



This is a translation of the original document in German. The translation is provided for information purposes only and has no legal bearing. Only the German document is legally binding.

Admission Regulations (AR)

(Dated 18 December 2018, version: 1 November 2022⁷)

The Executive Board of the University has resolved:

Part 1: General Provisions

§ 1 Object

¹ These Regulations contain implementation provisions to the Ordinance on Admission to Studies at the University of Zurich (*Verordnung über die Zulassung zum Studium an der Universität Zürich*) dated 27 August 2018¹.

² They govern the implementation of the provisions on admission, matriculation, withdrawal from the university, and on the rights and obligations of students.

§ 2 Semester Contributions and other Student Administration Fees

Semester contributions and other student administration fees are set out in the Appendix.

§ 3 Data Protection

¹ UZH processes data of prospective students as well as of students, as far as the data processing is related to the admission or concerns matters of the study.⁷

² When applying, prospective students may consent to UZH also using their names and contact details for electronic and postal mailings of information that is not directly related to admission or does not concern matters of study. Furthermore, they may consent to UZH disclosing their names and contact details to third parties for such mailings. Students can modify or revoke this consent at any time with effect for the future in the student portal.⁷

³ If an office of the UZH intends to carry out data processing or data disclosure for the purpose of sending information pursuant to para. 2, it shall obtain the prior consent of the President's Services Office. The same applies if it is unclear whether a data processing or data disclosure falls at least partially under para. 2.⁷

⁴ The President's Services Office is responsible for checking compliance with the prerequisites specified in para. 2. It shall decide on applications pursuant to para. 3 in consultation with the Data Protection Department or in accordance with its specifications and recommendations. For the dispatch of information by third parties, the President's Services Office shall disclose the contact data exclusively for one-time use.⁷

⁵ If students pay the membership fee for the University of Zurich Student Association (VSUZH), their name, contact details (postal address and UZH e-mail address), student ID number, faculty, study programs, and level of study will be sent to the VSUZH every semester. UZH requires the VSUZH to use this data only within the terms of its regulations, and not to pass such data on to third parties.

§ 4 Obligation to Notify

¹ Prospective and current students must contact Student Services within the deadlines set down in these Regulations if they have not received the documents required to meet these deadlines.

² Any change to identity and contact data, as well as the use of address information as described in § 3, must be notified to UZH via the digital infrastructure, specifically the student portal.

§ 5 Electronic Orders and Decisions

¹ Orders and decisions are delivered electronically via the application portal or the student portal.

² They are deemed to have been delivered and received with binding effect on the seventh day after becoming available on the application portal or student portal. The day on which such orders and decisions are posted is not counted as one of these seven days.

§ 6 Gender Identity

¹ A person whose gender identity differs from that stated on their official documents may have themselves registered with a different first name and/or different gender (male or female).

² An application to this effect must be made to Student Services using a signed form. No further evidence will be requested.

³ Student Services will then register the person as they request. All study-specific documents, such as the student ID card, proof-of-matriculation vouchers, transcripts of records, final records as well as e-mail addresses will be produced in accordance with this registration.

Part 2: Admission Procedure for a Bachelor's or Master's Program, Teacher Training, or Doctoral Study

§ 7 Application

¹ When applying to study at UZH, prospective students specify the degree program and study program or programs, as well as any concentrations, in which they plan to earn their degree. Changes following matriculation are governed by § 35.

² Before they can be admitted to the university, prospective students must open a user account with the UZH application portal using their personal e-mail address, and then submit their application, along with the documents required by §§ 8–10, by electronic means.

³ The application form must be completed truthfully and in full.

⁴ For prospective students, who have to take the ECUS complementary examination set by the Swiss higher education institutions according to § 18 lit. b, the following applies:⁷

a) They will receive the registration form for the ECUS complementary examination from UZH after their application documents have been checked. Participation in the examination is only possible

upon timely registration and payment of the registration fee to the examination provider. The relevant deadlines will be announced in an appropriate manner.

b) Foreign-language prospective students, who have not submitted the proof according to § 8 para. 1 lit. g by the time of the registration deadline for the supplementary examination must take the language examination as part of the supplementary examination.

§ 8 Documents to Be Submitted

¹ Prospective students at UZH must submit the following documents with their application:

- a) Completed application form;
- b) Copy of official identification (passport or ID);
- c) Passport photo;
- d) Signed declaration of the correctness and completeness of the data provided for admission and matriculation, as well as authorization to verify this data;
- d^{bis}) Curriculum Vitae⁷
- e) University entrance qualification (generally an upper secondary school-leaving certificate);
- f) Other documents relevant to an assessment of the application in question, such as school reports, proof of passing entrance or supplementary examinations, higher education diplomas, summaries of credits, or diploma supplements;
- g) Proof of adequate knowledge of the language of instruction, in accordance with the Regulations Governing Language Requirements in the Language of Instruction⁸;
- h) Any further documents required by UZH in the prospective student's individual case.

² Prospective students at the Faculty of Medicine and the Vetsuisse Faculty must additionally submit copies of the residency papers required to study medicine.

§ 9 Additional Documents Following Matriculation at Another Higher Education Institution

Prospective students who have already studied at another higher education institution must additionally submit the following documents:

- a) Confirmation of withdrawal from the higher education institution;
- b) Any documents relating to final exclusion from studies, bans, failed attempts at official assessments, and other exclusions;
- c) Any documents relating to withdrawal from the higher education institution because of unfitness for study.

§ 10 Additional Documents for Doctoral Studies

Prospective doctoral students must additionally submit the following evidence:

- a) A signed confirmation from the thesis supervisor or supervisors with primary responsibility for them;
- b) In the case of doctoral programs: Confirmation of acceptance into the doctoral program in question.

§ 11 Application Fee

¹ A fee, as set out in the Ordinance Governing Tuition and Fees at the University of Zurich², must be paid along with the application. This fee will not be refunded or credited against other fees.

² The application fee is generally paid online.

§ 12 Application Deadlines

¹ For Bachelor's and Master's programs and teacher training courses, applications must be submitted by 30 April for the Fall Semester and by 30 November for the Spring Semester. Paragraph 3 remains reserved.

² For doctoral studies, applications must be submitted by 31 July for the Fall Semester and by 31 January for the Spring Semester.

³ Persons interested in applying for a Bachelor's program in human medicine, dentistry or veterinary medicine, as well as in chiropractic medicine, must pre-register with swissuniversities by 15 February and submit their application to UZH by 31 March.

§ 13 Applications after the Application Deadline

¹ Applications after the application deadlines stated in § 12 para. 1 may be submitted by 31 July for the Fall Semester and by 31 January for the Spring Semester in the case of prospective Bachelor's degree students with a Swiss university entrance qualification at the Faculty of Theology, the Faculty of Law, the Faculty of Business, Economics and Informatics, the Faculty of Arts and Social Sciences and the Faculty of Science.

² An additional fee, as set out in the Ordinance Governing Tuition and Fees at the University of Zurich², must be paid. This fee will not be refunded or credited against other fees.

§ 14 Decision on Admission

¹ UZH notifies applicants of its decision on admission electronically via the application portal.

² Admission is granted for a specific degree program and for a specific program or programs of study within that degree program, as well as for any concentration.

³ If provisional admission is granted, the requirements laid down in the conditions must be met by 30 September (for the Fall Semester) or by 15 March (for the Spring Semester), unless otherwise specified.

§ 15 Invoice for Semester Fees

¹ Prior to matriculation, the invoice for semester fees will be issued and uploaded to the application portal. Semester fees are composed of the following fees:

- a) Tuition fee in accordance with the Ordinance Governing Tuition and Fees at the University of Zurich² and the Ordinance Governing Additional Fees for non-Swiss Students at UZH³;
- b) Mandatory semester contributions in accordance with the Appendix to these Regulations;
- c) Voluntary semester contributions, as stated in the application;
- d) VSUZH membership fee, as stated in the application.

² Once payment of the semester fees has been received, the student will receive a student ID card, four proof-of-matriculation vouchers, and the login data for the digital infrastructure (incl. the student portal, and a UZH e-mail account).

Part 3: Rules on Admission

Section 1: Admission to a Bachelor's Program with a Non-Swiss Upper Secondary School-Leaving Certificate

§ 16 Recognition of Non-Swiss Upper Secondary School-Leaving Certificates

¹ Where educational objective is concerned, the following must be fulfilled for a non-Swiss upper secondary school-leaving certificate to be recognized:⁷

- a) Upper secondary school is designed as a course specifically to preparing students for university study, providing a broad, balanced and coherent education, but does not provide subject-specific or vocational training.
- b) The secondary school-leaving certificate, which concludes the upper secondary school, is considered as a certificate of general higher education entrance qualification, thus granting access to all university study programs of the higher education sector of the respective country.
- c) It also entitles to admission to study programs at a state-recognized university in the higher education sector of the corresponding country, which correspond to the bachelor's degree programs chosen at UZH.

² Where educational content is concerned, the following must be fulfilled for a non-Swiss upper secondary school-leaving certificate to be recognized:

- a) Education at upper secondary level comprises at least 90% general education subjects; these are subjects which essentially comprise the content taught in the basic subjects, the other compulsory subjects, the core subjects and the supplementary subjects of the Swiss upper secondary school-leaving certificate.⁷
- b) In the last three school years of upper secondary school, at least six separately identified subjects according to the following list, which essentially correspond to the respective basic subjects or other compulsory subjects of the Swiss upper secondary school leaving certificate with regard to the level of demand, the content taught and the number of annual lessons, have been taken continuously:
 1. First language: The first language in each case (main language, not a foreign language)⁷;
 2. Second language: A foreign language;
 3. Mathematics: Mathematics;
 4. Natural sciences: Biology, chemistry, or physics
 5. Arts and social sciences: History, geography, or economics/law;
 6. Additionally:
 - Informatics; or
 - philosophy; or
 - a further subject from one of the following categories: 2, 4 or 5.
- c) The teaching time of the following subjects taken in the last three school years of upper secondary school shall comprise at least the following proportions of the total education:⁷
 1. languages (first, second and third): 30 %
 2. mathematics, computer sciences and natural sciences (biology, chemistry and physics): 27 %
 3. humanities and social sciences (history, geography, economics/law, philosophy): 10 %.

³ Where the duration of education is concerned, the following must be fulfilled for a non-Swiss upper secondary school-leaving certificate to be recognized:

- a) Primary and secondary education together must last for at least twelve⁷ years; and
- b) Education at upper secondary school⁷ must last for at least three years.

§ 17 Partial Recognition of a Non-Swiss Upper Secondary School-Leaving Certificate from a Signatory State to the Lisbon Recognition Convention

¹ A student who holds a non-Swiss⁷ upper secondary school-leaving certificate from a state which has ratified the Convention of 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon Recognition Convention) may also be admitted to a Bachelor's program, if:

- a) The school-leaving certificate is recognized in terms of educational objectives, in accordance with § 16 para. 1;
- b) The school-leaving certificate is partially recognized in terms of educational content and/or duration of education, in accordance with para. 3; and
- c) The student can provide evidence that they have successfully completed at least two years of study (120 ECTS credits or the equivalent) at a state-accredited university as defined in § 25 in the relevant higher education area, pursuing a branch of study which is also offered at a Swiss university.

² The academic achievement required for the proof described in para. 1 c must either have been earned via a standard curriculum during full-time study, or have been credited towards the intended degree of the course in question from a previous period of study completed at the same or another state-accredited university as defined in § 25.

³ A non-Swiss⁷ upper secondary school-leaving certificate is deemed to be partially recognized in terms of:

- a) Educational content, providing five mutually independent subjects, as listed in § 16 para. 2 b, have been studied continuously in the final three years of upper secondary school⁷;
- b) Duration of education, providing primary and secondary education together last at least eleven⁷ years and upper secondary school⁷ lasts for at least two years.

§ 18 Additional Requirements for a non-Swiss⁷ Upper Secondary School-Leaving Certificate from a Non-Signatory State to the Lisbon Recognition Convention

The following additional requirements apply to admission with a non-Swiss upper secondary school-leaving certificate, recognized in accordance with § 16, from a state which has not ratified the Lisbon Recognition Convention:

- a) The student must have graduated with a minimum overall grade stipulated by UZH; and
- b) The student must have passed the ECUS complementary examination set by the Swiss higher education institutions.

§ 19 Proof of Admission

¹ If a non-Swiss upper secondary school-leaving certificate entitles to admission in the relevant state education system, but not automatically to admission to the full range of university studies, proof of admission to study programs at a university in accordance with § 25 of the higher education sector of the relevant country, must be submitted. The study programs must correspond to the bachelor study programs chosen at UZH.⁷

² The proof of admission must:

- a) Apply to on-site study; and
- b) Be issued for that semester for which the person is applying to UZH.

³ ...⁷

§ 20 Country-Specific Admission Requirements

¹ UZH's country-specific admission requirements are published on the swissuniversities website.

² This website lists for the individual countries, which upper secondary school-leaving certificate permits admission to a Bachelor's degree program, and under which conditions. These are specifications of the requirements according to §§ 16–19. They apply in the case that the upper secondary school-leaving certificate was acquired after a complete primary and secondary school education in the education system of the country concerned according to the currently valid legal provisions.⁷

³ Special admission requirements have been determined by UZH⁷ for upper secondary school-leaving certificates from certain⁷ countries (e.g. the United Kingdom and the US)⁷ as well as for the International Baccalaureate, which are published on this website. These admission requirements are largely⁷ based on the conditions set out in §§ 16–19. Additional requirements (e.g., minimum grades, subject levels) may be specified.⁷

⁴ The published conditions, as referred to in this paragraph, apply only to the academic year in question. No transitional provisions are issued.

⁵ If upper secondary school-leaving certificates pursuant to para. 3 cannot meet the published special admission requirements in their entirety because the upper secondary school education leading to the upper secondary school-leaving certificate was completed in different education systems, the admission assessment shall be carried out on the basis of the requirements pursuant to §§ 16–19 and not on the basis of the published country-specific admission requirements.⁷

⁶ When assessing an upper secondary school-leaving certificate, only those academic achievements of the upper secondary school, which have been credited to the relevant upper secondary school-leaving certificate by the competent foreign authority or which are shown in a separate certificate as subsequently acquired academic achievements supplementing the relevant upper secondary school-leaving certificate shall be taken into account.⁷

Section 2: Admission to a Master's Program

§ 21 Requirements

¹ In their program regulations, the faculties define the requirements for each Master's study program for which they are responsible. These describe the knowledge and skills that permit admission without any conditions and/or additional requirements.

² The requirements are based on the quality, content, and scope of, as well as the level of skills conveyed by, one or more Bachelor's study programs at UZH.

³ For the admission to certain Master's study programs, the faculties may also provide in their program regulations that the required knowledge and skills have been acquired as part of a degree program in the academic field of study in question, namely theology, law, medicine, dental medicine, veterinary medicine, arts or sciences, or in the corresponding discipline, such as psychology or economics.

⁴ The faculties may also consult the result of a GRE or GMAT test to determine the candidate's suitability for the Master's study program that they wish to pursue.

⁵ Conditions and/or additional requirements may be imposed if a prospective student does not fully meet the set requirements.

⁶ In their program regulations, the faculties may provide for additional requirements for admission to specialized Master's study programs. Examples might include;

- a) Minimum overall grade for the Bachelor's degree, or a degree that is of at least equivalent value, and/or minimum grades for individual modules;
- b) Evidence of motivation;
- c) Additional qualifications relevant to the study program.

§ 22 Additional Provisions for Prospective Students with a Bachelor's Degree Diploma from a Swiss University

¹ If the prospective student has completed a Bachelor's study program in a qualifying branch of study at a cantonal university or Federal Institute of Technology they will, in principle, be admitted unconditionally to the corresponding consecutive Master's study program.

² Bachelor's study programs at cantonal universities and the Federal Institutes of Technology are classified as belonging to a specific branch of study if the relevant proportion of the course load corresponds to at least 60 ECTS credits.

³ The list of study programs published on the swissuniversities website is authoritative in the classification of Bachelor's study programs to specific branches of study.

⁴ In their program regulations, the faculties may provide that admission to certain consecutive Master's study programs requires a completed Bachelor's study program in the qualifying branch of study and in the scope of a single-subject or major-subject study program.

§ 23 Additional Provisions for Prospective Students with a Bachelor's Degree Diploma from a University of Applied Sciences or University of Teacher Education

¹ To be admitted to a consecutive or specialized Master's study program, prospective students must have achieved an overall grade of at least 5 (unrounded, according to the Swiss grading system) in their Bachelor's degree. The Swiss grading system consists of a scale of 1 (minimum) to 6 (maximum), with 4 being the lowest pass grade.

² If the respective university of applied sciences or university of teacher education does not provide an overall grade, UZH calculates the weighted overall grade from all grades of those modules listed in the academic record of the respective university of applied sciences or university of teacher education that were credited to the degree. The module grades are included in the weighted overall grade with the weight of the ECTS credits. The module grades and the overall grade are not rounded.⁷

³In the case of Bachelor's degrees from a non-Swiss university of applied sciences or university of teacher education, as described in § 28, the overall grade is generally converted into that under the Swiss grading system in accordance with the following formula:

$$y = 6 - 2 \cdot \left(\frac{N_{\max} - N_{\text{trans}}}{N_{\max} - N_{\min}} \right)$$

y: Required grade

6: Maximum grade under the Swiss grading system

2: Conversion factor

N_{max}: Maximum grade under the non-Swiss grading system

N_{trans}: The overall grade to be converted into the grade under the Swiss grading system

N_{min}: Lowest pass grade under the non-Swiss grading system

§ 24 Definitive Exclusion from Studies and Ban on Grounds of Failure to Fulfill Conditions and Additional Requirements

¹If students in a Master's study program are no longer able fully to meet set conditions or additional requirements because they have failed official assessments, or if they fail to meet a deadline set upon admission, they will be excluded definitively from the Master's study program in question.

²Definitive exclusion from a study program as described in para. 1 has the effect of banning the student from participating in the study program in question and in any study programs deemed similar by the faculty at all academic levels.

³The faculties will determine by appropriate means the criteria upon which study programs are deemed similar, as described in para. 2.

Section 3: Formal Recognition of Non-Swiss Higher Education Institutions and Diplomas

§ 25 Non-Swiss Universities and Equivalent Higher Education Institutions

¹A non-Swiss institution will be formally recognized by UZH as a university if it holds the status of a state-accredited university in the relevant higher education area. This status is understood to mean that the higher education institution has the most comprehensive state-accredited rights to grant academic titles and degrees.

²A non-Swiss institution which does not hold the status of a state-accredited university in the relevant higher education area may be treated by UZH as equivalent to a state-accredited university as described in para. 1, if it:

- a) Is state-accredited as a higher education institution;
- b) Specifically undertakes fundamental research; and
- c) Holds the state-accredited right to offer doctoral studies and to confer the title of PhD.

§ 26 Bachelor's Degree Diplomas from a Non-Swiss University

The formal recognition of a Bachelor's degree diploma from a non-Swiss University, as described in § 25, is conditional upon the following:

- a) Based on its standard curriculum, the degree program consists of at least three years of full-time study (180 ECTS credits or the equivalent).
- b) The diploma and all of the academic achievement credited to the diploma were earned at a state-accredited university.
- c) The diploma itself is state-accredited.

- d) In the state in question, the diploma permits the holder to pursue a consecutive Master's program at a state-accredited university.

§ 27 Master's Degree Diplomas from a Non-Swiss University

The formal recognition of a Master's degree diploma from a non-Swiss University, as described in § 25, is conditional upon the following:

- a) Based on its standard curriculum in the Bachelor-Master system, the degree program consists of at least one year of full-time study (60 ECTS credits or the equivalent).
- b) The diploma and all of the academic achievement credited to it were earned at a state-accredited university;
- c) The diploma itself is state-accredited;
- d) In the state in question, the diploma permits the holder to pursue doctoral studies at a state-accredited university.

§ 28 University of Applied Sciences or University of Teacher Education

A non-Swiss institution will be formally recognized by UZH as a university of applied sciences or university of teacher education if it:

- a) Is recognized by a state which has ratified the Lisbon Recognition Convention; and
- b) The state in question has granted it the status of a university of applied sciences, university of teacher education, or other higher education institution without the right to confer PhDs.

§ 29 Bachelor's Degree Diplomas from a Non-Swiss University of Applied Sciences or University of Teacher Education

The formal recognition of a Bachelor's degree diploma from a non-Swiss university of applied sciences or university of teacher education, as described in § 28, is conditional upon the following:

- a) Based on its standard curriculum, the degree program consists of at least three years of full-time study (180 ECTS credits or the equivalent).
- b) All of the academic achievement credited to the diploma was earned at a state-accredited university of applied sciences, university of teacher education, or university;
- c) The diploma itself is state-accredited;
- d) In the state in question, the diploma permits the holder to pursue a consecutive Master's program at a state-accredited university.

§ 30 Master's Degree Diplomas from a non-Swiss University of Applied Sciences or University of Teacher Education

The formal recognition of a Master's degree diploma from a non-Swiss university of applied sciences or university of teacher education, as described in § 28, is conditional upon the following:

- a) Based on its standard curriculum in the Bachelor-Master system, the degree program consists of at least one year of full-time study (60 ECTS credits or the equivalent).
- b) All of the academic achievement credited to the diploma was earned at a state-accredited university of applied sciences, university of teacher education, or university;
- c) The diploma itself is state-accredited;
- d) In the state in question, the diploma permits the holder to pursue doctoral studies at a state-accredited university.

Part 4: Matriculation

§ 31 Retaining Matriculated Status Each Semester

¹ On 15 May for the Fall Semester and on 15 November for the Spring Semester, students receive a request via UZH e-mail to check their matriculation for their particular degree program and study program or programs, as well as for any concentrations. Any changes to this data must be requested in accordance with §§ 35–38 or § 42.

² On the basis⁷ of the data referred to in para.⁷ 1, the invoice for semester fees will be generated and posted automatically to the student portal. This happens in early June for the Fall Semester and in early December for the Spring Semester.

³ Matriculation is maintained for the coming semester providing UZH receives payment for the semester fees.

§ 32 Payment Deadlines

The invoice for semester fees must be paid in advance by 31 July (for the Fall Semester) or by 31 January (for the Spring Semester).

§ 33 Semester-Related Services

The following services will be triggered and online services activated once payment for the semester fees has been received:

- a) Proof-of-matriculation vouchers will be sent out;
- b) Students will be able to validate their student ID card from 1 February onwards for the Spring Semester and from 1 August onwards from the Fall Semester;
- c) Online services for booking modules will be activated.

§ 34 Replacement Student ID Card

¹ Students must report the loss of a student ID card immediately to the Student Administration Office.

² A fee will be charged to issue a new student ID card. Fees are listed in the Appendix to these Regulations and must be paid in advance.

§ 35 Changing Degree and/or Study Program

¹ Students may change their degree and/or study program at the earliest with effect from the second semester of study.

² Applications to change degree and/or study program must be submitted between 15 May and 31 August for the Fall Semester, and between 15 November and 31 January for the Spring Semester. Paragraph 3 remains reserved.

³ Deadlines for applications to change to a Faculty of Medicine degree program will be announced by suitable means, specifically the UZH website.

⁴ Should a change of degree program affect the level of the tuition fee, students will receive a new invoice via the student portal.

⁵ Unless modules are canceled in due time, a change of degree and/or study program does not release a student from the obligation to complete the official assessments for any modules already booked.

⁶ A change of degree and/or study program does not invalidate any upcoming deadlines (e.g. an assessment level which must be attained within a given time). The faculties reserve the right to decide differently on these matters.

§ 36 Leave of Absence

¹ In principle, a leave of absence may be taken at the earliest with effect from the second semester of study. This also applies to students resuming their studies after previously withdrawing from the University. § 37 remains reserved.

² Requests for a leave of absence must be submitted via the student portal by 31 January for the Spring Semester and by 31 August for the Fall Semester. They must be accompanied by the necessary documentation.

³ A leave of absence does not invalidate any upcoming deadlines (e.g. an assessment level which must be attained within a given time). The faculties reserve the right to decide differently on these matters.

⁴ In the case of degree programs that are subject to restrictions on admission, a leave of absence will be granted only if the faculty concerned agrees to keep the place open.

⁵ Any modules that have already been booked for the semester of leave will be canceled by UZH when the leave of absence is granted.

§ 37 Leaves of Absence Owing to Illness, Accident or Pregnancy

¹ Leave of absence may be granted as early as the first semester of study, or during a semester, in the event of illness, accident or pregnancy.

² Requests for leaves of absence after the deadlines specified in § 36 para. 2 have passed must be submitted in writing to the Student Administration Office, accompanied by the necessary documents.

§ 38 Fees During Leaves of Absence

¹ Compulsory semester contributions, as set out in the Appendix to these Regulations, must continue to be paid during a leave of absence.

² If there is a medical certificate evidencing the student's unfitness to study during the semester in question, any tuition fee that has already been paid will be refunded, subject to the deduction of a processing fee, as set out in the Appendix to these Regulations.

§ 39 Matriculation in More than One Degree Program at UZH

¹ Matriculation in more than one degree program at UZH generally requires:

- a) A Bachelor's degree diploma or a degree of at least equivalent value from a higher education institution; and
- b) Extremely high academic capabilities, as shown specifically by the student's grades and the number of ECTS credits gained per semester.

² Matriculation in two Bachelor's degree programs may be permitted by way of exception if the applicant gained at least 60 ECTS credits in their first or second year of study for their primary Bachelor's degree program, with well above-average grades. In such cases, the student may matriculate only in study programs of different disciplines.

³ Should a student wish to matriculate in a further degree program, a new application as described in §§ 7–13 must be submitted, along with a substantiated request to matriculate in more than one degree program.

⁴ Admission to a further degree program is conditional upon the approval of the faculties in question.

§ 40 Matriculation at More than One Higher Education Institution

¹ Matriculation at more than one higher education institution generally requires:

- a) A Bachelor's degree diploma or a degree of at least equivalent value from a higher education institution; and
- b) Extremely high academic capabilities, as shown specifically by the student's grades and the number of ECTS credits gained per semester.

² Matriculation in two Bachelor's degree programs may be permitted by way of exception if the following requirements in respect of graduation in accordance with para. 1 are met:

- a) The student lacks only a maximum of 15 ECTS credits; and
- b) The degree can be earned within one semester.

³ A substantiated request, along with the required documents, must be submitted to Student Services, which will review the request with the faculty involved and may approve it subject to consent from the other higher education institution.

Part 5: Graduation and Withdrawal from the University

§ 41 Matriculation at the Time of Graduation⁷

¹ An academic degree can only be applied for if there is matriculation in the corresponding degree program and in the corresponding study program or study program combination, as well as a possible concentration.

² If the student has not registered for graduation by the end of the relevant period for withdrawal from university pursuant to § 42, he or she must remain matriculated.

³ Doctoral students must be matriculated in the semester in which the degree is awarded.

§ 42 Withdrawal from the University upon Request

¹ Applications to withdraw from the university must be submitted via the student portal between 15 May and 15 October to take effect at the end of the Spring Semester, and between 15 November and 15 March to take effect at the end of the Fall Semester.

² The student ID card and any proof-of-matriculation vouchers already issued must be returned to the Student Administration Office within the periods set out in para. 1. Failure to do so will result in semester fees not being refunded.

³ A processing fee, as set out in the Appendix to these Regulations, will be charged for the refund of semester fees.

⁴ Where a student withdraws from the university within the periods set out in para. 1, UZH will cancel any modules that have already been booked for the next semester.

⁵ Withdrawal from the university does not invalidate any upcoming deadlines (e.g. an assessment level which must be attained within a given time). The faculties reserve the right to decide differently on these matters.

§ 43 Duplicates and Transcripts of Final Records

¹ A duplicate of a final document will be issued, providing:

- a) The graduate can provide credible evidence of the loss of the original; and
- b) UZH is able to reproduce the original document.

² Requests for a duplicate must be sent to Student Services in writing.

³ If it is no longer possible to reproduce the original document, a transcript will be issued.

⁴ A duplicate or transcript will be marked as such.

⁵ A fee, as set out in the Appendix to these Regulations, will be charged to issue a duplicate or transcript.

§ 44 Amendments to Final Records

¹ Requests for amendments to final records must be submitted to the relevant faculty.

² A final record will be amended if compelling reasons justify the amendment. Such compelling reasons include the following, in particular:

- a) Material errors found in the final record in question after the deadline set upon its issue;
- b) Changes to official documents owing to a change of gender;
- c) A sexual identity which differs from that stated in official documents.

³ If final records contain signatures, new documents will be issued bearing the signatures of those in office at the time of issue. The new document will contain a reference to the original document.

⁴ Amended documents will only be issued if the originals of the documents in question are returned. A fee, as set out in the Appendix to these Regulations, will be charged to issue an amended document.

Part 6: Students of Other Higher Education Institutions at UZH

§ 45 Exchange Programs and Agreements

Students of other higher education institutions may matriculate at UZH under the following programs and agreements:

- a) Swiss-European Mobility Programme (formerly Erasmus);
- b) Bilateral and multilateral agreements;
- c) Government grants;
- d) The CH-Unimobil internal Swiss mobility program.

§ 46 Minor Mobility

Students at another cantonal university may complete a minor study program at UZH if the corresponding study program is not offered at their home university. The application may be approved providing capacity permits.

§ 47 Studying at More than One University / Module Mobility⁶

Students at another cantonal university and a Federal Institute of Technology may complete individual assessments at UZH and thereby earn ECTS credits providing the faculties have not imposed any restrictions on the modules that they wish to book.

§ 48 Visiting Students

¹ Students who are matriculated at a state-accredited non-Swiss university, as defined in § 25, may also matriculate as visiting students at UZH, providing the following conditions are met:

- a) There is no agreement, as described in § 45, with the university in question for the study program concerned; and
- b) The faculty in charge of the study program concerned, specifically the office of student affairs or the dean's office, the department or the departmental coordinator, approves the stay in writing, for example in the form of a letter of invitation, a learning agreement, or a letter of confirmation.

² The condition set out in para. 1 a does not apply to individuals whose stay is for the purpose of a study-related project.

§ 49 Procedures and Deadlines

The admission procedure, application deadlines and other details are published on the UZH website.

Part 7: Students in Special Programs

§ 50 Notary Program

¹ The admission procedure, application deadlines and fees are based on those for a Bachelor's program.

² Evidence of having completed full professional training in a notary's office, or evidence of relevant training of equivalent value, must be presented as the university entrance qualification described in § 8 e.

§ 51 Supplementary Program for Professional Practice

¹ The admission procedure, possible restrictions on admission, application deadlines and fees are based on those for a Master's program or teacher training.⁴

² A university diploma relevant to professional practice in Switzerland must be submitted as the university entrance qualification described in § 8 e.

³ A letter from the office responsible for authorizing professional practice in Switzerland must be submitted as the document described in § 8 f.

Part 8: Non-Matriculated Students (Auditors)⁴

§ 52 Non-Matriculated Students (Auditors)⁴

¹ Non-matriculated students register online with UZH.

² As a rule, the fees are to be paid electronically. The Finance Office decides on exceptions.

³ After payment of the fees, the non-matriculated students will receive a confirmation of registration.

⁴ Non-matriculated students must present the confirmation of registration upon request of the course instructor.

⁵ The registration deadlines and further information will be published on the UZH website.

⁶ UZH employees are granted access to courses approved for non-matriculated students without prior registration and free of charge. They must present the UZH Card upon request of the course instructor.

Part 9: Final Provisions

§ 53 Final Provisions

¹ These Regulations enter into force on 1 February 2019.

² They replace the Regulations Governing Matriculation Procedures and Semester Enrollment dated 30 January 2014.

³ The amendments in §§ 16 and 51 enter into force on 1 January 2020.⁴

⁴ The amendments in § 52 enter into force on 1 August 2020.⁵

⁵ The amendments in §§ 23 and 47 enter into force on 1 February 2021.⁶

⁶ The amendments in §§ 3, 7, 8, 16 bis 20, 23, 31, 33 and 41 enter into force on 1 January 2023.⁷

¹ <http://www.zhlex.zh.ch/Erlass.html?Open&Ordnr=415.31>

² <http://www.zhlex.zh.ch/Erlass.html?Open&Ordnr=415.321>

³ <http://www.zhlex.zh.ch/Erlass.html?Open&Ordnr=415.322>

⁴ Version according to resolution of the Executive Board of the University of 17 December 2019

⁵ Version according to resolution of the Executive Board of the University of 9 June 2020

⁶ Version according to resolution of the Executive Board of the University of 26 January 2021

⁷ Version according to resolution of the Executive Board of the University of 1 November 2022

⁸ Enacted by resolution of the Extended Executive Board of the University of 25 April 2017



Admission Regulations (AR)

Appendix: Semester Contributions and other Fees

Dated 18 December 2018 (as of 1 November 2022)

Mandatory Semester Contributions

| | |
|--|-----------|
| Libraries | CHF 15.00 |
| Academic Sports Association Zurich (ASVZ) | CHF 35.00 |
| Scholarship Fund for students of the University of Zurich (sub-foundation of UZH Foundation) ⁷ | CHF 6.50 |
| Student Concerns..... | CHF 2.50 |

Voluntary Semester Contributions

| | |
|---|----------|
| Student Body Loan Association..... | CHF 7.00 |
| Solidarity Fund for foreign students..... | CHF 5.00 |

Confirmations

| | |
|---|-----------|
| Confirmation of Matriculation (over the entire period of matriculation) | CHF 5.00 |
| Confirmation of Withdrawal from the University | CHF 5.00 |
| Hard copy of Transcript of Records per language (German/English)..... | CHF 10.00 |
| Attestation of Equivalence per language (German/English)..... | CHF 50.00 |
| Confirmation of Doctoral Degree per language (German/English) | CHF 50.00 |

Certifications

| | |
|--|-----------|
| Single page..... | CHF 5.00 |
| Transcript of Records per copy (all pages) | CHF 10.00 |
| Final Records per copy (all pages) | CHF 20.00 |

Replacement of Student ID Card (UZH Card)

| | |
|--|-----------|
| In case of loss or improper handling | CHF 25.00 |
|--|-----------|

Final Records

| | |
|---|------------|
| Duplicate (with reproducible original document), flat-rate..... | CHF 100.00 |
| Transcription (without reproducible original document) | |
| - Diploma | CHF 100.00 |
| - Grade sheet per language (German/English)..... | CHF 50.00 |
| Replacement document, flat-rate | CHF 100.00 |

Processing Fees

| | |
|---|-----------|
| Reimbursement of semester fees | CHF 50.00 |
| Late semester enrollment..... | CHF 30.00 |
| Matriculation and semester enrollment for continuing education degree programs (will be charged to the continuing education program) | CHF 50.00 |

Other Services

| | |
|---|-----------|
| Orders on invoice..... | CHF 10.00 |
| Special services according to expenditure per hour..... | CHF 80.00 |