

## Disclaimer

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## Translation

414.253.811

### **Academic Regulations for the Bachelor’s Degree Programs in Business Administration, International Management, Business Information Technology, and Business Law at Zurich University of Applied Sciences**

(29 January 2009)<sup>1</sup>

Based on § 2 of the Framework of Exam Regulations for Bachelor’s and Master’s Degree Programs at Zurich University of Applied Sciences (ZHAW) (General Exam Regulations) of 29 January 2008<sup>3</sup>,

*the Executive Board has decreed the following:*

#### **A. General Provisions**

##### Purpose

§ 1. These Academic Regulations and their Appendix, in conjunction with the General Examination Regulations for Bachelor’s and Master’s Degree Programs at Zurich University of Applied Sciences (ZHAW) of 29 January 2008<sup>3</sup>, regulate the Bachelor’s degree programs of the ZHAW School of Management and Law.

##### Appendix

§ 2. An appendix regulates details concerning the degree programs, in particular the specializations, the study format, and the modules to be completed.

##### Degree Programs and Specializations

§ 3. <sup>13</sup> <sup>1</sup> The ZHAW School of Management and Law offers the following Bachelor’s degree programs: Business Administration, International Management, Business Information Technology, and Business Law.

<sup>2</sup> The degree program in Business Administration can be offered with the following specializations:

- a. Accounting, Controlling, Auditing
- b. Banking and Finance;
- c. Economics and Politics;
- d. General Management
- e. Marketing; and
- f. Risk and Insurance.

<sup>3</sup> The degree program in Business Information Technology can be offered with the following specializations:

- a. Business Information Systems; and
- b. Data Science.

##### Study Format

§ 4. <sup>1</sup> The Bachelor’s degree programs can be offered as full-time or part-time courses of study.<sup>13</sup>

<sup>2</sup> A change from the full-time to the part-time course of study or vice versa is only possible after the first year (“Assessment”) has been completed successfully.

##### Transfer of Credits<sup>10</sup>

§ 5. <sup>1</sup> ECTS credits<sup>10</sup> achieved at ZHAW or elsewhere are transferable for a period of ten years from the date on which they were awarded.

<sup>2</sup> Exceptions may be granted by the head of the degree program.

§ 6.<sup>11</sup>

##### Repetition of Modules

§ 7. If a student does not pass a module, he or she must retake all the performance assessments for that module.

## B. Admission to the Program

### Entrance Exam

§ 8. <sup>1</sup> Applicants that are not otherwise admitted to the program are required to pass an entrance exam. At the ZHAW School of Management and Law, this is based on the requirements of the regulations for the Vocational Baccalaureate (“*Berufsmaturitätsreglement*”) in the canton of Zurich dated 8 September 2014.<sup>2,7</sup>

<sup>2</sup> The details of the entrance exam are regulated in the Appendix.

### Final Rejection by Another University

§ 9.7 Enrollment is generally denied to persons whose application to join a similar degree program has been rejected by another university. The decision of the head of the degree program is final.

## C. First-Year Studies

### Scope

§ 10. <sup>1</sup> The first two semesters of a full-time course of study and the first three semesters of a part-time course of study are considered “first-year studies” (in German: “*Assessmentstufe*”).

<sup>2</sup> First-year studies are worth 60 ECTS credits<sup>10</sup>.

### Module Group

§ 11. <sup>1</sup> The first-year modules constitute a module group. When calculating the module group grade, individual module grades are weighted according to their respective ECTS credits<sup>10</sup>.

<sup>2</sup> Failed first-year modules can only be retaken if a student has also failed his or her entire first-year studies program.

### Changing a Specialization

§ 12. <sup>1</sup> During the first-year studies period, it is not possible change to another specialization.

<sup>2</sup> Students who fail their first-year studies in a specialization are entitled to change their specialization when retaking their first-year studies. The complete first-year studies period of the degree program in Business Administration may be repeated only once.<sup>13</sup>

### Completing the First-Year Studies Period

§ 13. <sup>1</sup> The first-year studies period is completed when

- a. the modules have been completed in accordance with the Appendix;
- b. no module grade is 1.0 and no module assessment is a “fail”;
- c. 240 ECTS grade points have been achieved; and
- d. no more than 12 negative ECTS grade points have been accrued.

<sup>2</sup> ECTS grade points are calculated by multiplying the module grade by the number of ECTS credits<sup>10</sup> for a module.

<sup>3</sup> Negative ECTS grade points are calculated by taking the difference between an unsatisfactory grade and 4.0, and multiplying this by the number of ECTS credits<sup>10</sup> assigned to a module.

## D. Main Study Period

### Admission to the Main Study Period

§ 14. As a prerequisite for starting the main study period (in German “*Hauptstudium*”) in a specialization, a student must have completed the first-year studies period in the relevant specialization.

## Module Group

§ 15. <sup>13</sup> <sup>1</sup> The modules of the main study period usually constitute a module group. When calculating the module group grade, the individual module grades are weighted according to their respective ECTS credits.

<sup>2</sup> In their respective appendices, degree programs may specify modules that do not form part of the module group, which students must, therefore, pass.

<sup>3</sup> Failed main study period modules can only be retaken if a student has also failed the entire main study program.

## Changing a Specialization

§ 16. Changing a specialization after the main study period has begun is regulated by § 18 of the General Exam Regulations for Bachelor's and Master's Degree Programs at ZHAW dated 29 January 2008<sup>3</sup>.

## Completing the Main Study Period

§ 17. <sup>1</sup> The main study period is completed when

- a. the modules have been completed in accordance with the Appendix;
- b. no module grade is 1.0 and no module assessment is a "fail";
- c. 480 ECTS grade points have been achieved;
- d. no more than 18 negative ECTS grade points have been accrued; and
- e.<sup>12</sup> the modules that are not part of the module group have been passed.

<sup>2</sup> ECTS grade points and negative ECTS grade points are calculated in accordance with § 13 (2) and (3) above.

**E. Exams and Other Performance Assessments**

## Examiners

§ 18. <sup>1</sup> Oral exams are carried out by an instructor with the assistance of an examiner (in German: *Experten*).<sup>7</sup>

<sup>2</sup> Assigned examiners are ZHAW instructors. Exceptions may be granted by the head of the degree program.

<sup>3</sup> Grading is by mutual agreement with the examining instructor.<sup>13</sup>

<sup>4</sup> If no agreement can be reached, the examining instructor has the casting vote.

## Bachelor's Thesis

§ 19. <sup>1</sup> A full-time student can start his or her Bachelor's thesis after the third semester of the main study period and a part-time student after the fourth semester of the main study period. The exact time is specified in the Appendix.

<sup>2</sup> Exceptions may be granted by the head of the degree program.

§ 20. <sup>11</sup>

**F. Graduation and Bachelor's Degree**

## Requirements for Passing the Program

§ 21. A Bachelor's degree is awarded if...

- a. the student has passed both the first-year studies and main study periods and
- b. the Bachelor's thesis is accepted as a pass
- c. <sup>14</sup>.

## Final Grade

§ 22.<sup>10</sup> The final grade consists of the module grades of the compulsory modules and compulsory electives in the first-year studies and the main study periods. The module grades are weighted according to their corresponding ECTS credits.

## ECTS Credits from Compulsory Electives Exceeding Requirements

§ 22 a.<sup>9</sup> <sup>1</sup> If a student takes more compulsory electives than required, the surplus will be counted as electives.

<sup>2</sup> The head of the degree program regulates

- a. whether it is possible to sign up for surplus compulsory electives and
- b. how the students determine when they select their modules which compulsory electives are surplus to requirements.

<sup>3</sup> The surplus compulsory electives are not used to calculate the final grade.

Title

§ 23. Successful graduates of Bachelor's degree programs are awarded the following titles:

- a. *Bachelor of Science ZFH in Betriebsökonomie mit Vertiefung in [specialization]*  
(Bachelor of Science in Business Administration with a Specialization in [specialization] (UAS Zurich)),
- b.<sup>6</sup> *Bachelor of Science ZFH in International Management*  
(Bachelor of Science in International Management (UAS Zurich)),
- c.<sup>13</sup> *Bachelor of Science ZFH in Wirtschaftsinformatik mit Vertiefung in [specialization]*  
(Bachelor of Science in Business Information Technology with a Specialization in [specialization] (UAS Zurich)),
- d. *Bachelor of Science ZFH in Wirtschaftsrecht*  
Bachelor of Science in Business Law (UAS Zurich)).

## G. Final Provisions

Approval and Coming into Effect

§ 24. <sup>1</sup> These Academic Regulations have been in effect since 1 June 2009 following approval by the Council of Universities of Applied Sciences.

<sup>2</sup> They replace the "old" regulations, i.e., the "*Studien- und Prüfungsordnung der Zürcher Hochschule Winterthur*" dated 8 June 2006.

## H. Transitional Provisions

General Provision

§ 25. Students who began their studies prior to the 2009/2010 Fall Semester are subject to the following transitional provisions.

Students in the First-Year Studies Period

§ 26. <sup>1</sup> Full-time students who failed their first-year studies for the first time in the 2009/2010 Fall Semester must repeat them in accordance with these Academic Regulations.

<sup>2</sup> Part-time students who failed their first-year studies for the first time in the 2010 Spring Semester must repeat them in accordance with these Academic Regulations. The old regulations (*Studien- und Prüfungsordnung der Zürcher Hochschule Winterthur*) dated 8 June 2006 continue to apply in the third semester of the first-year studies period (2009/2010 Fall Semester).

<sup>3</sup> The Appendix specifies which of the required achievements that have already been fulfilled will be accepted and which will have to be completed again.

Students in the Main Study Period

§ 27. <sup>1</sup> Students who started their main study period in the 2009/2010 Fall Semester or who have already completed a part of their main study period must complete their studies in accordance with the old regulations (*Studien- und Prüfungsordnung der Zürcher Hochschule Winterthur*) dated 8 June 2006.

<sup>2</sup> Full-time students who have not completed their studies by the end of the 2012 Spring Semester, and part-time students who have not completed their studies by the end of the 2013 Spring Semester, are subject to these Academic Regulations for the remainder of their studies.

<sup>3</sup> The head of the degree program is responsible for deciding which previous achievements can be accepted.

## I. Transitional Provisions Concerning the Revised Version Dated 12 July 2011<sup>4</sup>

General Provision

§ 28.<sup>4</sup> Students who have started their studies in the degree program in Business Administration with a specialization in Business Information Technology are subject to the following transitional provisions.

Students in the First-Year Studies Period

§ 29.<sup>4</sup> <sup>1</sup> Students who failed the first-year studies period in the degree program in Business Administration with a specialization in Business Information Technology must repeat their first-year studies in the degree program in Business Information Technology.

<sup>2</sup> Achievements that have already been completed will be taken fully into account.

Students in the Main Study Period

§ 30.<sup>4</sup> Students who are in the main study period of the degree program in Business Administration with a specialization in Business Information Technology and subsequently complete their studies will be awarded the title of “*Bachelor of Science ZFH in Betriebsökonomie mit Vertiefung in Business Information Technology*” (Bachelor of Science in Business Administration with a Specialization in Business Information Technology (UAS Zurich)).

#### J. Transitional Provisions Concerning the Revised Version Dated 3 November 2016<sup>6</sup>

General Provision

§ 31.<sup>6</sup> Students who have started their studies in the degree program in Business Administration with a specialization in International Management are subject to the following transitional provisions.

Students in the First-Year Studies Period

§ 32.<sup>6</sup> <sup>1</sup> Students who have failed their first-year studies in the degree program in Business Administration with a specialization in International Management must repeat their first-year studies in the degree program in International Management.

<sup>2</sup> Achievements that have already been completed will be taken fully into account.

Students in the Main Study Period

§ 33.<sup>6</sup> Students who are in the main study period of the degree program in Business Administration with a specialization in International Management and subsequently complete their studies will be awarded the title of “*Bachelor of Science ZFH in Betriebsökonomie mit Vertiefung in International Management*” (Bachelor of Science in Business Administration with a Specialization in Business International Management (UAS Zurich)).

#### K. Transitional Provisions Concerning the Revised Version Dated 20 August 2020<sup>12</sup>

General Provision

§ 34.<sup>12</sup> Students who have started their studies in the degree program in Business Information Technology are subject to the following transitional provisions.

Students in the First-Year Studies Period

§ 35.<sup>12</sup> <sup>1</sup> Full-time students who fail their first-year study period in the 2021 Spring Semester have to repeat their first-year studies as regulated in the revised version of 20 August 2020.

<sup>2</sup> Part-time students who fail their first-year study period in the 2021/2022 Fall Semester have to repeat their first-year studies in a specialization of the degree program in Business Information Technology.

<sup>3</sup> The Appendix specifies which of the achievements that the student has provided will be counted and which must be newly provided.

Students in the Main Study Period

§ 36.<sup>21</sup> Full-time students starting their main study period in the 2022/23 Fall Semester must select a specialization. They will complete their studies earning the title of *Bachelor of Science ZFH in Wirtschaftsinformatik mit Vertiefung in [specialization]* (Bachelor of Science in Business Information Technology with a Specialization in [specialization] (UAS Zurich)).

<sup>2</sup> Part-time students starting their main study period in the 2022 Spring Semester and select “Data Science” as their specialization, will complete their studies earning the title of *Bachelor of Science ZFH in Wirtschaftsinformatik mit Vertiefung in Data Science* (Bachelor of Science in Business Information Technology with a Specialization in Data Science (UAS Zurich)). The other students will earn the title of *Bachelor of Science ZFH in Wirtschaftsinformatik* (Bachelor of Science in Business Information Technology (UAS Zurich)).

<sup>3</sup> Part-time students starting their main study period in the 2023 Spring Semester must select a specialization. They will complete their studies earning the title of *Bachelor of Science ZFH in Wirtschaftsinformatik mit Vertiefung in [specialization]* (Bachelor of Science in Business Information Technology with a Specialization in [specialization] (UAS Zurich)).

<sup>4</sup> Students who have started their main study period without a specialization, will complete their studies by the end of the 2025 Spring Semester earning the title of *Bachelor of Science ZFH in Wirtschaftsinformatik mit Vertiefung in Business Information Systems* (Bachelor of Science in Business Information Technology with a Specialization in Business Information Systems (UAS Zurich)).

- <sup>1</sup> OS 64, 168. Approved by the Council of Universities of Applied Sciences on 24 March 2009.
- <sup>2</sup> LS 413.326.
- <sup>3</sup> LS 414.252.3.
- <sup>4</sup> Added by decision taken on 12 July 2011 (OS 66, 803; ABI 2011, 2386). In effect since 19 September 2011.
- <sup>5</sup> Version in accordance with decision taken on 12 July 2011 (OS 66, 803; ABI 2011, 2386). In effect since 19 September 2011.
- <sup>6</sup> Added by decision taken on 3 November 2016 (OS 72, 111; ABI 2017-01-13). In effect since 1 April 2017.
- <sup>7</sup> Added by decision taken on 3 November 2016 (OS 72, 111; ABI 2017-01-13). In effect since 1 April 2017.
- <sup>8</sup> Added by decision taken on 3 November 2016 (OS 72, 111; ABI 2017-01-13). In effect since 1 April 2017.
- <sup>9</sup> Added by decision taken on 22 August 2019 (OS 75, 37; ABI 2019-11-01). In effect since 1 April 2020.
- <sup>10</sup> Version according to decision taken on 22 August 2019 (OS 75, 37; ABI 2019-11-01). In effect since 1 April 2020.
- <sup>11</sup> Rescinded by decision taken on 22 August 2019 (OS 75, 37; ABI 2019-11-01). In effect since 1 April 2020.
- <sup>12</sup> Added by decision taken on 20 August 2020 (OS 75, 577; ABI 2020-10-23). In effect since 1 January 2021.
- <sup>13</sup> Version according to decision taken on 20 August 2020 (OS 75, 577; ABI 2020-10-23). In effect since 1 January 2021.
- <sup>14</sup> Rescinded by decision taken on 10 August 2020 ([OS 75, 577](#); [ABI 2020-10-23](#)). In effect since 1 January 2021.

## Appendix<sup>13</sup>

### **to the Academic Regulations for the Bachelor's Degree Programs in Business Administration, International Management, Business Information Technology, and Business Law at Zurich University of Applied Sciences**

The Appendix to the Academic Regulations for the Bachelor's Degree Programs in Business Administration, International Management, Business Information Technology, and Business Law at Zurich University of Applied Sciences is not included in the Official Collection of Cantonal Law (*Offizielle Gesetzessammlung* (OS)) nor in the Systematic Collection of Swiss Federal Law (*Loseblattsammlung* (LS)). It can be ordered from

Zurich University of Applied Sciences  
Academic Affairs  
Gertrudstrasse 15  
P.O. Box  
8400 Winterthur  
Switzerland

It is also available at ([www.zhaw.ch](http://www.zhaw.ch)).