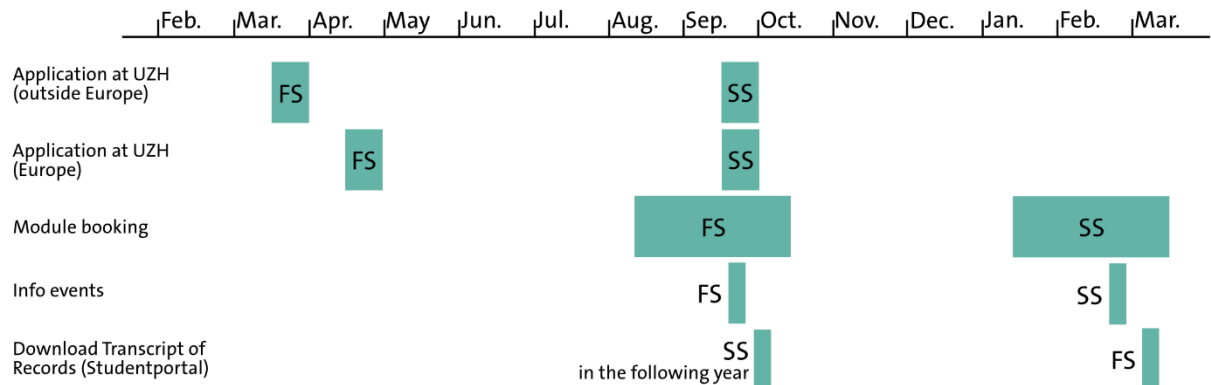




Checklist for your exchange at the Faculty of Business, Economics and Informatics UZH

Milestones at a glance

FS = Fall Semester
SS = Spring Semester



Before your exchange

- Apply to your home university for your exchange semester. After you have been nominated by your home university, you will receive an email from UZH explaining the further steps.
- (SEMP) Sign your Learning Agreement and have it signed by your home university.
- Pay attention to the [deadlines](#) for [booking your modules](#).
Module booking info:
 - It is recommended to take 20 to max. 30 ECTS.
 - Please book only modules that correspond to your study level (if absolutely necessary: max. two modules at a higher level).
 - You can book a maximum of two modules at ETH. The booked modules will automatically be shown on the UZH transcript of records. In order to be able to book ETH modules, you must [register with ETH](#). The modules are booked via the [ETH course catalogue](#) and have their own [booking deadlines](#).
 - In total, non-faculty modules (language courses, ETH modules, etc.) may not account for more than one third of your total ECTS. Please note that language courses must be booked via the [Language Center website](#) and each have their own registration deadline).
 - If you apply for a seminar, a separate application must sometimes be submitted directly to a professor in addition to the booking in the module booking.
- Optional: For exchange semesters with faculty agreement or university-wide agreement, apply for a [scholarship](#) at the Heyning-Roelli Foundation. Students doing their exchange with a SEMP agreement usually receive an automatic grant to cover travel and living expenses.

During your exchange

- (SEMP) Send the Learning Agreement to mobility@oec.uzh.ch for a signature and upload it to Mobility Online by 30 September for the fall semester or 28 February at the latest for the spring semester. If you have modules booked at other faculties, you must also have it signed by the respective [Departmental Coordinators](#).
- (SEMP) If you make changes to the Learning Agreement, do so as soon as possible at the beginning of the semester. Sign it and have it signed again by the OecMobility team at UZH (mobility@oec.uzh.ch) and the Departmental Coordinator at your home university. Upload the



updated version on Mobility Online (if not otherwise possible under the category «Miscellaneous»).

- Attend the GSE (Global Student Experience) [Welcome Program](#), the [OEC Mobility Welcome Event](#), and, if interested, participate in the [Buddy System](#) of the Fachverein Oekonomie (fvoec).
- Make sure you have booked or cancelled all your modules by the deadline.

Exams

- If you have booked a module, you are automatically also registered for the exam. There are no repeat exams (regardless of whether you failed the exam or missed it due to illness).
- Check exam dates and locations in the course catalogue (Are there overlaps? The exam usually takes place on the same day and time as the lecture, according to an [exam schedule](#)).
- If you cannot take an exam due to illness or accident, you must apply for withdrawal from the corresponding module in the [student portal](#) («My applications» tile). Submit the cancellation form and medical certificate no later than 5 days after the missed exam.
- If requested by your home university: Obtain a Certificate of Attendance from the [Global Student Experience](#) desk.

After your exchange

- Change your address [online](#).
- (SEMP) Write a field report.
- Your Transcript of Records (ToR) will be available for download from the [student portal](#) in week 8 (HS) or 38 (FS). No Transcript of Records will be mailed. If you need a (prov.) ToR earlier, you can print out your module list in the module booking tool.