations are also offered in some modules. Mobility exams are extraordinary exams that are only available for mobility students and could differ from the regular exams.

There is **no entitlement to mobility examinations**. Repetition is only possible within the framework of the courses offered in the course catalogue. For example, if a module is only offered in the spring semester, the repetition of the failed mobility exam can only be completed in the following spring semester. If no mobility exam is offered in a module, you must book the regular exam in order to be able to attend it.

In the online course catalog under "[Further courses](#)" you will find mobility exams which will be offered in the spring semester 2025.

IMPORTANT:

Mobility examinations cannot be transferred to a degree at the Faculty of Law UZH. If you would like to enroll in the Bachelor of Law or Master of Law study program, please note that mobility examinations will **not** be accredited to your degree.

IMPORTANT:

If you take regular examinations and enrol on a regular Bachelor's or Master's degree program at RWF UZH at a later date, the examinations you have passed will be credited towards your degree. However, the previous failed attempts will also be transferred to the corresponding study program. This means that the total number of permitted failed attempts is reduced accordingly.

4.4 Booking of mobility examinations and regular examinations

The exams are booked via the [student portal](#). Detailed instructions can be found on the website [Booking Modules](#).

4.5 Booking and Cancellation Deadlines Spring Semester 2025

Please refer to the website [Booking and Cancellation Deadlines Spring Semester 2025](#) for the respective booking deadlines. After the booking and cancellation deadline has expired, changes to your bookings are no longer possible.

4.6 Examination Schedule

The regular examination phase in the spring semester 2025 lasts from **16.06.2025 to 11.07.2025**.

The examination dates and method of conducting the respective **mobility examinations** are determined by the professorial chair conducting the examination and published on [its website](#).

Check the websites on a regular basis!

The examination dates and locations for **regular examination** are available on the following websites:

- Regular [Bachelor exams](#)
- Regular [Master exams](#)

For examinations offered by a different faculty than the Faculty of Law UZH, please refer to the modalities and requirements of the faculty in question.

4.7 Special Regulations for Modules offered by a different faculty of UZH

For modules offered by a different faculty than the Faculty of Law UZH, the provisions and deadlines of that faculty apply.

4.8 Preparing for Examinations

For preparation for the mobility or regular examinations, we recommend studying with examinations from previous semesters at the Faculty of Law UZH.

The [exam archive](#) is organized by degree (Bachelor/Master) and the semester in which they were offered.

4.9 Booking Language Courses at the Language Center UZH / ETHZ

Language courses offered by the Language Center of the UZH / ETHZ have to be booked directly with the [Language Center](#).

If you have questions regarding one of the courses offered by the Language Center, please contact the Language Center directly. The Student Center is not responsible for the course offerings of the Language Center UZH / ETHZ and does not have additional information regarding these courses.

5 Transcript of Records

5.1 Transfer of credits from language courses

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.

5.2 Publication of Grades

The grades of the examinations are continuously published in the [student portal](#).

To access you will need your Uni shortname-ID and Uni access password.

5.2.1 Grades for regular examinations

The grades of the regular examinations are published in the student portal by mid-February (for the examinations of the autumn semester) or at the beginning of September (for the examinations of the spring semester).

5.2.2 Grades for mobility examinations

The grades of the mobility examinations are published by mid-February (for the examinations of the autumn semester) or mid-July (for the examinations of the spring semester).

5.3 Transcript of Records

All matriculated students will be informed by e-mail to their UZH e-mail address when the Transcript of Records is ready for download on the [student portal](#). You can find the date when your transcript of records is available for download as a PDF in the student portal on the website [Transcript of Records/Delivery](#). Ex-matriculated students can access the student portal up to four months after the end of the semester. If you need a transcript later please contact the Students Administration Office.

The delivery of the Transcript of Records is binding on the seventh day after it is available on the student portal. It remains available for download until it is replaced by a more recent one. Further information can be found on the [website Transcript of Records](#).

6 Libraries

6.1 UB Law

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](#)

6.2 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](#)

6.3 The Central Library

The most important non-legal library in Zurich is the Central Library, 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: [Central Library Zurich](#)

7 Law Student Organizations

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

8 Selected Services UZH / ETHZ

8.1 Career Services of the University of Zurich

The office Career Services at the University of Zurich was founded on 1 August 2008. It is responsible for improving the career opportunities of all University of Zurich graduates.

Career Services of the University of Zurich offer students for the career entry the following services:

- a broad **guidebook** about the application process with information, tips and exercises from self-evaluation to the interview.
- a **library** with books about application and career strategy (to lend or to look at)
- a series of **links** to job offers and other relevant information
- **Counseling** and support for the planning of your career, your application documents and the application procedure
- **events** about career entry and a broad calendar of events
- a **calendar of events of employers** where you can get in contact with employers
- **jobs** for students
- a **newsletter** to which you can subscribe

The overarching goal of Career Services is assisting all students, PhD candidates, and graduates of the University of Zurich (up to one year after graduating) in matters concerning their careers.

Please find further information about the services and events on the website [Career Services at the University of Zurich](#).

8.2 Psychological Counseling Services UZH ETHZ

Professional counseling can help you overcome difficult phases in life, troubles in your studies and conflicts arising during the courses of doctoral study. The Psychological Counseling Services are here to offer quick and effective support – also in the case of an acute crisis. The counseling services are available to all students and PhD candidates at UZH and ETH Zurich. The sessions are confidential and free of

charge. Sessions can be offered in different languages.

Address: Psychological Counseling Services
Plattenstrasse 26
8032 Zurich
Phone no.: +41 (0)44 634 22 80
E-Mail: pbs@ad.uzh.ch
Web: [Psychological Counseling Services](#)

8.3 Disability Office

In addition to assessing individual needs for support and reasonable adjustments (NTA), the expert team advises students with study-related impairments on various topics related to studying at UZH.

Address: Disability Office
Schönenbergstrasse 15
8001 Zürich
Phone no.: +41 (0)44 634 45 44
E-Mail: fsb@sib.uzh.ch
Web: [Disability Office](#)

8.4 Legal aid office VSUZH (REBEKO)

The VSUZH supports you, if you don't know what to do anymore. Whether you have issues with your landlord or roommates, whether you need help with a recourse or another common legal problem: it is often not worth seeing a lawyer. The VSUZH's legal advice is there to help you with this.

If you need help from the ReBeKo, simply drop by. Their doors are always open.

However, at the moment the legal advice takes place online. You can find more info about registration on the [Legal aid office](#) website.

Where?

Rämistrasse 62 (Tram stop Kantonsschule)

What should I take with me?

It is very important to take all documents with you (Contracts, E-Mails, Letters etc.).

Fees

It is free for all UZH students, who are members of the VSUZH. If you are not yet a member, you can become a VSUZH member right before the consultation or pay a symbolic contribution of CHF 5 per semester.

8.5 Mensas and Cafeterias

On the website [Mensas and Cafeterias](#) you can find all news and meal plans from the restaurants of University of Zurich. Students can also use the restaurants of the ETH.

Students with valid UZH Card get special discount on every menu!

Impressum

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Universität Zürich

Kontakt

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Rämistrasse 74
8001 Zürich