



**University of
Zurich** ^{UZH}

**Faculty of Business, Economics and Informatics,
Department of Informatics**

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Program Regulations

for the Master of Science in Informatics at the University of Zurich

Version 1.6 of 12 March 2014

These program regulations are based on the framework ordinance for the Master of Science (MSc) in Informatics at the Faculty of Business, Economics and Informatics of the University of Zurich of 25 August 2014. All references to paragraphs of the RVO¹ refer to this document (in German only).

¹ Framework ordinance (EN) = Rahmenverordnung (DE), abbr. RVO

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1 Objectives and Contents

The Master's degree program is the second level of a three-level university education (Figure 1). University Master's programs provide an in-depth academic education and the ability to perform independent scholarly work. They enable students to pursue a professional career in occupations that require an academic qualification or further studies at the Doctoral level (§ 2 RVO).

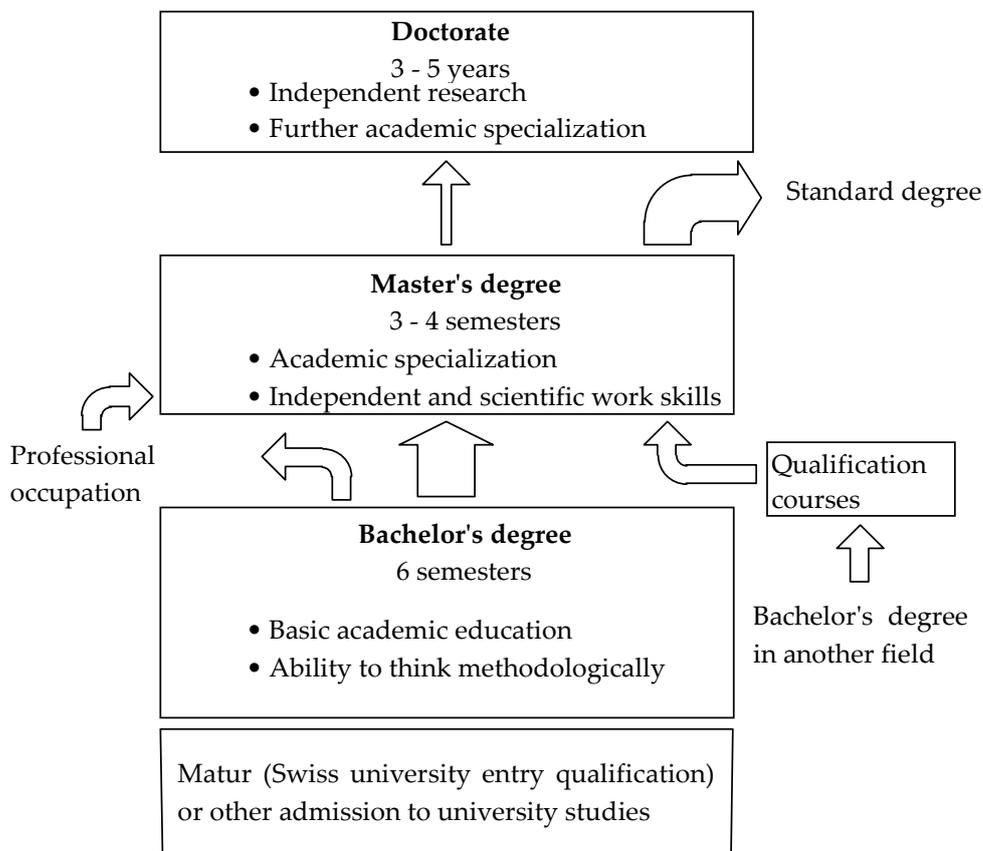


Figure 1. The three-level system of university education

1.1 Orientation and objectives of the Master's program

The Master's degree program builds on the knowledge acquired during the Bachelor's degree program. Students learn how to independently solve complex and even new kinds of issues in informatics and its applications using scientific methods. On the one hand, the Master's program prepares students for a demanding academic line or executive function in practice, and on the other hand for Doctoral studies and a possible career in higher education.

The Master's degree is the standard degree for graduates with an academic informatics education (Figure 1). The Master's program follows the Bachelor's program and builds on it. It is also possible, however, to temporarily interrupt one's studies after the Bachelor's degree in order to go to work, for example, and then return to university to study for a Master's degree.

1.2 Master's degrees

Upon successful completion of a Master's degree program, the Faculty of Business, Economics and Informatics awards the title of "Master of Science UZH in Informatics." The title is granted upon presentation of the signed diploma.

The title "Master of Science UZH" is abbreviated "MSc UZH" (§ 3 RVO). The degree can be acquired in one of three specializations:

- Information Systems
- Software Systems
- Multimodal and Cognitive Systems

2 Admission

2.1 Basic principles

Admission to the Master's program generally requires a Bachelor's degree with informatics components from a university or an equivalent degree (§ 23 RVO).

2.2 Direct admission for students of informatics

Students with the following degrees are *directly* admitted to the Master's program in Informatics at the University of Zurich:

- a) Bachelor of Science UZH in Informatics
- b) Corresponding degrees from foreign and domestic universities that have been generally or individually recognized by the Faculty.

Students in accordance with a) are admitted to all specializations (see Section 1.2). For students in accordance with b), direct admission may be limited to individual specializations or made subject to additional requirements (see Section 2.4).

2.3 Admission for students of business and economics²

Students with the following degrees are admitted to the Master's program in Informatics, Information Systems specialization, subject to additional requirements:

- a) Bachelor of Arts UZH in Business and Economics
Additional requirements: between a minimum of 30 and maximum of 51 ECTS credits
- b) Corresponding degrees from foreign and domestic universities that have been generally or individually recognized by the Faculty.
Additional requirements: between a minimum of 30 and maximum of 60 ECTS credits

² This paragraph was changed on 13 June 2007 and applies to all students who apply to study after this date.

The precise scope of the additional requirements depends on the informatics components in the Bachelor's program completed. The additional requirements consist of modules from the Bachelor's program in Informatics and must be earned in addition to the requirements for the Master's degree. These modules are considered additional requirements in accordance with Sections 2.4.1 and 2.4.3.

2.4 Admission upon petition

All other students with a university degree that is not included in the cases specified in 2.2 and 2.3 may be admitted upon *petition*. The Faculty verifies the petitions on an individual basis and may also employ appropriate testing methods.

Depending on the quality of the degree presented, especially the scope and the quality of the informatics components, the Faculty may require additional modules from the Bachelor's program in Informatics of up to a maximum of 90 ECTS credits or reject admission petitions entirely. The additional modules may be imposed in the form of *additional requirements* (see Section 2.4.1) or *conditions* (see Section 2.4.2). They are not credited towards the Master's degree and are not included in the overall grade. A combination of additional requirements and conditions is possible.

Admission may also be made dependent on demonstration of sufficient language skills.

2.4.1 Admission with additional requirements

The Faculty may make the Master's degree dependent on demonstration of additional knowledge and skills. The modules counting as additional requirements may be completed simultaneously with the Master's program. The ECTS credits for the additional modules must be earned before the Master's thesis is started.

The regulations in Section 2.4.3 apply for fulfilling the additional requirements.

2.4.2 Conditional admission

The acquisition of additional knowledge and skills may be required of graduates of other degree programs prior to admission. The modules imposed with conditional admission serve the acquisition of basic knowledge that is lacking. The required modules must be completed before the Master's program is started. A student may not attend modules in the Master's program until all ECTS credits imposed with conditional admission have been earned.

The regulations in Section 2.4.3 apply for fulfilling the conditions.

2.4.3 Fulfillment of additional requirements or conditions

The additional requirements or conditions are considered fulfilled when

- all additional modules required in the context of admission have been successfully completed within two years
- the maximum number of failed attempts (see below) has not been exceeded

The reference date is the first day of the semester in which the first course of the additional requirements or conditions is taken.

Each failed assessment in the modules required additionally counts as a failed attempt. The maximum permissible number of failed attempts depends on the scope of the additional modules:

- up to 30 ECTS credits: four failed attempts
- 31 to 60 ECTS credits: seven failed attempts
- 61 to 90 ECTS credits: nine failed attempts

A student who does not fulfill the additional requirements or conditions within two years or exceeds the maximum number of failed attempts will be expelled from the Master's program in Informatics at the University of Zurich.

In justified cases, the examination delegate may extend the deadline for the fulfillment of additional requirements or conditions.

2.4.4 Exclusion from admission

A student who has been expelled from studies in a similar degree program at another institution of higher learning will not be admitted (§ 23 RVO).

2.5 Modules completed before the start of the Master's program

Modules at the Master's level that have been completed before the start of the Master's program and that have *not* been credited towards a Bachelor's degree may be credited towards the Master's degree by the examination delegate upon petition (see also Section 7).

3 Credit System

3.1 Basic principles

All academic achievements are measured on the basis of the European Credit Transfer and Accumulation System (ECTS).

The subject matter is structured in coherent units in regard to content and time called modules. A number of ECTS credits, which corresponds to the average effort required to successfully complete the module, is awarded for each module the student passes (§ 7 RVO).

Intermediate and final qualifications are acquired by earning the number of ECTS credits required for the respective level, as a result of successfully completing modules and observing the conditions specified in the program regulations.

The ECTS credit system serves to record and accumulate credits for coursework completed at the University of Zurich as well as to transfer credits in the context of national as well as European student mobility.

3.2 Modules

The content of the studies is structured in *modules*. In the Master's program in Informatics, there are core elective and elective modules (§ 8 RVO). Core elective modules must be selected from a specified pool. Elective modules can be freely selected under particular framework conditions according to the specialization (see Section 5.9).

Modules consist of one or more course formats. Such course formats include, for example, lectures, exercises, seminars, internships, independent study or seminar papers.

3.3 Assessments and ECTS credits

An explicit *assessment* must be completed for each module. The format of the assessment depends on the course format(s) of the module and is determined by the responsible instructor. These may be written or oral examinations, independent completion of exercises, writing a composition or a seminar paper, or presenting a lecture or similar; combinations thereof are also possible. No ECTS credits are awarded purely on the basis of attendance (§ 7 RVO).

Each module is assigned a specific number of ECTS credits that reflects the average time expenditure required to successfully complete the module. One ECTS credit corresponds to a workload of 30 hours (for classroom instruction, independent study of academic literature, completion of exercises and assessments, etc.) (§ 6 RVO).

Full-time students should earn an average of 30 ECTS credits per semester (§ 6 RVO).

3.4 Awarding of ECTS credits, evaluations, access to examination papers

Assessments are evaluated (see § 11 RVO and Section 3.3). The Faculty distinguishes between graded and ungraded modules. Grades from 6 to 1 are assigned to graded assessments, where 6 indicates the highest grade and 1 the lowest. A grade of 4 or higher is sufficient to pass. Half and quarter grades are permitted, although half grades are preferred. Any mid-term grades must also be assigned as half or quarter grades. If mid-term grades are included in the calculation of final grades, the final result must be rounded to half or quarter grades. For ungraded modules, the evaluation of the assessment distinguishes only between "passed" and "failed" (§ 11 RVO).

If a module is passed, the ECTS credits assigned for that module are awarded. ECTS credits are awarded either completely or not at all.

Grades below 4 are considered failing. The grade values have the following meanings:

6	=	excellent
5.5	=	very good
5	=	good
4.5	=	satisfactory
4	=	sufficient
below 4	=	fail

To ensure the secrecy of examination questions, the distribution of examination documents and the creation of copies or transcripts can be refused and the duration of inspection can be limited.

3.5 Transcript of records

At the conclusion of each semester, students receive a transcript of records detailing all coursework completed to date. The transcript of records contains a list of all modules completed to date including ECTS credits and grades awarded, as appropriate. It lists modules passed and failed. For coursework that was not completed at UZH, the university where the assessment was completed is also listed.

Any appeal of the transcript of records regarding the new credits listed may be filed with the examination delegate. Appeals must be submitted to the Dean's Office within 30 days of the receipt of the transcript of records. The decision may be appealed to the Appeals Commission of the Universities of the Canton of Zurich³.

3.6 Documentation of modules

For each module, a *module description* is published in the online version of the UZH course catalog (§ 9 RVO). The module description contains information on the following aspects:

- Title of the module
- Format of the module
- Number of ECTS credits to be awarded
- Information on time and location as required
- Responsible instructor
- Detailed information on the content (learning objectives) and relevant course readings
- Prerequisites for attending the module
- Registration and drop modalities
- Requirements for the assessment (what coursework is required to earn the ECTS credits for the module), including information on examination dates, etc.
- Indication of whether the module is graded
- Information on how the module is credited

3.7 Cancellation of announced modules

In the event of an insufficient number of students or as a result of force majeure (e.g., long absence of instructors due to accident or illness), a module announced in the UZH course catalogue published online may be canceled. No claim may be made for the replacement for canceled modules.

³ Appeals must always be made in German.

4 Completion of Assessments

In this section, the word "examination" refers to every prescribed component of an assessment (e.g., a written test, an oral examination, a seminar presentation, etc.) (§ 16 RVO).

4.1 Registration for modules

Students must *register* for each module for which they want to earn ECTS credits (§ 17 RVO). Modalities and registration deadlines are given in the UZH course catalogue published online.

The offered modules, the module descriptions as well as information on the module-booking process are published on the websites of the Department of Informatics, the Faculty of Business, Economics and Informatics or the University of Zurich (links are given in Section 9).

Students may only register for a module if they meet the requirements listed for the module in the module description. In justified individual cases, the examination delegate may authorize exceptions.

Students who want to sign up for individual modules at another university must register at the Department Office.

4.2 Dropping modules and withdrawal from examinations

Dropping modules without stating reasons is only possible until the drop deadline listed in the module description in the UZH course catalogue published online (§ 17 RVO).

If a candidate is prevented from attending an examination for a compelling reason that did not exist and was not foreseeable at the time of the drop deadline, then he or she must immediately notify the Informatics Department Office and submit a written drop petition. If such a reason for prevention occurs directly before or during an examination, the candidate must immediately inform the Department Office, or in the case of examinations in progress, the examiner (in the case of written tests, the proctor) of the withdrawal in writing. The subsequent assertion of reasons for withdrawal is excluded (§ 18 RVO).

If a candidate fails to appear at an examination or does not continue an examination that has started without an approved drop petition or compelling reasons for prevention or cancelation, the examination in question is considered to have been failed (§ 19 RVO).

The drop petition or withdrawal notice must be submitted to the Department Office with the corresponding documentation within five business days (§ 18 RVO). In justified exceptional cases, the examination delegate can accept petitions submitted late.

If medical reasons are claimed, a medical certificate is required. In cases of doubt, the Faculty may consult a physician of its choosing for evaluation.

4.3 Failure and repetition of modules

With the exception of the Master's thesis, a failed module can be repeated as often as desired as long as the module is still among the courses offered and any time restrictions (see Sections 6.1 and 8) as

well as the maximum limits for the total number of failed attempts (see Section 4.4) are observed (§ 12 RVO).

Each failed assessment counts as a *failed attempt*. There is no right to an immediate repetition after a failed module.

In the case of core elective and elective modules, another module may also be completed in place of a module that has been failed, as long as it can be counted toward the minimum number of ECTS credits required in the respective core elective or elective areas.

The Master's thesis may only be repeated once, whereby a new topic must be selected.

The repetition of a module that has been passed is not possible. Nor can additional ECTS credits be earned for a module with similar or identical content. The only exception is the re-earning of ECTS credits that can no longer be credited towards the Master's degree for time reasons (see Section 6.1).

Assessments have a direct temporal relationship with the corresponding module (in other words, they normally take place during the same semester or at least before the beginning of the courses of the following semester).

4.4 Exclusion from further studies

If a student has

- undertaken a total of more than nine⁴ failed attempts in modules that can be credited towards the Master's degree or
- not passed the Master's thesis even at the second attempt

then he or she is irrevocably expelled from the Master's program in Informatics at the University of Zurich (§ 31 RVO).

In this case, the transcript of records for the semester in which the last assessments were completed serves as attestation of the coursework completed.

4.5 Resources, examination fraud

The resources allowed during examinations are listed for each module in the UZH course catalogue published online or on the module websites.

If it is determined that a candidate is cheating or has cheated during an examination, the examination in question will be failed. Any transcripts of records and documents that may have been issued are declared invalid. The Faculty Board decides whether disciplinary proceedings should be requested. If a title has been awarded on the basis of such an examination, it will be revoked. Any diplomas will be confiscated (§ 22 RVO).

Examination fraud includes, for example, someone using unauthorized aids or communicating with third parties without permission during an examination, not writing a paper him- or herself, using

⁴ When external ECTS credits are transferred, the number of permitted failed attempts may be reduced to seven, cf. Section 7.2.

unidentified sources, not identifying verbatim copying of information from external sources as a quote, or fraudulently obtaining admission to an examination by providing incorrect or incomplete information.

4.6 Objections and appeals

Any appeal of the transcript of records regarding the new credits listed may be filed with the examination delegate. Appeals must be submitted to the Dean's Office within 30 days of the receipt of the transcript of records. The decision may be appealed to the Appeals Commission of the Universities of the Canton of Zurich (§ 13 RVO)⁵.

4.7 Examination language

As a rule, examinations are to be conducted in the language in which the corresponding module was taught. German, English, French or Italian can be used instead of the intended language in agreement with the instructor of the respective module.

Independent papers are to be composed in German or English. The Faculty may authorize composition in a different language (§ 21 RVO).

5 Structure of Studies

5.1 Basic principles

The Master's program consists in essence of an in-depth examination of informatics, especially in the chosen specialization. In addition, the candidate has the option to acquire additional knowledge in modules from other fields. In doing so, it is possible to pursue a minor with up to 30 ECTS credits (more than 15 ECTS credits require approval, see Table 1 as well as Section 5.9).

A total of 120 ECTS credits must be earned for the Master's degree (§ 24 RVO). In the case of full-time study, this corresponds to a program duration of two years.

Students choose one of the offered specializations when they register for the Master's program (see Section 1.2 as well as Sections 2.3 and 2.4 for possible additional requirements or conditions).

The Master's basic module, the Master's project, the Master's thesis as well as Informatics modules covering at least 18 ECTS credits must be taken in the chosen specialization. The modules in the category *elective Informatics modules* should be selected from other areas of informatics. The *free elective modules* may be completed either within or outside of the field of informatics, although there are several restrictions (see Table 1 as well as Section 5.9).

⁵ Appeals must always be made in German.

5.2 Earning ECTS credits for a Master's degree

The conditions for earning the ECTS credits required for a Master's degree are summarized in Table 1 and described in more detail in the following sections.

Only modules at the Master's level can be credited towards a Master's degree.

Modules that deal with basic information at the Master's level may also be completed by students at the Bachelor's level. However, Master's-level modules that have already been credited towards a Bachelor's degree cannot be credited toward a Master's degree (cf. Section 6.1 and § 33 RVO). Master's-level modules that have not been credited towards a Bachelor's degree, however, can be credited upon petition, cf. Section 2.5).

5.3 Master's basic module

The Master's basic module provides students with an early introduction to the area of their chosen specialization. Students work out the subject matter of a module in their chosen specialization as well as specified academic literature and take an oral examination on it. The Master's basic module must be completed in the first semester of the Master's program.

Details can be found in the module description.

5.4 Informatics modules in the chosen specialization

These modules are to impart well-founded knowledge to students in their chosen specialization.

Table 1. Conditions for earning ECTS credits towards a Master's degree

Modules	ECTS credits
In the chosen specialization:	69
Master's basic module	3
Informatics modules, without seminars (core elective area)	18
Master's project	18
Master's thesis	30
Elective Informatics modules:	18
Elective modules in Informatics (including computer linguistics, bioinformatics, computational science and similar areas), without seminars	18
Seminars	3
At least one Informatics seminar	3
Free elective modules:	30
The following restrictions apply: Modules outside of informatics: Up to 15 ECTS credits from any desired modules More than this limit only as an approved minor At most 2 ECTS credits in language courses In the Information Systems specialization at least 15 ECTS credits in business and economics Up to 8 ECTS credits for teaching assistantship, no ECTS credits for tutorials	
Total required for Master's degree	120

5.5 Master's project in the chosen specialization

In the Master's project, students learn how to carry out a project using scientific methods.

The Master's project is group work. It is assigned by a professor in the department, who supervises and evaluates it together with his or her team. The Master's project must be selected so that it is sufficiently related to the chosen specialization.

The Master's project cannot be started until the Master's basic module has been passed, and must be completed within one year.

In justified exceptional cases, the examination delegate may authorize an early start for the project as well as individual work instead of group work. Work that has already been completed (especially previous professional work) cannot be recognized as Master's project.

Details on completing the Master's project are described in a fact sheet available from the Department Office.

5.6 Elective Informatics modules

In elective Informatics modules, students can expand and deepen their knowledge in various areas of informatics.

5.7 Seminars

In seminars, students are expected to demonstrate that they can work out a specified topic based on academic literature. They present their results in lectures and take questions afterwards. A written elaboration of the topic presented is also part of every seminar. At least one Informatics seminar must be completed in the course of the Master's program.

Additional seminars beyond the compulsory program may be credited towards the corresponding elective area.

5.8 Teaching assistantships

Teaching assistants help instructors to carry out exercises and internships. In particular, they provide and correct exercises and tests as well as instruct tutors. Teaching assistantships are only awarded upon application and with sufficient qualification.

A maximum of 8 ECTS credits may be credited from teaching assistantships in the free elective area.

5.9 Free elective modules

Free elective modules allow students to either take additional informatics modules or devote themselves to their personal interests outside of informatics. Free elective modules serve to supplement and round out the student's studies.

There are several restrictions that must be observed with free elective modules.

Restrictions for all students:

- Up to 15 ECTS credits may be earned from freely selected subjects outside of informatics. The remaining ECTS credits must be earned in informatics or – for the Information Systems specialization – in business and economics, if they are to be credited towards a Master's degree. A maximum of two ECTS credits may be credited from language courses.
- More than 15 ECTS credits can only be earned outside of informatics in the context of a minor authorized by the Faculty.
- A maximum of eight ECTS credits may be credited from teaching assistantships. Tutorials cannot be credited towards a degree.
- Only modules offered by the University of Zurich or other universities may be credited.

Restrictions for the Information Systems specialization:

- Students in the Information Systems specialization must earn at least 15 ECTS credits in business and economics modules in the context of free elective modules.

5.10 Master's thesis

The Master's thesis is a paper written independently by the candidate that scientifically deals with a topic in the field of informatics and the chosen specialization. The Master's thesis represents 30 ECTS credits. The Master's thesis also includes the defense, in which the candidate gives a public lecture on his or her Master's thesis and then takes questions from the auditorium. Group work is not permitted (§ 26 RVO).

5.10.1 Topics and prerequisites

The topic of the Master's thesis is specified by a professor in the department in consultation with the candidate. The written project definition is issued by the Department Office.

The Master's thesis cannot be started until after the first year of study and after all additional requirements have been fulfilled (see Sections 2.3 and 2.4.1).

Before starting the Master's thesis, the candidate must become familiar with research methodology. Fact sheets with corresponding information are available in the Department Office.

5.10.2 Working time

The working time for the Master's thesis is six months. The latest date for submission is the same day of the month six months after the day that the project definition was issued (§ 26 RVO).

If the Master's thesis is the last module before completion of the final degree, it must be submitted no later than 60 calendar days before the date on which the degree is to be conferred. If this deadline is not observed, there is no guarantee that the degree will be conferred on the intended date.

If a candidate becomes partially or entirely unable to work after starting his or her Master's thesis, or if other reasons beyond the candidate's control prevent him or her from submitting the thesis on time, the examination delegate decides whether to extend the deadline or cancel the thesis. Theses canceled with approval are considered not to have been started.

5.10.3 Submission and evaluation

Two copies of the Master's thesis must be submitted to the Department Office no later than the day of the submission deadline (see Section 5.10.2) or sent to the Department Office by registered mail. In the latter case, the date of the postmark is considered the submission date. A thesis submitted late is considered to have been failed.

The format of the thesis must be in accordance with the fact sheet on the preparation of papers available in the Department Office.

The professor who issued the project definition evaluates the Master's thesis, whereby the evaluation of the defense may be included in the grade. The professor informs the candidate of the evaluation (verbally or in writing) and the grade assigned (§ 26 RVO).

5.10.4 Repetition of a failed Master's thesis

A failed Master's thesis may be repeated once, whereby a new topic must be selected (see Section 4.3).

6 Graduation

6.1 Graduation from the Master's program

Once a candidate has earned a total of at least 120 ECTS credits that can be credited towards the Master's degree, observing the conditions listed in Section 5, he or she registers for graduation in the Department Office (§ 27 RVO).

Only ECTS credits that have been earned within the five years prior to registration for the final degree can be credited toward the Master's degree (§ 27 RVO). The reference dates are, on the one hand, the day of registration for graduation and, on the other hand, the last day of the semester in which an ECTS credit was earned. In justified cases, the examination delegate may authorize ECTS credits earned at an earlier time to be credited.

In addition, coursework equal to a maximum of 10 ECTS credits beyond the required coursework may be credited toward the degree. As a rule, the modules completed will be credited toward the degree in chronological sequence. If not all modules can be used, the student may specify from among the modules completed in the same semester which ones are to be credited toward the degree. Coursework completed beyond that limit will be referenced in the Academic Record as "coursework not credited towards the degree."

ECTS credits that have already been credited towards a Bachelor's degree cannot be credited towards a Master's degree (§ 33 RVO).

The final degree is assigned a weighted overall grade. Graded modules are weighted according to their number of ECTS credits in the calculation of the weighted overall grade. The grade point average is calculated exactly; the result is rounded off to one decimal place (§ 30 RVO). All averages are calculated with unrounded point values and rounded to the number of decimal places specified in the output document. The grading scale reaches from 1 to 6, where 6 indicates the highest grade and 1 the lowest. A grade of 4 or higher is sufficient to pass.

For particularly good final results, the Faculty of Business, Economics and Informatics awards the following levels of distinction based on the grade point average achieved:

- 5.5 and higher: summa cum laude
- 5.0 and higher: magna cum laude

6.2 Academic Record, Diploma and Diploma Supplement

Students who have successfully completed their Master's studies receive three documents: an Academic Record, a Diploma and a Diploma Supplement (§ 34 RVO).

The Academic Record lists all coursework credited toward the degree as well as coursework recognized but not credited toward the degree with the respective evaluations; the grade and title of the Master's thesis are also included. Recognized coursework will be referenced in the Academic Record as "coursework not credited towards the degree." For coursework that was not completed at UZH, the university where the assessment was completed is also listed. The Academic Record is issued after the graduation conference of the Faculty Board and is considered proof of the successful completion of the degree (§ 37 RVO).

The title of Master of Science UZH is granted upon presentation of the signed Diploma. An English translation authorized by the University is also presented with the Diploma (§ 35 RVO).

The Diploma Supplement is a standardized explanation of the final degree. It contains supplemental information, e.g., on the type and level of the degree program completed as well as its status and classification in the national system of higher education. The Diploma Supplement is presented in German and English together with the Diploma (§ 36 RVO).

7 Transfer of External ECTS Credits

7.1 Basic principles

In consideration of student mobility, some of the coursework required in the Master's program may be completed at other universities, for example in the context of semesters abroad. In certain cases, it is also possible to transfer coursework to the Master's degree that has been completed before the start of the Master's program (see Section 2.5) (§ 15 RVO).

The Faculty may recognize coursework that the student has completed in a different department, at a different faculty or at another recognized institution of higher learning and transfer a corresponding number of ECTS credits in this case.

Petitions must be made in writing and can either be mailed or personally submitted to the Department Office. Documents must be submitted either as certified copies or in the original with corresponding copies. In this case, the copy remains at the department.

When transferring from a different degree program or from a different university to this program, it is recommended that the student contact the examination delegate and bring all available documentation of previously completed coursework as soon as possible.

7.2 Conditions for the transfer of external ECTS credits

ECTS credits for external coursework are recognized and transferred by the examination delegate upon petition of the student. Particular attention is given here that modules with similar course content are not credited more than once. The burden of proof lies with the student. The student is also responsible for ensuring that the credits for the coursework to be transferred correspond to the ECTS (European Credit Transfer System) and that the values of the grades earned are explained in the documents submitted. The Department Office can provide more detailed information in this regard.

The following framework conditions must be observed:

- At least 48 ECTS credits of the required number of ECTS credits must be earned at the University of Zurich, and at least 36 of these ECTS credits must be in Informatics modules. The ECTS credits for the Master's thesis cannot be counted towards these minimum numbers of ECTS credits.
- The Master's thesis must be written at the University of Zurich according to these program regulations. Alternatively, a professor in the department may recognize a final thesis completed elsewhere in his or her specialist field as a Master's thesis, as long as the thesis was composed in accordance with these program regulations. Generally, such recognition requires consultation before the thesis is started.

For semesters abroad, it is strongly recommended that the student discuss the subsequent recognition of modules planned at other institutions in advance with the examination delegate. For exchange programs offered by the department, this is normally unproblematic.

If coursework with more than 20 ECTS credits is transferred, any failed attempts will also be transferred. If this is not possible because failed modules are not listed in the documents submitted, the total number of permitted failed attempts will be reduced to seven (§ 31 RVO).

The above-mentioned regulations also apply to students who want to transfer to the Department of Informatics from another university, another faculty or another department.

8 Full-Time and Part-Time Study

The Master's program is designed so that it can be completed in two years of full-time study.

Part-time study with a workload of at least 30 ECTS credits per year is possible. Part-time study with a smaller workload is discouraged.

In order to ensure a minimum coherence of studies and to guarantee that the knowledge acquired during the studies is up to date upon graduation, only ECTS credits that have been earned within the five years prior to graduation are credited towards the final degree.

This deadline may only be extended in special cases, for example, in the case of a temporary interruption of studies due to maternity leave, illness or competition in top-level sports.

9 Information Offices

Informatics Department Office

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Websites of the Department of Informatics

www.ifi.uzh.ch/teaching/studiengaenge/
www.ifi.uzh.ch/teaching/studieninteressierte/
www.ifi.uzh.ch/msc/

Website of the Faculty of Business, Economics and Informatics

www.oec.uzh.ch

Website of the University of Zurich

www.uzh.ch

Student Administration Office

Main building of the University, Rämistrasse 71, 8006 Zurich
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Fact sheet of the University of Zurich on plagiarism

www.lehre.uzh.ch/index/LK-Plagiate-Merkblatt.pdf