



Universität  
Zürich <sup>UZH</sup>

Faculty of Law



# Information Event for Incoming Mobility Students

Welcome @ UZH

Julia Janovskaja, Coordinator Exchange Programs

19<sup>th</sup> of February 2025



# Information and Rules for this Welcome Event

- The presentation will not be recorded and published as a podcast on our website.
- The students' questions will not be recorded as well.
- The slides of this presentation will be published on our website.
- **Q&A** after the presentation.
- If you have individual questions after the info session, kindly make use of the [consultation hours](#) or contact us via [contact form](#).
- Welcome apéro after the presentation outside the auditorium.



# Agenda

- 1. General Information**
- 2. Contacts**
- 3. Courses**
- 4. Module Booking**
- 5. Exams**
- 6. Transcript of Records**
- 7. The Law Library**
- 8. Selected Services UZH/ETH ZH**
- 9. Questions**

# General Information

# 1. General Information - Registration at UZH and Communication

- All exchange students are obliged to enter and update their email address and mobile phone number in the [UZH student portal](#)
- Communication from the Faculty of Law and the University of Zurich via UZH email address only

# Contacts



## 2. Contacts – Organisational/Administrative Matters

**For administrative matters** (enrollment at UZH, download of the documents such as Learning Agreement in Mobility Online, scholarships, student cards, visa, housing, health insurance etc.):

- **Swiss Mobility** (Unimobil):  
Student Administration Office UZH: Mr. Gerd Bordon  
[Contact Form](#)
- **International Mobility** (SEMP, Faculty Agreements, University-wide Agreements):  
Global Student Experience Office (GSE): GSE Incoming Team  
[Email](#)
- **Problems with login:**  
[IT Services](#)

## 2. Contacts – Study/Faculty Specific Matters

For questions related to courses, proof and signature of learning agreements, examinations, module booking etc.:

**Julia Janovskaja**  
University of Zurich  
Faculty of Law  
Study Dean's Office  
Student Center  
Rämistrasse 74/2  
8001 Zurich



[Contact form](#)

Consultation hours Mobility: **Wednesday 09:00h – 12:00h** ([online – prior booking required!](#))



## 2. Contacts – Course content

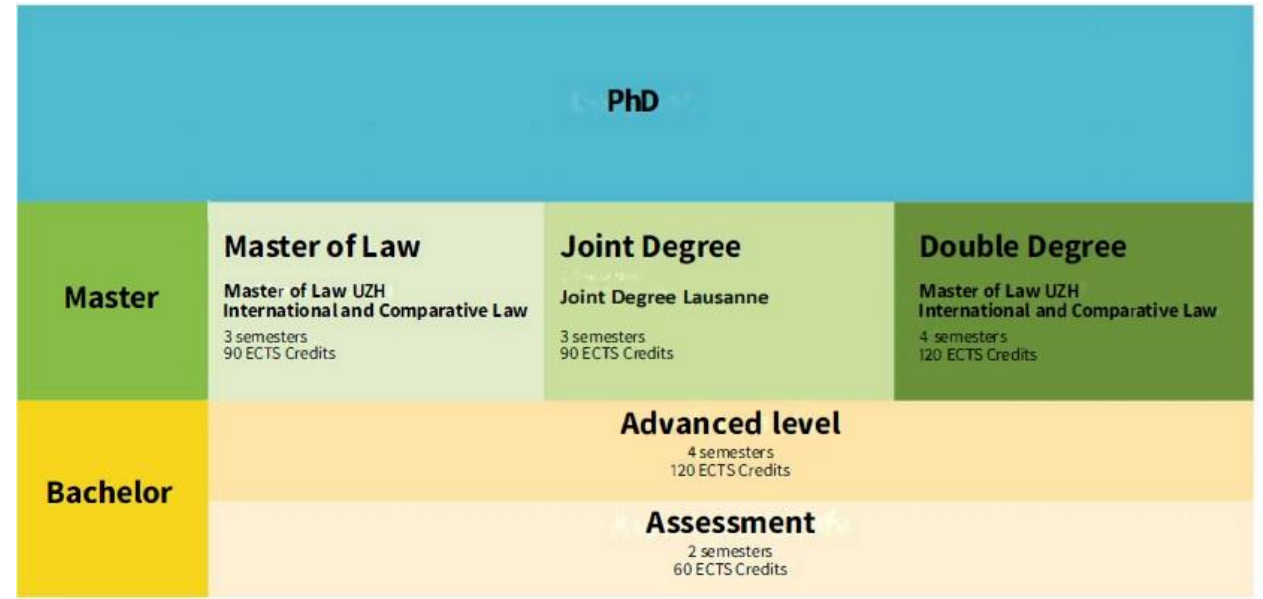
For questions regarding the content of lectures and exams as well lecture-specific information:

- Professors/ Chairs
- Various materials related to the lectures (lecture notes, slides, podcasts, books etc.) are published on [the websites of the professorial chairs](#)

# Courses

### 3. Courses - Study Programs

- **PhD program**  
(German or English)
- **Master of Law UZH** (mainly in German)  
**International and Comparative Law** (completely in English)
- **Joint Degree Université de Lausanne**
- **Double Degree Master's Programs**  
two semesters at UZH, two semester at the partner institution  
(either mainly in German or completely in English)
- **Bachelor of Law UZH**  
(in German)



### 3. Courses – Where and when do they take place?

1. [Online Course Catalogue](#)
2. Change language and semester in the upper right corner
3. Enter the title of the module (search option), e.g. European Private Law
4. Click on the module title
5. Click on «Times/Rooms/Instructors», you can see where and when the course takes place.
6. Click on the room (e.g. «RAI-H-041») and then on the link (e.g. «RAI») You will be directed to a [map, where the different University buildings are marked](#), so you can easily find them.

The screenshot shows the UZH Course Catalogue interface. At the top, there is a blue header with the UZH logo and the text 'UZH Course Catalogue'. Below the header, there is a breadcrumb trail: 'Home / Module / Course'. The course title is 'European Private Law (90IL5-1)'. There are three tabs: 'Description', 'Times/Rooms/Instructors' (which is selected), and 'Component'. Under the 'Times/Rooms/Instructors' tab, there is a table with the following data:

Date	Time	Room
Tue, 22.02.2022	12:15 - 13:45	<a href="#">RAI-H-041</a>

Below the table, there is a popup window titled 'Room' with the following information:

**Room**

Address

Room: RAI-H-041

Location: RAI / Rämistrasse 74

Street: Rämistrasse 74

City/Postal Code: 8006 Zürich

Map

Link: [RAI](#)

On the right side of the popup, there is a vertical list of room names: 'Room', 'RAI-H-041', 'RAI-H-041', and 'RAI-H-041'. A blue arrow points from the 'RAI-H-041' link in the table to the 'RAI' link in the popup, and another blue arrow points from the 'RAI' link in the popup to the 'RAI-H-041' link in the table.

### 3. Courses - Study Plan: Which modules can you choose?

- Regardless of your enrollment (BLaw or MLaw program):
  - All Bachelor modules offered at Faculty of Law UZH (not recommended for Master's students)
  - All Master modules offered at Faculty of Law UZH
- You may devise your study plan any way you see fit. No regulations defined by the Faculty of Law UZH:
  - No minimum number of ECTS credits
  - No module requirements
- We **recommend 12 ECTS credits per semester** as a minimum
- You are responsible for arranging your own lecture and examination schedule without any clashes.
- **Modules offered by other faculties:** Please contact the respective departmental coordinators directly. The Student Center cannot book modules from other faculties for you.

# Module Booking

## 4. Module Booking: Booking / Cancellation / Deadlines

<b>Non space restricted modules</b> (Booking modules)	<b>Booking period:</b> 15.01. – 11.03.25 (24:00hrs) <b>Cancellation period until:</b> 25.03.25 (24:00hrs)
<b>Space restricted modules</b> (request and application modules)	<b>Request period:</b> 15.01. – 28.01.25 (24:00 hrs) <b>Waiting list progression period:</b> 01.02 (22:00hrs) – 13.02.25 (24:00hrs) <b>Cancellation period:</b> 01.02 (22:00hrs) – 16.02.25 (24:00hrs)

More information on the booking/cancellation deadlines can be found [here](#).



## 4. Module Booking: via Student Portal



Universität  
Zürich<sup>UZH</sup>

Faculty of Law UZH  
Mobility Students Module Booking  
(Not for Bachelor of Arts in European Studies (BAES))

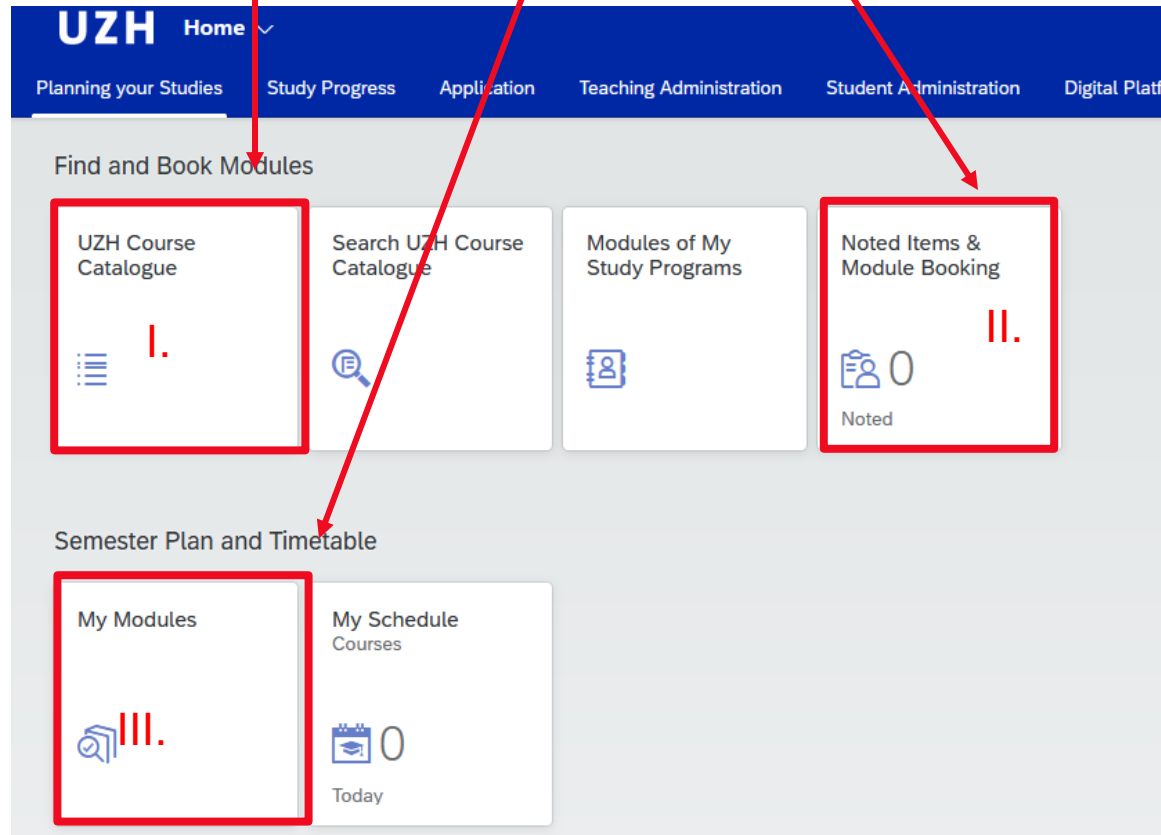
[Module booking videocast](#)

# 4. Module Booking: via Student Portal

[Instructions on Module Booking](#)

Module Booking and cancellation is done **via your** [Student Portal](#)

For module booking, the tiles with a red frame are relevant

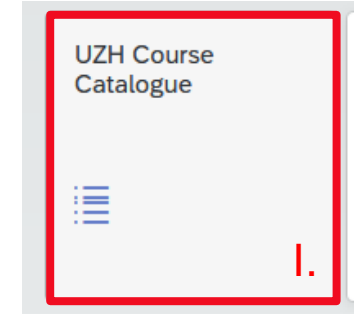


# 4. Module Booking

## Step 1: Select the desired modules by putting them on your list

You can find modules in the course catalog by selecting:

- Faculty of Law
- Degree program Master of Law UZH (RVO 21)
- Study program Law
- Show modules by subject area or "Show all modules" for a complete overview



Add the desired modules to your watch list by clicking on the star symbol (★)


Module	Short module	Category	ECTS	Note
<b>Required Modules</b>				
Case Studies in Public Law	02SM90PM5	Student Work	3	<input checked="" type="checkbox"/>
Tax Law I	02SM90PM4	Course	3	<input checked="" type="checkbox"/>

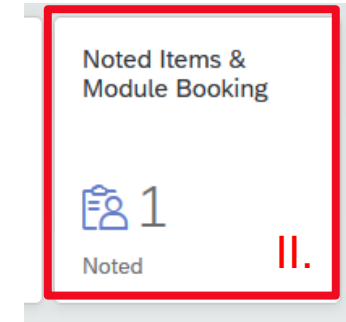
Target Groups: Pflichtmodul im Masterstudiengang der Rechtswissenschaftlichen Fakultät.  
Languages: Deutsch  
Module Coordinator: Felix Addor  
Kerstin Noelle Vokinger

Please make sure that the module is in the desired language by clicking on it and checking the «Languages» field

# 4. Module Booking

## Step 2: Booking Modules

- By using the UZH symbol in the upper left you can get back to the student portal.
- click then on the tile «Noted Items & Module booking».
- Then click on 



When a module is space-restricted, instead of the «Book Module» button, either «Request Module» or «Apply for Module»

Note Entries			
Module	Course		
Fall Semester 2024			
<a href="#">Trade and Business Law II (02SM90PM2)</a> ECTS: 6	<a href="#">Handels- und Wirtschaftsrecht II (02VL90PM2-1)</a> Category: Lecture with Practical Exercises Times: Tue 10:15-12:00, We 12:15-13:45 Instructors: Andreas Heinemann		



# 4. Module Booking

II. Booked or requested modules can be reviewed in the tile „My Modules“

The screenshot displays the UZH student portal interface. At the top, there is a blue navigation bar with the UZH logo and a 'Home' dropdown menu. Below the navigation bar, there are several menu items: 'Planning your Studies', 'Study Progress', 'Application', 'Teaching Administration', 'Student Administration', and 'Digital Platform'. The main content area is titled 'Find and Book Modules' and contains four tiles: 'UZH Course Catalogue', 'Search UZH Course Catalogue', 'Modules of My Study Programs', and 'Noted Items & Module Booking'. Below this section, there is a 'Semester Plan and Timetable' section with two tiles: 'My Modules' and 'My Schedule Courses'. The 'My Modules' tile is highlighted with a red border and contains a book icon, a red 'III.' indicator, and a 'My Modules' title. The 'My Schedule Courses' tile contains a calendar icon, a '0' indicator, and the text 'My Schedule Courses' and 'Today'.

## 4. Module Booking

Booked modules have the status «booked»


Booked Modules				
Module	Course		Status	Cancel
Fall Semester 2022				
<a href="#">Case Studies in Public Law (02SM90PM5)</a> ECTS: 3	<a href="#">Courses</a>		Booked	
<a href="#">Criminal Law II, Part 1 (02SM120PM5T1)</a> ECTS:	<a href="#">Courses</a>		Booked	

The group can be changed during the booking period by clicking on «Courses» and then on «Change Courses»

tutorat

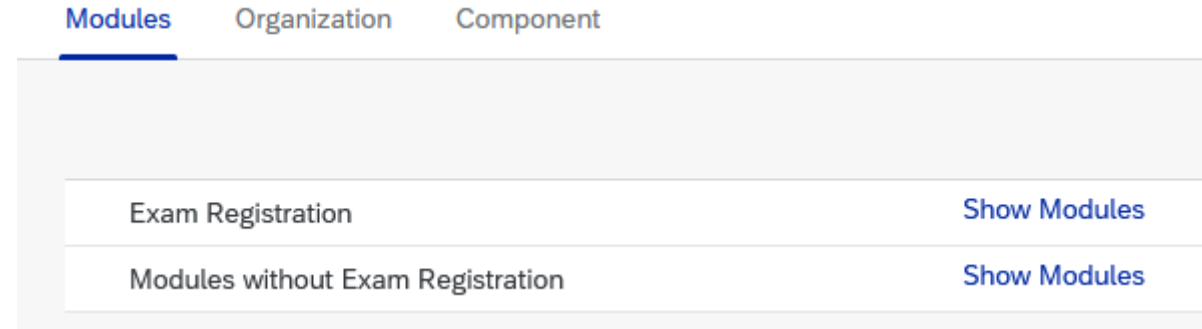
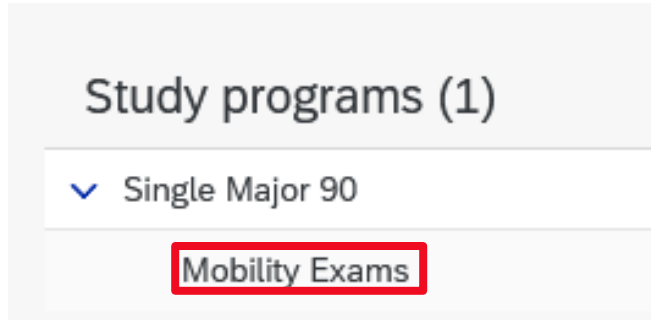
Course	Instructors	Times	Room	Change course
<a href="#">Arbeitsgemeinschaft Strafrecht BT I G.1 (02UE120PM5-2)</a>	Rechtswissensch. Fakultät N.N.- Dozent	Mon 10:15-12:00, from 7.11.		<a href="#">Change course</a>

Until the cancellation period ends, modules can be cancelled by clicking on the trash can icon

Booked Modules				
Module	Course		Status	Cancel
Fall Semester 2024				
<a href="#">Trade and Business Law II (02SM90PM2)</a> ECTS: 6	<a href="#">Courses</a>		Booked	

## 4. Module Booking: Booking of Mobility Exams

Mobility Exams are listed in the course catalogue under «Further courses»



In some cases, registration for a mobility exam does only include registration for the exam itself, but not for the lecture. In such cases, a module from this group has to be booked in addition. Only bachelor modules taught in German are affected by this. They have the category «Examination» instead of «Course» (see next slide).



## 4. Module Booking: Booking of Mobility Exams

If a mobility examination is offered for a module: You can either register for the mobility examination or the regular examination in the same module – not both

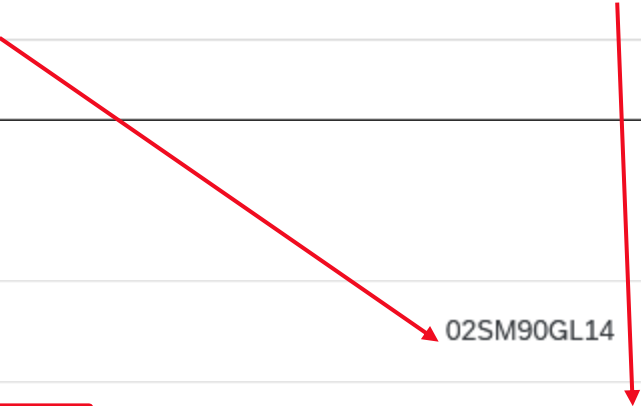
! Error

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Module Booking (Single)  
Module 02SM90GL14 may not be booked because of already booked module 02SM90moGL14  
Module booking was cancelled

Close

Legal Theory	02SM90GL14	Course	6
Mobility Exam Legal Theory (MLaw)	02SM90moGL14	Course	6



# Exams

# 5. Exams - Assessments

– Two types of exams:

**1. Regular exams**

**2. Mobility exams**

– Module booking= examination registration

– Mobility exams are for exchange students of the Faculty of Law UZH only

– The **final and exhaustive** [list of mobility exams](#) in the spring semester 2025

– No mobility exam → sit the regular exam

– Mobility exams cannot be accredited to a degree at the UZH

– Certain Master modules offer **alternative assessment methods** (e.g. written paper, presentations during the lecture period etc.):

[Link](#)

– **You have to book a module in the same semester in which you want to take the examination**

# 5. Exams - Examination Periods Spring Semester 2025

**Regular exams: 16 June 2025 – 11 July 2025** (provisional exam period/subject to change!)

- [regular exam dates MLaw](#)
- [regular exam dates Blaw](#)
  
- mobility exams dates can be found [on the website of the professorial chairs](#)

The definite exam dates/times will be published 5 weeks after the module booking cancellation period. Check the websites regularly for updates (last minute changes)

- **It is possible that you have more than one exam on the same day!**
- We strongly recommend you to keep yourselves available during the entire examination period.
- Exams may overlap in time. Ensure that you do not book two modules whose exams are scheduled at the same time!

## 5. Exams – General Information

- **Illness/absence - exam deregistration:** Only in case of illness or other compelling, unforeseeable reasons. **Written request** for deregistration must be submitted **via student portal (“My Requests”)** at the latest within **five working days** after the exam. In the case of oral examinations, the relevant chair must also be informed prior to the examination.

→ [Instructions](#)

- **Permitted aids during exams:** The permitted aids for each written exam are newly defined each semester and published on the websites of the respective semester.

[MLaw Spring 2025](#)

[BLaw Spring 2025](#)

- **[Fact Sheet on Assessments of the Faculty of Law](#)**

- **Note:**  
At the end of an oral mobility examination the professor will tell you: passed or not passed, but not the grade.

# Transcript of Records

## 6. Transcript of Records (ToR)

The **official Transcript of Records** for spring semester 2025 will be available **electronically** in your Student Portal:  
**on Friday 19.09.2025 (calender week 38, 2025)**

[\(Delivery Transcript of Records\)](#)

**Early grading is not possible**



# The Law Library

## 7. University Library Law

- The [University Library Law](#) is a **reference library** with very restricted lending.
- About 500 workplaces
- Study and work places available: [Prior reservation](#) is recommended.
- [More specialised legal reference libraries](#)



# Selected Services UZH/ETH

## 8. Selected Services - Overview

### Selected services UZH / ETH:

[Career Services UZH](#)

[Psychological Counseling Services UZH/ETH](#)

[Legal aid office VSUZH \(REBEKO\)](#)

[UZH NOW App](#)

More information about the services can be found in the [information brochure](#)

### Selected additional services:

[Professional association Juris](#): Official student representation at the Faculty of Law UZH

[ELSA](#): The European Law Students' Association

# Questions

## 9. Questions - Where can I find information?

- [Website Faculty of Law](#)
- [Website Planning a Mobility Stay \(Incomings, not for BAES students\)](#)
- [Semester Dates and Deadlines](#)
- Ask via [contact form](#)
- Ask during my [consultation hours](#):  
Wednesday, 09:00h – 12:00h, online
- [Information brochure](#) for exchange students
- **Ask us now**  
We are happy to help you! 😊



# Thank you for your attention

Enjoy your studies at the Faculty of Law UZH!

