

**General Academic Regulations
for Continuing Education Master’s Degree Programmes
at Zurich Universities of Applied Sciences and Arts**

(dated 19 April 2016)¹

Disclaimer

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Original German version dated 19 April 2016; LS 414.221

The Council of the Zurich Universities of Applied Sciences and Arts,

in accordance with the Canton of Zurich Law on Universities of Applied Sciences dated 2 April 2007³ and the Federal Act on Funding and Coordination of the Higher Education Sector dated 30 September 2011⁴,

decides the following:

<p>I. Validity</p> <p>§ 1. ¹ These General Academic Regulations apply to students enrolled in continuing education Master's degree programmes at universities belonging to the Zurich Universities of Applied Sciences and Arts (UAS Zurich). They regulate the admission, process, assessment of academic achievement and acquisition of a degree.</p> <p>² The universities issue programme-specific regulations.</p>	<p>Validity</p>
<p>II. Admission</p>	
<p>§ 2. The admission requirements for continuing education Master's degree programmes are defined in the programme-specific regulations issued by the universities.</p>	<p>Admission</p>
<p>III. Degree Programmes</p> <p>A. General requirements</p>	
<p>§ 3. Continuing education Master’s degree programmes have a modular structure.</p>	<p>Structure</p>
<p>§ 4. ¹ A module is a complete teaching and learning unit that has a particular focus regarding its topics or content.</p> <p>² Modules can be combined into module groups.</p>	<p>Module</p>
<p>§ 5. The Director of Studies creates a description of each module. Specifically, module descriptions contain information on the following aspects of a module:</p> <ul style="list-style-type: none"> – Learning objectives and competencies delivered; – Learning content; – Number of credits to be awarded; – Admission requirements; – Type, form and scope of assessments; – Assessment specifications; – Language of instruction. 	<p>Module descriptions</p>

<p>B. Process and completion</p>	
<p>§ 6. ¹Students who can provide evidence of sufficient knowledge of the contents of a module may request dispensation or partial dispensation from that module and recognition of their achievement or parts of their achievement. The universities decide on the decision-making body. They may require additional assessments. The universities can issue programme-specific provisions (validity of credits, maximum scope of recognition, etc.)</p> <p>²No grades are recognised except for the grades awarded by the university itself.</p>	<p>Recognition of previous knowledge</p>
<p>§ 7. The university issues provisions regarding academic progress (minimum number of credits required per academic year/maximum duration of study. Students who do not meet these requirements will be excluded from the continuing education Master's degree programme.</p>	<p>Academic progress</p>
<p>§ 8. ¹Students who complete a continuing education Master's programme will receive a degree.</p> <p>²The university regulates the requirements for the successful completion of a continuing education Master's programme.</p>	<p>Completion of a continuing education programme</p>
<p>§ 9. ¹ After a student has completed a continuing education Master's programme, the universities issue a degree certificate containing details of the title conferred, the modules relevant to graduation that he/she has completed with the credits awarded and assessments given for each of these modules, the final assessment and total number of credits acquired.</p> <p>²The universities regulate how and by whom the degree certificate is signed.</p>	<p>Degree Certificate</p>
<p>§ 10. The Transcript of Records issued in accordance with the ECTS lists details of all modules completed, including module names, module performance and credits.</p>	<p>Transcript of Records in accordance with the European Credit Transfer and Accumulation System (ECTS)</p>
<p>§ 11. ¹Successful graduates receive a diploma. The diploma does not list any grades.</p> <p>²The universities regulate how and by whom the diploma is signed.</p>	<p>Diploma</p>
<p>§ 12. The diploma supplement contains a standardised description of the type, level, context and status of the completed continuing education Master's degree programme. It is issued along with the diploma.</p>	<p>Diploma supplement</p>
<p>IV. Performance Monitoring</p> <p>A. General requirements</p>	
<p>§ 13. A student's performance in a particular module is evaluated by means of assessments, which may be completed individually or in groups. Types of assessments include:</p> <ul style="list-style-type: none"> – Written or oral exams; – Written papers, exercises, case studies and reports; learning reports, reflections; – Project papers, practical assignments; – Talks, presentations; – Master's thesis. 	<p>Assessments</p>
<p>§ 14. ¹ The Master's thesis is an independent piece of work which usually involves a two-part assessment (a written paper and an oral defence). The requirements are set out in the module description or the thesis instructions. A Master's thesis may be an individual or group project.</p> <p>²The universities determine the programme-specific requirements for writing a Master's thesis.</p>	<p>Master's thesis</p>
<p>§ 15. ¹The universities regulate the requirements for the assessments.</p>	<p>Responsibility</p>

<p>² They define the same assessments and requirements for parallel courses of the same module.</p>	
<p>§ 16. ¹ Academic performance is calculated in accordance with the European Credit Transfer and Accumulation System (ECTS). If a student passes a module, he or she is awarded the credits that are associated with that module.</p> <p>² One credit equates to a workload of 25-30 hours for a student of average ability.</p>	Credits
<p>§ 17. Only authorised aids and resources may be used to complete assessments. The Director of Studies determines the aids and resources that are permitted.</p>	Aids and resources
<p>§ 18. ¹ A student who has engaged in dishonest conduct will not be awarded a pass mark for the assessment in question.</p> <p>² Usually, the whole assessment will have to be repeated at the next scheduled opportunity.</p> <p>³ In compliance with standard procedure, the Director of Studies may request that the university initiate disciplinary action against that student.</p> <p>⁴ If an instance of dishonest conduct is uncovered at a later date, the university may withdraw a title already conferred or insist on the consequences listed under Paragraphs 1 or 3 above.</p>	Dishonest conduct
<p>§ 19. ¹ If a student misses an opportunity to complete an assessment without a valid reason, he or she will not be awarded a pass mark for the module in question.</p> <p>² An assessment that has been missed for a valid reason must be completed at a later date. Examples include force majeure (e.g., floods, earthquakes, etc.), illness, military service, accident, death or any other family emergency. Reasons for missing an assessment must be disclosed as soon as they become known and appropriate evidence must be produced.</p> <p>³ In the event of doubt, the Director of Studies' decision is final.</p>	Missed assessments
<p>§ 20. The universities regulate the participation in assessments of external specialists.</p>	External specialists
<p>B. Grading</p>	
<p>§ 21. A student's performance is graded on a scale from 6 to 1 or using descriptive language. Grade 6: very good, Grade 5: good, Grade 4: sufficient, Grade 3: insufficient, Grade 2: poor, Grade 1: very poor.</p>	Grading system
<p>§ 22. Assessments are evaluated by the examining instructors or persons specifically assigned to the task.</p>	Evaluation of assessments
<p>§ 23. After a student has completed a continuing education Master's degree programme, a final assessment is given. Details are regulated by the university.</p>	Final assessment
<p>§ 24. A module is considered to have been passed if the required assessments have been completed and if a student's performance in this module is sufficient. The rules relating to module groups are defined by the universities.</p>	Criteria for passing a module
<p>§ 25. ¹ A student who has not passed a module must repeat the assessments of that module in accordance with the university's programme-specific regulations. Modules can be repeated only once. Paragraph 4 below is reserved.</p> <p>² The new assessment replaces the old one; programme-specific exceptions may be provided for. In the event of dishonesty or failure to repeat an assessment, the new evaluation will automatically replace the old one.</p> <p>³ Assessments of modules that have not been awarded a pass mark usually have to be repeated at the next scheduled opportunity.</p> <p>⁴ The Director of Studies may provide for resit exams or the opportunity to improve on work previously submitted. In such a case, the Director of Studies will determine the details unless regulated by provisions issued by the university. A resit exam or the resubmission of work completed does not constitute repetition. Furthermore, resit exams and the resubmission of work completed are subject to</p>	Obtaining a new module assessment

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the same provisions as the assessments. ⁵ The repetition of modules, resit exams and the resubmission of work completed are subject to a charge.	
V. Appeals	
§ 26. Decrees concerning non-admission to a continuing education Master's degree programme or the decision not to award a diploma can be challenged by means of an appeal.	Challenging decisions
§ 27. An appeal may be filed with the Appeals Commission of the Universities of the Canton of Zurich, Walcheplatz 2, 8090 Zurich, against the decisions mentioned under § 26 within 30 days of notification of these decisions. The appeal must be substantiated and submitted in writing. The appeal procedure is subject to the legal requirements of Swiss administration law. ²	Appeals procedure
VI. Final Provisions	
§ 28. These General Academic Regulations for Continuing Education Master's Degree Programmes of the Zurich Universities of Applied Sciences and Arts are in effect as of 1 May 2016.	Legal effect

¹[OS 71.226.](#)

²[LS 175.2.](#)

³[LS 414.10.](#)

⁴[SR 414.20.](#)

Erlassverantwortliche/r	Leiter/-in Ressort Weiterbildung	Ablageort	1.04.01 Führungsgrundlagen	
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