

## **Regulations on Admission, Matriculation and Ex-matriculation at the ZHAW**

The Executive Board of the ZHAW determines, based on:

- the Canton of Zurich Fachhochschulgesetz (law governing the universities of applied sciences, FaHG, LS 414.10)
- the Ordinance to the Fachhochschulgesetz (LS 414.101)
- the General Academic Regulations for Bachelor's and Master's degree programmes at the ZHAW (RPO, LS 414.252.3)
- ZHAW academic regulations and annex

### **1 General information**

#### **1.1 Subject matter**

These regulations govern the procedure and consequences of matriculation and ex-matriculation of students as well as admission for auditing modules.

#### **1.2 Applicability**

These regulations apply to students and auditors in bachelor's and consecutive master's degree programmes at the ZHAW.

#### **1.3 Definitions**

##### **Art. 1 Regular students**

Regular students are matriculated at the ZHAW in a bachelor's or consecutive master's degree programme. They complete their studies on a full-time or part-time basis.

Regular students may also be:

- a) students on leave
- b) students completing an exchange semester at another university and who remain matriculated at the ZHAW (outgoing students).

##### **Art. 2 Students in cooperative study programmes**

Students in cooperative study programmes or joint degree programmes with other universities who are matriculated at the ZHAW and attend modules at the partner university as part of the cooperative study programme are considered regular students.

Students in cooperative study programmes with other Swiss universities who are matriculated at the partner university are not matriculated at the ZHAW.

##### **Art. 3 Exchange students**

Exchange students are matriculated at another university and complete a minimum of one exchange semester at the ZHAW (incoming students).



## 1.4 Information and data processing

### Art. 4 Information

Regular students and exchange students have an email account at the ZHAW. The students are obliged to check their ZHAW email account at least once per week.

Information concerning study programmes is deemed to have been delivered if it was sent to the ZHAW email address or to the email or mailing address provided when the student enrolled in their programmes.

Notices delivered electronically (e.g. transcript of records) are deemed to have been duly delivered on the seventh day at the latest after they can be retrieved from the digital infrastructure, not counting the date of release. Students are informed by email to their ZHAW address that the notices can be retrieved.

Students must report any changes to their personal data to the academic office of the BA or MA programme without delay.

### Art. 5 Data processing

The ZHAW processes the personal data of students to the extent necessary for the administration of their studies. The data is forwarded to the ASVZ (Academic Sports Association Zurich).

The ZHAW transmits the personal data of students to university-related third parties provided that the students have given their consent.

### Art. 6 Notification of marks

Students can inspect the grades they received in modules completed in the previous semester at the end of calendar week 10 or calendar week 32 at the latest.

## 2 Matriculation procedure

### Art. 7 Enrolment

The matriculation procedure begins with enrolment.

### Art. 8 Enrolment deadlines

The enrolment deadline is 30 April for a bachelor's degree programme commencing in the autumn semester and 30 September for one commencing in the spring semester. The Schools may set later deadlines for master's degree programmes.

Schools may set earlier enrolment deadlines for their degree programmes. Earlier enrolment deadlines will be announced in suitable locations and platforms, such as the ZHAW website.

A well-founded application for subsequent registration may be submitted to the Director of Studies after the registration deadlines have expired.

### **Art. 9 Enrolment steps**

Applicants to the ZHAW must complete the following steps to enrol:

- a) submit an enrolment form,
- b) submit all documents pursuant to the enrolment procedure for the degree programme,  
and
- c) pay the enrolment fee for the admissions procedure.

### **Art. 10 Admissions procedure**

After enrolment, the ZHAW checks the admission requirements. Appropriate procedures are followed for degree programmes that have special admission requirements, such as passing an aptitude assessment. The Schools may request that the fee for the aptitude assessment be paid prior to sending out the invitation to write the aptitude assessment.

The Director of Studies informs the students in writing of the decision concerning admission to the programme. Admission requirements for subsequent Master's programmes must be met by the end of the second standard teaching semester. The Director of Studies may grant an exception in justified cases. He or she administers the procedure.

### **Art. 11 Language requirements**

Students with a foreign university entrance qualification who are not native German speakers must provide proof of their German language skills at a C1 level (minimum).

The Schools may grant an exception if the applicant's competency profile indicates that he or she will quickly acquire the necessary language skills.

For degree programmes that are not conducted in German or only to a small extent, all students are required to have sufficient knowledge of the language of instruction.

### **Art. 12 Matriculation requirements**

Matriculation requires:

- a) the admissions procedure is completed,
- b) the fees for the enrolment and admissions procedure are paid,
- c) the Student Personal Data Form is fully completed, and
- d) tuition fees and other obligatory semester fees are paid for the first standard teaching semester.

### **Art. 12a Withdrawal before studies commence**

Students may withdraw prior to the commencement of the first standard teaching semester by submitting a written declaration. This must be submitted to the responsible office of the degree programme by the end of calendar week 33 for the autumn semester and by the end of calendar week 3 for the spring semester.

### **Art. 13 Additional documents**

Applicants who were previously matriculated at another university must submit confirmation of ex-matriculation. Upon request, they must provide confirmation that they were not disqualified from another university in the chosen degree programme or in a related specialisation.

### **Art. 14 Matriculation deadlines**

Matriculation for a specific degree programme at the ZHAW takes place on 1 August and 1 February.

Students will be notified in writing.

## **3 Consequences of matriculation and deadlines**

### **Art. 15 Consequences of matriculation**

Matriculation as a regular student at the ZHAW gives rise to the following rights in particular:

- a) attend courses in accordance with ZHAW guidelines, complete assessment tasks and acquire ECTS credits
- b) use ZHAW facilities such as libraries and canteens
- c) make use of ZHAW sports facilities and participate in ASVZ sports activities
- d) obtain IT services
- e) avail oneself of counselling and support services for ZHAW students
- f) obtain a bachelor's or master's degree.

Students on leave are excluded from the services set forth in points (a) and (f). Outgoing students are excluded from the services set forth in point (f); services pursuant to point (a) may be obtained at the request of the student. The School decides which modules cannot be attended by outgoing students.

Exchange students as defined in Art. 3 may avail themselves of the services set forth in points (a) to (e). Students in cooperative study programmes as defined in Art. 2 obtain services pursuant to the guidelines of the Executive Board.

The services can be claimed as soon as the necessary administrative work has been completed. Digital educational offers can already be made available upon completion of the admissions procedure.

### **Art. 16 Revocation of matriculation**

The ZHAW may revoke matriculation if the admissions and matriculation procedures have not been complied with or if the subsequent admission requirements are not met.

### **Art. 17 Standard teaching semester**

The standard teaching semester including examinations is from calendar week 38 to calendar week 4 in the autumn semester, and from calendar week 8 to calendar week 26 in the spring semester. Courses and assessment tasks take place during this period. In exceptional cases, these may also take place in calendar week 5 for the autumn semester.

The dates for courses and assessment tasks outside the standard teaching semester are set forth in the annex to the academic regulations. Students can pursue self-study during the standard teaching semester, before and after the standard teaching semester as preparation or follow up, and outside of the standard teaching semester for independent work or internships.

### **Art. 18 Module registration and withdrawal for modules with options**

Module registration and withdrawal must take place by the following deadlines:

- a) For first-semester students and students newly enrolling in a ZHAW degree programme in higher semesters: by the end of calendar week 38 for the autumn semester, and by the end of calendar week 8 for the spring semester.
- b) For students in higher semesters: By the end of calendar week 22 for the autumn semester, and by the end of calendar week 44 for the spring semester.

The School management may set earlier deadlines. These will be announced in suitable locations and platforms, such as the ZHAW website. In the event of a well-founded application, the Director of Studies may enrol or withdraw a student for another module by the end of calendar week 39 (in the autumn semester) and/or by the end of calendar week 9 (in the spring semester).

For modules open to first-semester students and students in higher semesters, the Director of Studies sets the dates according to points (a) or (b) above. For exchange students and students in cooperative study programmes with partner universities as defined in Art. 2, the same deadlines apply as to regular students at the ZHAW. The Schools may set their own deadlines for cooperative MA degree programmes.

### **Art. 19 Application for dispensation**

An application for dispensation from and corresponding credit for a module or course must be submitted in advance in accordance with the requirements of the Director of Studies and no later than the end of calendar week 33 in the autumn semester and by the end of calendar week 3 in the spring semester.

#### **Art. 20 Application for leave of absence, change from full-time to part-time studies and vice versa, or semester abroad**

An application for a leave of absence, a change from full-time to part-time studies and vice versa, or a semester abroad must be submitted in accordance with the formal requirements of the Director of Studies by the end of calendar week 33 for the autumn semester and by the end of calendar week 3 for the spring semester.

### **4 Ex-matriculation procedure**

#### **Art. 21 Ex-matriculation by the ZHAW**

Ex-matriculation by the ZHAW occurs as follows:

- a) upon completion of a bachelor or master's degree programme
- b) upon failing the respective programme
- c) as a disciplinary measure pursuant to § 9, para. (d) of the Ordinance on the Fachhochschulgesetz (law governing the universities of applied sciences)
- d) due to non-payment of the tuition fees or other obligatory semester fees

#### **Art. 22 Ex-matriculation upon application of the student**

Ex-matriculation upon application of the student must be submitted in writing to the Director of Studies by 31 July for the autumn semester and by 31 January for the spring semester.

In justified cases, the application may be submitted after these deadlines: by the end of calendar week 11 for the transition to the spring semester, and until the beginning of the standard teaching semester for the transition to the autumn semester. Ex-matriculation takes effect retroactively to the official ex-matriculation date.

#### **Art. 23 Date of ex-matriculation**

Ex-matriculation takes place on 31 July and 31 January.

#### **Art. 24 Consequences of ex-matriculation**

All rights acquired with matriculation expire upon ex-matriculation. Ownership is returned to the ZHAW.

### **5 Auditing modules**

#### **Art. 25 Enrolment**

Auditors must enrol each semester with the academic office of the BA or MA programme up to four weeks prior to the start of the standard teaching semester.

#### **Art. 26 Admission**

The Director of Studies is responsible for deciding whether to admit auditors to courses. He or she may refuse admission if capacity is exceeded or if the module is unsuitable for auditing. Other than attending courses, auditors are not entitled to any other rights set forth in Art. 15.

## 6 Disciplinary action

### Art. 27 Disciplinary code

All persons defined in Section 1.3 are subject to the ZHAW disciplinary code.

## 7 Validity and entry into force

These regulations shall enter into force on 1 March 2012 for the autumn semester and shall remain in force until revoked by the issuing authority or its superior.

Articles 18, 19 and 20 shall enter into force for the spring semester 2013. Until then, the rules for the General Academic Regulations (RPO) for Bachelor's and Master's degree programmes at the Zurich University of Applied Sciences as approved by the Council of the Zurich Universities of Applied Sciences and Arts on 29 January 2008 as well as the directives clarifying the RPO on 20 August 2010 shall apply correspondingly to dispensation, enrolment and withdrawing from modules, applications for a leave of absence as well as applications for a change from full-time to part-time studies and vice versa for autumn semester 2012.

## 8 Annexes to the regulations

Annex 1: Special regulations covering the pilot project on the re-registration procedure for Master's degree programme in Engineering and Life Sciences for the autumn semester 2018/2019

Annex 2: Special regulations for the spring semester 2019 concerning the second pilot project on the re-registration procedure for degree programmes in which students have enrolled online.

## 9 Metainformationen

### 9.1 Metadaten Erlass

Issued by	Decided by	Archived in	Place of publication
LeiterIn Ressort Lehre	HSL	1.04.01 Führungsgrundlagen	Public

### 9.2 Erlassverlauf

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1.0.0	02.02.2012	HSL	01.03.2012	Originalversion
1.0.1				formale, redaktionelle Korrekturen, Umstellung auf GPM Ablage 31.08.2013
1.1.1	04.09.2013	Rektor	06.09.2013	Ergänzung Art. 12a Abmeldung vor Studienbeginn
1.2.0	22.10.2015	HSL	09.11.2015	Anpassung Leistungen für Outgoings in Art. 15
2.0.0	25.01.2018	HSL	01.04.2018	Diverse Anpassungen
2.1.0	20.04.2018	Rektor	01.05.2018	Anhang 1
2.2.0	11.09.2018	Rektor	01.10.2018	Neu Anhang 2
3.0.0	28.11.2018	Rektor	04.12.2018	Ergänzung Abs.1.4 Art. 4 Informationen 1. Version Englische Übersetzung, 29.01.2019



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