



**Z-SO-N 414.253.325 english translation**

Prozess: 1.04.01 Führungsgrundlagen

Version: 1.0.0 Zielgruppe: Public Dok.-Verantw.: LeiterIn Studium Dept. N

## **Translation of Academic Regulations for the Master's programme in Facility Management at the Zurich University of Applied Sciences**

### Disclaimer

This is a non-binding, unofficial translation of the original German version, "Studienordnung für den Masterstudiengang Facility Management an der Zürcher Hochschule für Angewandte Wissenschaften". It was prepared with all due care but the ZHAW School of Life Sciences and Facility Management takes no responsibility for any remaining omissions and/or mistakes. The legally binding document is the original German version, which shall prevail in any case of doubt or differences of interpretation.

Please note that English is not an official language of the Swiss Confederation or the Canton of Zurich. This document is provided for information purposes only and has no legal force.

Original German version dated 24 March 2011; LS 414.253.325

# Academic Regulations for the Master's programme in Facility Management at the Zurich University of Applied Sciences

(24<sup>th</sup> March 2011)

*The Executive Board,*

based on § 2 of the General Academic Regulations for Bachelor's and Master's degree programmes at the Zurich University of Applied Sciences (ZHAW) dated 29<sup>th</sup> January 2008<sup>1</sup>,

*determines:*

## A. General provisions

§ 1. These Academic Regulations for the Master's programme in Facility Management and their appendices supplement the General Academic Regulations for Bachelor's and Master's degree programmes at the ZHAW dated 29<sup>th</sup> January 2008 (RPO)<sup>1</sup>.

Subject

§ 2. Details of the degree programme, in particular information concerning the modules, are defined in an appendix.

Appendix

§ 3. <sup>1</sup> The Master's programme provides full-time and part-time study options.

Study modes

<sup>2</sup> The standardised sequence in which the modules are completed is based on full-time attendance.

<sup>3</sup> Part-time students determine the sequence of the modules they study based on the availability of the modules in each semester.

<sup>4</sup> Applications to transfer from full-time to part-time studies and vice versa are to be made in writing to the Programme Director.

Study duration

§ 4. The full-time programme runs for three semesters and comprises 90 credits. The duration of studies is extended accordingly for part-time students.

§ 5. <sup>1</sup> Credits from the ZHAW or other institutions are recognised for ten years after the end of the semester in which they were awarded.

Recognition of credits

<sup>2</sup> The Director of Studies decides on exceptions.

§ 6. Surplus credits are not taken into account.

Surplus credits

Language  
of  
instruction

§ 7. In general, the language of instruction is English. Master's theses and other assessment tasks may, in consultation with the lecturers and the Programme Director, be completed in German as well as English.

## **B. Programme admission requirements**

Prerequisites

§ 8. <sup>1</sup> Applicants are admitted to the programme if they meet the following requirements:

- a. they hold a Bachelor's degree in Facility Management with an overall grade of at least 'good' (grade 5.00 or equivalent),
- b. they hold a Bachelor's degree in Hospitality Management, Business Administration, Civil Engineering, Building Services or Architecture with an overall grade of at least 'good' (grade 5.00 or equivalent).

<sup>2</sup> Applicants must also successfully complete an aptitude test in accordance with paragraph 1.

<sup>3</sup> Applicants with other university (of applied sciences) degrees with a minimum grade of 'good' (grade 5.00 or equivalent) may apply to take an aptitude test. The Programme Director decides on admissions to the aptitude test.

Aptitude test  
a. General

§ 9. <sup>1</sup> The ZHAW administers an aptitude test for applicants who meet the admission requirements in § 8.

<sup>2</sup> The following abilities are checked in the aptitude test:

- a. general subject expertise,
- b. management expertise,
- c. social skills,
- d. English language skills.

<sup>3</sup> Based on the results of the aptitude test, supplementary tasks or further evidence of certain competences may be requested, which must be provided at the latest during the first semester of the Master's programme.

<sup>4</sup> Applicants are deemed to have passed the aptitude test when the criteria from paragraph 2, points a-d, have been fulfilled and any further evidence of competence has been supplied or supplementary tasks have been completed in accordance with paragraph 3.

§ 10. <sup>1</sup> Applicants with a university degree who do not fully meet the admission requirements defined in § 8 paragraphs 1 or 3 may demonstrate their suitability in an extended aptitude test. b. Extended aptitude test

<sup>2</sup> The extended aptitude test includes all aspects of the aptitude test defined in § 9 paragraph 2.

<sup>3</sup> The number and the type of additional evidence of competences required is dependent on the educational background of the applicant. Details are defined in the appendix.

§ 11. <sup>1</sup> The standard or supplementary aptitude tests are both valid to begin studies in either the year of the test or the following year. c. Validity repetitions

<sup>2</sup> The standard and supplementary aptitude tests may be repeated once.

### **C. Examinations and other means of assessment**

§ 12. <sup>1</sup> Oral assessment is performed with the support of experts. Experts

<sup>2</sup> Experts act as assessors and take notes during the assessment. They verify that the examination is administered correctly.

<sup>3</sup> Grading is decided on in agreement with the lecturer examining.

<sup>4</sup> If no agreement can be reached, the lecturer examining makes the final decision.

§ 13. Any student that fails a module must repeat all the assessment tasks for that module.

§ 14. <sup>1</sup> The Master's thesis is completed individually. It consists of both a written and an oral part. Repetition

<sup>2</sup> The Master's thesis may be started when the student has accumulated 30 credits. The Programme Director decides on any exceptions. Master's thesis  
a. General

<sup>3</sup> The Master's thesis may extend over two semesters.

## 414.253.325 Master's Programme in Facility Management at the ZHAW

b. Resubmission

§ 15. <sup>1</sup> An unsatisfactory Master's thesis may be resubmitted if the overall grade is between 3.50 and 3.99. Successful resubmissions receive a grade of 4.00.

<sup>2</sup> If the resubmission is still deemed to be unsatisfactory, the thesis may be repeated once.

### D. Graduation and Master's diploma

Title

§ 16. Students who successfully complete the Master's programme are awarded the title of 'Master of Science in Facility Management (ZFH)'.

Graduation

§ 17. The Master's degree is awarded when:

- a. 90 credits have been earned in the modules stipulated,
- b. the Master's thesis has achieved a passing grade.

Final grade §

18. The final grade is made up of the average of all the module grades. The module grades are weighted according to the number of credits awarded for each module.

On behalf of the Executive Board  
of the Zurich University of  
Applied Sciences  
The President:  
Prof. Dr. Werner Inderbitzin

---

Approved by the Board of the Zurich Association of Universities of Applied Sciences on 24<sup>th</sup> May 2013.

Master's Programme in Facility Management at the ZHAW **414.253.325**

*Legal effect*

The Academic Regulations for the Master's programme at the Zurich University of Applied Sciences dated 24<sup>th</sup> March 2011 is final and effective from 1<sup>st</sup> September 2011 ([ABI 2011, 1700](#)).

---

<sup>1</sup> [LS 414.252.3](#).