

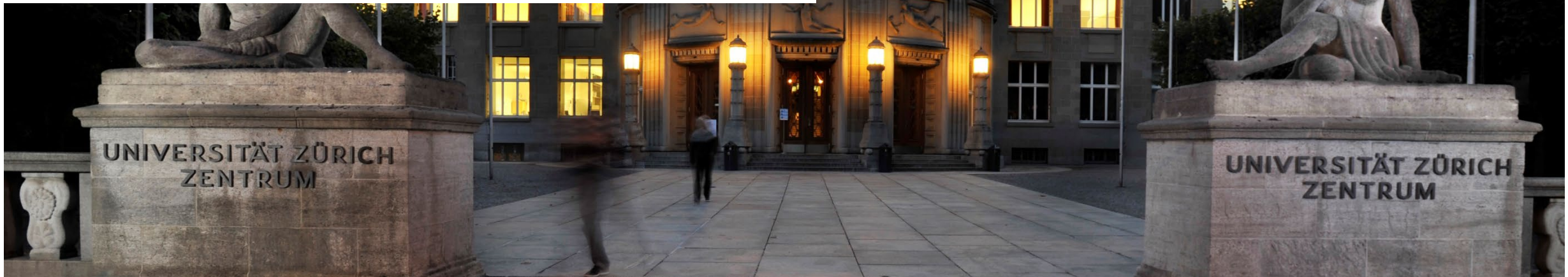


**Universität  
Zürich** UZH

Faculty of Law

# Information Event Double Degree Outgoings & Incomings

Deborah Rhyner, MLaw  
18<sup>th</sup> of September 2024



# Information regarding this event

- Please note that both students with University of Zurich (UZH) as their home institution and students who have UZH as a partner faculty are present today. If information is only relevant for one party, this will be specifically addressed. Please note:
  - **Outgoings:** Students with UZH as home institution
  - **Incomings:** Students who have a foreign home institution
- The presentation will **not be recorded**
- 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](#).

# Agenda

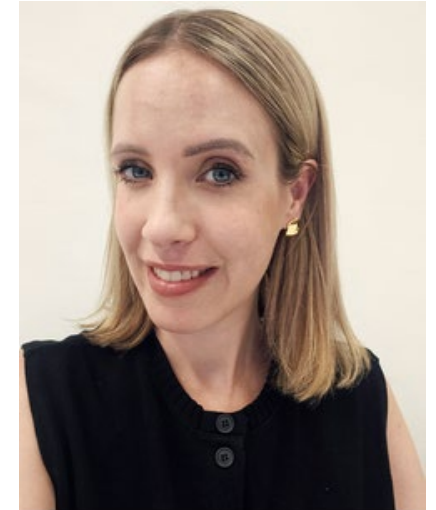
- **Contacts**
- **Important Documents**
- **Curriculum**
- **Module Booking**
- **Assessments and Transcripts**
- **Enrollment and Graduation**
- **Questions**
- **Apéro**

Source:

# Responsibility and Contact

## Student Center

- Student Center:
  - For study related, organisational questions (planning the studies, module booking, mobility, recognition and transfer of credits, etc.)
- Contact Person within the Student Center:
  - **MLaw Deborah Rhyner, Coordinator Master's Programs and Double Degree**
  - Consultation hours: Wednesday 09:00h – 12:00h (online – prior [booking](#) required)
- Further sources of information:
  - [Contact Form](#)
  - [Website](#)
  - [Handbook Double Degree Incoming](#)
  - [Information Brochure Double Degree Outgoing](#)
  - [Website Faculty of Law](#)
  - [Semester dates](#)



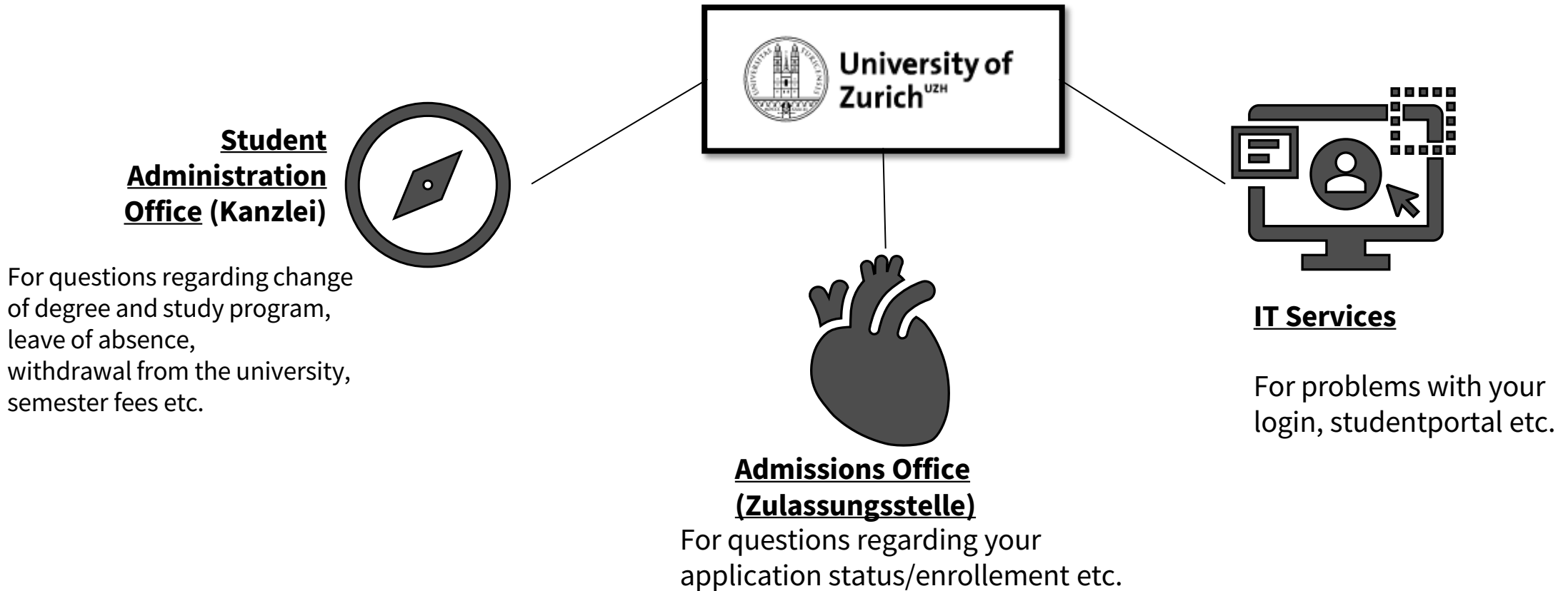
# Responsibility and Contact Chairs

- For questions regarding the content of lectures as well as for further lecture-specific information you can consult the chair of the lecturer
- Various materials related to the lectures (lecture notes, slides, podcasts etc.) are published on the websites of the chairs
- You can find a list of all the chairs [here](#)

<https://www.ius.uzh.ch/de/staff/professorships/alphabetical.html>

# Responsibility and Contact

## Organisational and administrative matters



# Important Documents



Framework Ordinance for the Double Degree Master's Programs of the Faculty of Law, University of Zurich and the Foreign Partner Faculties (RVO DD RWF)



Program Regulation for the Double Degree Master's Programs at the Faculty of Law, University of Zurich, and the Foreign Partner Faculties (StudO DD RWF)



Fact Sheet on Assessments of the Faculty of Law



Master's Thesis Agreement

<https://www.ius.uzh.ch/en/faculty/rsjur.html>

# Double Degree Master's Program

## Incomings



### – Exceptions:

- **Université de Strassbourg:** The first two semesters are spent at UZH, the second two at the Université de Strasbourg
- **Doshisha University:** The first and the last semester are spent at Doshisha university, the study program starts in spring



# Double Degree Master's Program

## Outgoings



- Start of studies at the partner faculty mandatory in fall semester 2025
- Regular examinations
- Exception **Berkeley**
  - Option A: One academic year: Jan – Dec with online and onsite teaching periods
  - Option B: Summer LL.M. Program: 2x 10-13 weeks intensive course (Mid-May to Mid-August)
  - Examination dates may be changed in agreement with the professor

# Information for the Students of Doshisha, KU Leuven and Berkeley

## Outgoings

- **Doshisha:** Master's Thesis at UZH must be written in English (also applies to Moot Court or United Nations Model) and must be completed before transferring to Doshisha
- **Doshisha:** All students enrolled in the Double Degree Program are required to take a minimum of 7 courses (equivalent to 10 hours of class studies) per semester to maintain their visa status
- **KU Leuven:** KU Leuven asks students to enroll in KU Leuven already now (please enroll by the end of October)
- **UC Berkeley:** Please let me know by the end of next week which option you choose for your stay at UC Berkeley



# Double Degree Master's Program

## Outgoings

- If you do not earn 60 ECTS Credits within 2 semesters, you can return to the University of Zurich (after your stay at the partner university)
- Inform us via contact form if you **return to UZH for a 5th or 6th semester**
- The program must be completed within 5 years (§13 RVO DD)

# Double Degree Study Programs

- The Faculty of Law UZH offers the following Double Degree study programs:
  - Master of Law UZH **Rechtswissenschaft** (mainly in German)
  - Master of Law UZH **International and Comparative Law** (exclusively in English)
- More information can be found in the [Program Regulation for the Double Degree Master's program](#)

# Double Degree Study Programs

## Terminology

- **Module:** Course unit consisting of one or more courses (e.g. lectures and exercises), which may extend over one or two semesters.
  - **Compulsory modules:** Modules that are compulsory (i.e mandatory) for all students
  - **Core Elective modules:** Modules that must be selected from predefined list of modules
  - **Elective modules:** Modules that can be chosen freely
- The complete lists of modules for the study programs are available in **Appendix 1 (A1) of the program regulation**

# Double Degree Study Programs

## Study Program MLaw UZH Rechtswissenschaften (60 ECTS)

Module	ECTS	Type
Foundations of Law	6	Core elective
Elective Modules	42	Various
Master's Thesis*	12	Compulsory

\*Students in the Double Degree Program with **Doshisha**: Master's Thesis at UZH must be written in English (also applies to Moot Court or United Nations Model)

# Double Degree Study Programs

## Study Program MLaw International and Comparative Law (60 ECTS)

Module	ECTS	Type
Introduction to Swiss Law	6	Compulsory*
Foundations of Law	6	Core Elective
International Law	18	Core Elective
Comparative Law	12	Core Elective
Any other (English) Master's module of the Faculty of Law	6	Various
Master's Thesis	12	Compulsory

**Incoming Students please note:** Your home university **may specify the study program** to be completed at the Faculty of Law UZH. Please refer to the regulations of your home university. Further information can be found in the program regulations of the Double Degree Master's programs.

\*Compulsory for students with a foreign BLaw. Students with a Swiss BLaw complete another English-language module of the Faculty of Law worth 6 ECTS Credits.

# Double Degree Study Programs

MLaw UZH International and Comparative Law: Special rule for students in the Double Degree Program with **KU Leuven** (60 ECTS)

Module	ECTS	Type
Introduction to Swiss Law	6	Compulsory
Foundations of Law	6	Core Elective
International Law	18	Core Elective
Comparative Law	12	Core Elective
Legal Theory/ Legal Methods/Legal Sociology	6	Compulsory
Master's Thesis	12	Compulsory

- Only “Legal Theory” is offered in the fall semester 2024 in English
- We recommend you complete the module «Legal Theory» in fall 2024
- It is **not yet clear** whether the modules «Legal Methods» and « Legal Sociology » will be taught in English in spring 2025



# Double Degree Study Programs

## Module: Introduction to Swiss Law

- **Module: Introduction to Swiss Law**
  - Compulsory module for students without a Swiss Bachelor of Law
  - Cannot be accredited to the degree for students with a Swiss Bachelor of Law
  - **Only offered in fall semester**

# Double Degree Study Programs

## Modules from other faculties

- **In general:** You are allowed to visit lectures and register for examinations offered by other faculties at UZH
- Modules offered by other faculties **will not be accredited** towards your Double Degree
- Please note that other faculties may have different booking and cancellation deadlines

# Double Degree Study Programs

## Master's Thesis

- **All Double Degree students will have to write a Master's Thesis worth 12 ECTS (compulsory)**
- Students can write a Master's Thesis at any time **upon individual agreement** with a professor or **within a seminar**
- In each case, the «Master's Thesis Agreement» must be filled out



[Master's Thesis Agreement](#)

- **Outgoings:** Master's Thesis can be submitted during semesters abroad (**exception: Doshisha**)

# Double Degree Study Programs

## Master's Thesis

- Recommendation: Write your Master's Thesis in spring semester, start preparations in November/December at the latest
- If you want to visit a seminar, please note that you must register in the previous semester. Seminars offered in the spring semester 2025 will be [published online](#) in the beginning of October of 2024 at the latest.

# Module Booking

## (Examination registration)

- **Module Booking = exam registration**
- Only modules of the current semester can be booked
- Booking via student portal
- Participation in lectures without taking examinations is possible
  - Don't book modules you do not want to take the exam in
  - No credit points or confirmation of attendance can be awarded

# Module Booking

## Deadlines Fall 2024

You can find all the deadlines for module booking [here](#). The cancellation period of the Request- and Application modules **ends earlier** than the regular cancellation period.

### Non restricted modules

(Booking modules)

#### Booking period:

14.08.2024 – 08.10.2024 (24:00hrs)

#### Cancellation deadline:

22.10.2024 (24:00hrs)

### Space restricted modules

- **Request modules** are place limited modules. Places are allocated on the basis of place allocation criteria published in the course catalogue.
- **Application modules** are place limited modules. Places are allocated manually. If specified in the course catalogue, documents must be submitted. These can be uploaded during the application process.

#### Request period - spring semester 2025:

15.01.2025 10:00 to 28.01.2025 24:00

#### Latest place allocation:

03.02.2025 22:00

#### Waiting list progression period (only for request modules):

31.01.2025 12:00 to 13.02.2025 24:00

#### Cancellation period:

31.01.2025 12:00 to 16.02.2025 24:00

<https://www.ius.uzh.ch/en/studies/general/booking-modules.html>

# Module Booking

- Open the Online Course Catalogue (<https://courses.uzh.ch/>)
- Log onto the course catalogue using the symbol in the upper right (UZH shortname and password)



- (Alternative log in via student portal, <https://studentservices.uzh.ch/>)
- If you have problems using your password please contact [IT Support](#)

# Module Booking

Relevant for module booking are those two tiles with a red frame

UZH Home ▾

Planning your Studies Study Progress Application Teaching Administration Student Administration Digital Platforms Services

Find and Book Modules

UZH Course Catalogue  
Step 1

Search UZH Course Catalogue

Modules of My Study Programs

Noted Items & Module Booking  
Noted 0  
Step 2




# 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)
  - Show modules by subject area or "Show all modules" for a complete overview
- You can add modules to your watch list by clicking on the star symbol next to the event:

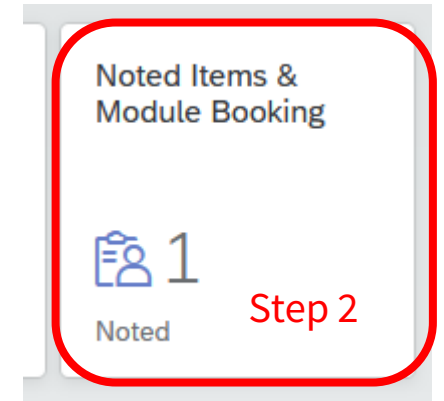




Modules (6)					[≡] Group	Search 
Module	Short module	Category	ECTS	Note		
<b>Required Modules</b>						
Introduction to Swiss Law	02SM90PM6A	Course	6		>	
<b>Core Elective Modules</b>						
Criminology	02SM90GL3	Course	6		>	

# Module Booking

## Step 2: Booking Modules

- Back to the overall menu
- «Noted Items & Module Booking»
- «**Book Module**»
  - There are some exceptions, where modules cannot be booked directly. In that case you will only be able to request a space and not book it directly

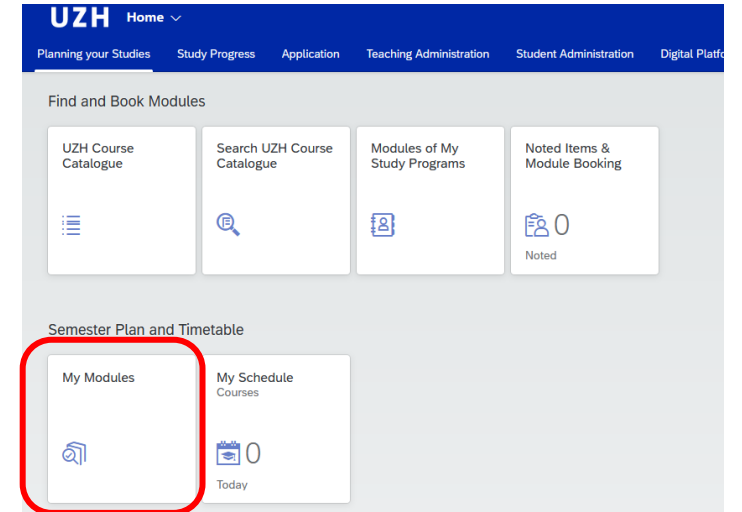


Note Entries		 Delete All Noted Items	
Module	Course		
Fall Semester 2024			
<a href="#">Trade and Business Law II (02SM90PM2)</a> ECTS: 6	<a href="#">Handels- und Wirtschaftsrecht II (02VL90PM2-1)</a> Category: Lecture with Practical Exercises Times: Tue 10:15-12:00, We 12:15-13:45 Instructors: Andreas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

# Module Booking

## Control

- Booked and requested Modules are listed in the tile «My Modules»
- 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	 >

# Module Booking

- In the module group "Modules without examination registration" you will find the first part of the two-semester compulsory module of the MLaw Rechtswissenschaften study program (review and in-depth course in criminal law)
- This module should be booked in the fall semester, however booking it is **not a registration for the exam**. The exam can only be booked in the semester that it will be taken.

Module	Short module	Category	ECTS
<b>Elective Modules</b>			
Advanced Criminal Law and Procedure, Part 1 (no exam registration)	02SM90PM3T1	Module without Credits	>

# Double Degree Study Programs

## Examination

- The following types of assessments are offered at the Faculty of Law UZH:
  - Regular written examinations
  - Regular oral examinations
  - Alternative assessment methods (papers, presentations etc.)
- Please make sure to book the module in which you want to take an exam/assessment
- Some professors may not have decided yet which type of examination they will offer. The definite choice will be published after the end of the cancellation period.
- Certain Master modules offer alternative assessment methods (e.g. written paper, presentations during the lecture period etc.)
- **Mobility exams are not available for Double Degree students!**

# Assessments

## Examination Periods

- Examination period in the **fall semester** 2024: **06.01.2025 – 31.01.2025**
- Examination period in the **spring semester** 2025: **CW 25 – CW 28**
- Please note that oral exams, written papers etc. do not need to be assessed in the regular examination period
- Provisional as well as the definite **examination dates** will be published on this [website](#)
  - Make sure not to book modules in which the exams take place at the same time!
  - We strongly recommend that you **keep yourselves available during the entire examination period**
  - Check the website regularly for updates (lastminute changes)

# Assessments

## Repeating Assessment

- Compulsory modules can be **repeated twice**.
- Re-examinations only offered for compulsory modules (but not Master's thesis) in the following semester.
- Max. 8 failed attempts in the Core Elective and Elective Modules (joint maximum of failed attempts).
- Core Elective and Elective Modules can be repeated as many times as required, until the maximum number of failed attempts has been reached.
- Core Elective and Elective Modules can be substituted (you don't have to take the same module after failing the exam).

# Assessments

## Exam Deregistration

- Exam deregistration after the end of the cancellation period is only possible in case of **illness or other compelling, unpredictable and unavoidable** circumstances
- The withdrawal request as well as the relevant evidence must be submitted through the Student Portal via the button “My Requests”. Withdrawal requests made by email will not be accepted and are not valid
- The candidate of an oral exam must also inform the respective chair of his/her withdrawal
- Submit your request **no later than 5 days after the missed examination (§§ 24 f. RVO RWF, §§ 28 ff. StudO RWF)**
- Add a medical certificate or other supporting documents
- More Information on Deregistration [here](#)
- [Instructions on the deregistration procedure for examinations \(PDF\)](#)



# Transcript of Records

- Issued each semester
  - Fall semester 2024: 21<sup>st</sup> February 2025
  - Spring semester 2025: 19<sup>th</sup> September 2025
- Overview of all modules taken at UZH in a given semester (including failed attempts)
- Transcript of Records will be provided **electronically only** in the student portal, you will be informed by email when they are available for download

<https://www.students.uzh.ch/en/studyadmin/attestations/transcripts.html>

# Enrollment and Graduation

## Applying for Graduation and Graduation

- Graduation will be possible in the semester, in which you have completed **the entire Double Degree program** (at UZH and the partner faculty)
- Graduation ceremony takes place in the beginning of October. If you cannot participate, you have to de-register. The diploma will be sent by post, if students are no longer in Switzerland.
- **Important: Please remember to de-register for the semester following your graduation!**
  - E.g. if you graduate at the end of spring semester 2025, you have to de-register for fall semester 2025
  - If you do not re-register, or you apply too late for graduation, we will not be able to consider your application for graduation.
  - You do not need to be enrolled to take part in the graduation ceremony, receive the diploma etc.
- The Faculty of Law of the University of Zurich offers **two graduation dates** per semester. More information on the procedure and the deadlines can be found [here](#).

# Enrollment and Graduation

## Applying for Graduation and Graduation

### Enrollment in your final semester:

- Please ensure that you are enrolled in the **right study program**
- Changes regarding enrollment are **not possible during graduation semester**
- Consequences when incorrectly enrolled: Degree will be obtained at least one semester later

# Enrollment and Graduation

## General Transfer of Credits - Outgoings & Incomings

### Graduation Date:

- Partner faculties may have a different timeline, if you do not get your grades in time you can apply for the 2<sup>nd</sup> graduation-date in October
- For the transfer of ECTS credits there needs to be an official transcript provided or a provisional transcript accompanied by a confirmation of the partner faculty, of having passed all the necessary courses.
- The Faculty of Law of the University of Zurich offers **two graduation dates** per semester. More information on the procedure and the deadlines can be found [here](#).

# Enrollment and Graduation

## General Transfer of Credits - Outgoings & Incomings

### Basic principle:

- **Acknowledgement of 30 ECTS Credits necessary** for the graduation of MLaw UZH DD
- Title “MLaw UZH Double Degree” only in combination with the Diploma from the partner faculty
- **Total Credits to achieve at UZH 60 ECTS + General Transfer of Credits from the partner faculty 30 ECTS = Total ECTS MLaw UZH 90 ECTS**
- **The RWF UZH cannot issue a transcript of records/confirmation of graduation before the official transcript of records is published**

## Outgoings: Next Steps

- **Synchronize the study programs!** (read the study programs and program regulations from both institutions)
  - pay attention to possible **compulsory modules at the partner faculty**
  - pay attention to **modules with similar content** (modules will only count once towards your degree)

# Outgoings: Next Steps

- All students will be nominated at their respective partner faculties. The partner faculty will get in touch with further instructions on the application/registration procedure.
- **Application/Registration procedure at the Partner Faculty** (usually between November - April)
  - the **student's responsibility!**
  - This implies
    - Keeping deadlines and providing documents necessary for the application
    - Payment of tuition fees and other fees

## Outgoings: Next steps

- Students are responsible for the organization of their stay abroad and at the partner faculty
- Keep in mind:
  - Housing
  - Immigration formalities, e.g. visa, health checks, etc.
  - Mandatory insurances, health, liability
  - Vaccinations
  - etc.
- More information is provided by the partner faculty in due time
- Read the information in the [study guides](#) by former Double Degree students
- Get ready linguistically for your stay at the partner faculty
  - The [language center](#) of the UZH and ETH offer a wide selection of courses



# Further Information

- [Website](#)
- Handbook ([Incoming/Outgoing](#))
- [Contact Form](#)
- Consultation Hours
  - Wednesday, 09:00h – 12.00h, online (pre [booking](#) necessary)
- Ask now 😊





---

## **Contact**

Deborah Rhyner, MLaw

Coordinator Master and Double  
Degree

[studentcenter@ius.uzh.ch](mailto:studentcenter@ius.uzh.ch)