



Universität
Zürich ^{UZH}

Faculty of Law

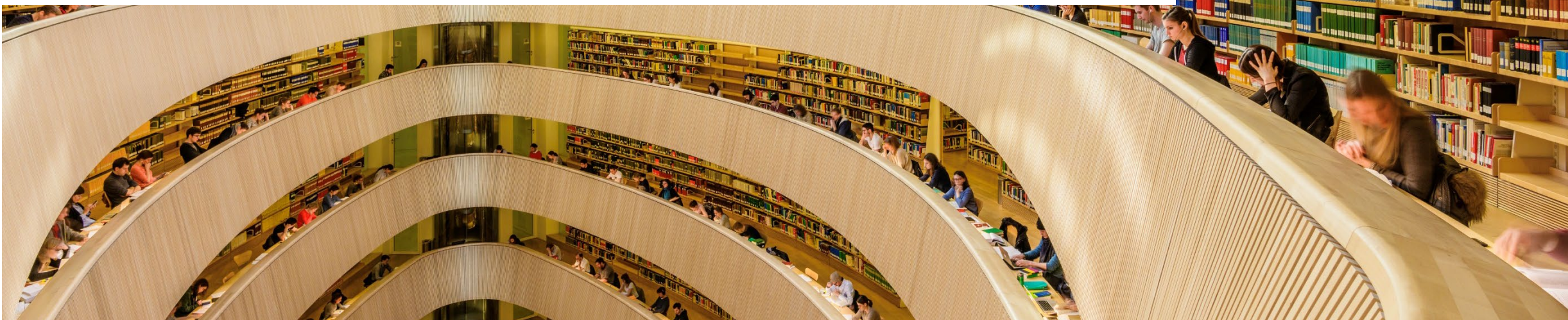
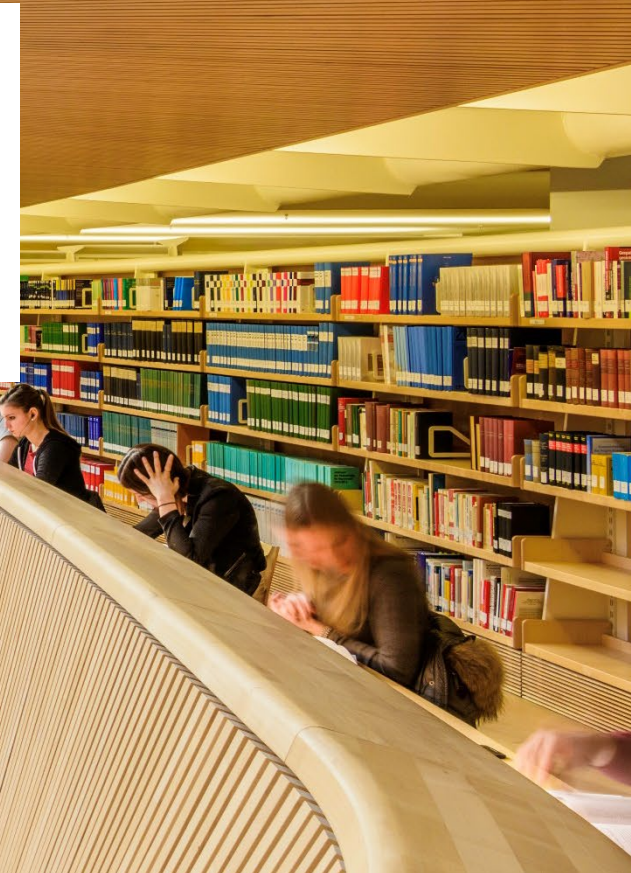


Information Event for Incoming Mobility Students

Welcome @ UZH

Julia Janovskaja, Coordinator Exchange Programs

17th of September 2024



Information and Rules for this Information 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 coffee 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/ETHZH**
- 9. Questions**

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

2. Contacts - Organisational/Administrative Matters

For administrative matters (enrollment at UZH, learning agreements in mobility online, scholarships, student cards, visa, housing, health insurance etc.):

- **CH-Unimobil:**

Student Administration Office UZH: Mr. Gerd Bordon

[Contact Form](#)

- **International Exchange Programs** (SEMP, Faculty Agreements, University-wide Agreements):

Global Student Experience Office (GSE): Ms. Adeline Hofrichter

[Email](#)

- **Problems with login:**

[IT Services](#)

2. Contacts – Study/Faculty Specific Matters

For questions related to courses, examinations, signature for learning agreements, 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!)

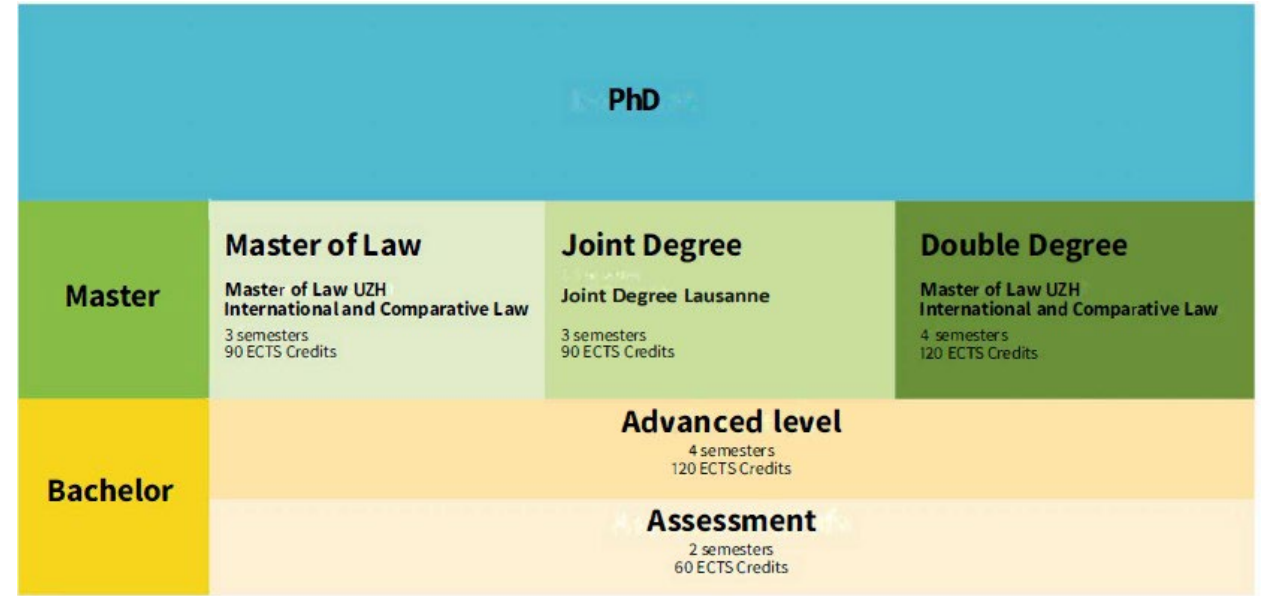
2. Contacts – Course content

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](#)

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 "European Private Law (90IL5-1)" is displayed. Below the course title, there are three tabs: "Description", "Times/Rooms/Instructors" (which is selected), and "Component". The "Times/Rooms/Instructors" tab shows a table with the following data:

Date	Time	Room
Tue, 22.02.2022	12:15 - 13:45	RAI-H-041

Below the table, there is a detailed view of the room "RAI-H-041". The view is titled "Room" and contains the following information:

- Address
- Room: RAI-H-041
- Location: RAI / Rämistrasse 74
- Street: Rämistrasse 74
- City/Postal Code: 8006 Zürich
- Map
- Link: [RAI](#)

A blue arrow points from the "Link: RAI" text in the detailed view to the "RAI-H-041" link in the table above.

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.

4. Module Booking: Booking / Cancellation / Deadlines

Non space restricted modules (Booking modules)	Booking period: 14.08. – 08.10.24 (24:00hrs) Cancellation period until: 22.10.24 (24:00hrs)
Space restricted modules (request and application modules)	Request period: 14.08. – 27.08.24 (24:00 hrs) Waiting list progression period: 30.08. (12:00hrs) – 12.09.24 (24:00hrs) Cancellation period: 30.08 (12:00hrs) – 15.09.24 (24:00hrs)

Exception: Introduction to Swiss Law – write us via [contact form](#) until **23.09.2024** (24:00hrs).

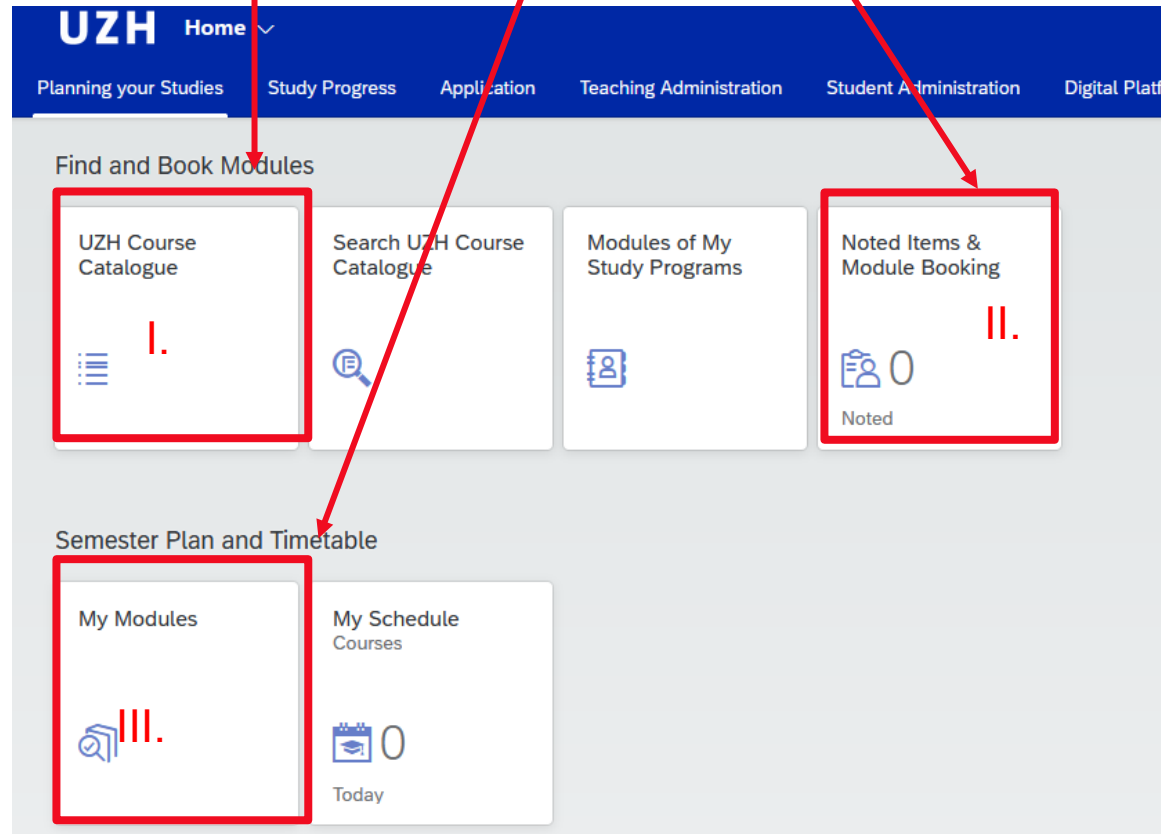
More information on the booking/cancellation deadlines can be found [here](#).

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

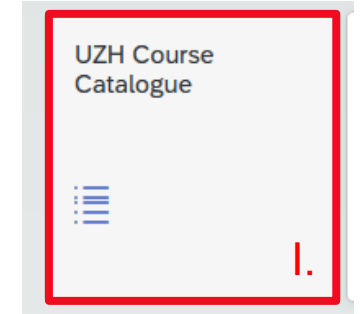


4. Module Booking

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
Required Modules				
Case Studies in Public Law	02SM90PM5	Student Work	3	<input checked="" type="checkbox"/>
Tax Law I	02SM90PM4	Course	3	<input type="checkbox"/>




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

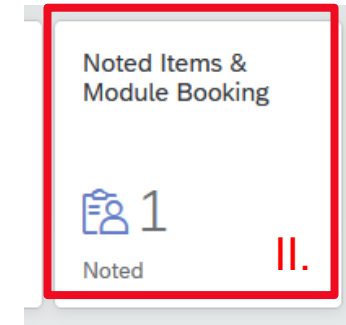


Please make sure that the module is in the desired language by clicking on it and checking the «Languages» field

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			
Trade and Business Law II (02SM90PM2) ECTS: 6	Handels- und Wirtschaftsrecht II (02VL90PM2-1) 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 and a red '111.' indicator. The 'My Schedule Courses' tile contains a calendar icon, a '0' indicator, and the text 'Today'.

4. Module Booking

Booked modules have the status «booked»

Booked Modules				
Module	Course		Status	Cancel
Fall Semester 2022				
Case Studies in Public Law (02SM90PM5) ECTS: 3	Courses		Booked	
Criminal Law II, Part 1 (02SM120PM5T1) ECTS:	Courses		Booked	

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

Tutorat

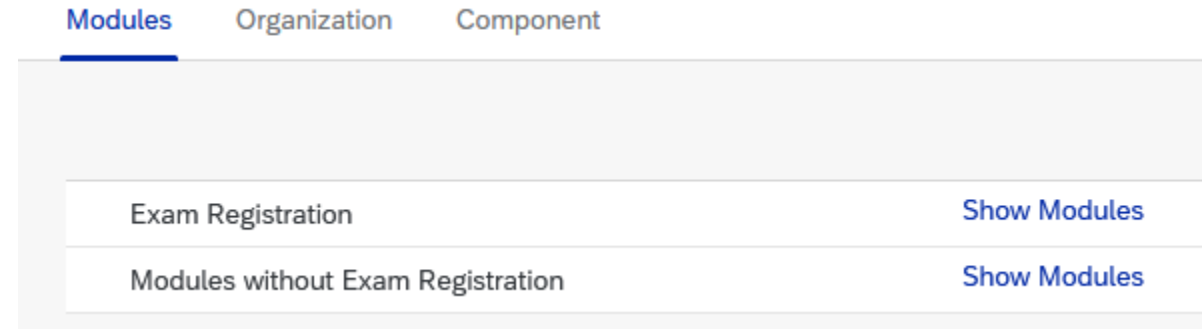
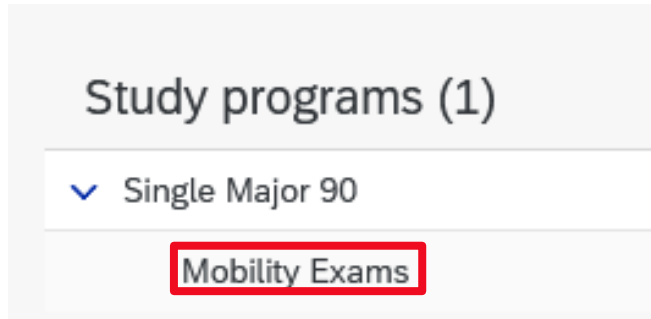
Course	Instructors	Times	Room	Change course
Arbeitsgemeinschaft Strafrecht BT I G.1 (02UE120PM5-2)	Rechtswissensch. Fakultät N.N.- Dozent	Mon 10:15-12:00, from 7.11.		Change course

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				
Trade and Business Law II (02SM90PM2) ECTS: 6	Courses		Booked	 >

4. Module Booking: 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: 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

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

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 fall 2024
- 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.):
<https://www.ius.uzh.ch/en/studies/general/exams/master/Exams-Fall-Semester-2024.html>
- **You have to book a module in the same semester in which you want to take the examination**

5. Exams - Examination Periods Fall Semester 2024

- **Mobility exams: 20 January – 31 January 2025** (provisional dates/subject to change!)
 - [mobility exams dates](#)
- **Regular exams: 06 January – 31 January 2025** (provisional exam period/subject to change!)
 - [regular exam dates MLaw](#)
 - [regular exam dates BLaw](#)

The definite exam dates/times will be published 5 weeks after the module booking cancellation period, in the beginning of December 2024. 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.

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 Fall 2024](#)

[BLaw Fall 2024](#)

- **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.

6. Transcript of Records (ToR)

The **official Transcript of Records** for fall 2024 will be available **electronically** in your Student Portal:
21.02.2025

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](#)



8. Selected Services UZH / ETH - Overview

[Career Services UZH](#)

[Psychological Counseling Services UZH/ETH](#)

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

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

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

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

9. Questions - Where can I find information?

- [Website Faculty of Law](#)
- [Website mobility](#)
- [Semester dates](#)
- 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!

