«Study Progress & Graduation» App

A Guide for Students
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1 Target Audience

The app can be used by the following groups of students:

- Bachelor students
- Master students
- Teaching Diploma students
- Doctoral candidates (restricted use: no registration for graduation)
- Students completing a minor at UZH, but graduating from another university.

The App is not suitable for:

- Exchange students (including module mobility)
- Students of continuing education courses
- Students in special programs

Academic advisors also have access to the app and can provide students with targeted advice.
The «Study Progress and Graduation» App offers the following functions:

- It allows you to see:
  - how your academic achievements will be credited to your intended degree
  - which requirements (known as program requirements) you have already fulfilled
  - which academic achievements are still missing in order to fulfil the remaining program requirements.

- You can edit your graduation suggestion in the app
- As soon as you have completed all of the necessary academic achievements, you can submit an application to your faculty to graduate.
You will find the app in the Student Portal under the «Study» tab.

Please log into the portal using your UZH Login details at: https://studentservices.uzh.ch.
On the entry page, you will see a list of your study programs:

- The enrollment status shows the date of your most recent enrollment (or leave of absence) in each program.
- The status of studies information data shows one of the following options:
  - Pursue studies
    You have not yet submitted an application for graduation
  - Application for graduation submitted
    You have submitted an application for graduation
  - Course of studies successfully completed
    You have already successfully completed the course of studies
  - Not available for editing
    You can no longer graduate in this program
The overview page is divided into two sections:

- **Editing Area**
  In certain situations, you can, or may have to, make a decision on where individual academic achievements are to be credited. These decisions influence your graduation suggestion.

- **Program Requirements**
  In this section, you can see how far advanced you are in your studies and for which program requirements you still need to complete academic achievements.
5 Program Requirements: General Points

Program requirements are the necessary requirements set down in the program regulations for your study program.

A traffic-light system illustrates how far you have progressed in the study program.

Academic achievements listed under «Academic Achievement not counted toward Degree» are not credited towards your degree, but are still to be listed on your Academic Record. These can be additional requirements and/or conditions you had to fulfil, or other academic achievements.

The current grade for the program is shown under «Program Result», and the total grade for the degree program under «Overall Result».
The detail view provides a description of the program requirements and the credited academic achievements.

The list includes the completed academic achievements and any current bookings (listed with 0 ECTS). As soon as booked courses have been successfully completed, the grade and number of ECTS credits will be shown and included in the study progress.

Further details regarding the program requirements can be found in the respective program regulations.
In certain situations, you can, or may have to, make some decisions. The status column information shows where you need to take action.

You can only make decisions that are in line with your program regulations. These decisions influence your graduation suggestion.

In each section, a short text explains what you need to do.

You can amend or reverse any decisions until you submit the application for graduation. After this point, no further changes are possible.

Your faculty will check your graduation suggestion and amend it if necessary.
6 Editing Area: Academic Achievements Listed Multiple Times

An academic achievement can be credited to your degree only once. If an achievement is listed multiple times, you have to decide where you want it to be credited.

A pop-up window will list all the options in your program(s) of studies where the achievement can be credited.

Once you have successfully allocated the achievement to the area of your choice, you will see it in the list of program requirements. The grade and ECTS will now be included in the total.
6 Editing Area: Surplus Academic Achievements (1/5)

If you have completed more academic achievements than are needed for your degree, you will have surplus academic achievements. You cannot credit these towards your degree.

As soon as you have completed the program requirements and resolved any multiple listings of academic achievements, the system will automatically calculate whether you have any surplus academic achievements.

In principle, academic achievements are recognized in chronological order, so older academic achievements are allocated to the requirements before more recent ones. If surplus academic achievements are identified on this basis, they are automatically allocated to the «Individual Academic Achievements» section (see page 17).
6 Editing Area: Surplus Academic Achievements (2/5)

If the principle of chronological order does not allow for the automatic allocation of an academic achievement, you will be prompted to make a decision.

If you click on the recycle bin, the academic achievement will be removed from the current list and will appear in the list of «Individual Academic Achievements». Please note: this does not mean the achievement has been deleted!
Every time an academic achievement is removed from the list, the system will calculate whether there are any further surplus academic achievements which can be moved elsewhere. You need to continue the process until no surplus achievements are left.

The order in which you make the decisions is relevant: begin with the achievements you least want to be credited.
6 Editing Area: Surplus Academic Achievements (4/5)

The button «Reset All Decisions» revokes your decisions. Because the order of the decisions is relevant, it is possible only to reverse all decisions in this section. We recommend that you complete this decision-making process shortly before registering for graduation.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Module Title and Code</th>
<th>ECTS Credits</th>
<th>Grade</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 22</td>
<td></td>
<td>4.00</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>Fall 21</td>
<td>Theories of...</td>
<td>3.00</td>
<td>Pass</td>
<td></td>
</tr>
</tbody>
</table>

See: Individual Academic Achievements
6 Editing Area: Surplus Academic Achievements (5/5)

Exceptions
It is possible that your program has different regulations for crediting surplus academic achievements. Please consult the framework ordinance or program requirements.

Faculty of Law
If you have completed surplus academic achievements, the Faculty of Law credits achievements completed within the faculty before achievements from other faculties are considered.

Faculty of Science
At the Faculty of Science, you may not have more than 10 ECTS credits counted toward your degree than are required. You will find this regulation under the program result. If you have credited more academic achievements than this, the status is listed as «Not Fulfilled». 
6 Editing Area: Individual Academic Achievements

In this section you will find any surplus academic achievements or those that cannot be automatically allocated.

For programs at the Faculty of Science: the academic achievements are not generally automatically allocated, but are first listed here. They must then be manually allocated to the study programs.

In the pop-up window, you will see all allocation options for the selected academic achievement.

If you were admitted to your studies with additional requirements and/or conditions, you can indicate here which academic achievements fulfil these.

You can also suggest which achievements not credited to your degree you would like to appear on the Academic Record.
6 Editing Area: Dependencies (1/2)

Should you have made a decision about one and the same achievement in different editing areas, then dependencies arise. Each decision is based on any previous decision.

You can see the dependencies in the editing areas: they show where you need to make the next decision, or if you have completed the decision-making process. The pop-up window still shows your original allocation decision.

If you reverse the decisions, any dependencies are taken into consideration and dependent decisions also reversed.

You can also see these situations if you search for a specific academic achievement: all references to it in the editing area or in the program requirements will be shown.

On the following page you will see an example of an academic achievement with interdependent decisions.
6 Editing Area: Dependencies (2/2)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Module Title and Code</th>
<th>ECTS Credits</th>
<th>Grade</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 22</td>
<td>Emergence...</td>
<td>3.00</td>
<td>Pass</td>
<td></td>
</tr>
</tbody>
</table>

**Academic Achievements Listed Multiple Times**
- Fulfilled

**Surplus Academic Achievements**
- Done

**Individual Academic Achievements**

**Academic Achievements not credited to degree: On Academic Record**
- Spring 22 Emergence... 3.00 Pass
7 Module Search

The module search allows you to search for all completed and booked academic achievements. The app will show you all task areas and program requirements where the achievement appears.

Achievements that have been cancelled, unsuccessfully completed, or already allocated to a degree are not shown.
As soon as all program requirements have been fulfilled and any pending tasks in the editing area completed, you can register for graduation.

Doctoral candidates cannot use the app to register for graduation. Please consult your faculty’s website for details about the relevant process.

Please note that once you have registered for graduation, no further changes can be made to the graduation suggestion.

After you have submitted the registration for graduation, you will receive an e-mail to confirm receipt of your registration.
After you register for graduation, the status of your studies on the entry page changes to «Application for graduation submitted».

Your graduation suggestion will be checked by your faculty. Since not all of the requirements set in the program regulations can be checked automatically, the possibility that there may be a breach of the regulations cannot be ruled out, even if the traffic-light system shows a green status at the point of registration. Please note that you are obliged to check whether you have upheld the program regulations (e.g., if academic achievements have expired, that elective modules are allocated to the correct phase of your studies).

<table>
<thead>
<tr>
<th>Degree Programs</th>
<th>Study Program / Concentration</th>
<th>Enrolment Status</th>
<th>Status of Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctorate</td>
<td></td>
<td>Enrolment in Spring 22</td>
<td>Application for graduation submitted</td>
</tr>
<tr>
<td>Teaching Diploma</td>
<td></td>
<td>Enrolment in Spring 22</td>
<td>Application for graduation submitted</td>
</tr>
<tr>
<td>Master</td>
<td></td>
<td>Enrolment in Spring 20</td>
<td>Course of studies successfully completed</td>
</tr>
<tr>
<td>Bachelor</td>
<td></td>
<td>Enrolment in Spring '17</td>
<td>Course of studies successfully completed</td>
</tr>
</tbody>
</table>
Once your graduation suggestion has been approved, your faculty will process your graduation. You can see this when the status of your studies is updated accordingly.

You will receive the degree documentation from your faculty. Check their website for information on the process and deadlines. Please note that you are unlikely to receive the documentation directly after your degree has been awarded.