

*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.*

## **Ordinance on Admission to Studies at the University of Zurich (OAS)**

(Dated 27 August 2018)<sup>1,2</sup>

*The Board of the University has resolved:*

### **Part 1: General Provisions**

- § 1. This Ordinance governs the following at the University of Zurich: *Object*
- a. Admission to studies
  - b. The rights and obligations associated with matriculation
  - c. Withdrawal from the University
  - d. The rights and obligations of non-matriculated students (auditors).
- § 2. <sup>1</sup>This Ordinance applies to: *Scope of application*
- a. Prospective students
  - b. Students at UZH, specifically:
    1. Students pursuing Bachelor's, Master's and teaching diploma programs
    2. Doctoral candidates
    3. Students in special programs
    4. Students in continuing education degree programs.
  - c. Students of other higher education institutions at UZH
  - d. Non-matriculated students (auditors).
- <sup>2</sup> The framework ordinance<sup>6</sup> on the Teaching Diploma for Upper Secondary Education degree program takes precedence over the present Ordinance with respect to admission to that degree program.
- <sup>3</sup> The Ordinance on Restrictions on Admission to the University of Zurich's Medical Degree Programs<sup>5</sup> ("Verordnung über die Zulassungsbeschränkungen zu den medizinischen Studiengängen der Universität Zürich") applies additionally to admission to the Faculty of Medicine and to the Vetsuisse Faculty.
- § 3. The Executive Board of the University will issue implementation provisions to accompany the present Ordinance. *Implementation provisions*
- § 4. <sup>1</sup> Where necessary to implement this Ordinance, UZH processes data concerning individuals who fall within its scope of application. *Data protection*
- <sup>2</sup> Following graduation at each academic level, it passes on the last name, first names, date of birth, student ID number, contact details, the title or degree

gained, and the degree and study programs of graduates, to alumni associations to permit them to contact the graduate.

<sup>3</sup> It may publicly disclose the title or degree gained along with, at its discretion, the last name, first names, year of graduation, and degree and study programs, either on the basis of a request in individual cases, or generally without any such request being submitted.

§ 5. <sup>1</sup> UZH is entitled to review the correctness and completeness of data disclosed to the University for the purposes of admission and matriculation. Data required for this purpose and for identification may be disclosed. *Data verification*

<sup>2</sup> In particular, UZH is entitled to obtain information from the upper secondary schools and higher education institutions attended by the prospective student to ascertain whether or not there are any obstacles to admission, as described in §§ 13–16.

§ 6. <sup>1</sup> UZH provides a digital infrastructure. *Digital*

<sup>2</sup> Reserved is § 40 a<sup>9</sup>. *infrastructure*

§ 7. <sup>1</sup> All relevant information will be provided in binding form by suitable means, specifically on the UZH websites. *Information*

<sup>2</sup> Prospective students and students alike are obliged to inform themselves independently of all relevant matters, as well as applicable rules, regulations and deadlines.

§ 8. <sup>1</sup> UZH orders and decisions that are relevant to admission or to study at UZH (including, in particular, transcripts of records) will be provided by regular post or electronically. *Orders and decisions*

<sup>2</sup> The digital infrastructure is used for such electronic deliveries.

<sup>3</sup> Orders and decisions provided electronically are deemed to have been issued and received with binding effect on the seventh day after becoming available via the digital infrastructure. The day on which such orders and decision are posted is not counted as one of these seven days.

## Part 2: Admission

### Section 1: Principles of Admission

§ 9. <sup>1</sup> Admission constitutes the right to matriculate in a specific degree program, comprising the chosen combination of study programs and any concentrations. *Basic principles*

<sup>2</sup> It is conditional upon presentation of proof of the necessary educational background.

<sup>3</sup> It entitles the student to matriculate for the semester stated on the decision on admission.

§ 10. <sup>1</sup> Prior to matriculation, prospective students must provide proof of proficiency in the language or languages of instruction of their chosen study programs. *Proficiency in language of instruction*

<sup>2</sup> The Extended Executive Board of the University sets out the details of proof of language proficiency in separate regulations.

**Section 2: Obstacles to Admission**

- § 11. <sup>1</sup> A prospective student cannot be admitted if there is an obstacle to their admission. *Basic principle*
- <sup>2</sup> Prospective students who previously attended another higher education institution must notify UZH of all obstacles to their admission. The corresponding documents must also be submitted.
- § 12. Admission to a Bachelor's or Master's study program is generally not possible if the prospective student has previously completed studies with equivalent academic content. *Equivalent study programs*
- § 13. <sup>1</sup> The following applies to prospective students who have been definitively excluded from one or more study programs at UZH: *Definitive exclusion from UZH*
- a. Admission to all study programs for which a ban has been imposed in accordance with the relevant framework ordinance for studies in Bachelor's and Master's degree programs, or from which the prospective student has been excluded definitively under previous law, is excluded.
- b. Admission to all study programs for which a ban has been imposed in accordance with § 20 is excluded.
- <sup>2</sup> Prospective students who have been definitively excluded from pursuing a program of doctoral study at UZH are excluded from admission to any program of doctoral study for which a ban has been imposed in accordance with the relevant ordinance on obtaining a doctoral degree, or doctoral program regulations.
- § 14. <sup>1</sup> Prospective students who have been definitively excluded from one or more study programs at another higher education institution are excluded from admission to all study programs deemed similar by the faculty concerned, at all academic levels. *Definitive exclusion from another higher education institution*
- <sup>2</sup> Prospective students who have been definitively excluded from pursuing a program of doctoral study at another higher education institution are generally excluded from admission to doctoral studies deemed similar by the faculty concerned.
- § 15. <sup>1</sup> Prospective students who have withdrawn from UZH or from another higher education institution on the grounds of medically certified unfitness for study may be admitted only upon presentation of a further medical certificate attesting to their fitness for study. *Unfitness for study*
- <sup>2</sup> In the event of doubt, the Executive Board of the University may demand an examination by a doctor nominated by UZH.
- <sup>3</sup> The Executive Board of the University decides whether or not admission is to be refused on the grounds of unfitness for study.
- § 16. If, at the time of the admission procedure, a prospective student is the subject of an ongoing exclusion from studies imposed as a disciplinary measure by UZH or another higher education institution, admission will be refused for as long as the disciplinary exclusion remains in force. *Disciplinary measures*
- § 17. <sup>1</sup> If it is found that the prospective student is attempting to gain admission by means that are unfair, or relevant under criminal law, the application for admission will be rejected. *Unfair conduct*

<sup>2</sup> The following, in particular, are deemed to be unfair or relevant under criminal law. Anyone who, in dealings with UZH:

- a. Provides false or incomplete information
- b. Uses certificates, transcripts of records, or identity documents that are falsified, manipulated or not issued specifically to them.

<sup>3</sup> Admission may be refused for up to six semesters in such cases.

§ 18. Admission to degree and study programs that are subject to restrictions on admission may be refused. *Restrictions on admission*

### Section 3: Conditions and Additional Requirements

§ 19. <sup>1</sup> Admission to a Master's study program or to doctoral studies may be made conditional upon the presentation of proof of additional knowledge and skills. In such cases, the prospective student will be admitted subject to the fulfillment of conditions and/or additional requirements. § 32 para. 2 remains reserved. *Basic principles*

<sup>2</sup> Conditions are imposed if the prospective student lacks fundamental or subject-specific knowledge and skills that are required to complete the Master's study program or doctoral studies in question.

<sup>3</sup> Additional requirements are imposed if the student lacks knowledge and skills which are expected from a graduate of the Master's study program or doctoral studies in question, but which can be acquired in parallel with that program or those studies.

<sup>4</sup> If conditions are imposed, these must be fulfilled in a preparatory phase. Students in Master's programs and doctoral candidates cannot book Master's or doctoral modules, respectively, during this preparatory phase.

<sup>5</sup> Admission will not be granted if the coursework to be completed as a condition or additional requirement amounts to a total of more than 60 ECTS credits for all Master's study programs of a Master's degree program, or for doctoral studies.

§ 20. <sup>1</sup> The following apply to the fulfillment of conditions and additional requirements: *Fulfillment of conditions and additional requirements*

- a. The provisions governing modules and official assessments that are contained in the relevant individual framework ordinances for Bachelor's and Master's degree programs
- b. Any further arrangements imposed in connection with admission, such as module types, or the maximum number of failed attempts that are permitted.

<sup>2</sup> In connection with admission, it may be ordered that conditions and additional requirements must be fulfilled in their entirety within four semesters. This period begins on the first day of the semester in which the student matriculates.

<sup>3</sup> If students in a Master's study program are no longer able fully to meet conditions or additional requirements because they have failed official assessments (failed attempts), or if they do not comply with a deadline set in connection with admission, they will be definitively excluded from the Master's study program in question.

<sup>4</sup>Definitive exclusion from a study program as described in para. 3 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.

<sup>5</sup>Doctoral candidates are subject to the provisions of the ordinance on obtaining a doctoral degree and of the doctoral program regulations issued by the faculty in question.

#### Section 4: Admission Procedure

- § 21. <sup>1</sup> The admission procedure begins with the application. *Application*
- <sup>2</sup> A fee must be paid for the processing of each application. This fee will be neither reimbursed nor set off against other fees.
- <sup>3</sup>Details in this regard are governed by the implementation provisions described in § 3.
- § 22. <sup>1</sup> In their application, prospective students must submit the documents that are required for admission. These are listed in the implementation provisions described in § 3. *Required documents*
- <sup>2</sup> UZH may require the originals of certain documents to be submitted, in order that:
- a. Their authenticity can be reviewed, and
  - b. A Swiss student ID number can be allocated.
- <sup>3</sup> If a document is not written in German, French, Italian or English, a certified translation into one of these languages must also be enclosed.
- § 23. <sup>1</sup> In addition to submitting an application to UZH, prospective students for Bachelor's degree programs at the Faculty of Medicine and the Vetsuisse Faculty must also register with swissuniversities, in accordance with the Ordinance on Restrictions on Admission to the University of Zurich's Medical Degree Programs<sup>5</sup> ("Verordnung über die Zulassungsbeschränkungen zu den medizinischen Studiengängen der Universität Zürich"). *Registration*
- <sup>2</sup> Following consultation with the faculty concerned, the Executive Board of the University may introduce mandatory registration for other degree programs.
- § 24. Prospective students seeking admission to study on degree programs which are subject to mandatory registration and which also have limited capacity may be referred to another university. *Referral to another university*
- § 25. <sup>1</sup> As part of the admission procedure, prospective students with a medically certified disability or chronic illness may ask the Disability Office to review whether or not their disability or illness will impact on study-related activities. *Studies and disability*
- <sup>2</sup> In such cases, the Disability Office may propose measures to counter the effect of the disability or illness.

#### Section 5: Admission to Bachelor's Programs

- § 26. The following certificates entitle a prospective student to be admitted to all faculties: *Swiss certificates permitting admission to all faculties*
- a. Federal or Swiss-recognized maturity certificate
  - b. Maturity certificate from the Federal or Swiss Baccalaureate Commission

- c. Bachelor's degree diploma, Master's degree diploma, licentiate, diploma or doctorate from a Swiss university, as defined in the Federal Act on the Funding and Coordination of the Swiss Higher Education Sector<sup>7</sup>
- d. Degree certificate of a regular degree program lasting at least three years at a university of applied sciences or university of teacher education, as defined in the Federal Act on the Funding and Coordination of the Swiss Higher Education Sector<sup>7</sup>
- e. Federal professional maturity certificate or Liechtenstein professional maturity certificate recognized by the State Secretariat for Education, Research and Innovation (SERI), in combination with proof of passing supplementary examinations
- f. Specialized maturity certificate recognized in all of Switzerland, in combination with proof of passing supplementary examinations.

§ 27. <sup>1</sup> Furthermore, the following certificates entitle a prospective student to be admitted to all faculties with the exception of the Faculty of Medicine and the Vetsuisse Faculty: *Swiss certificates permitting admission to individual faculties*

- a. Maturity certificate from the Zurich Cantonal Baccalaureate Commission ("Zürcher Kantonale Maturitätskommission")
- b. Certificate of having passed UZH's entrance examination
- c. Specialized baccalaureate certificate in education ("Lehramtsmaturitätszeugnis"), and graduation certificate evidencing primary level teacher training at an "Unterseminar" college in the Canton of Zurich
- d. Swiss specialized baccalaureate in education ("Schweizerische Lehramtsmaturität") and primary school teaching diploma ("Primarlehrerpatent"), if total education and training has lasted for at least 12.5 years (at least four of which at a secondary school)
- e. Teaching diploma for lower secondary level ("Sekundarlehrerdiplom" or "Bezirkslehrerdiplom")
- f. Certificate of having passed the comprehensive entrance examination for a Federal Institute of Technology, providing it is no more than two years old.

<sup>2</sup> Furthermore, the commercial maturity certificate issued by the Canton of Ticino ("Attestato cantonale di maturità commerciale") entitles prospective students to be admitted to the Faculty of Law and to the Faculty of Business, Economics and Informatics.

§ 28. <sup>1</sup> The following certificates entitle a prospective student to be admitted to all faculties: *Non-Swiss certificates permitting admission to all faculties*

- a. Non-Swiss upper secondary school-leaving certificate corresponding to a Swiss maturity certificate as described in § 26 lit. a with respect to the educational objective and content, and the duration of education
- b. Diploma from a state-accredited non-Swiss university which is recognized by UZH as equivalent to a Swiss diploma as described in § 26 lit. c.
- c. In the case of states which have ratified the Convention of 11 April 1997 on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon Recognition Convention)<sup>8</sup>, additionally also:
  - 1. Non-Swiss upper secondary school-leaving certificate which only partially meets the requirements set out in lit. a, accompanied by proof

of the successful completion of at least two years of study (in accordance with the standard curriculum for full-time study) at a state-accredited university in the relevant higher education area, pursuing a branch of study that is also offered at a Swiss university

2. Diploma from a non-Swiss university of applied sciences or university of teacher education which is recognized by UZH as equivalent to a Swiss diploma as described in § 26 lit. d.

<sup>2</sup> Furthermore, the diploma must permit the prospective student admission at a state-accredited university (not a distance-learning university) in the higher education area in question to programs of study that correspond to the chosen Bachelor's study programs at UZH (proof of admission).

<sup>3</sup> Details in this regard are governed by the implementation provisions described in § 3.

§ 29. <sup>1</sup> UZH ensures that, for the following year of study in each case, information will be published by suitable means, specifically on the swissuniversities website, about which upper secondary school-leaving certificates from which countries will permit entry to a Bachelor's program at UZH, and under which conditions. *Country-specific admission requirements for non-Swiss upper secondary school-leaving certificates*

<sup>2</sup> UZH may determine minimum grades for admission. It may also make admission to Bachelor's programs conditional upon the prospective student passing a complementary examination.

<sup>3</sup> The Admissions Committee ("Zulassungskommission") may recognize other types of diploma for the purposes of admission to studies. In doing so, it may obtain the formal opinion of the faculty concerned in advance.

## Section 6: Admission to Master's Programs

§ 30. <sup>1</sup> Admission to a Master's degree program is conditional upon the prospective student having gained one of the following degrees: *Formal admission requirements*

- a. Bachelor's degree diploma or at least equivalent degree from a Swiss university, as defined in the Federal Act on the Funding and Coordination of the Swiss Higher Education Sector<sup>7</sup>
- b. Bachelor's degree diploma or at least equivalent degree from a state-accredited non-Swiss university
- c. Bachelor's degree diploma with an overall grade of at least 5 (unrounded) on a scale of 1 (minimum) to 6 (maximum) from a Swiss university of applied sciences or university of teacher education, as defined in the Federal Act on the Funding and Coordination of the Swiss Higher Education Sector<sup>7</sup>,
- d. Bachelor's degree diploma with an overall grade corresponding to at least 5, as defined in lit. c, from a non-Swiss university of applied sciences or university of teacher education which is recognized by 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)<sup>8</sup>.

<sup>2</sup> Prospective students who are not studying or have not studied in a two-tier system of study at their higher education institution, and who do not hold an academic degree as described in para. 1, cannot be admitted to a Master's degree program. Providing they fulfill the requirements set out in § 28 et seq., they may be admitted to a Bachelor's program.

<sup>3</sup> A Bachelor's degree diploma as described in para. 1 lit. b and d must permit the prospective student admission to study programs at a state-accredited university in the higher education area in question which correspond to the chosen Master's study program at UZH (proof of admission).

<sup>4</sup>Details in this regard are governed by the implementation provisions described in § 3.

§ 31. <sup>1</sup> Besides meeting the formal admission requirements, prospective students must fulfill the relevant academic admission requirements for their chosen study programs within their Master's degree program to be admitted to that Master's degree program. *Academic admission requirements*

<sup>2</sup> Qualifying branches of study, and the required knowledge and skills (specification of requirements), for the individual Master's study programs, are laid down in the corresponding program regulations.

<sup>3</sup>Details in this regard are governed by the implementation provisions described in § 3.

§ 32. <sup>1</sup> Conditions and/or additional requirements as described in § 19 et seq. may be attached to admission to a Master's program. *Admission to Master's programs subject to conditions and/or additional requirements*

<sup>2</sup> Conditions may be imposed on admission to a consecutive Master's study program only if a prospective student has not completed any Bachelor's study program that is classified as belonging to a qualifying branch of study at a cantonal university or a Federal Institute of Technology.

## Section 7: Admission to Doctoral Studies

§ 33. <sup>1</sup> Admission to doctoral studies is conditional upon the prospective student having gained one of the following degrees: *Formal admission requirements*

- a. Master's degree diploma or equivalent degree from a Swiss university, as defined in the Federal Act on the Funding and Coordination of the Swiss Higher Education Sector<sup>7</sup>
- b. Master's degree diploma or equivalent degree from a state-accredited non-Swiss university.

<sup>2</sup> In their ordinances on obtaining a doctoral degree, the faculties may provide that the following degrees may also permit admission to doctoral studies:

- a. Master's degree diploma from a Swiss university of applied sciences or university of teacher education, as defined in the Federal Act on the Funding and Coordination of the Swiss Higher Education Sector<sup>7</sup>
- b. Master's degree diploma from a non-Swiss university of applied sciences or university of teacher education which is recognized by 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)<sup>8</sup>



<sup>3</sup> Graduation from a continuing education degree program does not entitle a prospective student to be admitted to doctoral studies.

<sup>4</sup> A Master's degree diploma as described in para. 1 lit. b and para. 2 lit. b must entitle the holder to be admitted to doctoral studies at a state-accredited university in the relevant higher education area.

<sup>5</sup> Details in this regard are governed by the implementation provisions described in § 3.

§ 34. <sup>1</sup> Besides meeting the formal admission requirements, prospective students must fulfill the relevant academic admission requirements to be admitted to doctoral studies. *Academic admission requirements*

<sup>2</sup> The academic admission requirements are governed by the ordinances on obtaining a doctoral degree or doctoral program regulations.

§ 35. <sup>1</sup> Admission to a doctoral program is conditional upon the prospective student being accepted in accordance with the applicable ordinance on obtaining a doctoral degree or doctoral program regulations. *Doctoral programs*

<sup>2</sup> The ordinances on obtaining a doctoral degree or doctoral program regulations may determine additional requirements for acceptance on to a doctoral program.

§ 36. Conditions and/or additional requirements as described in § 19 et seq. may be attached to admission to doctoral studies. *Admission to doctoral studies subject to conditions and/or additional requirements*

§ 37. Prospective students who hold outstanding qualifications, but not one of the degrees described in § 33, may be admitted to doctoral studies at the request of the faculty responsible providing the following letters of reference are submitted: *Outstanding qualifications*

- a. One letter of reference each from two professors at UZH, and
- b. One letter of reference from an external expert appointed by the faculty responsible.

### Part 3: Matriculation and Withdrawal from the University

#### Section 1: Matriculation

§ 38. <sup>1</sup> Matriculation completes the admission process and is the basis of acceptance as a student at UZH, with the associated rights and obligations. *Matriculation*

<sup>2</sup> Tuition and fees must be paid to participate in a degree program. Matriculation becomes effective once the tuition and fees have been paid.

<sup>3</sup> Once matriculation has become effective, students receive a student ID card and confirmation of their matriculation.

§ 39. <sup>1</sup> Matriculation confers the following rights on the student: *Rights gained upon matriculation*

- a. Attendance at university courses and registration for official assessments, providing the requirements laid down by the faculties concerned are fulfilled.

- b. Use of university facilities such as libraries, the digital infrastructure, and counseling services.
- <sup>2</sup> Students pursuing Bachelor's, Master's, and teaching diploma programs, as well as doctoral candidates, are entitled to earn academic degrees.
- <sup>3</sup> Students pursuing continuing education degree programs are entitled to earn the degree that is provided for in their particular degree program.
- § 40. Matriculation confers the following obligations on the student: *Obligations associated with matriculation*
- Prompt payment of tuition and fees.
  - Immediate notification to UZH of any change to personal details, subject to presentation of the corresponding official identity documents.
  - Notification to UZH within 10 days of any change of contact information.
  - Use of the digital infrastructure at least every seven days in order to access documents or data.
  - Use of the digital infrastructure in order to complete administrative tasks such as booking modules, changing degree and study programs, and registering for graduation, within the set deadlines.
- § 40 a.<sup>9</sup> <sup>1</sup> Students at Bachelor's and Master's level have to pay the regular tuition fee for the first twelve semesters of the respective academic level in accordance with the Ordinance on Tuition Fees at the University of Zurich. *Obligation to provide means*
- <sup>2</sup> Counting begins in the semester of the first matriculation at the respective study level and ends upon completion of the academic level. In the event of withdrawal of the university and granted leave of absence, counting shall be suspended.
- <sup>3</sup> If the duration of studies according to para. 1 is exceeded, in accordance with the Ordinance on Tuition Fees at the University of Zurich, the increased tuition fee must be paid.
- § 41. <sup>1</sup> Students must remain matriculated for as long as they continue to use UZH services and facilities. *Requirement to matriculate*
- <sup>2</sup> The faculties will review compliance with the requirement to matriculate when the student registers for graduation.
- § 42. <sup>1</sup> Students are obliged to identify themselves with their student ID card if they wish to use UZH services and facilities. *Evidence of matriculation*
- <sup>2</sup> Anyone who does not fulfill this obligation or is not able to prove that they are entitled to use UZH services or facilities will be excluded from the service or facility in question.
- § 43. <sup>1</sup> As a rule, students cannot be matriculated in several degree programs at UZH simultaneously. *Matriculation in more than one degree program at UZH*
- <sup>2</sup> Exceptions require the approval of Student Services and the faculties responsible.
- <sup>3</sup> If a student is pursuing more than one degree program at the same time, tuition and fees must be paid for each individual degree program.
- <sup>4</sup> Paras. 1 to 3 do not apply to students who are matriculated simultaneously in:
- The Teaching Diploma for Upper Secondary Education degree program (with one teaching subject or two teaching subjects), and

- b. A Master's degree program from which a student must graduate in order to gain a Teaching Diploma for Upper Secondary Education in the teaching subject or subjects concerned.
- § 44. <sup>1</sup> Students pursuing Bachelor's degree, Master's degree and teaching diploma programs, as well as doctoral candidates, cannot as a rule be matriculated at more than one higher education institution. *Matriculation at more than one higher education institution*
- <sup>2</sup> Exceptions require the approval of Student Services and the faculty responsible.
- § 45. <sup>1</sup> Students pursuing Bachelor's, Master's, and teaching diploma programs, as well as doctoral candidates, may be granted a leave of absence upon request. *Leave of absence*  
Students may claim the following grounds for a leave of absence:
- Illness
  - Accident
  - Maternity leave
  - Care of children and family members
  - Military or civilian service
  - Non-mandatory internship
  - Independent mobility.
- <sup>2</sup> Leave of absence is limited to two semesters at any given academic level, but may be extended to four semesters in justified cases.
- <sup>3</sup> In addition, doctoral candidates may take a leave of absence of a maximum of four semesters during the publication phase of their doctoral thesis.
- <sup>4</sup> Students who are matriculated in more than one degree program, as described in § 43 para. 2, will be granted a leave of absence only for all degree programs simultaneously.
- <sup>5</sup> Students remain matriculated during this leave of absence, but during this period they are not entitled to book modules, acquire ECTS credits or register for graduation.
- <sup>6</sup> No tuition fee is payable.
- § 45 a.<sup>9</sup> <sup>1</sup> Students at Bachelor's and Master's level have to pay the regular tuition fee for the first twelve semesters of the respective academic level in accordance with the Ordinance on Tuition Fees at the University of Zurich. *Regular and increased tuition*
- <sup>2</sup> Counting begins in the semester of the first matriculation at the respective study level and ends upon completion of the academic level. In the event of withdrawal of the university and granted leave of absence, counting shall be suspended.
- <sup>3</sup> If the duration of studies according to para. 1 is exceeded, in accordance with the Ordinance on Tuition Fees at the University of Zurich, the increased tuition fee must be paid.
- <sup>4</sup> If there are weighty reasons, an extension of the duration of study with regular tuition fee to be paid can be granted upon application. Extensions may be granted multiple times.
- § 46. A complete application assessment is again conducted if a student applies to change their degree or study program. *Changing degree or study program*

- § 47. <sup>1</sup> If there are documented indications of medically-related unfitness for study, *Fitness for study* the faculty or member of the Executive Board of the University responsible may submit an application to the Executive Board of the University to have the student's fitness for study examined.
- <sup>2</sup> The Executive Board of the University is authorized to demand a medical certificate in this regard, as well as to order that the student be examined by a doctor nominated by UZH.
- <sup>3</sup> Should the student refuse to fulfill their duty to cooperate with such an examination, a decision will be made by the Executive Board of the University on the basis of the records.
- <sup>4</sup> If a student is unfit for study, the Executive Board of the University may determine that they must withdraw from the University.

## Section 2: Withdrawal from the University

- § 48. Upon withdrawal from the University, students lose all rights acquired upon *Basic principle* matriculation.
- § 49. Students may apply to withdraw from the University with effect at the end of a *Withdrawal from* semester. *the University upon request*
- § 50. UZH will effect a student's withdrawal from the University: *Withdrawal from the University effected by UZH*
- a. Upon completion of a continuing education degree program as described in § 59 or a special program, and upon completion of a mobility stay in the case of students from other higher education institutions.
  - a<sup>bis9</sup> upon completion of a Bachelor's, Master's, teaching diploma or doctoral degree program, provided that the student concerned has not applied for a change of degree or study program as described in § 46 for the semester following graduation,
  - b.<sup>10</sup> As the consequence of the student's definitive exclusion from a degree or study program, if the student concerned has not applied to change degree or study program as described in § 46.
  - c. In the case of doctoral studies, as the consequence of a reason for withdrawal ordered by the faculty responsible, if the student is not matriculated in another degree program.
  - d. With effect from the end of the previous semester if tuition and fees have not been paid on time.
  - e. As the consequence of exclusion from UZH ordered by the disciplinary bodies.
  - f. As the consequence of a resolution by the Executive Board of the University under the Regulations on Protection against Sexual Harassment at the University of Zurich<sup>1</sup> ("Reglement zum Schutz vor sexueller Belästigung an der Universität Zürich").
  - g. As the consequence of a resolution by the Executive Board of the University on the grounds of unfitness for study.

**Part 4: Students of Other Higher Education Institutions at UZH**

- § 51. <sup>1</sup> Students at other higher education institutions may be admitted within the framework of an agreement between UZH and the other higher education institution. Such admissions are subject to the terms of that agreement. *Students admitted under an agreement*
- <sup>2</sup> Where provided for in the agreement, students of other higher education institutions may earn a degree at UZH (joint degree or double degree).
- <sup>3</sup> If the students pay tuition and fees at the other higher education institution, no tuition and fees are payable at UZH.
- § 52. <sup>1</sup> Students who are matriculated at another cantonal university or at a Federal Institute of Technology at Bachelor's, Master's or doctoral level may be admitted to UZH to attend individual courses at the academic level concerned. *Students under independent mobility schemes*
- <sup>2</sup> If students pay full tuition and fees at the other higher education institution, no tuition and fees are payable at UZH.
- § 53. <sup>1</sup> Students who are matriculated at a state-accredited non-Swiss university may be admitted to UZH as visiting students as part of a self-organized stay, if: *Visiting students*
- a. They are studying at Bachelor's, Master's or doctoral level at their home university, and
  - b. The faculty responsible agrees.
- <sup>2</sup> Admission is granted at the corresponding academic level.
- <sup>3</sup> Matriculation for visiting students is limited to two semesters, but may be extended to a maximum of four semesters in justified cases.
- <sup>4</sup> Visiting students must remain matriculated at the non-Swiss university for the entire period for which they are matriculated at UZH.
- <sup>5</sup> If students pay full tuition and fees at the other higher education institution, no tuition and fees are payable at UZH.

**Part 5: Students in Special Programs**

- § 54. Prospective students who are preparing to take a notary examination will be admitted to the notary program, if they can provide proof of having completed full professional training in a notary's office, or proof of relevant training of equivalent value. *Notary program*
- § 55. <sup>1</sup> Holders of a university degree diploma may be admitted to the supplementary program for professional practice, if they: *Supplementary program for professional practice*
- a. Must go through an authorization or recognition process run by the federal government, the cantons or the Reformed Church before they can practice their profession in Switzerland
  - b. Must acquire supplementary knowledge and skills at a Swiss university in order to pass this process
  - c. Have a letter to this effect from the office responsible for authorizing professional practice, and
  - d. The faculty responsible agrees to their admission.
- <sup>2</sup> Matriculation is limited to four semesters.
- § 56. The admission requirements, admission procedure and fees for short programs are governed by the provisions applicable to the program in question. *Short programs*

**Part 6: Students in Continuing Education Degree Programs**

- § 57. <sup>1</sup> Admission and matriculation are governed by the ordinance or regulations for the continuing education degree program in question. *Admission and matriculation*
- <sup>2</sup> The management of the continuing education degree program in question will forward the data and documents necessary for the admitted individuals to matriculate to the responsible office at UZH.
- § 58. <sup>1</sup> Students in continuing education degree programs pay tuition and fees that are determined individually in the ordinance or regulations for the continuing education degree program in question. *Fees*
- <sup>2</sup> By matriculating in the continuing education degree program, students essentially undertake to pay the entire projected amount of tuition and fees.
- § 59. <sup>1</sup> Students in continuing education degree programs withdraw from the University when: *Withdrawal from the University*
- a. They graduate from that continuing education degree program, or
  - b. They are definitively excluded from that continuing education degree program.
- <sup>2</sup> The management of the continuing education degree program in question will notify the responsible office at UZH of the student's graduation or definitive exclusion.

**Part 7: Non-Matriculated Students (Auditors)**

- § 60. <sup>1</sup> Non-matriculated students (auditors) are defined as individuals who are registered to participate in individual courses without being matriculated at UZH. *Non-matriculated students (auditors)*
- <sup>2</sup> They are not entitled to earn ECTS credits or any academic degree.
- § 61. <sup>1</sup> Non-matriculated students must be at least 16 years of age to register. *Conditions for registration*
- <sup>2</sup> Younger individuals may also be permitted to register as non-matriculated students in justified exceptional cases.
- § 62. <sup>1</sup> Registration is permitted for a maximum of 12 hours per week, and only for attendance at courses which are marked in the course catalog as being open to non-matriculated students. *Scope of registration*
- <sup>2</sup> Coursework completed by non-matriculated students is not counted towards formal studies.
- § 63. Fees for non-matriculated student are governed by the Ordinance Governing Tuition and Fees at the University of Zurich<sup>4</sup> ("Verordnung über die Studiengebühren an der Universität Zürich"). *Fees*

**Part 8: Legal Recourse**

- § 64. <sup>1</sup> Decisions concerning admission to Bachelor's, Master's, and teaching diploma programs as well as doctoral studies are subject to appeal to Student Services. *Appeal and recourse*
- <sup>2</sup> The appeal must be lodged in writing within 30 days of service of the decision. It must be substantiated and accompanied by a petition.
- <sup>3</sup> Recourse against the appeal decision and all further decrees issued under the present Ordinance may be sought before the Appeals Commission of the Higher

Education Institutions of the Canton of Zurich ("Rekurskommission der Zürcher Hochschulen").

### Part 9: Final Provisions

§ 65. <sup>1</sup> The present Ordinance applies to all admissions determined from 1 February 2019 onwards. *Transitional provisions*

<sup>2</sup> Admissions determined prior to 1 February 2019 are subject to the arrangements laid down in association with the admission decision.

<sup>3</sup> Notwithstanding para. 2, the provisions of the present Ordinance apply to students who are already matriculated on 1 February 2019.

<sup>4</sup> This Ordinance takes precedence over the individual framework ordinances for study on Bachelor's and Master's degree programs that are in effect on 1 February 2019. Any areas not governed by the present Ordinance remain subject to the individual framework ordinances for study on Bachelor's and Master's degree programs that were in effect on 1 February 2019.

<sup>5</sup> The counting according to § 45 a para. 2 shall begin for all students for the first time at the beginning of the Fall Semester 2022, i.e. on 1 August 2022.<sup>9</sup>

---

<sup>1</sup> OS 73, 467; for basis see ABI 2018-09-14.

<sup>2</sup> Entry into force: 1 February 2019.

<sup>3</sup> LS 415.116.

<sup>4</sup> LS 415.321.

<sup>5</sup> LS 415.432.

<sup>6</sup> LS 415.456.1.

<sup>7</sup> SR 414.20.

<sup>8</sup> SR 0.414.8.

<sup>9</sup> Added by the decision of the Board of the University dd 28 February 2022 ([OS 77, 211](#); [ABI 2022-03-18](#)). Entry into force 1 August 2022.

<sup>10</sup> Added by the decision of the Board of the University dd 28 February 2022 ([OS 77, 211](#); [ABI 2022-03-18](#)). Entry into force 1 August 2022.