



**Universität  
Zürich<sup>UZH</sup>**

**Faculty of Arts and Social Sciences  
Office of the Dean**

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# **Studying at the Faculty of Arts and Social Sciences**

## **Study Guide**

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# 1 Basics for Studying at the Faculty of Arts and Social Sciences

## 1.1 Bachelor's Degree Programs

At the Faculty of Arts and Social Sciences (PhF), a degree program at Bachelor's level comprises 180 ECTS credits. Two study programs are combined: a major study program of 120 ECTS credits and a minor study program of 60 ECTS credits.

PhF offers three undergraduate degree programs that, upon completion, lead to one of the following degrees (the major study program is the determining factor):

- Bachelor of Arts UZH (BA UZH)  
for major study programs in the humanities and cultural sciences
- Bachelor of Arts UZH in Social Sciences (BA UZH)  
for social science major study programs
- Bachelor of Science UZH in Psychology (BSc UZH)  
for psychology as the major study program

## 1.2 Master's Degree Programs

A study program at Master's level comprises 120 ECTS credits. You can either combine a major study program of 90 ECTS credits with a minor study program of 30 ECTS credits or complete a mono study program of 120 ECTS credits.

PhF offers three Master's degree programs that lead to one of the following degrees upon graduation (the determining factor is the mono or major study program):

- Master of Arts UZH (MA UZH)  
for mono or major study programs in the humanities and cultural sciences
- Master of Arts UZH in Social Sciences (MA UZH)  
for social science mono or major study programs
- Master of Science UZH in Psychology (MSc UZH)  
for Psychology as the mono study program

## 1.3 Framework Ordinance

The [Framework Ordinance on Bachelor's and Master's Degree Programs at the Faculty of Arts and Social Sciences of the University of Zurich](#) (RVO PhF) provides the legal framework for your studies. It was issued by the Board of the University and is part of the collection of laws of the Canton of Zurich. You can find the link to the RVO PhF on the website of the PhF under the [legal bases](#).

## 1.4 Study Regulations General Part

The [Study Regulations \(general part\) for the Bachelor's and Master's degree programs at the Faculty of Arts and Social Sciences of the University of Zurich](#) (STO PhF) contain the implementation provisions for the framework ordinance and regulate all study aspects. It was issued by the Extended Executive Board of the University and can also be found on the website of the PhF under the [legal bases](#).

## 1.5 Annexes to the Study Regulations

Each study program has its own annex to the study regulations. This contains the study plan with all the rules you have to fulfill (see), as well as the combination prohibitions, i.e. not permitted combinations of major and minor study programs. For Master's programs, you will also find the requirements for admission to the Master's level in the annex to the study regulations (see [chapter 3.2](#)).

For students who started their studies before Fall Semester 2019, transitional regulations apply in some programs (see [chapter 3.9](#)).

All annexes to the study regulations can be found on the website of the PhF under the [legal bases \(Bachelor's study programs and Master's study programs\)](#). If you have started your studies in or after Fall Semester 2019, please refer to the column «Annex to the Study Regulations» («Anhang zur Studienordnung») for your annex; if you started earlier, refer to the column «Regulation on Transition» («Übergangsregelung»).



The framework ordinance, the general part of the study regulations and the annexes to the study regulations are the legally binding foundations of your studies.

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## 2 Information about the Study Programs

The PhF offers about 170 Bachelor's and Master's study programs. You can find a tabular overview on the website of the PhF under the [legal bases \(Bachelor's study programs and Master's study programs\)](#). These pages contain not only the lists of all programs, but also the links to all documents relevant to your studies, which are explained in this chapter.

As you read the following sections, keep your study program documents handy so you can follow the explanations directly.

### 2.1 Program Specific Study Guide

For each study program, a separate guide or a link to the guide of your study program is provided in the tabular overview. Guides can already help you to choose the right study program by showing goals, competencies and professional opportunities. They also provide orientation during your studies. It is advisable to take a look at your study guide every now and then.

### 2.2 Study Plan

The study plan is the most important basis of your studies. You can only complete the program if you have completed all the achievements according to the study plan. The study plan is part of the «Annex to the Study Regulations (RVO19)», which can be found in the corresponding column of the legal basis website (document «STO»).

Refer to the sample and reading guide on the following page for how to read the curriculum.

## Sample Study Plan:

Program structure	Pass requirements	Course work
In order to pass the Bachelor major program «Sample study», at least 120 ECTS credits from the program must be completed, of which at least 30% of the course work must be graded, including the Bachelor's thesis amounting to 15 ECTS credits. At least 60 ECTS credits must be earned from courses offered by the University of Zurich.		
In addition, modules from the following module groups must be selected according to the following rules:		
Introduction	All compulsory modules	Compulsory modules
Methods	At least 12 ECTS credits, including at least 6 ECTS credits from core elective modules	Core elective modules, elective modules
Development	At least 9 ECTS credits	elective modules
Subject area 1	At least 30 ECTS credits, including at least 12 ECTS credits from the module group «Subject area 1» and at least 12 ECTS credits from the module group «Subject area 2	WP, elective modules
Subject area 2		elective modules
Language skills	at least 12 ECTS credits, including all compulsory modules	Compulsory modules, core elective modules, elective modules
Other curricular modules		Core elective, elective modules
at least 21 additional ECTS credits free of choice within the program		

## Reading aid:

Program structure	Pass requirements	Course work
Here you can see the total number of ECTS credits to be completed for the degree and the percentage of credits that must be graded. For major programs, the Bachelor's or Master's thesis is also listed. Make sure that you complete at least the number of ECTS credits listed here at UZH. You can acquire the remaining credits through an exchange at another university.		
The following three columns show the rules of all module groups of your study program. Always select modules that you would like to credit towards your degree according to these rules.		
Here you can see all <i>module groups</i> of your program. The modules included in these module groups can be found in the module catalogue (mainly compulsory and core elective modules) and the course catalogue (compulsory, core elective and elective modules). Please refer to <a href="#">Chapter 3.3</a> for the modules and module types.	Here you can see the <i>rules</i> of each module group. You can see from this column which module types you have to complete (e.g., «all compulsory modules»), the number of ECTS credits you have to acquire in total (e.g., «at least 9 ECTS credits»), or, if applicable, the number of ECTS credits you have to acquire in modules of a certain type (e.g., «including at least 6 ECTS credits from core elective modules»).	All <i>module types</i> that are in the module group are listed here. This column is for administrative information.
	If available in your program, you will see the <i>free choice rule</i> here. Within the free choice rule you can freely choose one or more modules with the value of the ECTS credits mentioned here from all module groups of the study program.	

Bachelor's study programs usually have an introductory module group consisting primarily of required modules that teach fundamentals. These are identical in the major and minor study programs. You can therefore change the major and the minor without losing this course work.

In some mono or major study programs at Master's level, a concentration must be chosen. The choice of concentration is made at the time of semester enrollment or, for students with a Bachelor's degree from another university, in the course of application. The chosen concentration will be indicated in the degree documents. Only the generalist concentration, in which you study modules from all module groups of the program, does not appear in the final documents.

## 2.3 Module Catalogue

The module catalogue is an important supplement to the study plan. Sorted by module groups, here you will find all compulsory and core elective modules, in many cases also the elective modules offered in the study program.

The module catalogue helps you to get an overview of the entire range of modules and to plan your studies in the long term. If, for example, for a module group the pass requirement «all compulsory modules» is listed in your study plan, you can look up which compulsory modules there are in the module catalogue.

The table of contents of the module catalogue provides you with an overview of the modules within each module group. If you are interested in a specific module, you will find detailed information about it on the individual pages: the module type (top right), the number of ECTS credits, the semester rhythm (information about the rhythm in which the module is offered), the type of assessment, the learning outcome, information about the content and whether the module can be booked as an pre -Master's module ([see Chapter 3.8](#)).

Module titles in square brackets refer to elective modules. These titles may change semester by semester. The best way to find out about the current range of elective modules is to consult the course catalogue.

## 2.4 University Calendar

Information on the modules offered in the current semester can be found in the [course catalogue](#). The course catalogue contains the entire range of studies and courses offered at UZH. The navigation leads you from the entry page via the faculty to the degree programs and then to the individual study programs. Use the search function for direct access to programs, module groups, modules or teaching staff.

## 2.5 Sample Curriculum

For a model full-time study curriculum beginning in Fall Semester, you can consult the sample curriculum. It is one of several possibilities. If you follow this sample, it is possible to graduate within the standard period of study (Bachelor's degree 6 semesters, Master's degree 4 semesters).

You may be forced to arrange your studies differently, for example if you are employed. In this case, consult the study plan regularly and, if you change the sequence, check whether modules have «prerequisites», i.e., whether a booking requires the successful completion of another module or demands certain background knowledge. For example, in many Bachelor's programs, introductory modules are prerequisites for further study. For each module, you can find this information in the module catalogue (on the module pages under the heading «Prerequisites»).

There may be some overlap in the sample curricula of your major and minor study program. Since PhF allows almost all study program combinations, it is unfortunately not possible to match all sample curricula.



This study guide, the module catalogue and the sample curriculum are, in contrast to the Framework Ordinance and the Study Regulations, of an explanatory nature. No legal claims can be made on the basis of these documents. For modules, the course catalogue is the legally binding basis.

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## 3 My Studies

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As a student you have a duty to obtain all the information you require for your studies. Consult the legal basis, inform yourself about deadlines and procedures and check your UZH e-mail inbox regularly (at least once a week). Notifications, decisions and rulings are communicated exclusively by mail. It is essential that you also take note of the documents published on the Student Portal.

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### 3.1 Enrollment and Admission

The legal basis for admission is the [Ordinance on Admission to Studies at the University of Zurich \(VZS\)](#).

With your admission to the to the university and your payment of the enrollment fee, you are enrolled in your chosen combination of major and minor study program or in a mono study program. The invoice for the semester fees will be available at the beginning of June or at the beginning of December in the Student Portal.

Each semester, you will receive an email from the Student Administration Office asking you to check your enrollment for the next semester and your personal information in the [Student Portal](#) («My Enrollment and Personal Data» tile). The verification must be done within the following deadlines:

- 15 to 31 May for Fall Semester
- 15 to 30 November for Spring Semester

If you wish to continue your studies in the same study programs, you do not need to do anything further. If you are planning to change your study programs or would like to transfer from Bachelor's to Master's level, you must submit a corresponding application in the Student Portal (tile «My Requests and Invoices»). The following deadlines apply:

- 15 May to 31 August for Fall Semester.
- 15 November to 31 January for Spring Semester.

Please note that the definitive change to Master's level is only possible if you already have a Bachelor's degree. If you are in your final semester at the time of the change, admission is provisional until you have obtained your Bachelor's degree.

If you have questions about [semester enrollment](#) or [degree and study program changes](#), check the Student Administration Office's website.



### 3.2 Admission to the Master's program, Restrictions

An important basis for the Master's admission are the academic requirements.



The academic requirements are part of the annex to the study regulations and describe the knowledge and skills that are required for admission to the Master's program.

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At PhF, we distinguish between consecutive, specialized, and complementary Master's study programs.

- Consecutive Master's study programs continue the Bachelor's degree program. If you hold a bachelor's degree from UZH in this study program (major or minor), you will be admitted to the Master's major or minor study program without any restrictions.  
In the case of a Bachelor's degree obtained at another university, your application will be assessed to determine whether you meet the requirements (branch of studies or academic requirements).
- In the case of a specialized Master's study program, all applications are assessed before admission to see whether they meet the requirements. It may be necessary to show a specific branch of study of the Bachelor's degree, or further documents or proof, such as subject-specific competencies, a letter of motivation, or a very good Bachelor's degree. The requirements for specialized programs can be found in the «Admission requirements» of the respective annex to the study regulations.
- For complementary Master's study programs (minor only), there are no requirements for admission other than a completed Bachelor's degree.

If gaps are found in your previous education, you will receive restrictions, i.e., additional requirements from the Bachelor's level, which you must make up. You will be informed of the restrictions in the appendix to the admission letter. They must be completed in addition to the 120 ECTS credits in the Master's degree program and may not exceed a total of 60 ECTS credits. A degree without fulfilled restrictions is not possible.



Be sure to fulfill restrictions at the beginning of the Master's studies so that you have at the same level of knowledge as your fellow students in the Master's modules.

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### 3.3 Modules and Module Types

A module consists of one or more courses or a self-study unit or e-learning elements and always includes an assessment.

Modules at PhF last either one or two semesters. The workload is distributed over the entire duration of the module. For some two-semester modules, there is only a course in the first semester; the second semester is available to work on your assessment. In consultation with the module coordinator, it is possible to submit the assessment after the first semester and to complete the module early. Please refer to the detailed information on two-semester modules on the [Student Services](#) website under [Modules](#) or under [Exams](#).

Modules are either graded (1-6 in half grades, where 1 is the lowest and 6 is the highest grade) or they are graded as «pass» or «fail». You can find this information in the module catalogue or in the course catalogue under the keyword «Grading Scale».



The ECTS credits correspond to the workload: 1 ECTS credit means a workload of 30 hours. This is an average value that can vary depending on the pace of work.

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ECTS credits will be credited to you if the module has been evaluated with a grade of at least 4.0 or with «pass». A passed module cannot be repeated, not even to improve a grade.

At PhF, a distinction is made between compulsory, core elective and elective modules:

- All compulsory modules of a program must be successfully completed and passed. Two failed attempts will result in exclusion from the study program and a subject ban (see [Chapter 7.1](#)). Compulsory modules are offered on a regular basis. You can find the information in the module catalogue or in the course catalogue under the keyword «Offered in».
- The number of core elective modules that you must successfully complete per module group can be found in the rules formulated in the study plan, called «Pass requirements». «At least 18 ECTS credits of core elective modules» means that you must pass core elective modules amounting to 18 ECTS credits. The range of core elective modules, which can be larger or smaller depending on the program, can be found in the module catalogue. A core elective module can only be repeated once. If you fail it twice, you must replace it with another core elective module. Core elective modules are offered on a regular basis. You can find the information in the module catalogue or in the course catalogue under the keyword «Offered in».
- Elective modules must be completed according to the pass requirements formulated in the study plan. «At least 30 ECTS credits, including 24 ECTS credits from core elective modules» means that you can obtain the difference of 6 ECTS credits with elective modules. Failure to pass an elective module results in a failed attempt but has no further consequences. Elective modules are offered with some regularity, irregularly or once only, depending on the program. The module catalogue contains only those elective modules that occur with some regularity. Because the module titles of elective modules vary in contrast to those of compulsory and core elective modules, title placeholders in square brackets are given in the module catalogue. The offered elective modules per semester can be found in the course catalogue.

### 3.4 Assessments

An assessment is defined for each module. The assessment is used to check whether you have met the learning objectives. For compulsory and core elective modules the type of assessment can be found in the module catalogue and in the course catalogue; for the elective modules it is given in the course catalogue.

There are a variety of different assessments at PhF. They can be semester-long or take place as a form of examination at the end of the semester.

A special feature is the assessments «portfolio». A portfolio consists of several elements that are individually evaluated or graded and from which the overall result is determined. Only the overall result is shown in the final records. In case of a failed attempt, the entire module and all elements of the portfolio must be repeated.

The keyword «Repeatability» in the module catalogue and in the course catalogue gives the possibilities in the event that you do not pass the assessment:

- «No repeat option» exists for elective modules.
- «Repeatable once, book again» exists for compulsory and core elective modules. You have to book the module again after a failed attempt (maximum one repetition per module possible).
- «Repeatable once, repeat exam or book again» means that you can take a repeat exam in case of a failed attempt or excused absence. When you book the module, you are registered for the exam, but not for the repeat exam. If you have failed the exam or were unable to take it, you will find the bookable repeat exams in the Student Portal under "My modules", which you can book during the period designated. If you do not take the repeat exam, you can book the module again in a subsequent semester.



If you also fail the repeat exam for a compulsory module, you will receive a subject ban. Therefore, consider carefully whether you want to take the repeat examination after a failed attempt or an excused absence, or whether it is better to repeat the entire module.

If a serious reason for absence occurs before the start of the assessment or during it, you must inform the module coordinator immediately. In addition, it is necessary to submit a written justified request for withdrawal no later than five working days after the date of the assessment. The request must be accompanied by evidence, for example a certificate from a doctor, psychiatrist or psychologist. After the deadline of five working days, you can no longer claim any reasons your absence.

In the case of assessments that extend over a longer period of time, a request for extension of the deadline can be submitted before the submission deadline. This applies in particular to written work, including Bachelor's and Master's theses. The decision of the request and a possible new deadline will be determined by the module coordinator.

### 3.5 Module Booking and Cancellation, Booking and Cancellation Deadlines

In order to attend modules and complete assessments, you must book the modules via the [Student Portal](#) by the deadline.

In Fall Semester 2022, a new booking system was introduced at UZH. Each module is assigned one of three booking types:

- A booking module does not have a restricted number of places. The booking deadline begins 4.5 weeks before the start of lectures. Booking modules can be booked and cancelled up to 3 weeks after the start of lectures.
- A request module is a module with a space restriction that is only open to a certain number of participants. If you want to book such a module, you can «request» it in the booking tool. During the process you will be asked to set a priority. This is especially important if you are interested in more than one request module. The higher your priority, the greater the chance of participation. The request deadline begins 4.5 weeks before the start of lectures, the request window remains open for 12 days. Priority is taken into account when places are allocated, otherwise it is subject to random selection. The time of the request does not matter.

If you receive a place, you can still cancel the module if necessary, until shortly before the start of lectures. If you do not get a place, you will be put on a waiting list. If you cancel, people from the waiting list will progress up. Please note that the entire process (request, allocation of places, progressing up) is completed before the start of lectures. After that, is no longer possible to book or cancel these modules.

- An application module is a module with special conditions of participation for which you must be admitted by the module coordinator. When applying in the Student Portal, you may be asked to upload certain documents.

The booking window of application modules starts 4.5 weeks before the start of lectures and closes after 12 days. After that, the places are allocated. Cancellation is still possible until shortly before the start of lectures. If places become available, students can progress up from the waiting list.

For detailed booking and cancellation deadlines per semester, please refer to the website [UZH for Students](#).

When you book a module, you are bindingly registered for the module and the assessment. If you do not attend or complete an assessment without cancelling the booking, it will be considered a failed attempt and will be evaluated with grade 1 or with «failed».



Always book via the official UZH booking tool within the regular deadlines, otherwise the coursework can't count toward your degree. Registering with the teaching staff is not valid.

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### 3.6 Study Progress and Graduation

With the app «Study Progress & Graduation» you can check your study progress in the PhF study programs at any time. With the help of a traffic light system, you can see which pass requirements you have already fulfilled and which coursework you still need to complete.

### 3.7 Transcript of Records

As a student at UZH, you will receive a transcript of records once per semester. This is available for download in the [Student Portal](#) (tile «My transcript of records»). For a fee, you can order a copy of the transcript of records printed on security paper and certified if required.

Sorted by semester, the transcript of records informs you in a legally binding manner of all academic achievements that you have completed at UZH, as well as all externally acquired academic achievements that are recognized at UZH.

In case of an appeal, contact the appropriate faculty office specified in the appeal instructions at the end of the document.

Further information can be found on the UZH website for students under [Transcript of Records](#)

### 3.8 Pre-Master's Modules

Students in the Bachelor's degree can essentially only book Bachelor's modules. In the later part of your studies, it is possible to pre-book up to 30 ECTS credits from the Master's degree program. The prerequisite for this is that you have completed at least 120 ECTS credits in the Bachelor's program.

The selection of Master's modules that you can pre-book is limited. Compulsory and core elective modules, which are available for pre-booking, are marked in the module catalogue with a note at the

bottom of the page stating «Dieses Modul ist als vorgezogenes Mastermodul geeignet» («This module is suitable as a pre-Master's module»). Elective modules are defined on the websites of the institutes and seminars. The Master's thesis cannot be brought forward.

You can book pre-Master's modules by yourself within the module booking period.

Note that there are modules that can be credited to both a Bachelor's and a Master's degree program. If you wish to credit these modules to your Master's degree program, please note the following: Modules are automatically assigned when you complete your Bachelor's degree. They can only be used for the Master's degree if they are superfluous in the Bachelor's degree (for superfluous modules, see [Chapter 6.2](#)). You can tell if the module can be counted towards the Bachelor's and the Master's degree if study programs from the Bachelor's and Master's degrees are listed in the course catalogue under the tab «Component».



Only modules that are part of your study program according to the course catalogue will count towards the degree. If a module cannot count towards your degree, it will appear as «recognized achievement» in your degree documents, but without the ECTS credits counting towards the degree.

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### 3.9 Information on Expiring Programs and Transition

Since Fall Semester 2019, a new framework ordinance and a new study regulation are in force at PhF. If you started your studies before this date, special regulations apply to you.

If you are enrolled in a program that is being phased out, you can find the transitional regulations relevant to you on the PhF's legal basis website under [Expiring Bachelor's programs](#) or [Expiring Master's programs](#). Please note that you must have completed all required coursework by the end of Spring Semester 2023 for expiring Bachelor's programs and by the end of Spring Semester 2022 for expiring Master's programs.

If you have been transferred to a new study program in the Fall Semester 2019, the transition provisions according to RVO PhF § 57-59 and STO § 43 apply to you. All affected study programs have their own transition regulations, which can be found on the website of the PhF under the [legal bases](#) in the tabular overview of the Bachelor's and Master's study programs (column «Übergangsregelung»).

The transitional regulations contain a study plan with pass requirements. Also important is the equivalency table including the compulsory modules required for the degree. In addition, in the context of this transition, facilitated provisions apply for the pass requirements for module groups. However, be sure to pay attention to the recommendations that your programs have published on their websites for students in transition and consult the academic advisor if you are unclear.

The requirements for Bachelor's theses at PhF have been unified in 2019. If you graduate according to the transitional arrangements, you have until the Spring Semester of 2023 to decide whether to complete your Bachelor's thesis according to the old or the new mode. Students with two expiring

major programs (90/90) must complete two Bachelor's theses. The title of your thesis will be indicated on the Academic Record only for new Bachelor's theses.

Some study programs include a Studium generale, i.e., the possibility to freely choose ECTS credits from the entire range of courses offered by UZH. The transitional regulations state the maximum number of ECTS credits that can be credited for the Studium generale. Credits are only credited upon graduation and according to the rules formulated in STO § 47: Modules from outside the program will be credited to the degree if there are not enough ECTS credits from modules from within the program.

## 4 Language Acquisition and Mobility

### 4.1 Language Acquisition as Part of the Study Program

In some study programs, the acquisition of language skills is mandatory for graduation. Language and literature studies usually offer their own language modules, which are often open to students of other programs. Consult your annex to the study regulations, the module catalogue or the course catalogue for information about the language acquisition requirement and what is offered in your program of study.

Some language modules are not offered by PhF institutes, but by the [Language Center of UZH and ETH Zurich](#) (e.g., Basic Latin). These courses are only open to students who take them as part of their study programs. They are free of charge, unlike the other courses offered by the Language Center. These courses of the Language Center are not booked in the module booking tool, but via the website of the Language Center under [Courses for PhF Compulsory Elective/PhF Compulsory Module](#). Be sure to book these modules. Other courses offered by the Language Center will not count towards your degree.

In some study programs, language competencies do not necessarily have to be acquired for the degree but can be completed as part of the free choice rule. In most cases, they are then assigned to the module group «Transferable Skills». If you would like to have courses of the Language Center credited towards this module group, they are subject to a fee.

### 4.2 Recognition of Prior Language Knowledge

In the case of language competencies, it is possible that you already have the knowledge that must be acquired through a compulsory module. This applies, for example, if you are a native speaker or can prove knowledge of Latin with your Matura certificate. In this case, the corresponding compulsory module is marked «fulfilled» and credited with 0 ECTS credits. The number of ECTS credits of the credited compulsory module must be compensated with other coursework. Where you compensate the modules depends on the study plan.

In case of Latin knowledge already listed in your Matura certificate, you do not need to do anything. The recognition takes place automatically during admission. If you have other language skills that you would like to have recognized, contact the relevant [academic advisory service](#) after admission.



### 4.3 Mobility

In principle, all PhF study programs allow mobility semesters. The sample curriculum will help you to choose the most suitable time. Here you will find information on which semester is easily compatible with a stay at another university. If your study route varies from the sample curriculum, please make sure that you do not miss any compulsory modules at UZH.

When planning, contact the mobility officers of your study programs in good time. It is particularly important that you conclude a recognition arrangement. This arrangement specifies which credits earned at the host university can be counted towards your programs. Please refer to the guidelines for the [Recognition of Academic Achievement](#) on the Student Services website.

The number of ECTS credits you can earn at another university is limited. To graduate, you must have earned at least 60 ECTS credits of your major at UZH at Bachelor's level and 45 ECTS credits of your major, or 60 ECTS credits of your mono study program at Master's level.

After your return, the coursework will be recognized according to the recognition arrangement. The transcript of records of the host university is the binding basis for the recognition. In principle, all ECTS credits acquired at the host university will be accepted. Credits that are not given in ECTS but in another credit system are converted into ECTS credits according to the workload (1 ECTS point corresponds to a workload of 30 hours). Graded coursework is transferred with the grade, passed achievements as «passed». Grades from other grading systems are converted according to a uniform formula (see [Converting Grades](#) on the Student Services website).

### 4.4 Change to UZH

If you have transferred to UZH from another university, please contact the mobility officers of your study programs after your enrollment. You can find further information on the Student Services website under [Recognition of Academic Achievement](#).

### 4.5 Minor at Another University

It is possible to complete the Minor study program at another Swiss university. If you are interested in an external minor, you can find information on the Student Services website under [Outgoing Mobility in a Minor Study Program](#). For your final documents, the other university will issue an Academic Record showing the study program grade and credits earned in the minor.

## 5 Bachelor's and Master's Thesis

Each degree program includes a graded qualifying thesis that you write in your major or mono degree program. Within the framework of the Bachelor's or Master's thesis, you demonstrate your ability to work independently on a scientific task within a given period of time and to present the results adequately. The qualifying thesis is always written alone and never by a group. In addition, it must be written at UZH; recognition as an external academic achievement is not possible. Qualifying theses are supervised by members of the PhF teaching staff. Supervisors of Bachelor's theses must

have at least a Master's degree, supervisors of Master's theses must have at least a Doctoral degree. Once you have submitted the thesis for evaluation, you cannot change or improve it.

The Bachelor's thesis is a one-semester, graded compulsory module of 15 ECTS credits, the Master's thesis is a two-semester, graded compulsory module of 30 ECTS credits. These are time-limited examinations whose deadlines must be met. If you exceed the deadline, the thesis is considered failed.

Bachelor's or Master's theses, like all compulsory modules, can be repeated once after a failed attempt. In case of a repetition, a new topic must be chosen. If the second attempt is not passed, a subject ban is put in place for the major or in the mono study program.

Like any other module, you have to book the module Bachelor's or Master's thesis. Please note that there are different preliminary processes in place at the institutes and seminars of the PhF. Therefore, always also check the website of your study program before booking the thesis.



To book the Bachelor's or Master's thesis, it is required to have consulted with the supervisor. Do not book the module without the agreement of a member of the teaching staff.

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## 6 My Degree

### 6.1 Registering for Graduation

You can register for graduation in the «Study Progress & Graduation» app. If you have fulfilled all pass requirements of your major and minor program and all traffic lights are green, you can register for graduation. Subsequently, you will receive a confirmation to your UZH email address. The Office of Student Affairs will check your coursework and if coursework is still missing or a pass requirement is not fulfilled, you can complete it in the following semester.

The following deadlines apply to graduation registration:

- Spring Semester: 16 March – 15 October
- Fall Semester: 16 October – 15 March

For more information and an explanatory video, visit the [UZH Student Services](#) website.

### 6.2 Instructions for Using the «Study Progress & Graduation» App

You may need to edit your coursework in the «Study Progress & Graduation» app before registering for graduation. This is the case, for example, if you have modules that can be counted towards your major and minor study programs, or if you need to assign restrictions. You may also need to assign superfluous modules that are not needed to meet pass requirements.

For more information, visit the [Student Services](#) website.



### 6.3 Final Documents

As final documents you will receive a Diploma Certificate, a Diploma Supplement and an Academic Record.

- The diploma certificate contains the name of the academic title awarded, the grades of the completed study programs (one program grade each) and the weighted total grade of all completed study programs. If you have chosen a specialization in the Master's degree, it will also appear on the diploma certificate (except for the generalist concentration).
- The Diploma Supplement contains information about your qualifications acquired during your Bachelor's or Master's studies and details about the Swiss education system. These are particularly relevant if you wish to continue your academic career at a university abroad. You will receive the Diploma Supplement in German and English.
- The Academic Record contains a detailed list of your academic achievements, structured according to study programs and module groups. It also shows all recognized achievements, i.e., passed achievements from UZH modules that are not counted toward the degree. You will also receive the Academic Record in German and English. It may be that not all of your academic achievements are translated into English. If you need a complete translation, contact Student Services.



Modules that have received an unsatisfactory grade or a «fail» will not appear on your final documents.

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## 7 Noteworthy

### 7.1 Definite Rejection and Subject Ban

Failing a compulsory module twice will result in a definitive rejection from the corresponding study program and a subject ban. You will also receive subject bans if you have two failed attempts in modules that you must complete as a restriction for the Master's program.

The subject ban denies you access to all study programs at UZH for which the module is a compulsory module or for which it would have to be completed as a restriction. It also denies you access to all similar study programs throughout Switzerland for an unlimited period of time: If, for example, you are banned from the History minor study program, the subject ban also applies to the History major study program. If the failed module is the Bachelor's or Master's thesis, the ban only applies to the major or mono study program. In this case, you can change to the Minor study program.



Subject bans can be viewed in the Student Portal («My Bans» tile). Here you can see the study programs for which you are banned. If you change universities, you are obliged to state your subject bans.

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After a subject ban, a change of study program in the immediately following semester is not possible due to timing reasons. You can only make a change during the following semester enrollment. However, it is still possible to already book and complete modules for another study program.

## 7.2 Plagiarism and Fraud

The standards of scientific work and scientific honesty are central foundations of your academic training. This includes the correct citation or paraphrasing of secondary literature and research data. If you use these without permission or do not cite them correctly, you are committing plagiarism.

In case of suspicion, members of the teaching staff at UZH can check student work for plagiarism using software. If the suspicion is confirmed, the consequences will depend on the severity of the offense. The mildest consequence is failing the module with a grade of 1 or «fail». Depending on the extent of the plagiarism, the Dean of Studies may request the Rector to initiate disciplinary proceedings. If plagiarism is only discovered after the academic degree has been awarded, the degree will be revoked and the diplomas already awarded will be confiscated.

Acts of fraud or dishonesty in the performance record, such as the use of forbidden resources in an examination, an unauthorized collusion with a third party during the exam or the submission of a written paper written by a ghostwriter, have the same consequences.

## 7.3 Authorship and Publication

Copyright law ensures that you may publish your written work. However, you are required to inform the program director before publication. Publication may be made subject to conditions. If, for example, in your work you use data of which you are not the author, the program director may require you to remove the data from the publication.

Under no circumstances is it permissible to publish examinations or examination results.

## 7.4 Access to Exam Papers

Students are usually allowed to have access to exam documentation, i.e., written papers, multiple-choice exams or essays.

However, the release of exam materials may be restricted (for example, with a prohibition on copies or transcripts) to ensure the confidentiality of exam questions.

If you wish to inspect one of your examinations, please contact the module coordinator or the academic advisory service.

# 8 Advisory Services

## 8.1 Student Services of the PhF

The [Student Services](#) of the PhF are your first point of contact for administrative concerns related to studying at the PhF. The staff members will either deal with your question directly or forward you to the appropriate office. You can contact Student Services in person, by telephone or by e-mail.

## 8.2 Academic Advisory Services

If you have questions about your study programs, contact the [academic advisory service](#). They offer help with study progress, planning mobility stays or the recognition of external academic achievement.

## 8.3 Advisory Services of the UZH

At the University of Zurich, there are various advisory services available to you. On this [main website](#), you will find the right point of contact for your questions, for example about the choice of study, a change of subject, financing your studies or transition to a career. You will also find links to important offices such as the Psychological Counseling Services, the Disability Office or the Office for Gender Equality and Diversity.

# 9 Studying Under Special Conditions

## 9.1 Studies with a Disability

Students with a disability or a chronic illness can obtain information from the Disability Office (FSB) on how studying can be facilitated and which compensatory measures they are entitled to. Contact the FSB at an early stage.

For information on the process of submitting all documents and deadlines, visit the Student Services website under [Accommodation Measures](#).

## 9.2 Studies and Pregnancy

Gender equality and equal opportunities for women and men are important concerns for the University of Zurich. If you are pregnant, you have the possibility to apply for compensatory measures. Such measures can be, for example, the suspension of a Master's thesis or the rescheduling of an exam. Contact your academic advisor to discuss the appropriate measures. The Student Services website will inform you about the further procedures as well as the deadlines under [Requests](#).

For more information on the topic, visit the [Gender Equality and Diversity](#) website. For advice and support services, visit the [Family at UZH](#) website.

## 9.3 Studies and Employment

Studying at the PhF allows you a certain amount of freedom to coordinate your schedule with employment. When planning your schedule, you should first find out about the compulsory modules to be completed and the semester rhythm (in the module catalogue) as well as the time slots (in the course catalogue). You have greater freedom when selecting core elective and elective modules, so that you can keep certain days free for employment.

If the course of study deviates from the sample curriculum, always pay attention to whether the modules have prerequisites (see [Chapter 2.5](#)). If you have any questions planning your studies, you can contact the responsible [academic advisor](#).

#### **9.4 Studies and Military Service, Civilian Service or Civil Defense Service**

If your compulsory service would conflict with your obligations in your studies, for example with the start of the semester or with examination dates, or would result in your studies being significantly prolonged, you can apply for a postponement of service. On the [website of the Swiss Armed Forces](#) you will find the correct postponement form («Dienstverschiebungsformular für den AdA im Studium»). Members of the Civil Defence (AdZS) should contact to the office that issued the call-up. Send the completed form as a scan together with a short, written justification to [studium@phil.uzh.ch](mailto:studium@phil.uzh.ch).

#### **9.5 Studies and Top-Level Sports**

It is intended to make it easier for top-level athletes with a Swiss Olympic Card to combine top-level sport and studying. Among other things, they have the possibility to extend deadlines or to cancel modules after the deadline. A corresponding request can be submitted to [studium@phil.uzh.ch](mailto:studium@phil.uzh.ch). Further information can be found on the Student Services website under [Studies and Top-Level Sports](#).