



Guideline Exams and Performance Records

1 Registration and Deregistration

Students commit to providing performance records in the booked module through their module registration, thereby taking exams or submitting papers. In the case of a **valid reason** preventing you, you can withdraw from performance records through an authorized application. Please submit your request along with supporting documents via the Student Portal in the "[My Requests](#)" app promptly, but no later than **5 working days** after the regular exam or submission deadline. Additional information about this process can be found on the [website of the Office of Student Affairs of the PhF](#). The Student Services at the PhF (studium@phil.uzh.ch) are available to assist with your questions.

Valid reasons for withdrawal include, for example:

- Illness with medical documentation
- Exam scheduling conflicts with other study programs at UZH
- Maternity
- High-Performance sports commitments
- Military or civil defense service

Special reasons for withdrawal additionally include:

- Internship abroad
- Volunteer work/ social projects

Volunteer work must be substantiated with a confirmation from the respective organization, including the specific dates of the commitment and a copy of flight tickets as evidence.

Language courses do not qualify as special reasons for withdrawal.

The application for exam dispensation or collision must be submitted in advance. There is no guarantee of approval. Incomplete or late applications will not be processed. In case of unauthorized non-appearance, the exam will count as a failed attempt.

If you wish to participate in a **re-examination**, you must independently register using the [booking tool in the Student Portal \("My Modules"\)](#). The registration time frame between the main exam and the re-examination can be found in the course catalogue and alongside our current exam dates. By registering, you are once again obligated to participate in the exam, and you must withdraw in a timely and justified manner if you are unable to attend.

For students who were dispensed from the first examination date, participation in the re-examination is considered the first attempt. If, for a valid reason, you are also unable to attend the re-examination, no further exam date will be offered for the same semester. In such a case, you must re-enrol in the module one year later.

2 Type of exams

At the IPZ, written exams are conducted in various formats: On-site (Paper pencil), On-site (online), or Remote (online). All online exams are conducted using students' private mobile devices ("bring your own device", BYOD). UZH does not provide devices. These devices should always run on the latest Windows or Macintosh operating systems. Otherwise, especially in the case of online exams in UZH premises, the mandatory Safe Exam Browser (SEB) cannot be used, and participation in the corresponding exam would not be possible.

2.1 Special information on online exams at the IPZ

Before the exam:

- All details regarding your respective exam will be provided by your lecturer in the course and/or sent to your UZH email address.
- A technical check of the Safe Exam Browser and the respective practice exam for an online exam is mandatory. Only by participating can you ensure that all necessary applications will work in the exam. It is solely your responsibility to keep your technical equipment such as laptop, browser (we recommend Firefox or Chrome), internet access, and login information in working order.
- Before you can start working on the exam questions, you must confirm the Honor Code.
- To participate in the exam, click on the provided exam link. Log in to the exam using your AAI login on OLAT or INSPERA.
- In case of technical difficulties, contact the support at exam-support@zi.uzh.ch.
- If, due to health or other reasons, you feel unable to take an exam, do NOT log in. Contact a doctor and obtain a medical certificate. Submit this certificate no later than 5 working days after the regular exam date through the "Application Cockpit" tile/ ["My Requests"](#) app in the [Student Portal](#). Otherwise, the exam will count as the first attempt. If you have already started the exam, it is too late for this procedure!

Start of the exam:

- Carefully read the exam instructions; they are binding. While questions for clarification about the content of the exam cannot be asked, technical questions are welcome at any time. In case of technical difficulties, please contact the support (Tel. 044 634 02 02).
- Exams at IPZ typically last 90 minutes. For individuals with compensation for disadvantages (NTA), the exam duration is as individually agreed upon.
- Unethical behavior will be addressed following current university guidelines.

Submission of the exam:

- The exam will automatically end after 90 minutes (precisely 89:59). Use the last 5 minutes to save your answer and to ensure that everything has been uploaded.
- You will see buttons for saving and ending during each exam.
- It is your responsibility to save your answers on time and log out.

Taking multiple exams in a row?

- Please note: If you log out of an exam, the exam window will be locked for 1 minute. After that, you can log in for the new exam.

Written assignments (term papers, BA thesis, MA thesis)

If, due to valid reasons, you are unable to meet the submission deadline for a written assignment, you must submit [this request form](#) for an extension of the deadline along with the relevant supporting documents before the official deadline expires.

Requests for exam dispensations or collision must be submitted independently and completely through the [Student Portal](#) (Application Cockpit/Tile “My Requests”).

Please find guidelines for the BA thesis and information on the MA thesis in the appendix of this document.

3 Study tips & academic work

For general questions regarding your studies, we recommend visiting the [Student Advisory’s website](#).

For a wide range of topics listed here, we recommend contacting the [Student Services of the Faculty of Arts and Social Sciences \(PhF\)](#).

If you have specific questions about the Political Science study program or regarding structuring and planning your studies, feel free to reach out to the [Student counseling at the IPZ](#).

Below, we have gathered some specific tips for exam preparation, studying, and dealing with learning and exam crises.

4.1 Entry into studying: effective planning

- Examine your motivation to study: Why do you want to study the topic? What benefits will it bring you (mastering the material or passing the exam)?
- Create a clear study plan. This means allocating your time leading up to the exam. Often, people overestimate how long they can stay focused. Set realistic daily goals, plan breaks, and set priorities.
- Establish a productive study environment: Whether at home or in the library – create a quiet, productive atmosphere and have all your necessary materials ready in advance.
- Form study groups: Experience shows that it is easier to stay committed when others are involved. Whether you study together all the time or simply exchange mind maps or summaries. Find the collaboration method that works best for you.
- Utilize the entire semester to study the material. Properly preparing before and after lectures or seminars is truly beneficial and saves you a lot of time studying right before the exam.

4.2 On exam day

- Plan enough time for travel and arrival to avoid rushing.
- Pack all materials the evening before (pens, etc.) and double-check the exact location and time of the exam.

5. Problems, fears, mental blockades

Exam anxiety? Writer's block? Feeling stuck? Overwhelmed?

Performance records create a stressful situation which can sometimes be overwhelming. Having occasional rough patches, and experiencing a certain level of pressure, stress, or nervousness is normal and does not indicate a work or study disorder. It becomes critical only when the behavior becomes chronic, or you find yourself unable to cope with the situation on your own. Seek support!

- Contact the Study Counseling at IPZ to schedule an appointment for guidance on possible approaches for further exams and study planning.
- Consult with professionals or explore online resources and consider seeking support from the [Psychological Counseling at the UZH](#).
- If necessary, consult a doctor or psychologist who can assist you (also refer to www.how-are-you.ch) and provide you with a medical certificate for exam dispensation.

You can find relevant documents and fact sheets in the appendix of this document:

- Fact Sheet for Citing and Bibliographing IPZ
- Guidelines BA Thesis IPZ
- Guidelines MA Thesis IPZ
- Statement of Authorship IPZ engl./dt.



Fact Sheet for Citing and Bibliographing

Scientific papers inevitably build upon existing scientific results and (in political science) often utilize source material, as well as official documents or legal texts. All adopted thoughts, statements, or materials must be clearly labelled as such in the text (= citing). In the appendix, the cited literature and used source material are then fully listed in a bibliography (= bibliographing). The central requirement for citing and bibliographing is that the readers can clearly and unequivocally identify (and thereby verify) the respective foundation based on the provided information. This ensures that scientific papers can be understood and reconstructed by external parties.

Furthermore, the principle applies that references should be as precise as possible. Broad references to larger works, for example, are of little help when referring to a specific sentence in that work.

Various methods exist for citing and bibliographing, which are reflected, for example, in the different author guidelines of various journals (see, for example, http://www.chicagomanualofstyle.org/tools_citationguide.html). It is especially crucial to maintain consistency once a style has been chosen. In addition, certain other elements are set, which must be strictly considered when citing and bibliographing.

1. Citing

If a statement has been taken from another text, this must be made evident. For this, the citation is placed in parentheses (so-called American citation style¹) within the text. The citation consists of the **author's last name and the publication year**. If **two authors** are responsible for a statement, both are mentioned, and the order specified by the authors is maintained. If **more than two authors** are involved, the first name in the given order is mentioned, and the others are abbreviated with “et al.”²

If **two works** are cited, both published by **the same author in the same year**, the subsequent procedure is followed: The work mentioned first is given an “a” after the year, and the second one is given a “b” (for example, 1995a). If **more than two works from the same author and year** are cited, you can continue with “c”, “d”, etc. This alphabetical order created by the letters is then maintained in the bibliography.

A **page number** is provided when the statement can be traced back to specific pages (specific statement). Direct quotes or paraphrases are always labeled with a page number. If it is the central statement of the literature, making it impossible to confine the source to page numbers, they are omitted (comprehensive statement). If **the author's name is already mentioned in the text**, the publication year (and, if necessary, the page number) in parentheses is sufficient.

Direct quotes should only be used if the quoted wording is exceptionally well-phrased, or if specific nuances in the wording need to be highlighted. Direct quotes should be enclosed in quotation marks

¹ In addition to the American style, there is also the footnote citation style that was more prevalent in Europe. The IPZ does not use this style because it is increasingly being replaced internationally by the American style.

² In the literature, one can also find the variation where “et al.” is only used as an abbreviation when there are more than three authors.

and must exactly match the original text. If changes are necessary, the subsequent procedure should be followed: If a word is added for clarity, it is placed in [square brackets]. If words are omitted, this is indicated by periods in parentheses (...). If terms in quotation marks appear in direct quotes, they are replaced with ,single quotation marks‘.

▪ **Examples for a direct quote:**

“Contrary to common understandings, the pace of integration will likely be slower in policy areas covered by the codecision procedure because agenda-setting power reverts to the Council”, stated by the authors (Garrett, Tsebelis 1996:293)

or

Garrett and Tsebelis argue that “(...) the pace of integration will likely be slower in policy areas covered by the codecision procedure because agenda-setting power reverts to the Council”.

▪ **Examples for citing a specific statement:**

Lindner (1987:217-31) places the consequences of Olson’s theorem also in Swiss legislative processes: In the political decision-making process, special, short-term interests are easier to organize than general and longer-term ones.

or

The author (Lindner 1987: 217-31) places the consequences of Olson’s theorem also in Swiss legislative processes: In the political decision-making process, special, short-term interests are easier to organize than general and longer-term ones.

▪ **Examples for citing a comprehensive:**

The importance of institutions for both political processes and economic developments was explained at length by North (1990).

or

Institutions are of great importance for both political processes and economic developments (North 1990).

2. Bibliographing

The bibliography at the end of a paper serves the purpose of enabling third parties to easily locate both the cited scientific literature and other sources. It is presented in **alphabetical order of the last name of the first author** (and possibly other names). If there are two or more authors, all names are mentioned and usually separated by a comma or an “and” (Note: There is no “et al.” in the bibliography!). The order of the authors' names should remain unchanged.

There are different **types of scientific literature, such as** academic journals, monographs, and edited volumes. In addition to scientific literature, **other sources** are used (and thus bibliographed) in political science research, namely: official sources, newspaper articles, and internet sources. Each of these six different types of material is bibliographed slightly differently, as shown below:

- **Articles in an academic journal:** Last name, First name (Year): Title of the article. Academic journal Volume (Number), first page-last page.
- **Monographs:** Last Name, First Name (Year): Book title. Place of publication: Publisher.
- **Article in an edited volume:** Last Name, First Name (Year): Chapter title in the edited volume. In: Last name, First Name (Ed.): Title of the edited volume. Place of publication: Publisher, first page-last page.
- **Official source:** Author or Official Body (Year): Title of the official document. Publishing body number³, first page-last page.
- **Newspaper article:** Last Name, First Name (Year): Title of the article. Newspaper Volume (Number), Publication date, first page-last page.
- **Internet source:** Author or Institution (Year): Title of the Document. (URL⁴ [Access date]).

In addition, there are numerous other types of texts such as congress papers, licentiate theses, discussion papers, and unpublished manuscripts, which should be listed in the bibliography as closely as possible following the guidelines above.

If your own paper is not written in English, terms like “Ed.”, “page”, “and” etc., need to be adjusted accordingly.

³ Here, those details (such as volume, year, number, etc.) should be mentioned that allow for clear identification. Depending on the source, this can vary.

⁴ URL = Web address

Examples of a bibliography with common types of sources:

- **Example for bibliographing an article in an academic journal:**
Garrett, Geoffrey und Tsebelis, George (1996): An institutional critique of intergovernmentalism. *International Organization* 50(2), 269-99.
Badi, Bertrand und Birnbaum, Pierre (1994): Sociologie de l'Etat revisitée. *Revue internationale des sciences sociales* 140(2), 189-203.
- **Examples for bibliographing a monograph:**
Uslaner, E. M. (2018). *The Oxford Handbook of Social and Political Trust*. New York. Oxford University Press.
Linder, Wolf und Müller, Sean (2021): *Swiss Democracy: Possible solutions to conflict in multicultural societies*. Cham. Springer Nature
- **Example of the bibliography of an article in an anthology:**
Inglehart, Ronald (1978): Value priorities and socioeconomic change. In: Barnes, Samuel H. und Kaase, Max (Hrsg.): *Political action: Mass participation in five Western democracies*. Beverly Hills (CA): Sage, 305-342.
- **Example of bibliographing an official source:**
Swiss Federal Council (1997): Message to the Convention for the Protection of the Alps (Alpine Convention) and to various Additional Protocols. *Federal Gazette* 1997 IV, 657-764.
- **Example of bibliographing a newspaper article:**
Mbembe, Achille (1999): Die mobilen Grenzen auf dem schwarzen Kontinent. *Le Monde diplomatique* 5(11), 11.11.1999, 18-19.
- **Example of bibliographing a internet source:**
European Parliament (2024): European Union accession to the European Convention on Human Rights - Questions and Answers. (<https://www.coe.int/en/web/portal/eu-accession-echr-questions-and-answers> [10.09.2024]).

Example of a bibliography with the above-mentioned material

- Badi, Bertrand und Birnbaum, Pierre (1994): Sociologie de l'Etat revisitée. *Revue internationale des sciences sociales* 140(2), 189-203.
- European Parliament (2024): European Union accession to the European Convention on Human Rights - Questions and Answers. (<https://www.coe.int/en/web/portal/eu-accession-echr-questions-and-answers> [as of 10.09.2024]).
- Garret, Geoffrey und Tsebelis, George (1996): An institutional critique of intergovernmentalism. *International Organization* 50(2), 269-99.
- Inglehart, Ronald (1978): Value priorities and socioeconomic change. In: Barnes, Samuel H. und Kaase, Max (Hrsg.): *Political action: Mass participation in five Western democracies*. Beverly Hills (CA): Sage, 305-342.
- Linder, Wolf und Müller, Sean(2021): *Swiss Democracy: Possible solutions to conflict in multicultural societies*. Cham. Springer Nature
- Mbembe, Achille (1999): Die mobilen Grenzen auf dem schwarzen Kontinent, *Le Monde diplomatique* 5(11), 11.11.1999, 18-19.
- Swiss Federal Council (1997): Message to the Convention for the Protection of the Alps (Alpine Convention) and to various Additional Protocols. *Federal Gazette* 1997 IV, 657-764.
- Uslaner, E. M. (2018). *The Oxford Handbook of Social and Political Trust*. New York. Oxford University Press.



Guidelines for BA-Thesis at the IPZ

General information

Scientific work should be easily understandable for readers and adhere to the principles of comprehensibility, completeness, and clarity. Additionally, a logical structure and careful writing are important quality criteria. The following criteria are not always equivalent: Depending on the focus of the work, they may carry different weights. However, the following requirements are intended to provide students with general guidelines and assistance in understanding what is typically expected in a BA thesis.

These guidelines refer to a standard case of a BA thesis in the field of political science at the University of Zurich. Responsible lecturers may make divergent specifications. Furthermore, students have the option to negotiate individual deviations with the responsible lecturer.

Formal Requirements

Citing and Bibliographing: The “Fact Sheet for Citing and Bibliographing” provided by the Department of Political Science is authoritative.

Conclusions: In the conclusions (also referred to as a summary), it is important to critically assess the main findings of the work in terms of their strength and discuss their relevance in a broader scientific and practical context.

Extent: The BA thesis should have a length of 10'000 to 12'000 words, including bibliography and other indices, but excluding any appendices.

Figures: Tables and figures should be integrated into the text, numbered, and provided with meaningful headings. Both tables and figures should include all essential information necessary for understanding. Additional analyses can be presented in an appendix.

Introduction: It is recommended to provide an overview of the work in the introduction: The research subject, the research question, the approach, and the results of the work should be mentioned.

Language: In academic papers, a clear, unmistakable, correct, and precise language is particularly important. Central terms should be adequately defined. Deviations from common conceptual conventions in the field of research should only occur in justified cases. The work can be written in German or English. Other languages are permissible if explicitly allowed by the responsible lecturer.

Layout: The work should be visually appealing (uniform and clean). Choose an easily legible and clear presentation style. Use tables and figures sensibly. When using colors, ensure that the figures can also be interpreted in grayscale.

Scholarly Apparatus: In addition to a table of contents, the thesis includes a bibliography and, if necessary, a list of tables and/or figures."

Structure and Stringency of the Paper: The structure of the paper should be clearly understandable and systematic. The argumentation should be presented coherently and convincingly. Special attention should be given to comprehensibility, and redundancies should be avoided.

Submission: Submit the paper in the format specified by the lecturer. A signed “Statement of Authorship” is mandatory and can be found below.

Summary: The work should include a summary (also called an abstract) of approximately 200 words, outlining the essential elements of the work.

Title Page: Title and submission date of the thesis; Name, email, and matriculation number of the author; Name and lecturer of the lecture; indication of the word count.

Content-related Requirements

Preliminary remark: Especially in terms of content, the requirements strongly depend on the orientation of each specific thesis. Therefore, only very general requirements can be formulated at this point. They are tailored to papers with an empirical focus. These requirements are only partially applicable to works without empirical content, such as those in political philosophy.

Research Topic: The research area to be covered should be limited. The research subject must be precisely defined. The current state of research should be presented based on theoretical and empirical literature, outlining its key points. It should be clearly demonstrated how the paper aims to contribute to filling a specific research gap.



Guidelines for MA-Thesis at the IPZ

The following information is intended to support you in writing your Master's thesis for the 'Master of Arts in Social Sciences' in Political Science. The legal principles of the Faculty of Arts and Humanities apply.

These can be found at: <https://www.phil.uzh.ch/de/studium/dokumente/master.html>

We strongly recommend that you actually complete the preparatory work described below before the two semesters planned for writing your Master's thesis - i.e. before or in the summer/winter before you book your Master's thesis.

Requirements

In order to be able to write a Master's thesis at the IPZ, you must have successfully attended a research seminar (WP module) (module requirement, see module catalogue), which is also a prerequisite for the MA in Political Science as a whole.

Topic choice

Choose the topic of your Master's thesis independently and in good time. If you are studying a specialisation, the Master's thesis must be chosen on a topic within this specialisation. Once you have chosen a Master's thesis topic, contact an authorised examiner who is familiar with your topic and ask them to supervise it.

Alternatively, supervisors at the IPZ also have the option of writing out specific topics. These can be found at: www.ipz.uzh.ch/de/studium/master/themenausschreibung.html. Please contact the relevant supervisor with reference to the advertised topic.

Supervisor

The supervision of the Master's thesis (main responsibility) can only be carried out by so-called authorised examiners. These are all professors of the IPZ as well as all Heads of research areas and post-docs who teach in the MA Political Science programme. External lecturers with a doctorate can also act as supervisors if the programme director of the IPZ agrees.

As soon as you have received verbal confirmation of an interest in supervision, you must prepare an outline of your ideas (procedure and scope as specified by the supervisor). Once your supervisor has approved your outline of ideas, you and your supervisor must complete the 'Supervision agreement for the Master's thesis at the IPZ' and send it digitally to the Institute's study programme coordinator (studium@ipz.uzh.ch). You can find this form on the IPZ website. Do not forget the official booking!

Booking of the thesis and the MA colloquium

Book the Master's thesis module independently during the booking deadlines as agreed in the supervision agreement. The module is then automatically booked for two consecutive semesters. When you book the module, you also select the colloquium group. Participation in the colloquium during one semester (often the first semester of your Master's thesis, in consultation with your supervisor) is a compulsory part of the Master's thesis module.

Completion time of the thesis

You have two consecutive semesters to complete your Master's thesis, starting with the semester in which you book your thesis. However, the Master's thesis must be submitted no later than 1 December for submission in the autumn semester or 1 June for submission in the spring semester. In the event of illness or other important, documented reasons, the processing time can be extended by a maximum of one month. Please contact the examination coordination office of the IPZ (studium@ipz.uzh.ch), who will coordinate the further procedure with you. If the thesis is submitted late without prior contact with the examination coordinator, the Master's thesis is deemed to have been failed.

Supervision during the Master's thesis

The Master's thesis is a first big, independent research paper. It is essential that you make concrete plans for self-management and time management in advance.

You are entitled to three meetings with your chosen supervisor during the writing of your Master's thesis. Usually to discuss the initial concept, the elaborated research design and the first drafts of the thesis. Further meetings are possible after written agreement with the supervisor. A central milestone for the preparation of your Master's thesis is the presentation in the Master's colloquium and the feedback that follows.

Formalities

A Master's thesis usually comprises at least 70 pages. In addition, the thesis should be written in 12-point font with 1.5 line spacing. Deviating or specific regulations must be agreed in writing with the supervisor.

Repeatability

If the Master's thesis is assessed as insufficient (grade below 4), the module is deemed not to have been passed. You can then write a maximum of one more Master's thesis on a new topic. This must be agreed with the supervisor. If you fail this too, you will be suspended from the programme. If you have any questions, please contact the teaching team (studium@ipz.uzh.ch).

Submission of the Master's thesis

Provide your supervisor with at least one copy of the thesis in electronic form. Any additional submission copies or other documents to be handed in (e.g. code, data, interview transcripts) are regulated in writing in the supervision agreement.

Process of a master's thesis- Overview

Procedure to be followed (with deadlines) to complete the Master's degree at the end of the fall or spring semester:

What?	When?	
	Fall semester	Spring semester
Scheduled completion	Fall semester	Spring semester
Request for supervision of MA work from the supervisor	November to January (1 year before fall graduation)	May to July (1 year before spring graduation)
Submission of concept and supervision agreement for the MA thesis at the IPZ with the supervisor	As soon as confirmation of supervision is available	As soon as confirmation of supervision is available
Start of writing process	As soon as the concept has been accepted and the supervision agreement has been completed in full	As soon as the concept has been accepted and the supervision agreement has been completed in full
Booking of MA thesis	During the spring semester booking period	During the fall semester booking period
Submission of working title	According to requirements by the Dean's office (by e-mail)	According to requirements by the Dean's office (by e-mail)
Attendance of the MA colloquium	In the 1st or 2nd semester of work	In the 1st or 2nd semester of work
Submission of MA thesis	December 1 at the latest (max. 4 weeks extension in case of illness or similar)	July 1 at the latest (max. 4 weeks extension in case of illness or similar)
Submission of final title of MA thesis	According to requirements by the Dean's office (by e-mail)	According to requirements by the Dean's office (by e-mail)
Applying for the Master's degree at the PhF	by March 15 at the latest for completion by fall semester	by October 15 at the latest for completion by spring semester
Graduation of MA	End of fall semester	End of spring semester