University of Zurich UZH

Leaflet

March 2024

Information sheet and checklist for graduation

In this information sheet you will find important information about graduation and a checklist at the bottom.

In general:

– Please note the deadlines! Late entries will not be considered. Plan ahead and create calendar entries for the most important dates.

– Correct semester enrollment in the requested program combination (major and minor) is a prerequisite for graduation.

– Registration for graduation is carried out via the "Study Progress & Graduation" app.

– Use the checklist at the end of this information sheet.

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1 Preparatory work

First read the specifications for the graduation in the relevant program regulations (Framework Ordinance and Program Regulations) and on the [relevant website.](#)

2 Rough overview of the procedure

The process for graduation usually looks like this:

– Ongoing in the app " Study Progress & Graduation": Assignment of the academic achievements in compliance with the curricula, the program regulations as well as the specifications below.
– Submission of the final thesis (see point 3.1)
– Possible submission of a petition (see point 3.2)
– Registration for graduation in the app "Study Progress & Graduation" (see point 3.3)
– Waiting for the final documents, which will be sent on the day of the degree conferral date (see point 3.4)

IMPORTANT: Deadlines must be observed for the steps marked in red! ([see website](#))

3 Procedure in detail

On [this website](#) the dates for the upcoming semesters are given, one column per degree conferral date.

You are now arranging key elements of your degree yourself. Please allow sufficient time for the entire graduation process. It is possible, for example, that you will have to submit a petition for the assignment of academic achievements or apply to the Dean's Office in order to have certain academic achievements credited towards your degree in connection with transitional regulations.

3.1 Submission of final thesis

The Bachelor's or Master's thesis has to be handed in by 23:59 at the latest by the date indicated under "**thesis submission deadline**". Depending on the chosen process the submission will be done via email to deansoffice@oec.uzh.ch or via upload to OLAT.

If your individual 6-month submission deadline ends **after** the "Deadline for thesis submission" for the intended Degree conferral date, you must forego some processing time. If your individual 6-month submission deadline ends **before** the "Deadline for thesis submission", the 6 months must be observed and the thesis must be submitted by then at the latest (on OLAT, the time to the second counts)!

You can find more general information on the topic of theses [here](#).

3.2 Option: Submitting a petition

In the "Study Progress & Graduation" app, you can see your program requirements, i.e. the requirements you must meet to graduate according to the applicable program regulations.

If, however, in the app " Study Progress & Graduation" an academic achievement cannot be assigned to the area for which you would like to use it, you can submit a petition to the examination delegate in order for this to be credited accordingly.

However, such petitions are handled very restrictively. In order to guarantee processing by the application deadline, the petition must be received with a certain advance notice.

If you are affected by transitional regulations due to the new Framework Ordinance and Program Regulations (RVO22 / SO22), it is possible that you will not be able to assign certain academic achievements in the app as a compulsory module or to the core elective or elective area. The reason for this is that only the new curriculum according to RVO22 / SO22 is registered for all study programs. In this case, please contact the Dean's Office by email and passage in the transitional regulations (e.g. "Guidelines Master OEC / section 5.2"), as well as pointing out to which area the corresponding modules should be transferred to (graduation@oec.uzh.ch).

3.3   Registration deadline in the "Study Progress & Graduation" app

General information about graduation can be found here.

As soon as all relevant academic achievements with a sufficient grade appear in the "Study Progress & Graduation" app, you can assign them to the corresponding areas.

Please pay particular attention to the notes below on the processing area "Individual achievements". The academic achievements are printed on the final documents exactly as you have assigned them in the processing areas.

You can register for graduation as soon as you have fulfilled your program requirements. This is achieved by clicking on the button "Register graduation" and must be done by the specified date at "**Registration deadline in the Student Portal**" (until 23:59:59).

3.4   What happens after registration for graduation?

Your registration for graduation will be checked by the faculty after the registration deadline and the degree will be processed where necessary. For example, it is essential that compulsory modules are assigned to the compulsory area or that additional requirement modules appear in the additional requirement sector on the academic record. You will not be informed of such unavoidable changes. However, if the degree cannot be awarded for whatever reason, we will reject it and contact you. In general, however, you will not hear from us again and we will send your final documents on the day of the graduation deadline by registered mail to your address stored in the system.

4 Processing principles in the "Study Progress & Graduation" app

In the UZH app "Study Progress & Graduation", some regulations that apply throughout UZH are displayed, which have been programmed accordingly in the app. Here we list some of such regulations. You can find detailed instructions in PDF format and as an introductory video on the website of the Student Services department.

4.1 Booked modules

In the app, the sum of the ECTS credits is displayed in several places, once under the title "Credited" and right next to it under the title "With Bookings". If you have booked modules in the current semester, their ECTS credits are not yet included in the total ECTS credits under "Credited" because they have not yet been successfully completed. In addition, they are only included in the total ECTS credits under "With Bookings" if they have a clear assignment. If this is the case, you will also find the booked module in the corresponding pot of program requirements. You will find all other booked modules either in the "Academic Achievements Listed Multiple Times" processing area or under "Individual Academic Achievements". These modules must first be successfully passed and then assigned by you to a pot of the program requirements so that the ECTS credits can be included in the total.

4.2 Chronology

In the app, older academic achievements are credited before more recent ones, i.e. the completed modules are taken into account in chronologically ascending order.

4.3 Excess modules

Based on the chronological crediting, the app automatically determines the excess modules. These are not taken into account in the degree. However, if you still want these modules to be shown on the Academic Record, you must assign them to the designated container under "Achievements not credited towards the degree" (see section 4.5.3).

It is not possible to edit the excess achievements (assign or remove them) until all achievements listed more than once have been assigned. The app automatically recognizes when no more academic achievements can be omitted. All excess achievements are then moved to the individual achievement's container.

4.4 No splitting

The ECTS credits of a module cannot be split to be credited towards both the major and minor study programs.

4.5 Compulsory seminar

The compulsory seminar or the minimum required ECTS credits from seminars must be taken in accordance with the conditions in the program regulations and must be credited towards a core elective and elective area according to the information in the course catalogue.

4.6 Individual achievements

Your additional academic achievements are listed in the "Individual achievements" area. You can also assign these modules specifically. This is very important for the calculation of your final grade (Academic Record).

Please note the following guidelines:

4.6.1 Free elective area

Individual achievements can be assigned to the free elective area.

If you would like to use faculty-internal modules (03 modules) for the free elective area, which can also be credited towards one of your core elective areas, assign them to the **corresponding core elective area. In** this way, these modules are credited towards the degree and the free elective area is reduced by these ECTS credits.

Students who study in the minor program "General Business and Economics" are not able to allocate 03 modules to the free elective area since they are automatically credited to the minor or major by the app. If you want to allocate such a module to the free elective area, please contact the dean's office (graduation@oec.uzh.ch).

4.6.2 Additional requirements and conditions

Were you admitted to the study program with additional requirements and conditions? Before registering for graduation, you must declare what academic achievements you have completed to fulfill any additional requirements and conditions. You also complete this step in the editing area of the app. Additional requirements and conditions must be moved to the designated container under "Achievements not credited towards the degree".

4.6.3 Excess modules

Modules that you do not (cannot) use for graduation, but still want to have shown on your Academic Record, must be moved into the designated container under "Achievements not credited towards the degree".

Nicht an den Abschluss angerechnete Leistungen

◯ Auf Academic Record: Summe ECTS Credits

◯ Für Auflagen: Summe ECTS Credits

◯ Für Bedingungen: Summe ECTS Credits

Without a corresponding assignment, these achievements will not be shown on the Academic Record!

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5   Further effects

5.1   During the transition from Bachelor to Master studies

5.1.1   Completing Master's modules in advance during Bachelor's studies

Up to the completion of the Bachelor's degree, a maximum of 30 ECTS credits from Master's level modules can be completed in advance. For this, at least 120 ECTS credits must have already been acquired at the Bachelor's level.

5.1.2   Level advancement to the Master's program

Please note that you are not automatically enrolled in the Master's program after successfully completing your Bachelor's degree. Therefore, if you wish to continue directly with the Master's program at UZH, an application for a change of program must be submitted to the Student Administration Office (deadlines must be met).

5.1.3   Module booking in the Master's program

For a seamless module booking in the Master's program, enrolment in the Master's program is indispensable. With a further enrolment in the Bachelor's program, system-technical booking restrictions are to be expected (see e.g. point 5.1.1).

5.2   No automatic withdrawal from the university

If you wish to leave UZH after graduation, you must withdraw form university. Please note that you will not be withdrawn automatically after successful completion of your studies, but must additionally submit a request withdrawal from university to the Student Administration Office.

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6   Checklist (to tick off)

☐	**Semester enrollment**	Correct enrollment in the requested program combination (major/minor).
☐	**Degree conferral dates and deadlines**	Dates are known for the targeted degree conferral date: Website dates
☐	**Submission of final thesis** **Deadline: _____**	Final thesis submitted on time for targeted degree conferral date: Website Dates
☐	**Optional: Petition**	Petition for an individual adjustment/crediting was made in a timely manner for the targeted degree conferral date: Website Dates Contact examination delegates: Website petitions
☐	**Compulsory seminar(s)**	The compulsory seminar(s) are from the student's own department. For OEC students: OEC Seminar(s) For INF students: INF Seminar(s)
☐	**Study Progress & Graduation**	All requirements for the study program have been met and the modules have been correctly assigned (compulsory, core elective and elective modules).
☐	**Additional Requirements and Conditions**	If there were additional requirements and conditions to be met: All additional requirement modules were assigned to the designated container under "Achievements not credited towards the degree" (see above point 4.5.3).
☐	**Academic Record (graduation certificate)**	If there are excess modules: ☐ Decision made on which modules to show on Academic Record. ☐ These modules were assigned to the container provided for them under "Achievements not credited towards the degree" (see above point 4.4.2).
☐	**Registration deadline** **Deadline: _____**	The application for graduation was submitted on time in the app: website dates
☐	**What next?**	An request for a change of program (from Bachelor to Master) or for withdrawal from the university was submitted to the Student Administration Office in good time.
☐	**Contact for questions**	deansoffice@oec.uzh.ch