Regulations Governing Matriculation Procedures and Semester Enrollment

(Dated 30 January 2014)

The Executive Board of the University has resolved:

Part I Matriculation Procedure

§ 1 Electronic Application to Study

1 When applying to study at UZH, students specify the degree program and study programs in which they plan to earn their degree. Changes in degree program and study program are governed by § 17 below.

2 Prospective students must submit an electronic application when they matriculate at the University of Zurich for the first time, or when they resume their studies following a break. The application form can be completed using the University of Zurich’s special web application. The application form must be completed truthfully and in full.

3 After submitting their application form, prospective students will receive information about paying the application fee and any additional documents required under the ordinance on admission to studies at the University of Zurich (Verordnung über die Zulassung zum Studium an der Universität Zürich VZS).

4 These documents must be submitted to the Student Administration Office or the Admissions Office as quickly as possible within the application period, that is immediately upon receipt. If a prospective student’s dossier is incomplete, it will not be possible to assess the application in time for the desired date to commence studies. The application for admission will not be processed.

§ 2 Application Fee

A fee of CHF 100 must be paid on application for matriculation. The fee will not be refunded or credited.
§ 3 Application Deadline

The application period runs until 30 April for the Fall Semester, and 30 November for the Spring Semester.

§ 4 Admission to the University

1 If the conditions for admission laid down in the ordinance on admission to studies at the University of Zurich (Verordnung über die Zulassung zum Studium an der Universität Zürich VZS) are met, the University of Zurich will grant admission to the University. Admission is granted for a specific degree program and the study programs specified in this degree program, as well as for required concentrations.

2 If provisional admission is granted, the relevant conditions must be met by 30 September (for the Fall Semester) or 15 March (for the Spring Semester), unless otherwise specified.

3 Matriculation is subject to payment of the semester fees, which will be invoiced to the applicant. The semester fees are made up of the flat-rate tuition fee and the mandatory and voluntary semester contributions, plus an additional fee for foreign students.

§ 5 Payment Deadlines

The invoice must be paid in advance by 31 July (for the Fall Semester) or 31 January (for the Spring Semester), or by the individual deadline specified on the invoice.

§ 6 Student ID, Proof-of-Matriculation Vouchers, and Login Data for Access to Electronic Services

After paying the invoice, students receive a student ID, four proof-of-matriculation vouchers for the semester in question, and login data to access the University’s electronic services and their personal UZH e-mail account. Students must check their personal e-mail account at least once a week throughout the duration of their studies.

§ 7 Late Application

1 Late applications are only possible if the applicant can give compelling reasons for the delay.

2 Late applications are not possible:
   a) For holders of non-Swiss university entry qualifications, with the exception of applicants for doctoral study;
   b) For subjects with restrictions on admission.

3 Requests for late application must be made in writing and be received by Student Services on or before 31 July (for the Fall Semester) or 31 January (for the Spring Semester) at the latest.

4 Requests for late application are subject to an additional processing fee of CHF 300. The fee will not be refunded or credited. This fee does not apply to applicants for doctoral study.
Part II  Special Provisions Governing the Matriculation Procedure

§ 8  Human Medicine, Dentistry, Veterinary Medicine, and Chiropractic Medicine

1 Persons interested in applying for a Bachelor’s degree program in Human Medicine, Dentistry, Veterinary Medicine, or Chiropractic Medicine must pre-register with the Rectors’ Conference of the Swiss Universities (swissuniversities). The deadline for pre-registration is 15 February.
2 Persons applying for a Master’s degree program in Dentistry must also pre-register with swissuniversities by the same deadline if they have a degree in the same subject from a university in a non-EU or non-EFTA country.

§ 9  Prospective Students with a Degree from a Non-Swiss University of Applied Sciences or University of Teacher Education

1 Under bilateral agreements, Bachelor’s degrees from a German or Austrian university of applied sciences or teacher education (Fachhochschule or Pädagogische Hochschule) are treated as equivalent to a Bachelor’s degree from a Swiss university of applied sciences or teacher education (Fachhochschule or Pädagogische Hochschule).
2 In this case, admission to a Master’s degree program is only possible if the applicant not only holds the Bachelor’s degree, but has an overall grade of 2 or, if the degree is not graded, the distinction “very good.”

§ 10  Doctoral Candidates

Under § 47 para. 1 of the ordinance on admission to studies at the University of Zurich (Verordnung über die Zulassung zum Studium an der Universität Zürich VZS), doctoral candidates must submit a signed confirmation from their thesis supervisor. This confirmation is valid for eight semesters. Once this period has expired, they must reapply for the reduced flat-rate tuition fee by submitting an up-to-date confirmation.

§ 11  Studying in More than One Degree Program (within the University of Zurich)

1 Usually only people who have earned at least a Bachelor’s degree from a university will be permitted to study in more than one degree program.
2 Matriculation in two Bachelor’s degree programs may be permitted by way of exception if the following requirements are met:
   - The applicant gained at least 60 ECTS credits in their first or second year of study for their primary Bachelor’s degree program, and earned a grade of 5.50 or better in all graded modules;
   - The same disciplines may not be studied as majors or minors in the different degree programs.
Owing to restrictions on the number of students, no exceptions are possible for programs at the Faculty of Medicine and the Vetsuisse Faculty.
3 Studying in more than one degree program requires permission at all levels of study.
4 A request to study in more than one degree program must be submitted to Student Services in the division Academic Services; the staff will review the request with the faculties involved and approve it if appropriate.

§ 12 Matriculation at More than One University

1 Matriculation at more than one university is subject to approval and only possible if the applicant already holds a university Bachelor’s degree at minimum.
2 A request to be matriculated at more than one university must be submitted to Student Services in the division Academic Services; they will review the request with the faculties involved and approve it if deemed acceptable, subject to consent from the other university.
3 Owing to restrictions on the number of students, exceptions are possible for the Faculty of Medicine and the Vetsuisse Faculty only in conjunction with doctoral study.

§ 13 Matriculation as a Mobility Student

1 Students from other Swiss universities can be matriculated as mobility students
   - If they complete a minor subject at UZH (student mobility in a minor subject);
   - If they complete individual modules at UZH (studying at more than one university/module mobility).
2 The application form must be submitted electronically.
3 Applications to study a minor subject or on a module-mobility basis are subject to an application fee of CHF 100. This fee is waived for students from the Swiss Federal Institute of Technology Zurich and the Zurich University of Teacher Education.
4 Matriculation as a mobility student also takes place:
   - If the applicant is taking part in a joint degree program (incoming students);
   - If the applicant is taking part in an organized student mobility scheme (Erasmus, bilateral agreements, International Student Exchange Programs [ISEP], government or excellence scholarships).
5 The usual application deadlines apply. For students from the Swiss Federal Institute of Technology Zurich and the Zurich University of Teacher Education, the deadline for applications is the last working day before the beginning of the lecture period.

§ 14 Request for Leave of Absence in the First Semester of Study

1 Leave of absence can only be granted from the second semester of study onward. This also applies to students resuming their studies following a break.
2 Leave of absence can be granted as early as the first semester in the event of illness or pregnancy.
§ 15  Non-Matriculated Students (Auditors)

People wishing to register as non-matriculated students must do so in person at the Cashier’s Office of the University. They must register by filling out the record of lectures (Auditorenschein) and paying the relevant fees in cash. Registration is possible from 15 August (for the Fall Semester) or 15 January (for the Spring Semester).

III  Semester Enrollment

§ 16  Retaining Matriculated Status Each Semester

1 Students retain their matriculated status each semester by filling out the online semester enrollment form.
2 The semester enrollment form must be submitted electronically between 15 and 31 May (for the Fall Semester) and 15 and 30 November (for the Spring Semester).
3 At the beginning of the enrollment period, students are sent an invitation to enroll via their UZH e-mail account.
4 Students wishing to enroll for the semester after the deadline has expired can only do so upon receiving a personal enrollment appointment from the Student Administration Office.
5 Students will be charged a processing fee of CHF 30 for late semester enrollment. The fee will not be refunded or credited
6 When enrolling for the semester, students should also always check their personal and correspondence details and correct them if necessary. Students must notify the Student Administration Office of any name changes and present a valid official identity document.
7 Upon semester enrollment and if applicable, students must apply for a transition from a preparatory phase to regular study if the likelihood is given that they will meet all required conditions.

§ 17  Changing Degree and/or Study Program

1 Students wishing to change their degree program (e.g. from Bachelor’s to Master’s level or to a doctorate) and/or study program must submit the relevant application when they enroll for the semester. If a student changes both degree and study program, their application will be reassessed.
2 Late change of degree and/or study program is possible until 31 August (for the Fall Semester) or 31 January (for the Spring Semester).
3 Students wishing to make changes to their degree and/or study program after the deadline can only do so upon receiving a personal enrollment appointment from the Student Administration Office.
4 Students will be charged a processing fee of CHF 30 for changing a degree and/or study program after the deadline. This fee will not be refunded.
5 Change of degree and/or study program does not release a student from the obligation to complete the examination procedures for any booked modules. Neither does change of degree and/or study program invalidate upcoming deadlines (e.g. time limits on the validity of modules). The faculties reserve the right to decide differently on these matters.
§ 18  Payment Deadlines

After submitting the semester enrollment form, students will be sent an invoice for their semester fees and any processing fee for late enrollment.
This invoice must be paid in advance by 31 July (for the Fall Semester) or 31 January (for the Spring Semester).

§ 19  Semester-Related Services

1 Once students have paid their invoice, their student ID will be validated and they will be sent four proof-of-matriculation vouchers.
2 Once payment has been received, the online service for booking modules will be activated. Modules must be booked by the deadlines specified by the faculties in question.
3 Once payment has been received, the application to graduate can be processed.

§ 20  Removal from the List of Students

Students who do not complete semester enrollment by the relevant deadline or who do not pay their invoice will be removed from the list of students.

§ 21  Semester Enrollment upon Graduation

1 Students must be enrolled for the current semester at the time they apply to graduate. They may only graduate in the degree program and study programs for which they have enrolled.
2 Students who are taking final examinations during the semester break only have to be matriculated for the previous semester, provided they are taking their final examinations in the examination session before week 38 (in the Fall Semester) or before week 8 (in the Spring Semester).

§ 22  Doctoral Candidates

1 To be entitled to a reduced flat-rate tuition fee, doctoral candidates must submit the original confirmation of doctoral study signed by their thesis supervisor to the Student Administration Office; the final deadlines for doing so are 15 March (for the Spring Semester) and 15 October (for the Fall Semester). This entitlement is subject to the faculty granting admission if an application for change in degree program and/or subject was submitted upon semester enrollment.
2 The confirmation signed by the thesis advisor is valid for eight semesters. Doctoral candidates who have paid too high a semester fee can claim a refund (minus a CHF 50 processing fee) at the latest by 15 March (for the Spring Semester) or 15 October (for the Fall Semester).
§ 23 Requesting Leave of Absence or Suspension of Matriculation

1 Requests for leave of absence or for suspension of matriculation must be made using the semester enrollment form.
2 The relevant supporting documentation must be submitted to the Student Administration Office for review by the payment deadline (§ 18).
3 Students who have already matriculated request leave by submitting the required documentation by 15 October (for the Fall Semester) or 15 March (for the Spring Semester) at the latest. Up to the same dates, they can also claim a refund of any semester fees they have already paid (minus a CHF 50 processing fee).
4 Neither leave of absence nor suspension of matriculation releases the student from any obligations they may have vis-à-vis the faculties. Any requests a student may have concerning these obligations (e.g. relating to the examination procedure for booked modules or upcoming deadlines) must additionally be addressed to the faculties involved.

Part IV Withdrawal from the University and Retraction of Matriculation

§ 24 Withdrawal from the University

1 Students planning to leave the University should announce their intention to do so when they submit their semester enrollment form.
2 Withdrawal from the University can only be processed at the end of a semester.
3 Students who wish to retract a valid matriculation must send a request, including written grounds, to the Student Administration Office by 15 October (for the Fall Semester) or 15 March (for the Spring Semester) at the latest.
4 They must return their student ID and any proof-of-matriculation vouchers already issued to the Student Administration Office by the same deadline. If they fail to do so, their semester fees will not be refunded. Students will be charged a processing fee of CHF 50 for the refund of their semester fees.
5 Semester fees will not be refunded for withdrawal from the University after 15 October (Fall Semester) or 15 March (Spring Semester). Withdrawal from the University will be effective as of the end of the current semester.
6 Withdrawal from the University after matriculation (i.e. during the semester) does not release students from their obligation to complete the examination procedures for already booked modules. Neither does it invalidate upcoming deadlines (e.g. time limits on the validity of modules). The faculties reserve the right to decide differently on these matters.

V General Provisions

§ 25 Student ID

1 Students must report the loss of a student ID immediately to the Student Administration Office.
2 A fee of CHF 25, payable in advance, will be charged to issue a new student ID card.
3 The same fee will also be charged if a new student ID card is issued due to a change of name.
§ 26 Obligation to Notify

Students must contact the Student Administration Office within the deadlines set down in these regulations if they have not received the documents required to meet these deadlines.

§ 27 Data Privacy

1 Personal data (postal and e-mail addresses) may only be disclosed in direct connection with the student’s studies. When they submit their application/semester enrollment form, applicants/students specify whether their personal data:
   - May be disclosed only in matters relating to enrollment for UZH degree programs within the University of Zurich;
   - May be disclosed only within the University of Zurich; or
   - May be disclosed within the University of Zurich and to third parties outside the University.

2 Prior to disclosure, consent must be obtained from the office Services (Rektoratsdienst). This office decides whether there is a direct connection with studies, and checks compliance with the requirements set down in para. 1.

3 Upon conferral of degree and academic title, a student’s last name, first name, contact details (postal and e-mail addresses), faculty, and the title of the degree (including details of study programs and date of graduation) will be made available to the Alumni UZH umbrella organization for the purpose of contacting the new alumni one time only. This is deemed to be disclosure within the University in connection with a person’s studies.

4 If students pay the membership fee for the University of Zurich Student Association (VSUZH), their last and first name, contact details (postal address and UZH e-mail address), student ID number, faculty, study programs, and level of study will be sent to the VSUZH every semester. The VSUZH is permitted to use these data only within the terms of its regulations. These data may not be forwarded to third parties.

§ 28 Requirement to Matriculate

1 Matriculation must be maintained for as long as a person is using services from the University; these include: Attending courses; receiving advice, counseling and supervision; using libraries, collections, and IT services; applying for official assessments; acquiring ECTS credits; and registering for graduation. Doctoral candidates are subject to the matriculation requirement until conferral of their doctorate.

2 After taking their examination and during the publication of their thesis, doctoral candidates may suspend matriculation instead of maintaining it, provided they are not using University services as per para. 1 above. In this case, they must apply for suspension of matriculation as per § 23 above.

3 In addition to semester fees, students who must close gaps in their matriculation are required to pay a processing fee of CHF 50 per semester. Students who have withdrawn from the University must complete the electronic application form and be re-matriculated in the relevant degree program before they close gaps in their matriculation. The same applies to doctoral candidates who have not suspended their matriculation as per para. 2 above.
§ 29 Transgender Persons

1 In special cases, the University will issue the study-specific documents specified in § 6 above with the initial instead of the student’s official first name; to request this, students must hand in a written, signed request to Student Services in the division Academic Services. The official first name is the name appearing on a valid ID.

2 A specific example of a special case is where a student can credibly assert that he/she is a transgender person. The request must be made in person to Student Services. If the request is approved, the relevant documents will be modified accordingly and made as gender-neutral as possible.

VI Further Provisions

§ 30 Duplicates of Final Records

1 The final records comprise the diploma, the Diploma Supplement, the Academic Record, and additional certificates handed out with the diploma.

2 A duplicate of a final record will be issued if a graduate can provide credible evidence of the loss of the original. The duplicate will bear a note to this effect. Requests for a duplicate must be addressed to Student Services in writing.

3 A CHF 100 processing fee will be charged to issue a duplicate.

§ 31 Amendments to Final Records

1 Requests for amendments to final records must be submitted to the relevant faculty. The faculty will consult Legal Services. The authority to amend final records lies with Legal Services.

2 A final record will be amended if the person concerned can provide compelling reasons to justify the amendment.

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

4 A request for an amendment may be refused if the issue date of the original document is more than five old.

5 Amended documents will only be issued if the originals of the documents in question are returned. A CHF 100 processing fee will be charged to issue an amended document.
VII Final Provisions

1 These regulations enter into force on 1 February 2014.
2 They replace the guidelines of 1 December 2002 with the amendments (§§ 8, 9 and 14) resolved by the Executive Board of the University on 28 October 2004 and in force from 1 December 2004, with the amendments (§§ 1, 6-8, 10, 15-18 and 21-24) resolved by the Executive Board of the University on 20 October 2005 and in force from 20 October 2005, with the amendments (§§ 1, 3, 4-6, 8, 10-13, 15-17 and 20-23) resolved by the Executive Board of the University on 29 November 2007 and in force from 1 December 2007, with the amendments (§ 8) resolved by the Executive Board of the University on 26 March 2009 and in force from 26 March 2009, and the regulations of 30 November 2011 resolved by the Executive Board of the University on 30 November 2011 and in force from 1 December 2011, and with the amendment (§ 27a) resolved by the Executive Board of the University on 14 March 2013.

On behalf of the Executive Board of the University

The President ad interim: O. Jarren
The Secretary General: K. Reimann