

Annex 3 to Regulations on Admission, Matriculation and Ex-matriculation at the ZHAW

Special regulations for the autumn semester 2019/2020 concerning the third pilot project on the re-registration procedure for degree programmes in which students have enrolled online

1 Subject matter and scope

As part of a pilot process, the ZHAW is converting the system for paying tuition fees and issuing the semester registration confirmation. In the future, the tuition invoice will have to be paid in advance. This means that the semester registration confirmation will also be available earlier, depending on when payment is made. The third pilot process involves all degree programmes whose students have enrolled online.

In contrast to the regulations, this Annex 3 governs the procedure and consequences of re-registration of students for the degree programmes included in the third pilot for the autumn semester 2019/2020. Where no derogations from the regulations are noted below, these regulations shall apply.

2 Derogations from the Regulations on admission, matriculation and ex-matriculation

Art. 1 Maintenance of matriculation on a semester basis

Matriculation is maintained on a semester basis by paying the tuition invoice. Students receive the invoice for the tuition fees for the autumn semester 2019/2020 on 18 June 2019.

The tuition invoice for the autumn semester 2019/2020 must be paid in advance by 20 August 2019 or by the individual deadline stipulated on the invoice.

After the deadline has expired, matriculation may be delayed until the beginning of the standard teaching semester. If the tuition invoice is paid late, a registration fee of CHF 100 is due pursuant to the Ordinance on Tuition Fees of the Zurich Universities of Applied Sciences and Arts. The registration fee is neither refunded nor credited.

Art. 2 Semester services

Upon payment of the tuition invoice, the student receives the semester registration confirmation for the autumn semester 2019/2020.

Art. 3 Removal from the list of students

Non-payment of the invoice will result in ex-matriculation.



Art. 4 (Amendment to Art. 20 of the regulations) 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 11 June 2019.

In cases of justified leaves of absence pursuant to Section 23, Art. 3 of RPO, the application can be submitted by the beginning of the standard teaching semester. Any tuition fees already paid (excluding the leave of absence fee of CHF 300, the ZHAW Students' Association fees and ASVZ fees) will be refunded.

Art. 5 (Amendment to Art. 22 of the regulations) Ex-matriculation upon application of the student

Ex-matriculation upon application of the student must be submitted in writing to the Director of Studies.

Registration must be cancelled by 20 August 2019. Any tuition fees already paid will be refunded.

In justified cases pursuant to § 36, para. 1 of RPO and if the grades have not been released more than ten days prior to withdrawal, the application can be submitted until the beginning of the standard teaching semester. Ex-matriculation takes effect retroactively to the official date of ex-matriculation. Any tuition fees already paid will be refunded.

Art. 6 (Amendment to Art. 21 of the regulations) 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 irrevocably failing to pass the studies
- 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

Any tuition fees already paid by the time of ex-matriculation will be refunded.

3 Validity and entry into force

Annex 3 shall come into force on 01/05/2019 and applies to the autumn semester 2019/2020.



ErlassverantwortlicheR	Beschlussinstanz	Ablageort	Publikationsort
Leiter/-in Ressort Lehre	Generalsekretär/-in	1.04.01 Führungsgrundlagen	Public

Version	Beschluss	Beschlussinstanz	Inkrafttreten	Beschreibung Änderung
1.0.0	11.09.2018	Rektor	01.10.2018	Originalversion (Englische Übersetzung, 29.01.2019)

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