

Regulations governing the implementing provisions to the framework regulations for continuing education at the ZHAW

The Executive Board determines, based on the:

- framework regulations for continuing education at the Zurich University of Applied Sciences ([FR CE ZHAW](#), LS 414.252.4, available in German only)
- ordinance of the Higher Education Council on the coordination of teaching at Swiss higher education institutions ([SR 414.205.1](#), available in German, French and Italian)

1 General

1.1 Subject matter

Based on § 1 of the framework regulations for continuing education at the Zurich University of Applied Sciences (FR CE ZHAW), these Regulations contain implementing provisions governing continuing education at the ZHAW.

Special arrangements contained in agreements with other universities take precedence.

1.2 Scope

These Regulations apply to continuing education courses and other lifelong learning programmes.

1.3 Legal frameworks

In addition to these Regulations and based on § 12(1) of the FR CE ZHAW, the Executive Board issues academic regulations for Master of Advanced Studies programmes (MAS).

The Schools issue corresponding legal frameworks that supplement these Regulations for diploma of advanced studies (DAS) and certificate of advanced studies (CAS) programmes as well as for continuing education courses in accordance with § 4(1)(d) of the FR CE ZHAW.

2 Structure of continuing education courses

2.1 Structure

MAS, DAS and CAS programmes are modular in their structure.

2.2 Modules and module groups

A module is a self-contained teaching and learning unit with its own defined content and duration and a specific thematic or subject focus.

All modules are completed with an assessment.

Modules can be combined into module groups.

2.3 Module description

The head of the continuing education course prepares a description for each module.

Each module description includes, in particular:

- the learning objectives and competences to be acquired,
- the course content,
- the number of credits to be acquired,
- the admission requirements,
- the type, form and scope of the assessments,
- the method used to assess module performance and
- the language of instruction.

For continuing education courses in accordance with § 4(1)(d) of the FR CE ZHAW, the information required for awarding a ZHAW microcredential certificate is specified.

2.4 Acquisition of credits

Grades are calculated based on the European Credit Transfer and Accumulation System (ECTS).

One credit is equivalent to a student workload of 25 to 30 hours.

The legal framework for the respective continuing education course specifies the number of credits for each module.

Credits are awarded for a module once the module has been passed.

3 Progression, completion and standard documents

3.1 Academic progress

Participants in continuing education courses receive information on their academic progress. This includes all fully completed modules, with details of module titles, module grades and credits.

3.2 Recognition of previous knowledge

Participants in continuing education courses who demonstrate sufficient knowledge of the content of a module may submit an application for full or partial dispensation from the module and for the recognition of the corresponding assessment or parts thereof.

The head of the continuing education course decides on the outcome of the application. An additional assessment may be required.

Details (validity of credits, maximum extent of recognition, etc.) are set out in the academic regulations or the corresponding legal framework of the continuing education course.

No grades are transferred in the case of recognition.

Modules that have already been successfully completed are not eligible for recognition if these modules are offered in the curriculum of the newly attended continuing education course in accordance with the relevant legal framework. Their credits are instead transferred in full with the grade achieved.

3.3 Completion requirements and titles

The academic regulations or the relevant legal framework of the continuing education course

- stipulate the conditions for passing the continuing education course,
- may set the maximum duration of study for continuing education courses,

- specify the exact designation of the qualification in accordance with the requirements of § 5 of the FR CE ZHAW and
- define the designation of the awarded title in any translation (if applicable).

Participants who exceed the maximum duration of study are excluded from the continuing education course.

If several small-format continuing education courses correspond fully to an MAS, DAS or CAS programme, a degree certificate, diploma or certificate will only be awarded if the admission requirements are met for the MAS, DAS or CAS programme concerned.

3.4 Certification documents

3.4.1 Final certificate

A final certificate is issued upon completing the continuing education course. It includes details of the title awarded, the modules or continuing education units attended with the credits earned and the grades received as well as the final grade. The final certificate contains the name of the head of the completed continuing education course.

In accordance with § 4(1)(d) of the FR CE ZHAW, no final certificate is issued for continuing education courses that consist of relatively short course units.

3.4.2 Degree certificate, diploma or certificate

Participants who successfully complete a continuing education course receive

- a degree certificate for a completed MAS programme,
- a diploma for a completed DAS programme or
- a certificate for a complete CAS programme.

Degree certificates, diplomas and certificates do not include grades and bear the name of the head of the completed continuing education course.

3.4.3 Diploma supplement

A diploma supplement complements the documentation relating to the completion of an MAS programme. It provides a standardised description of the nature, level, context and status of the completed MAS programme and is issued together with the degree certificate.

3.4.4 Certification documents in collaborative programmes

As part of collaborative programmes in which ZHAW certificates or diplomas are issued, responsibility (curriculum standards, learning content, quality assurance) lies with the ZHAW School offering the programme.

In collaborative programmes with universities and within the ZHAW, certificates and diplomas may be issued under joint responsibility.

3.4.5 Data and standard documents

The data required to track academic progress and the completion of study programmes is recorded and processed in accordance with ZHAW requirements.

4 Performance and assessment

4.1 Assessments and permitted tools

Performance in a module is evaluated on the basis of assessments, which may be completed individually or in groups. Forms of assessment may include:

- written or oral examinations,
- written assignments, exercises, case studies and reports, learning reports and reflections,
- project work and practical work,
- presentations or
- final papers and theses.

The head of the continuing education course specifies the requirements for the assessments on the basis of the module description.

Assessments may only be completed using permitted aids, which are announced in advance.

Assessments are evaluated by the responsible lecturers or other specially designated individuals. The academic regulations or the corresponding legal framework of the continuing education course govern the involvement of external experts.

4.2 Final papers and theses

Completion of MAS programmes requires an independent paper or thesis. This can be completed individually or as a group and may include additional components. Permission to complete the final paper or thesis is governed in the academic regulations. The pass requirements are defined in the module description or the assignment guidelines.

Completion of DAS and CAS programmes may also require an independent paper or thesis.

4.3 Failed modules and a new module assessment

Failing a module means that the assessments for the module must be repeated in accordance with the academic regulations or the corresponding legal framework of the respective degree programme. Modules may only be repeated once. Para. 4 takes precedence.

The new grade from a repeated assessment replaces the previously awarded grade. Programme-specific exceptions may be provided for. In cases where the student fails to provide justification for not completing an assessment or is found to have engaged in dishonest conduct, the new grade from a repeated assessment always replaces the previously awarded grade.

The head of the continuing education course determines the date of the repeated assessment.

The head of the continuing education course may provide for resit examinations or the resubmission of work for failed assessments and decides on the details unless these are governed in the respective legal framework. A resit examination or the resubmission of work is not considered to be a repeat examination or assessment. In all other respects, resit examinations and the resubmission of work are governed by the same regulations as assessments.

4.4 Failure to complete assessments

4.4.1 Assessments missed without justification

Assessments that are missed without justification result in a fail.

If the assessment is graded, a grade of 1 is awarded.

Assessments that are not awarded a grade are classified as “failed.”

4.4.2 Assessments missed with justification

Students with a justifiable reason for missing an assessment must complete it at a later date.

Justifiable reasons include force majeure, illness, military service, accident, death or emergency.

The reasons for missing an assessment must be declared immediately after they become known. Supporting evidence must be provided without delay. In cases of doubt, the head of the continuing education course decides.

After the fact, students may not submit justification for poor performance in an assessment based on known or identifiable problems.

If an assessment is terminated before it has been completed, sections 4.4.1 and 4.4.2 paras. 1–3 apply.

4.5 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 assessment, 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 recorded in the documents relating to academic progress in accordance with section 3.1.

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.

The financial consequences of withdrawal are governed by the applicable legal framework of the respective continuing education course.

4.6 Dishonest conduct

Any dishonest conduct with respect to assessments will result in a fail. The assessment receives a grade of 1 or marked “fail.”

The head of the continuing education course determines the date of the repetition.

The Dean of the School may request the President to initiate disciplinary action.

If dishonest conduct is revealed at a later date, the ZHAW may, at the request of the head of the continuing education course, revoke a degree certificate, diploma or certificate that has already been awarded.

5 Final provisions

These Regulations shall come into effect on 1 July 2026.

6 Regulation documentation

Disclaimer

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