

**General terms of admission and participation for courses of continuing education at the Zurich University of Applied Sciences (ZHAW) School of Applied Linguistics valid from 1 June 2018**

## **1 General**

The following admission and course participation regulations apply to all continuing education courses at the ZHAW School of Applied Linguistics. The School's units offering continuing education courses reserve the right to amend these regulations where required.

## **2 ECTS**

Continuing education courses at the ZHAW are generally modular and are based on the European Credit Transfer System (ECTS). The ZHAW awards the appropriate number of ECTS credits to students who have successfully completed course modules.

An ECTS credit is equivalent to about 25-30 hours of study.

## **3 Types of continuing education courses**

The following continuing education courses are offered by the ZHAW:

- Continuing education courses  
These are offered as weekly lessons over an entire semester or a shorter period of time. They can also be more intensive, lasting one or several days. Participants receive a certificate of attendance. ECTS credits will be awarded where appropriate.
- Certificates of Advanced Studies (CAS)  
These are equivalent to a course of study representing 10-15 ECTS credits. The ZHAW issues certificates to those who successfully complete these courses.
- Diplomas of Advanced Studies (DAS)  
Diploma of Advanced Studies courses represent 30-40 ECTS credits. Successful candidates are awarded a diploma by the ZHAW.
- Continuing education Master's programs (Master of Advanced Studies, MAS and Executive Master of Business Administration, EMBA)  
MAS and EMBA courses require a minimum of 60 ECTS credits, which includes the submission of a piece of written work and may include practical work experience. Those successfully completing an MAS or EMBA course are entitled to use the designation "ZFH Master of Advanced Studies in (subject area)" or, where applicable, "ZFH Executive Master of Business Administration (EMBA)".

#### **4 Admission**

The continuing education courses CAS, DAS, MAS and EMBA are primarily intended for students holding a university degree (from either a traditional university or a university of applied sciences) recognized by the government. Candidates with comparable professional skills may also be eligible. Continuing education courses are open to all candidates interested in the particular subject matter. For a student to be admitted, the course fees, or rather the invoice for the first part of the course fees, must first be paid in full. This requirement applies to all continuing education courses.

Some courses may set other admission requirements, details of which can be found in the course descriptions concerned. Admission to general continuing education courses is at the discretion of the course director.

#### **5 Enrolment**

Enrolment procedures are determined by the organizational unit offering the course concerned. Both written and online enrolments are legally binding. By enrolling for a course, the course participant acknowledges and accepts the admission and course participation regulations and the course requirements as set out in the course description.

The number of participants admitted to continuing education courses is limited. Applications are treated on a first-come, first-served basis unless stated otherwise in the course documentation.

Approval of late applications is at the discretion of the course director.

#### **6 Fees**

The course fees and conditions are set out in the course description.

#### **7 Course cancellation**

If the course fails to attract a minimum number of applications, the ZHAW reserves the right to cancel it. In this case those who have already enrolled will be notified as quickly as possible.

#### **8 Changes and modifications**

The ZHAW reserves the right to modify course programs and to replace lecturers or course directors.

#### **9 Payment terms**

Course fees are usually payable after enrolment has been confirmed and prior to the commencement of the course. Special payment terms for courses consisting of several modules may apply. If course fees are not paid on time, a student may be excluded from attending classes, notwithstanding his or her obligation to pay the course fees.

#### **10 Online information**

While every effort is made to keep online information on ZHAW continuing education courses up to date, no guarantees can be given that such information is correct, complete or up to date. In case of doubt or divergence, the information contained in the current versions of the printed course documentation shall be applicable.

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### 11 Cancellation, Non-Attendance, Withdrawal or Exclusion due to Non-Payment of Course Fees

All cancellations must be communicated in writing.

- Cancellations received prior to the closing date for enrolment will incur no additional fee.
- Cancellations received after the closing date for enrolment but before the course starts will result in a cancellation fee amounting to 75% of the course fees, unless the applicant can secure a replacement participant for the course. In all cases, an administration fee amounting to 5% of the course fees or CHF 100, whichever is higher, will be charged.
- In the case of cancellation after the course has started, non-attendance, withdrawal from the course or exclusion due to non-payment of course fees, the full fees (100%) for the course must be paid.

### 12 Insurance

Insurance matters are the responsibility of the course participants. It is recommended that those enrolling in more extensive courses secure course cancellation cover.

### 13 Transfer of rights

Course participants automatically cede all working results they produce during their education at the ZHAW and all rights pertaining thereto fully and without emolument to the ZHAW. The rights so transferred include, in particular, solutions to exercises or tasks, final papers or theses, and any software developed by course participants, irrespective of any protection such intellectual property may enjoy. The rights ceded comprise, in particular, the exclusive right to file for patents, trade or service marks and all copyright, performance, patent, design and model rights etc. Should the ZHAW receive any payment in respect of such rights, it will use the proceeds solely for educational purposes. Any rights course participants may have to be recognized as the author, inventor or creator of a design, model or suchlike are not in any way affected by this transfer. In addition, any confidentiality requirements on the part of the ZHAW will be adhered to.

In special cases the afore-mentioned rights may be transferred in part or in their entirety to the course participant in question. This person may submit such a request to the head of the program and the re-transfer of these rights will subsequently be documented in a written agreement.

### 14 Applicable law and jurisdiction

Any legal dispute relating to continuing education at the ZHAW is subject to Swiss law. The place of jurisdiction is Winterthur.

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