



Guidelines: "Coursework Crediting and Transitions for External Bachelor'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 HS16¹, 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 FS17² at the earliest. This means that you must be enrolled up to and during FS17.

2 Crediting previous coursework

2.1 Assessment level

If you have begun the assessment level under the old regulations, then you will complete it under the old regulations as a general rule. If you begin the assessment level under the new regulations, then you will complete it under the new regulations. Combining modules from both assessment levels is not possible.

- Once you have completed the assessment level, it will be credited under the new regulations as a whole, regardless of when you completed it.
- Remember that **all grades from assessment-level modules will be counted towards the final minor degree grade** under the new regulations.

2.2 Advanced level

You may complete the advanced level either entirely under the old regulations or entirely under the new ones. Combining modules from both advanced levels is not possible.

- To obtain a degree in line with the new regulations, the new advanced-level compulsory modules created for the study program must be completed.

Please note that the following applies to the minor program in Business Administration (BWL):

- If you attended Financial Reporting during the assessment level but are completing the advanced level under the new regulations, you must take 3 ECTS credits from the BWL 1 core elective area instead of retaking Financial Reporting.

¹ HS = fall semester

² FS = spring semester



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.