



Summer Schools at the University of Zurich

Global Student Experience oversees the different kinds of short-term mobility programs (e.g. summer & winter schools) at the University of Zurich. Since 2023, the department has also taken over the management of the UZH International Summer Schools. On a very general level, the department offers two kinds of support models for faculties and institutes organizing short-term mobility programs:

1. **Decentralized summer & winter schools:** The main management of these programs is spearheaded by the individual institutes and faculties at UZH. GSE offers support upon request in selective aspects such as connecting academic staff with central units (e.g. event management, student services, communication department etc). GSE may also help with budget drafts, communication management, the promotion of programs, and best practices for summer/winter schools. These processes can include the following:
 - UZH meal cards: GSE has an agreement with the ZFV (UZH cafeterias) that guarantees summer school participants access to student meal rates. If needed, the team also produces the meal cards, informs the cafeteria locations, and sends the cards to the program organizers.
 - Promotion of summer schools: GSE promotes decentralized summer & winter schools at UZH on their website and circulates information with partners upon request.
 - Consulting for programs hosted at UZH: GSE offers initial consultations to academic staff regarding setting up a new summer/winter school program. The team shares best practices and outlines the necessary processes for developing and managing a short-term mobility program at the University of Zurich.

Useful resources at UZH:

- [UZH Event Management](#)
- [UZH Communications](#)
- [UZH Educational Development](#)
- [UZH Finances \(log-in required, in German\)](#)
- [ZFV Catering](#)

Useful resources outside UZH:

- [Zürcher Verkehrsverbund \(in German\)](#)
- [Zurich Tourism](#)

2. **Centralized summer schools:** GSE and the specific faculty or institute offer these programs in collaboration. GSE is therefore much more involved in strategic decisions and oversees a comprehensive set of processes that are part of the summer schools. These programs are all collected under the umbrella of “UZH International Summer Schools”. A list of the most important processes managed by the UZHISS-Team at GSE follows:



- Promotion: GSE has set up several communication channels to specifically promote the UZHISS to partners and affiliated universities. Strategic partner discounts are used to provide incentive for students of specific partners to apply for the UZHISS.
- Recruitment: Interested students apply via a platform managed by GSE and the UZHISS-Team reviews dossiers based on requirements set by the Course Directors (i.e. faculty/institute).
- Social Program: GSE manages the social program that is integral to the UZHISS. Social Program Events include a welcome event & dinner, day trips, city tours, cultural events, etc.
- Housing: GSE has an agreement with WOKO (non-profit housing association) that secures housing for all UZHISS participants. The team coordinates all processes with WOKO regarding the UZHISS including the rental payments.
- Module registration: GSE has set up a triangle process which guarantees that international as well as UZH students receive ECTS for their participation in the UZHISS. This process involves the Student Administration Offices, GSE as well as the faculty's/institute's team responsible for module booking.
- Room booking: GSE secures room reservations for suitable lecture halls and study rooms on the central UZH campus several years in advance. The team also oversees the room booking for all events that are part of the UZHISS.
- Catering & meal cards: As part of the social program, GSE also provides catering to students and staff at several of the offered events. Additionally, the team has an agreement with the ZFV (UZH cafeterias) that guarantees participants access to student meal rates.
- Overall finances: While Course Directors manage the academic budget, GSE oversees the overall budget of each UZHISS program (including the final account at the end of each cycle).
- Certificates & Transcripts: While the Course Directors grade/assess the participants of the programs, GSE provides the certificates of attendance (both physical and digital) and the official UZH Transcripts of Record.

More resources:

Contact Information:

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Website of centralized summer schools at UZH:

www.summerschools.uzh.ch

Resource website (Dep. Educational Development) for developing summer/winter schools:

<https://teachingtools.uzh.ch/en/tools/internationalisierung-in-der-lehre>