



## **Guidelines: "Coursework Crediting and Transitions for Master's Degrees in Business and Economics"**

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 Master's degree in line with the new regulations. We generally recommend that you carry out the switchover as early as possible; for HS16<sup>1</sup>, 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 degree in line with the new regulations** from FS17<sup>2</sup> at the earliest. This means that you must be enrolled up to and during FS17, and that you will receive your Academic Record in July 2017 at the earliest. The registration deadline for this first degree conferral date is likely to be April/May 2017.

### **2 Crediting previous coursework**

#### **2.1 Compulsory modules**

To obtain a degree under the new regulations, either you must have completed the compulsory program for your major and minor programs exactly as specified under the new regulations or you must have completed a combination of compulsory modules as specified by the separate guidelines entitled "Transitions in Compulsory Programs for Master's Degrees in Business and Economics."

Additionally:

- Any excess ECTS credits earned from compulsory modules can be credited to the core elective area specified in the course catalogue, or even to appropriate compulsory areas of minor programs. For more information, consult the "Part of..." ("Bestandteil von ...") field in the online course catalogue.

#### **2.2 Elective and core elective areas**

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 renamed, 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.

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<sup>1</sup> HS = fall semester

<sup>2</sup> FS = spring semester



This means that you will be able to credit modules you have completed previously. By choosing an appropriate combination of a major study program and a minor study program, you will be able to make use of all of your modules.

Under the new regulations, the elective areas have in some cases been reduced in scope or removed altogether. ECTS credits that have been earned beyond the scope of the elective area and can only be credited to the elective area cannot be credited to a degree under the new regulations.

### **2.3 Master's theses**

Master's theses can be credited in the same way under the old regulations and the new ones.

## **3 Process**

Using the information on the Faculty of Business, Economics and Informatics website, you have determined that you need to switch to a degree program under the new regulations. You must switch over to the new degree 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](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.

### **3.3 Selection of a degree program, a major program, and a minor program**

Under the new regulations, you will select a major study program and a minor study program during the semester enrollment process.