

# Study and Examination Regulations for Continuing Education Programmes

**EMBA, MAS, CAS, DAS; excluding MSc**

**Effective as of 1 September 2024**

(Translation of the original German document from HWZ)

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## **1 General Provisions**

### **1.1 Accreditation**

HWZ is institutionally accredited by the Swiss Accreditation Council.

### **1.2 HWZ University Council**

The HWZ University Council is appointed by the HWZ Board of Directors. A representative of the Zurich Cantonal Department of Education may participate in a personal capacity.

As an independent body, the Council holds supervisory responsibility for all teaching-related matters at HWZ. In particular, it approves the Study and Examination Regulations, confers professorial titles, and renders decisions on appeals in accordance with Art. 36.

### **1.3 Board of Directors**

Where strategic leadership and oversight of HWZ are not assigned to the HWZ University Council under applicable law, statutes, or regulations, responsibility lies with the Board of Directors.

### **1.4 President, Executive Board, and Programme Management**

Within the framework of statutory and regulatory provisions, the President, the Executive Board, and the Programme Management are responsible for the academic, operational, and administrative execution of the programmes and the corresponding assessments.

### **1.5 Examination Administration**

The Programme Management, with the support of academic specialists or individual lecturers, is responsible for the operational organisation of examinations.

### **1.6 Examination Experts**

Examination experts may be appointed by the Programme Management. They supervise oral assessments and determine the result in consultation with the teaching staff. In

cases of disagreement, the examination experts decide.

Programme Management may also appoint examination experts for written examinations and involve them in the evaluation of written work.

### 1.7 Appeals Authority

The appeals authority is the HWZ University Council. Its decisions are final.

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## 2 Scope of Application

These Study and Examination Regulations apply to all students enrolled in MAS, CAS, DAS, and EMBA continuing education programmes at HWZ. MSc programmes are governed by separate regulations.

These Regulations define admission requirements, programme structure, assessment procedures, and the awarding of diplomas or certificates.

Any matters not regulated herein are decided by the HWZ Executive Board.

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## 3 Admission to Studies and Credit Transfer

### Art. 1 Admission

Admission is governed by federal and cantonal legislation pertaining to universities of applied sciences. The Executive Board may, within the given framework, set additional or special admission requirements. Programme-specific provisions are defined in the respective programme annexes.

### Art. 2 Types of Admission

#### a) Direct Admission

Direct admission requires a bachelor's degree or equivalent higher-education qualification (UAS, university, ETH, etc.) and **at least two years of professional responsibility and/or management experience** (line, budget, or project responsibility).

#### b) Exceptional Admission

Individuals holding diplomas from Swiss technical schools (TS), higher vocational colleges (HF), or higher federal examinations may be admitted exceptionally if they possess the relevant professional experience.

### Art. 3 Recognition of Prior Learning and External Academic Achievements

Academic achievements earned at other state or state-recognised higher education institutions in Switzerland or abroad are recognised if the competencies acquired do not materially differ from those they are intended to replace.

Recognition supports admission, continuation of studies, examination eligibility, or admission to further studies.

If ECTS credits were awarded, these form the basis for recognition. Recognition may not exceed the number of certified ECTS credits.

For achievements **not expressed in ECTS credits**, curricular validation is conducted via the exceptional admission procedure. Applicants bear the responsibility of providing all necessary documentation.

Applications for recognition must be submitted to the Programme Management **before the start of the programme or the respective course**. The Programme Management issues a final written decision. The burden of proof that recognition requirements are *not* met lies with the Programme Management.

If recognition is denied fully or partially, the Programme Management must state the reasons and identify the conditions for potential future recognition.

Recognition of learning acquired **outside the higher education system** is based on curricular validation and follows the principle that students may be exempted from attending courses but **not** from completing assessments (partial exemption). Exceptions require the approval of the Programme Management.

A maximum of **50% of the ECTS credits** of the intended programme may be awarded for learning achieved outside the higher education system.

Where international equivalence agreements between Switzerland and other states provide for more favourable treatment of foreign qualifications, such provisions take precedence.

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## 4 Programme Structure

### 4.1 General Provisions

#### Art. 4 Responsibility for Study Planning

Students are responsible for their own study planning, including compliance with deadlines, fulfilment of academic requirements, and reviewing all information provided by HWZ.

#### Art. 5 Programme Transfer

When transferring to another programme, recognition of previously earned credits is governed by the provisions of the receiving programme. The receiving Programme Management determines any additional requirements.

#### Art. 6 Disciplinary Measures

If students violate regulatory or contractual provisions, breach standards of conduct, or act dishonestly under Art. 23, the President may impose the following measures:

- written warning,
- exclusion from specific courses or assessments,
- invalidation or non-recognition of an assessment,
- written threat of expulsion,
- expulsion from the programme or the institution.

A criminal complaint may also be filed.

Students must be granted the right to be heard before any disciplinary measure is imposed.

Appeals against the disciplinary measure "expulsion from the programme or institution" may be filed under Art. 36.

### **Art. 7 Intellectual Property Rights to Student Work**

Students retain intellectual property rights (copyright, design, patent, trademark) and all associated usage rights to their own work.

HWZ may use student work without restriction for administrative and quality assurance purposes (e.g., archiving, plagiarism checks).

Any further use by HWZ requires the student's consent.

Agreements deviating from these provisions take precedence.

### **Art. 8 Interruption or Early Termination of Studies**

Studies may be interrupted within the maximum study duration defined in Art. 13.

Studies end prematurely through expulsion or withdrawal.

Withdrawal must be submitted by registered mail to the Master Office **no later than one month before the end of the preceding module or study unit**. This also applies to study interruptions.

## **4.2 Programme Components**

### **Art. 9 Course**

A course is a defined, self-contained learning unit. Each course specifies the expected student workload in hours. Courses may include course-based assessments. A course may span a maximum of one semester.

### **Art. 10 Module**

A module is a thematically and temporally defined learning unit consisting of one or more courses.

Modules must be completed with an assessment.

### **Art. 11 Study Tracks and Specialisations**

Programmes may offer study tracks and specialisations. These are announced during enrolment and defined in the programme descriptions.

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## **4.3 Progress and Study Duration**

### **Art. 12 Employment During Studies**

Programmes are designed to be pursued alongside professional employment.

### **Art. 13 Maximum Study Duration**

The duration of the programme is defined in the programme description. Students exceeding the prescribed duration by more than two years are excluded from the programme. Exceptions require approval by the Programme Management. Art. 14 remains reserved.

### **Art. 14 Parental and Caregiver Protection**

Students may request a leave of absence for parental reasons upon submission of a medical certificate.

Absences due to the care of a spouse/registered partner/cohabiting partner or direct first-degree relatives are recognised. Leave may be granted upon request.

The maximum study duration is extended by the duration of the approved leave.

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## **4.4 Completion of Studies**

### **Art. 15 Degrees Awarded**

Upon successful completion of the programme, the following degrees are awarded:

- Executive Master of Business Administration (EMBA) HWZ [Programme Title]
- Master of Advanced Studies (MAS) HWZ [Programme Title]

Additional continuing education degrees:

- Diploma of Advanced Studies (DAS) HWZ [Programme Title]
- Certificate of Advanced Studies (CAS) HWZ [Programme Title]

### **Art. 16 Requirements for the Award of a Degree**

The diploma or certificate is awarded once the programme-specific requirements have been fulfilled.

## **Art. 17 Graduation Documents**

### **a) Master Documents**

- **Diploma Certificate:**  
Confers the right to use the title defined in Art. 15. Signed by the President and the Programme/Center Management. Contains no grades.
- **Diploma Transcript:**  
Issued in German and signed by Programme/Center Management.
- **Diploma Supplement:**  
Provides a standardised description of the type, level, context, and status of the completed programme. Issued in English.

### **b) DAS/CAS Documents**

- **Certificate:**  
Signed by the President and the Programme/Center Management.
- **Transcript:**  
Signed by Programme/Center Management.

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## **5 Assessment**

Programme-specific special provisions are defined in the annexes.

### **5.1 General Provisions**

#### **Art. 18 Forms of Assessment**

Assessments may be individual or group-based. Forms include:

##### **a) Simple Attestation**

Requires full attendance throughout the course.

##### **b) Qualified Attestation**

Requires full attendance plus an additional performance component (e.g., presentation, group work, assignment, short test).

The type and scope are defined in the module description.

##### **c) Written or oral examinations**

##### **d) Master Thesis**

**Art. 19 Make-up Examinations**

Scheduled examinations must be taken.

Students who miss an examination must sit a make-up examination at a date set by the Programme Management.

Make-up examinations are subject to fees.

Courses without grades (attestations) must be repeated for a fee or compensated through an individual assignment.

**Art. 20 Resit Examinations**

Failed examinations may be repeated once at the next possible examination date.

Resit examinations are subject to fees.

**Art. 21 ECTS Credits**

One ECTS credit corresponds to approximately 30 hours of student workload (contact hours, guided and independent study, and work-integrated learning).

Each module carries a fixed number of ECTS credits.

Credits are awarded only for passed modules.

**Art. 22 Permitted Aids**

Only permitted aids may be used during assessments. The Programme Management defines and communicates permitted aids in advance.

**Art. 23 Academic Misconduct**

The President may impose disciplinary measures under Art. 6 in cases of misconduct.

Misconduct includes in particular:

- use or possession of unauthorised aids,
- unauthorised communication during examinations,
- non-compliance with instructions of invigilators,
- submission of work not completed independently,
- creation or use of plagiarism,
- providing false or incomplete information to obtain admission.

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**Art. 24 Attendance Policy****a) Principle**

HWZ is a face-to-face university. Student attendance is essential for didactic, organisational, and institutional reasons.

Students are expected to attend classes punctually and actively contribute. Persistent lateness may result in exclusion from class.

### **b) Attendance Requirement**

A minimum attendance of **80% per course and semester** is required for all courses that award ECTS credits.

Rules:

#### **ba) Free Absences (20% Rule)**

Up to 20% absence per course per semester is permitted without approval. Includes:

- illness without medical certificate,
- work obligations,
- family events,
- miscellaneous absences.

This does **not** apply to sessions containing assessments.

#### **bb) Absences Requiring Approval**

Only the following additional absences may be approved:

- mandatory military service (pre-approved, with official summons),
- civil defence service (pre-approved, with summons),
- illness (with medical certificate),
- disadvantage compensation (Art. 14),
- absences approved by Programme Management.

Additional approved absences may not exceed **10%** of course time per semester. Excess absences must be compensated through additional academic work at the student's expense.

#### **bc) Maximum Absence Limit**

Free plus approved absences may not exceed **30%** of the course workload.

Courses not meeting attendance requirements are considered **not completed** and must be repeated.

### **c) Attendance Monitoring**

Attendance is recorded by lecturers using attendance lists. Absence control is performed by Programme Management or the Master Office.

#### **d) Measures**

For absences exceeding permitted limits or for false/misleading attendance entries, Programme Management decides on course repetition, awarding of ECTS credits, or examination eligibility.

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## **5.2 Grading and Examinations**

### **Art. 25 Grading Systems**

Two grading systems apply:

#### **a) Swiss Numerical Grading Scale**

##### **Grade Definition**

6	very good, excellent
5	good, appropriate
4	meets minimum requirements
3	insufficient, weak
2	very weak
1	unusable or not completed

#### **b) European Credit Transfer System (ECTS) Grades**

Grades are allocated according to performance distribution within the programme:

- **A:** best 10% – outstanding
- **B:** next 25% – very good
- **C:** next 30% – good
- **D:** next 25% – satisfactory
- **E:** lowest 10% – sufficient

(According to the table on p. 13 of the original document.)

**Art. 26 Course Grade**

The course grade is calculated according to the course description and is rounded to one decimal place.

The course description defines which assessments contribute to the grade.

**Art. 27 Module Grade**

Module grade determination is defined in the programme annex.

When combining course grades into a module grade, the module grade equals the arithmetic mean of course grades, rounded to one decimal place.

**Art. 28 Master Thesis**

The Master Thesis grade is awarded to one decimal place.

**Art. 29 Overall Master Grade**

The final Master grade is calculated as a weighted average of all module grades plus the Master Thesis grade, rounded to one decimal place. The weighting is defined in the programme annex.

**Art. 30 Examination Dates**

Examination dates are set by Programme Management at the beginning of the semester.

**Art. 31 Examination Fees**

Examination fees follow the applicable programme fee schedule.

**Art. 32 Examination Registration**

Students attending a module are automatically admitted to its assessments. No separate registration is required.

**Art. 33 Absence from Examinations**

Students unable to attend an examination for compelling reasons must notify Programme Management immediately.

Illness must always be documented with a medical certificate.

Students sitting an examination declare themselves fit to do so.

Programme Management determines further steps (see Art. 19, 20).

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**Art. 34 Exclusion and Invalidation of Examinations**

The President may exclude a student if:

- unauthorised aids are used, or other unfair advantages are sought, or misconduct under Art. 23 occurs;
- a student is absent without valid reason.

Misconduct may lead to disciplinary measures under Art. 6.

The programme may only be continued or completed after the examination has been repeated.

### **Art. 35 Access to Examinations**

Examinations are not public.

Access requires written permission from Programme Management.

Members of the Executive Board are exempt from this requirement.

## **6 Legal Remedies**

### **Art. 36 Objection and Appeal**

#### **a) Objection (Einsprache)**

Students may lodge an objection with the President against decisions of Programme Management regarding:

- non-admission to assessments,
- exclusion from assessments,
- failure of an assessment resulting in permanent exclusion from studies,
- failure of the programme.

Students may review their written examination documents upon request; there is no right to inspect oral assessment protocols or reproduce examination materials.

An objection is admitted only if:

- it is submitted **within 15 days**, by registered mail, in duplicate,
- it includes the request, justification, and evidence,
- it is signed,
- the fee of **CHF 500** is paid (refunded if the objection is fully upheld).

The objection has suspensive effect unless lifted for specific reasons.

The decision is issued in writing, with a right of appeal if the objection is rejected or only partially upheld.

### **b) Appeal (Rekurs)**

Appeals may be filed with the HWZ University Council against:

- decisions on objections under Art. 36(a),
- disciplinary expulsion under Art. 6.

Appeal requirements mirror those for objections (15 days, registered mail, signed, fee of CHF 500, enclosed documents).

Procedural rules, deadlines, and decision processes follow the detailed provisions outlined on p. 17 of the original document.

The Council's decision is final.

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## **7 Final Provisions**

### **Art. 37 Amendments**

Amendments to these Regulations require approval by the HWZ University Council.

Amendments to annexes are decided by the Executive Board.

All changes must be communicated to affected students before the semester in which they take effect.

### **Art. 38 Entry into Force**

These Regulations were approved on 20 June 2024 and enter into force on 1 September 2024.

They replace the Regulations dated 17 January 2024.

Signed in Zurich, 20 June 2024

HWZ University of Applied Sciences in Business Administration Zurich

**Prof. Dr. Jacques Bischoff**, President of the HWZ University Council

**Prof. Matthias Rüegg**, President