



Translation of General Academic Regulations for Bachelor's and Master's degree programmes at the Zurich University of Applied Sciences

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General Academic Regulations

for Bachelor's and Master's degree programmes at the Zurich University of Applied Sciences

(29th January 2008)¹

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

based on Section 10 (3) lit. c of the law governing universities of applied sciences dated 2nd April 2007,³
determines:

1. General Provisions

§ 1. ¹ These General Academic Regulations govern the Bachelor's and Master's degree programmes at the Zurich University of Applied Sciences (ZHAW). They do not apply to continuing education courses. Object

² Special arrangements contained in agreements with other universities take precedence.

§ 2. The Executive Board issues Academic Regulations concerning the requirements for the individual degree programmes and assessments. These are subject to the approval of the Council of the Zurich Universities of Applied Sciences and Arts. Academic Regulations

§ 3. ¹ A course is a teaching unit that lasts for a maximum of one semester. Terms
² Students must complete assessments for all courses. a. Course

§ 4. ¹ A module is a teaching unit with a specific thematic or key content and consists of one or more courses. b. Module

² A module spans a maximum of one semester. The Academic Regulations for the respective degree programmes may provide exemptions for practically focused training (e.g. practical training courses, internships) and Master's theses.⁵

³ All modules are completed with an evaluation of performance.

§ 5. ¹ Modules can be combined into a module group. c. Module groups

² Grades for module groups are based on the grades received for the individual modules.

d. Module categories	<p>§ 6. ¹ Module categories define</p> <ul style="list-style-type: none"> a. the thematic structure of the degree programme and b. the distribution of credits across the competences. <p>² The Academic Regulations for the respective degree programmes assign credits to the module categories.</p>
e. Module types	<p>§ 7. ¹ A distinction is made between modules that</p> <ul style="list-style-type: none"> a. must be taken by all students of a degree programme during the course of their studies (compulsory modules), b. are chosen from a list according to a predefined scope (elective modules), c.¹³ can be freely selected and are not relevant for graduation (optional modules). <p>² The Academic Regulations for the respective degree programme govern the assignment of modules to a module type and their configuration.</p>
Modules offered across degree programmes	<p>§ 7 a.⁴ ¹ The ZHAW may offer modules across degree programmes.</p> <p>² The Executive Board decides on the general conditions for attending the modules.</p>
Credit system	<p>§ 8. ¹ Grades are calculated based on the European Credit Transfer and Accumulation System (ECTS).</p> <p>² One credit is equivalent to a student workload of 25 to 30 hours.</p> <p>³ The Academic Regulations for the respective degree programmes specify the number of credits for each module.</p>
Awarding of credits	<p>§ 9. Passing a module results in the number of credits specified in the Academic Regulations for the respective degree programmes being awarded.</p>

2. Studies

A. General

Study planning and advice	<p>§ 10. ¹ Students are responsible for</p> <ul style="list-style-type: none"> a. planning their studies, b. taking note of the information provided to them. <p>² The Director of Studies is responsible for providing adequate study advice as part of the degree programme.</p>
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§ 11. In accordance with the Academic Regulations of the respective degree programme, the study programme can be completed on either a full or part time basis. The same level of academic performance is required in both cases.

Full or part time studies

§ 12. The School Management may define a standard sequence in which modules are to be completed.

Standard order of studies

§ 13. ¹ The Director of Studies issues module and course descriptions. In particular, these contain

Module and course descriptions

- a. the competences to be acquired,
- b. the number of credits to be acquired,
- c. the entry requirements,
- d. the pass requirements,
- e. the type, form and scope of the assessments.

² The module and course descriptions are publicly available.

§ 14. ⁵¹ Registration for each module is required before the registration deadline. Students can be automatically registered for compulsory modules.

Registering for modules and assessment

² Registering for a module also includes registration for assessment and obliges the student to achieve the level of performance required. Where applicable, § 17 takes precedence.

³ The Director of Studies decides on whether to accept applications after the registration deadline and admission to the module.

⁴ The Executive Board sets the registration deadline and the time frame for applications after the deadline.

§ 15. ¹ Deregistration from modules before the registration deadline is possible without justification.

Deregistering from modules

² The Director of Studies decides on whether to accept deregistrations after the registration deadline.

³ The Executive Board sets the time frame for applications after the registration deadline.⁴

§ 16. ¹ After the registration deadline, the Director of Studies decides whether elective and optional modules will be run.

Running of elective and optional modules

² If a module is not run, students can register for another elective or optional module after the registration deadline. Late registrations are considered with regard to organisational feasibility.

Recognition of previous knowledge and qualifications

§ 17.⁸¹ Students may request dispensation from a module or course whilst receiving credit for the performance. The request must be properly documented. The Director of Studies will approve the request if students can

- a. provide evidence of sufficient knowledge of the contents of a module or course, or
- b. demonstrate they have already achieved the required competences through studies elsewhere.

² Students will receive credit if they have already achieved the required competences through studies elsewhere provided that the learning outcomes already acquired do not differ significantly from those of the degree programme for which credit is being requested.

³ Students do not complete assessments for teaching units for which dispensation has been awarded.

⁴ Teaching units for which dispensation has been awarded are not graded. They are not taken into account in the calculation of any overall grades.

⁵ The Executive Board decides on the time frame for applications for dispensation.

Change of degree programme

§ 18.¹³ Should a student transfer to a different ZHAW degree programme, the academic performance from the previous programme will be credited in accordance with the provisions of the new programme. The grades for the academic performance for which credit has been granted will be transferred.

Transfer of credits

§ 19. The Academic Regulations for the respective degree programme govern how long credits remain valid for transfer to another degree programme.

Module responsibility

§ 20. The Director of Studies is responsible for the content, method of assessment and grading of modules.

§ 21.¹⁴

Early termination of studies

§ 22.⁵¹ Studies can be terminated early by either deregistration or expulsion.

² Deregistration must be applied for in writing. The Executive Board sets the deadline.

³ Failure to observe this deadline will result in the student being billed for semester fees.

Leave from studies

§ 23.⁵¹ Students may apply to take leave from their studies. Applications for leave should be made in writing to the respective academic office in accordance with the deadline set by the Executive Board.

² Leave is taken for a minimum of one semester. Students will be granted no more than two semesters of unjustified leave over the course of their studies.

³ Upon request, the Director of Studies may grant no more than two semesters of justified leave in cases of pregnancy, childcare, serious illness or in cases of exceptional hardship. The request must be submitted immediately upon learning that leave is required.

⁴ No more than four periods of leave will be granted per student.

⁵ Students remain matriculated at the university during any period of leave, but they do not pay any semester fees. The period of leave does not, however, count towards the duration of the degree programme.

§ 23 a. ⁴¹ Students may complete one or more semesters abroad.

Semester abroad

² The Schools may decide on the requirements for the semester abroad.

³ The grades for the academic performance acquired abroad are not taken into account in the calculation of any final grades. Academic performance from the semester in question for which credit has been granted will be displayed in the degree certificate with 'dispensation'.¹²

B. Bachelor's programme

§ 24. ¹ The ZHAW awards the 'Bachelor of the Zurich University of Applied Sciences (ZFH)' degree to students who have successfully completed the Bachelor's programme.

Bachelor's degree

² The Academic Regulations for the respective degree programme govern the exact details and titles.

§ 25. ⁵ ¹ Admission to the Bachelor's degree programme is regulated according to the federal and cantonal legislation governing tertiary education.

Admission
a. General

² The Academic Regulations for the respective degree programme may specify the entry requirements.

³ Persons who have been dismissed from a degree programme at another university may be denied admission for studies in the same subject area. The Academic Regulations govern the exact details.

⁴ Persons who have been dismissed from a degree programme at the ZHAW will not be granted re-admission to the same degree programme.¹²

b. Admission examinations	<p>§ 26. ¹ For applicants who are not exempt from an entrance examination, the ZHAW may, in accordance with federal guidelines, administer such an examination.</p> <p>² The administration of entrance examinations may be transferred to third parties.</p> <p>³ The Academic Regulations for the respective degree programmes govern the exact details.</p>
Aptitude assessments	<p>§ 27. ¹ The Academic Regulations for the respective degree programmes allow special procedures for aptitude testing prior to the commencement of studies.</p> <p>² The administration of aptitude assessments may be transferred to third parties.</p>
Bachelor's programmes	<p>§ 28. ¹ Bachelor's degree programmes are usually divided into</p> <ul style="list-style-type: none"> a. the first-year studies (approx. 60 credits) b. the main studies (approx. 120 credits). <p>² The Academic Regulations for the respective degree programmes can stipulate a different organisation of studies.</p> <p>³ The main studies may only be commenced after successful completion of the first-year studies.</p> <p>⁴ The Academic Regulations define which modules must be completed as part of the Bachelor's degree programme.</p>
Awarding the title of 'Bachelor'	<p>§ 29. The ZHAW awards the title of 'Bachelor' to students who</p> <ul style="list-style-type: none"> a. have acquired a minimum of 180 credits, b. have acquired a minimum of 60 credits at the ZHAW, c. have completed their Bachelor's thesis at the ZHAW.

C. Master's programme

Master's degree	<p>§ 30. ¹ The ZHAW awards the 'Master of the Zurich University of Applied Sciences and Arts (ZFH)' degree to students who have successfully completed the Master's programme. The Academic Regulations for the respective degree programmes govern the exact details and titles.</p> <p>² The ZHAW can provide joint Master's programmes with partner institutions and award a joint Master's degree.</p>
Admission	<p>§ 31. ¹ Admission to the Master's degree programme is dependent on the applicant having a Bachelor's degree or equivalent university qualification.</p>

² The Academic Regulations govern admissions to the respective Master's programmes. They may specify special requirements and require evidence of relevant knowledge and skills if these have not been acquired in a Bachelor's degree programme. Persons may be denied admission if they have been dismissed from studies in the same subject area at another university.⁵

³ The Director of Studies decides on individual cases.

⁴ Persons who have been dismissed from a degree programme at the ZHAW will not be granted re-admission to the same degree programme.¹²

§ 32. The Academic Regulations stipulate the compulsory courses for the respective Master's degree programmes.

§ 33. ¹ The ZHAW awards the title of 'Master' to graduates of a Master's programme who

- a. have acquired the necessary credits in a Master's programme,
- b. have acquired at least one-third of their credits at the ZHAW,
- c. have completed their Master's thesis at the ZHAW.

Master's programmes

Awarding the title of 'Master'

² A Master's programme is comprised of between 90 and 120 credits.

3. Examinations and other means of assessment

A. General Provisions

§ 34. ¹ Assessments for courses and modules are submitted as individual or group tasks.

Means of assessment

² Assessments may be:

- a. written or oral examinations,
- b. written work, exercises or reports,
- c. project work,
- d. presentations,
- e. satisfactory completion of compulsory courses or modules,
- f. evaluation of practical training,
- g. interviews,
- h. Bachelor's thesis,
- i. Master's thesis.

³ Assessments may be conducted electronically.¹²

⁴ The Academic Regulations of the respective degree programmes govern the use of experts.

Academic accommodations § 34 a.⁷ ¹ The ZHAW offers prospective students and students with disabilities the opportunity to request academic accommodations for the admissions procedure, academic performance and assessments.

² Prospective students and students with disabilities can receive counselling in this matter.

³ The ZHAW issues provisions on the procedure, jurisdiction and further details on academic accommodations.

Failure to complete assessments § 35. ¹ Assessments that are missed without justification will result in a fail.

a. Unjustified ² For graded assessments, a mark of 1 is awarded.

³ Assessments that are not awarded a grade will be classified as 'failed'.

b. Justified § 36. ¹ 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.

² The reasons for missing an assessment must be reported immediately to the Director of Studies, who makes the final decision in cases of doubt .

³ After the fact, students may not submit justification for poor performance in an assessment based on known or identifiable problems.

⁴ If an assessment is terminated before it has been completed, § 35 and § 36, paragraphs 1–3 apply.

Substitutes for missed assessments § 37. ¹ The Director of Studies may define substitute assessments to replace missed assessments and decides on the details.

² If no substitute assessments are carried out, missed assessments must be completed the next time they are scheduled in the regular timetable.

Permitted aids § 38. The Director of Studies indicates in advance any aids that are permitted in assessments.

§ 39. ¹ Any dishonest conduct with respect to assessments will result in a fail. If the assessment is graded, a mark of 1 is awarded.

Dishonest conduct

² The following are considered to be dishonest conduct:

a. General consequences

- a. possession or use of non-permitted aids during an examination,
- b. unauthorised exchange of information during an examination,
- c. failure to comply with instructions given by an invigilator,
- d. plagiarism and abuses connected to referencing of sources.

³ The Dean of the School may request the President to initiate disciplinary action.¹³

§ 40. ⁵ If dishonest conduct is revealed at a later date, the ZHAW may, at the request of the Director of Studies, withdraw any title that has already been awarded.

b. Subsequently identified dishonest conduct

§ 41. ¹ The grading of academic performance uses a scale from 6 to 1.

Grading system

² The grades can be interpreted as follows:

a. General

- a. 6 very good,
- b. 5 good,
- c. 4 sufficient,
- d. 3 insufficient,
- e. 2 poor,
- f. 1 very poor.

³ A graded assessment is deemed to be a pass if a grade of 4 has been achieved.

⁴ Instead of a grade, an assessment can also be marked as either a 'pass' or a 'fail'.

§ 42. ¹ Course grades are based on the average grade for the course assessments. Quarter marks are the smallest unit.⁵

b. Course grades

² The course descriptions define the weighting of each assessment within a course.

§ 43. ¹ Module grades are based on the average of the course grades in the module and any additional module mark. Module grades are rounded to two decimal points.

c. Module grades

² The module descriptions define the weighting of the course grades within a module.

³ . . . ⁶

d. Module group grades

§ 44. ¹ The grade for the module group is the average of the grades for all modules in a module group. The module group grade is rounded to two decimal points.

² The Academic Regulations for the respective degree programmes define the weighting of the module grades within a module group.

³ If a student receives a passing grade for the module group, each module in the group is considered to have been passed.

⁴ The Academic Regulations govern how extra elective modules are considered.¹³

Repetition of assessments
a. Passed modules

§ 45. ¹ Assessments may not be repeated for modules or module groups that have already been passed.

² The Academic Regulations for the respective degree programmes may grant exceptions for modules with related content.⁴

b. Failed modules

§ 46. ¹ Failing a module means that the assessments for the module must be repeated in accordance with the Academic Regulations for the respective degree programme. § 47 takes precedence.

² The new grade from a repeated assessment always replaces the previously awarded grade. This also applies in cases where the student fails to provide justification for not completing an assessment or is found to have engaged in dishonest conduct.

³ Assessments for failed modules must be repeated the next time they are scheduled in the regular timetable.

Supplementary examinations and resubmission of assessments

§ 47. ¹ The Academic Regulations for the respective degree programmes allow supplementary examinations to be set and work to be resubmitted for failed modules. The Director of Studies decides on the exact details.⁵

² A supplementary examination or resubmission of work is not considered to be a repeat examination or assessment.

³ In all other respects, supplementary examinations and resubmissions of work are governed by the same regulations as assessments.

Repetition of modules

§ 48.¹⁰ ¹ Modules may only be repeated once.

² Failed elective and optional modules may be repeated if the modules in question are run again.

³ With respect to elective modules, the Academic Regulations for the respective degree programmes may allow students to attend a different elective module instead of repeating it. In such cases, attending the new elective module is considered a second attempt at completing the replaced elective module. Para. 4 applies.

⁴ If a student does not pass the elective module after repeating it, the elective module cannot be substituted by another module from the same group, and the student will instead fail the module.

⁵ The Academic Regulations may preclude a student from repeating an internship or other practically focused training if there are serious reasons specific to that student that prevent him or her from repeating the internship.

§ 48 a.⁹ Any person who is no longer able to pass their studies will be dismissed. Dismissal

B. Bachelor's level

§ 49. ¹ The degree of learning success in the first-year studies is considered as a whole. The Academic Regulations for the respective degree programmes govern the conditions that must be met in order to achieve a passing grade. First-year studies

² The Academic Regulations govern the form and timing of module examinations.

³ Failure to achieve the level required in the first-year studies will result in all assessments for compulsory modules having to be repeated. § 44 para. 3 takes precedence.

⁴ . . .¹¹

§ 50. The Academic Regulations for the respective degree programmes stipulate the conditions for passing the main studies. Main studies
a. Pass requirements

§ 51. ¹ Bachelor's theses can be submitted by individuals or groups.

² The Academic Regulations set preconditions for starting a Bachelor's thesis. b. Bachelor's thesis

³ The Director of Studies specifies the requirements of a Bachelor's thesis and provides these to students in advance. The thesis supervisor stipulates the details.

⁴ Any student who fails the Bachelor's thesis may submit a second one on a different topic within a year.¹³

C. Master's level

- Passing § 52. The Academic Regulations for the respective degree programmes stipulate the conditions for passing a Master's degree.

- Master's thesis § 53. ¹ Master's theses must be written individually. In certain justifiable cases, they may be written by a group.
 - ² The Academic Regulations for the respective degree programmes set the preconditions for starting a Master's thesis.
 - ³ The Director of Studies specifies the requirements of a Master's thesis and provides these to students in advance. The thesis supervisor stipulates the details.
 - ⁴ Any student who fails their Master's thesis may submit a second one on a different topic within a year.¹³

D. Determination of overall results

- Degree § 54. ¹ Degrees are awarded with a final grade (Bachelor's or Master's grade).
 - ² The final grade is calculated from the module grades and rounded to two decimal points.
 - ³ The Academic Regulations for the respective degree programmes stipulate the rules for calculating the final grade. Weightings within a module group are used to calculate the final grade.⁵

- Extra modules and credits § 55. The Academic Regulations for the respective degree programmes specify which modules or credits are to be considered when determining the final grade.

- Credits for similar or identical modules § 56. ¹ Credits are only awarded once for identical modules or modules with similar content.
 - ² In case of doubt, the Director of Studies decides.

- ECTS grading scale § 57.⁵ ¹ The frequency with which grades are awarded in accordance with § 41 is shown in a summarised form in order to compare the grades for the degree programme or its specialisation. The module grades are taken into account for a maximum period of three years.
 - ² The ECTS grading scale is updated annually.

§ 58. The Transcript of Records includes all modules attended at the ZHAW with the titles, grades, semester in which the modules were completed and credits awarded. Transcript of records

4. Diploma

§ 59.¹ The ZHAW awards Bachelor's and Master's degrees at the request of the Director of Studies if all the conditions in the General Academic Regulations and Academic Regulations for the respective degree programme have been met. Degree award

² A diploma and degree certificate are issued. Diploma

§ 60.¹ The diploma contains no grades.

² It is signed by the President of the ZHAW and another member of the Executive Board.

§ 61.¹ The degree certificate contains the following information:⁵ Diploma certificate

- a. modules attended in the degree programme that are relevant to graduation with the credits awarded,
- b. approved courses and credits transferred from another university or from another degree programme,
- c. module grades,
- d. the final grade.

² The degree certificate is signed by the Dean of the School and the Director of Studies.

§ 62. A diploma supplement that contains standardised information about the degree programme is issued with each diploma. Diploma supplement

5. Legal and transitional regulations

§ 63.¹³¹ Any decision to contest or appeal ZHAW regulations is governed by the law applicable to universities of applied sciences³ and the legislation on administrative jurisdiction.² Legal remedy

² Assessments are reviewed for violations of the law and infringements of procedural rules. Complaints of inadequacy are excluded.

Transitional
regulations

§ 64. ¹ These General Academic Regulations come into force on 1 March 2008.

² They apply to the individual degree programmes from the point in time when the respective Academic Regulations come into force.

³ The Academic Regulations for the respective degree programmes govern the transitional regulations.

¹ [OS 63, 50](#).

² [LS 175.2](#).

³ [LS 414.10](#).

⁴ Inserted due to D of 8 November 2011 ([OS 67, 17](#); [ABI 2011, 3408](#)). Valid since 1 August 2012.

⁵ Version in accordance with D of 8 November 2011 ([OS 67, 17](#); [ABI 2011, 3408](#)). Valid since 1 August 2012.

⁶ Repealed due to D of 8 November 2011 ([OS 67, 17](#); [ABI 2011, 3408](#)). Valid since 1 August 2012.

⁷ Inserted due to D of 9 December 2014 ([OS 70, 55](#); [ABI 2014-12-19](#)). Valid since 1 April 2015.

⁸ Version in accordance with D of 9 December 2014 ([OS 70, 55](#); [ABI 2014-12-19](#)). Valid since 1 April 2015.

⁹ Inserted due to D of 12 December 2017 ([OS 73, 79](#); [ABI 2017-12-22](#)). Valid since 1 March 2018.

¹⁰ Version in accordance with B of 12 December 2017 ([OS 73, 79](#); [ABI 22/12/2017](#)). Valid since 1 March 2018.

¹¹ Repealed due to D of 12 December 2017 ([OS 73, 79](#); [ABI 2017-12-22](#)). Valid since 1 March 2018.

¹² Inserted due to D of 13 November 2018 ([OS 74, 94](#); [ABI 07/12/2018](#)). Valid since 1 July 2019.

¹³ Version in accordance with D of 13 November 2018 ([OS 74, 94](#); [ABI 07/12/2018](#)). Valid since 1 July 2019.

¹⁴ Repealed due to D of 13 November 2018 ([OS 74, 94](#); [ABI 07/12/2018](#)). Valid since 1 July 2019.