Guidelines: "Coursework Crediting and Transitions for External Master's Students in Minor Programs"
August 2015

1 Basic considerations
Using the information on the Faculty of Business, Economics and Informatics website, you have determined that you will complete your minor degree in line with the new regulations. We generally recommend that you carry out the switchover as early as possible; for HS16, this means switching over as part of the semester enrollment process that will take place in May 2016.

It is only possible to obtain a minor degree in line with the new regulations from FS17 at the earliest. This means that you must be enrolled up to and during FS17.

2 Crediting previous coursework
Under the new regulations, modules from the core elective areas can essentially be credited in the same way as before ("BWL 1" remains "BWL 1", and so on).

In some cases, core elective areas are being split up or reallocated to other areas. Where changes of this nature are concerned, the online course catalogue for HS16, FS17, and HS17 will specify how these core elective modules are credited under both the old regulations and the new ones.

This means that you will be able to credit modules you have completed previously.

3 Process
Using the information on the Faculty of Business, Economics and Informatics website, you have determined that you need to switch to a minor program under the new regulations. You must switch over to the new minor program as part of the online semester enrollment that takes place in May (for HS) or November (for FS).

3.1 Deadline for switchover
The switchover is subject to the deadline that applies to the online semester enrollment (follow this link to the Student Administration Office homepage: http://www.students.uzh.ch/registration_en.html).

3.2 Online semester enrollment
[Screenshot guide] To follow in April 2016
Enrollment is not carried out through the Dean's Office.

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1 HS = fall semester
2 FS = spring semester