



General Guidelines for the Accreditation of Courses from Other Universities

The overall aim of the English Department's accreditation procedure is to accredit external work as flexibly as possible without, however, dispensing with core requirements of the English Department's *Studienordnung* and thus jeopardizing both the coherence and the quality of the UZH Bachelor or Master programs.

Two Types of Requirements: Quantitative and Qualitative

The Bachelor as well as the Master curricula at the UZH comprise both quantitative and qualitative requirements. For instance, in order to complete one's studies in the *Bachelorhauptfach* in English, one needs to fulfill both a quantitative requirement (i.e. one must gain at least 90 ECTS in English) and a qualitative requirement (i.e. one must complete successfully a set of compulsory modules as well as a minimum number of compulsory-elective modules). According to the English Department's *Studienordnung*, both types of requirements must be fulfilled for students to be able to graduate.

Accreditation of Credit Points Toward a Degree in English

The quantitative accreditation process is relatively straightforward, with the general principles for accreditation being as follows:

- (a) All courses with ECTS points can be added to the student's records.
- (b) Of these, only courses in *Anglistik* can count toward the degree in English, provided that they cover the required fields (Linguistics and/or Literature, or Language Skills and Culture), and that belong to the same level of studies (e.g. Bachelor courses can only count toward the Bachelor degree, and not toward the Master degree).
- (c) Starting from the Fall Semester 2013, students of the *Grosse Bachelorhauptfach* (120 ECTS) in English can also count a maximum of 12 ECTS of courses outside the field of English toward their degree in English (*Studium generale*).
- (d) Points from other credit point systems will be converted into ECTS points.
- (e) Courses without credit points (or an analogous system) cannot be accredited.

However, while all courses from other universities can be added to the student's records

according to the principles outlined above, **they may not necessarily be considered equivalent** to either the compulsory or the compulsory-elective modules required by the English Department's *Studienordnung*. In other words, in addition to a quantitative dimension ('How many credit points can be counted toward the degree in English?'), the accreditation process involves a qualitative dimension as well ('Which qualitative requirements of the English Department's *Studienordnung* are covered?').

Qualitative Requirements and Equivalence (I): Modules with a Paper Requirement

The equivalence of external modules to UZH modules with paper requirement (e.g. *Bachelorseminare* or Master *Forschungsseminare*) is assessed on the basis of the following principles:

- (a) In general, papers should be the same length ($\pm 20\%$) as required at the English Department.
- (b) If coursework involves two shorter essays, then the combined length should be the same as the length required at the English Department ($\pm 10\%$).
- (c) Three or more shorter papers cannot usually be considered equivalent to one longer paper.
- (d) If the required length of written work at the host university would be significantly shorter than the written work required by the UZH English Department, then students may ask instructors



at their host university whether, as a favor, they would willing to correct a longer paper instead. However, instructors at the host university are not at all obliged to offer this possibility, and students must not insist under any circumstances.

- (e) Dossiers of returning students are assessed on a case-by-case basis. In some exceptional cases, students may be required to do some additional work in order for external modules to be considered equivalent to a particular type of UZH module.

The following three scenarios are intended to illustrate the principles for the assessment of written work outlined above. (Background information for these examples: At the UZH English Department, papers in *Bachelorseminars* must be 4,000–5,000 words in length.)

Example 1: A seminar at host university X with a written paper of 3,600 words is worth 12 ECTS. In terms of quantity, the full 12 ECTS will be accredited at the UZH. However, qualitatively, a seminar course with one paper cannot be considered equivalent to two UZH English Department *Bachelorseminars* (with one paper each), even though the number of credit points is the same ($2 \times 6 \text{ ECTS} = 12 \text{ ECTS}$). In other words, while the full 12 ECTS would count toward the degree in English (quantitative accreditation), the module covers only one paper requirement (qualitative assessment).

Example 2: A seminar at host university X is worth 6 ECTS, and it involves various kinds of written assessments: short summaries, a reading journal, a poster, etc. However, none of these correspond in any way to the kind of paper that is required in UZH English Department Literature or Linguistics modules. In terms of quantity, once again the full 6 ECTS will count toward the degree in English. However, as the kind of work done is qualitatively different from the work required at the UZH, the external module cannot be considered equivalent to a 6-ECTS *Bachelorseminar* with paper (i.e. it does not cover a paper requirement).

Example 3: A seminar at host university X is worth 5 ECTS, and it involves writing an essay of 4,500 words. At the UZH, this module is accordingly accredited with only 5 ECTS, and thus it does not correspond to a 6-ECTS module in quantitative terms. Nevertheless, in qualitative terms, this course would be considered equivalent to a *Bachelorseminar* with paper (i.e. despite the fact that the number of credit points is lower, it would cover the paper requirement).

Qualitative Requirements and Equivalence (II): Compulsory Modules

Considerations regarding equivalence not only apply to courses with written work, but also to the compulsory modules required by the UZH English Department. As a general rule, compulsory modules cannot be replaced by courses from other universities unless they match both the content and the workload of the courses offered at the English Department. This is exceptionally rare. In the very rare cases where permission is granted for a compulsory module to be taken abroad, this occurs under one condition: that the student has obtained written confirmation (e.g., letter) before departure from the person responsible for the compulsory module that the module is deemed equivalent to the ES course and can be recognised as fully equivalent. A copy must be made available before departure to the Study Abroad Coordinator and the Adviser of Studies. (Note: This letter cannot constitute a guarantee of qualitative accreditation, however. An assessment of the work will be carried out upon return, just as is the case of all other modules.)

Important Note: This document does not replace the compulsory *Anrechnungsvereinbarung* that students need to sign with the Study Abroad Coordinator before leaving for their stay abroad (see: www.phil.uzh.ch/studium/anrechnungen.html).

Contact Address

PD Dr. Christiane Schlote, Study Abroad Coordinator, Room PET-102, Phone +41 44 634 36 73, Email: cschlote@es.uzh.ch