Application for recognition of credits (ECTS)

**Submission deadline:** - for spring semester end of CW03 / for autumn semester end of CW33

* for new MSc LS students, before the start of studies (end of CW37 or CW7)

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| Last name, first name of student: | Texteingabe. | Academic year (ZHAW) and specialisation (if known): | Texteingabe. |

To be completed by the student To be completed by the ZHAW (internal)

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| Module / course name(as listed on transcript) | University /Professional experience | Grade / Pass/Fail\* | Module / course name at the **ZHAW** (to be considered for dispensation) |  | Dispensation semester (e.g., SS20) | Grade / Pass/Fail\* | Time of Dispensation(e.g. FS20) | Comments | Exempt from Module | Exempt from Course | Transfer grade/premium in thecertificate (ZHAW module) | Approved | Rejected | Completed |
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\* Transfer grade/premium in the certificate (ZHAW module) // List continues on page 2

Please enclose the **relevant documents** (certificates with ECTS transcript, module descriptions for the completed modules):
Texteingabe.

**Please print and sign this form, and then submit it to the ZHAW as an electronic scan or by mail. The signatures must be obtained in the correct order.**

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| 1. Student, date, signature:
 | Texteingabe. |
| 1. Academic advisor/Head of Specialisation, date, signature:
 | Texteingabe. |
| 1. Decision Programme Director:
 | [ ]  approved | [ ]  partially | [ ]  rejected\*\* |
| Date, signature: | Texteingabe. |
| Comments: | Texteingabe. |

**Distribution list after final decision:** student (will be notified by e-mail), academic advisor, academic office (original)
**\*\*Appeal process**

An appeal of this decision may be submitted in writing to the Appeals Commission of the Zurich Universities (Rekurskommission der Zürcher Hochschulen), Walcheplatz 2, 8090 Zurich, within 30 days of notification. The appeal must be submitted in duplicate form. The appeal must contain a request and the justification for the appeal, as well as the signature of the appellant(s) or his/her representative. The contested decision must be enclosed. The evidence referred to in the appeal must be precisely described and also enclosed where possible. All procedural issues and contested decisions may be challenged by means of an appeal.

Continued from page 1

To be completed by the student To be completed by the ZHAW (internal)

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| Module / course name(as listed on transcript) | University /Professional experience | Grade / Pass/Fail\* | Module / course name at the **ZHAW** (to be considered for dispensation) |  | Dispensation semester (e.g., SS20) | Grade / Pass/Fail\* | Time of Dispensation(e.g. FS20) | Comments | Exempt from Module | Exempt from Course | Transfer grade/premium in thecertificate (ZHAW module) | Approved | Rejected | Completed |
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Please enclose the **relevant documents** (certificates with ECTS transcript, module descriptions for the completed modules):

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Application form explanatory notes

When can I submit an application?

An application for a credit transfer may only be submitted if

* the admission requirements are met; and
* all academic achievements that are required for credit have been completed at the original university or the original university of applied sciences, or
* proof of professional experience is provided.

Submission deadline:

* for spring semester end of CW03
* for autumn semester end of CW33
* for new MSc LS students, before the start of studies (end of CW37 or CW7)

No deferral of programme deadlines

Please note that submitting an application does not extend the submission deadlines for assessments or extend the maximum duration of study. Pending approval of your application, you must continue to enroll in courses/modules on schedule.

How do I complete the application for recognition of credits?

Module / University course name / Professional experience

Please provide a list of the work completed and include supporting documents.

Module/course name at the ZHAW (to be considered for dispensation)

Please indicate the name of the module or course you wish to receive dispensation from as described in the module and course descriptions on our [Module Descriptions BSc](https://www.zhaw.ch/en/lsfm/study/studiweb/) / [Module Descriptions MSc](https://www.zhaw.ch/en/lsfm/study/studiweb/) homepage (comparison of the work completed).

ECTS points or workload

If the **credits** refer to a **completed module**, please list the number of ECTS points as specified in the [BSc](https://www.zhaw.ch/en/lsfm/study/studiweb/) / [MSc](https://www.zhaw.ch/en/lsfm/study/studiweb/)

module descriptions.

For **individual course** **credit**, please list the **workload**.The workload can also be found in the module descriptions.

In the event of a **change of degree program within the ZHAW**, credits already earned will be credited according to the regulations of the degree program to which the change is made. The grades or pass/fail of credited coursework will be transferred.

Dispensation Semester

Please list the semester and year for which dispensation is requested. The applicable semester is the semester when the course/module to be dispensed takes place according to the module description.

Supporting documents (without supporting documents your application cannot be reviewed):

Certificates and a detailed description of the subject matter, i.e. description issued by the issuing university must be provided. All completed assessments/assignments must also be made available.

Employment references/confirmations are required for proof of acquired work experience.

What are the next steps?

The academic advisor will check whether the documents you have submitted are complete and will assess which study achievements can be recognised in the form of ECTS pointsand, if applicable, grades or pass/fail. The academic advisor will then forward the application to the programme director for a final decision. Since the procedure involves a thorough evaluation of your documents, it will take several days before a decision can be made. The decision will be communicated to you electronically by the Academic Office.

[You can find the names of the academic advisors in the Bachelor's degree programmes here](https://www.zhaw.ch/de/lsfm/studium/studiweb/studiensekretariat/#c2772)

Dispensation from the English programme (only applies to Bachelor's degree programmes at the LSFM)

Students who hold the Cambridge C2 Proficiency Certificate, the Cambridge C1 Advanced Certficate, or who have a C1 level of English according to the Common European Framework of Reference for Languages, are entitled to full dispensation from the English programme. The C1 level is equivalent to either the Cambridge C1 Advanced Certificate, or the results obtained in the following examinations:

IELTS 7.0

TOEIC (Listening and Reading) 945

TOEFL ITP 627

Please submit a copy of your English certificate to the Academic Office by the end of calendar week 33 at the latest. Submitting a certificate will **automatically result in dispensation** from English 1 through 4 (Biotechnology, Food Technology, Facility Management, Chemistry), i.e. the application form does not have to be filled out and submitted.

This dispensation can be cancelled on a one-time basis at the request of the student.

(replaces previous document F263-02)

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| Erlassverantwortliche/-r | LeiterIn Stabsbereich Bildung | Ablageort | 2.04.04 Studienverlauf |
| Beschlussinstanz | LeiterIn Stab Bildung | Publikationsort | Public |

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| Version | Beschluss | Beschlussinstanz | Inkrafttreten | Beschreibung Änderung |
| 1.0.0 | 17.11.2016 | LeiterIn Stab Bildung | 17.11.2016 | Originalversion, Überführung ins GPM |
| 1.1.0 | 22.12.2016 | LeiterIn Stab Bildung | 22.12.2016 | Ergänzung Dispensation Kurs Englisch: «intern. anerk. Zeugnis» |
| 2.0.0 | 22.08.2019 | LeiterIn Stab Bildung | 01.10.2019 | Generelle Überarbeitung und Anpassung des Formulares |
| 2.0.1 | 25.05.2021 | LeiterIn Stab Bildung | 25.05.2021 | Verlinkungen angepasst |
| 3.0.0 | 10.03.2022 | LeiterIn Stab Bildung | 10.03.2022 | Anpassung Anrechnung Englisch in der Lebensmitteltechnologie. |
| 3.0.1 | - | - | - | Redaktionelle und formelle Anpassungen. |
| 4.0.0 | 26.09.2023 | LeiterIn Stab Bildung | 26.09.2023 | Löschung der Dispensation im BSc UI. |
| 5.0.0 | 02.11.2023 | LeiterIn Stab Bildung | 20.10.2023 | Wechsel des Studiengangs innerhalb der ZHAW: Übernahme der Noten. |