



**General Academic Regulations
for Diploma of Advanced Studies and Certificate of Advanced Studies
programmes at ZHAW Zurich University of Applied Sciences**

dated 10 March 2022

In accordance with the Federal Act on Funding and Coordination of the Swiss Higher Education Sector (Higher Education Act, HedA) of 30 September 2011 and the Canton of Zurich Law on Universities of Applied Sciences of 2 April 2007, the executive board of the ZHAW Zurich University of Applied Sciences issues the following general academic regulations for Diploma of Advanced Studies and Certificate of Advanced Studies programmes at the ZHAW.



I. Validity

§ 1 Validity

These General Academic Regulations apply to participants enrolled at the ZHAW Zurich University of Applied Sciences in Diploma of Advanced Studies and Certificate of Advanced Studies programmes which lead to the award of a Diploma (Diploma of Advanced Studies, DAS) or a Certificate (Certificate of Advanced Studies, CAS). These regulations govern the admission, process, reviewing of academic achievement and the awarding of a diploma (DAS) or certificate (CAS).

For each DAS or CAS programme, the ZHAW Schools issue an appendix of programme-specific regulations. The appendix is to be regarded as an integral part of these General Academic Regulations.

We reserve the right to issue special regulations from agreements with other universities.

II. Admission

§ 2 Admission

The admission conditions for a Diploma or Certificate programme are defined in the respective appendixes.

III. Programmes

A General provisions

§ 3 Structure

Diploma and Certificate programmes are generally modular in structure.

§ 4 Module

A module is a self-contained teaching and learning unit which focuses on particular topics or content and lasts a set period of time.

Each module is evaluated. If a participant passes a module, he or she is awarded the number of credits allocated to that module.

§ 5 Module descriptions

The director of studies provides a description of each module.

Specifically, module descriptions contain information on:

- Learning objectives and competences acquired;
- Learning content;
- Number of credits awarded;
- Admission requirements;
- Type, form and scope of assessments;
- Composition of module grade;

- Language of instruction.

B Process and completion

§ 6 Recognition of previous knowledge

Participants who can provide evidence of sufficient knowledge of the content of a module may apply for dispensation or partial dispensation from that module and for recognition of their previous learning or achievement or part of this learning or achievement. The Schools determine the decision-making body. Further evidence may be required. Programme-specific provisions (validity of credits, maximum extent of recognition, etc.) are defined in the appendix.

With the exception of grades awarded by the ZHAW, no grades can be taken into account in the recognition process.

§ 7 Completion of programme

A diploma or certificate is awarded to participants on completion of a Diploma or Certificate of Advanced Studies programme in accordance with the provisions detailed in the appendix.

If several small-format continuing education courses correspond fully to a Diploma or Certificate programme, a Diploma or Certificate will only be rewarded if the admission requirements are met for the Diploma or Certificate programme concerned.

§ 8 Final transcript

A final transcript can be issued to participants at the end of their Diploma or Certificate of Advanced Studies programme.

§ 9 Transcript of Records in accordance with the European Credit Transfer and Accumulation System (ECTS)

The Transcript of Records issued in accordance with the ECTS lists all attended and fully completed modules, with details of module titles, module grades and credits.

§ 10 Diploma/Certificate

The ZHAW awards the title “Diploma of Advanced Studies ZHAW in [...]” or “Certificate of Advanced Studies ZHAW in [...]” to participants who successfully complete a Diploma or Certificate of Advanced Studies. The Academic Regulations for the respective programmes govern the exact details and titles.

Participants who successfully complete a programme receive a diploma (DAS) or certificate (CAS). These documents do not include details of module grades.

IV. Performance monitoring

A General requirements

§ 11 Assessments

A participant's performance in a module is evaluated by means of assessments, which may take the form of individual or group assignments. Types of assessment include:

- Written or oral examinations;
- Written papers, exercises, case studies and reports, study logs, reflection on own performance/learning experience;
- Projects, practical assignments;
- Talks, presentations;
- Certificate (CAS) or Diploma (DAS) thesis.

§ 12 Certificate or Diploma thesis

The Certificate or Diploma thesis is an independent piece of work which may include additional partial assignments. These are defined in the module description and/or in the thesis instructions.

The conditions under which a participant may begin to work on and subsequently submit a Certificate or Diploma thesis are stated in the appendix.

§ 13 Responsibility

The director of studies defines the requirements for assessments according to the specifications set by the Schools.

The assessments and conditions for parallel courses within the same module are identical.

§ 14 Credits

Academic performance is evaluated in accordance with the European Credit Transfer and Accumulation System, ECTS. The number of credits for each module is defined in the appendices. If a participant passes a module, he or she is awarded the number of credits allocated to that module.

One credit corresponds to a workload of 25-30 hours for a participant of average ability.

§ 15 Aids and resources

Only authorised aids and/or resources may be used to complete assessments.

The director of studies determines the aids and/or resources that are permitted.

§ 16 Dishonest conduct

If a participant has engaged in dishonest conduct in relation to an assessment, a fail grade is recorded.

Usually, the whole assessment must be repeated at the next scheduled opportunity.

In compliance with standard procedure, the director of studies may request that the Dean of the School initiate disciplinary proceedings.

If an instance of dishonest conduct is uncovered at a later date, the university may withdraw a title already conferred or retroactively decide to apply one of the measures defined in paragraphs 1 or 3.

§ 17 Missed assessments

If a participant misses an assessment without a valid reason, a fail grade is recorded for the module in question.

If a participant has a valid reason for missing an assessment, he or she must complete the assessment at a later date. Valid reasons include, in particular, force majeure (e.g. floods, earthquakes, etc.), illness, military service, accident, death of or emergency involving a family member. Reasons for missing an assessment must be disclosed as soon as they become known and corresponding evidence must be produced. In the event of doubt, the director of studies' decision is final.

§ 18 Timely withdrawal from a continuing education course

If the decision to withdraw from a continuing education course is communicated in writing to the office responsible for the continuing education course no later than 24 hours prior to the start of the final examination or the submission deadline for the final paper of a currently enrolled module, notification is deemed to have been provided in a timely manner.

Timely withdrawal leads to deregistration from the currently enrolled module as well as the modules yet to be completed. These are not listed on the Transcript of Records.

If the further education course is recommenced at a later time, assessments that had already been passed for the module that had not been fully completed must be repeated.

B Grading

§ 19 Grading system

A participant's performance is graded on a scale from 6 to 1 or recorded using the terms "pass" or "fail". Grade 6: very good; Grade 5: good; Grade 4: sufficient; Grade 3: insufficient; Grade 2: poor; Grade 1: very poor

§ 20 Evaluation of assessments

Assessments are evaluated by the examining instructors or by persons specifically assigned to the task.

§ 21 Final grade

After participants have successfully completed a Diploma or Certificate programme, a final grade can be determined as regulated in the appendix.

§ 22 Criteria for passing a module

Participants are considered to have passed a module if they have completed the required assessments and their performance in this module has been evaluated as sufficient.

§ 23 Criteria for obtaining a new module grade

A participant who does not pass a module must repeat all the assessments related to that module as stipulated in the appendix. Modules can be repeated only once. The foregoing is subject to Paragraph 4.



The new grade replaces the old one. Provisions may be made for programme-specific exceptions to this ruling. If a participant misses repeating an assessment without a valid reason or engages in dishonest conduct in relation to a repeated assessment, the new grade automatically replaces the old one.

If a participant fails a module, he or she is normally required to repeat the assessments related to this module at the next scheduled opportunity.

The director of studies may provide for resit examinations or the opportunity to improve work previously submitted for participants who fail an assessment. In such cases, the director of studies specifies the conditions unless these are already stipulated in the appendix. A resit examination or the resubmission of work does not constitute the repetition of an assessment. Otherwise, the same conditions apply to resit examinations or resubmitted work as to the regular assessments.

A fee is charged for repeating a module, resitting an examination and/or resubmitting work.

V. Legal protection

§ 24 Legal remedy

Any decision to contest or appeal ZHAW regulations is governed by the law applicable to universities of applied sciences and the legislation on administrative jurisdiction.

Assessments are reviewed for violations of the law and infringements of procedural rules. Complaints of inadequacy are excluded.

VI. Final provision

§ 25 Entry into effect

The General Academic Regulations for Diploma and Certificate of Advanced Studies programmes at the ZHAW enter into effect as of 1 April 2022. They replace the General Academic Regulations of 2 April 2020.

Disclaimer

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