

General terms of admission and participation for courses of continuing education at the Zurich University of Applied Sciences (ZHAW), School of Health Sciences

1. General

The admission and course participation regulations set out below apply to all continuing education courses at the School of Health Sciences.

If a student registers for both an MAS programme and one or more of its associated CAS courses, the regulations for the respective CAS apply to the latter. If not all CAS courses are carried out by the same ZHAW School, the admission and course participation regulations for the unit conducting the CAS apply to the respective CAS.

2. ECTS

Continuing education courses at the ZHAW are generally modular and are based on the European Credit Transfer System (ECTS). The ZHAW awards the appropriate number of ECTS credits to students who have successfully completed course modules.

An ECTS credit is equivalent to about 25-30 hours of study.

3. Types of continuing education courses

The following continuing education courses are offered by the ZHAW:

3.1. Continuing education courses (WBK):

These are offered as weekly lessons over an entire semester or a shorter period of time.

They can also be more intensive, lasting one or several days. Participants receive a certificate of attendance. ECTS credits will be awarded where appropriate.

3.2. Certificates of Advanced Studies (CAS)

These are equivalent to a course of study representing 10-15 ECTS credits. The ZHAW issues certificates to those who successfully complete these courses.

3.3. Diplomas of Advanced Studies (DAS)

Diploma of Advanced Studies courses represent 30-40 ECTS credits. Successful candidates are awarded a diploma by the ZHAW.

3.4. Continuing education Master's programmes: Master of Advanced Studies (MAS), Master of Business Administration (MBA) and Executive Master of Business Administration (EMBA)

MAS and EMBA courses require a minimum of 60 ECTS credits, which includes the submission of a piece of written work and may include practical work experience. Those successfully completing an MAS or EMBA course are entitled to use the designation

“ZFH Master of Advanced Studies in (subject area)” or, where applicable,

“ZFH Executive Master of Business Administration (EMBA)”.

4. Admission

The continuing education courses CAS, DAS, MAS and EMBA are primarily intended for students holding a university degree (from either a traditional university or a university of applied sciences) recognised by the government. Candidates with comparable professional skills may



also be eligible. Continuing education courses are open to all candidates interested in the particular subject matter. For a student to be admitted, the course fees, or rather the invoice for the first part of the course fees, must first be paid in full. This requirement applies to all continuing education courses.

Some courses may set other admission requirements, details of which can be found in the course descriptions concerned. Admission to general continuing education courses is at the discretion of the course director.

5. Enrolment

Enrolment procedures are determined by the organisational unit offering the course concerned. Both written and online enrolments are legally binding. By enrolling for a course, the course participant acknowledges and accepts the admission and course participation regulations and the course requirements as set out in the course description.

The number of participants admitted to continuing education courses is limited. Applications are treated on a first-come, first-served basis unless stated otherwise in the course documentation.

Approval of late applications is at the discretion of the course director.

6. Fees

The course fees and conditions are set out in the course description.

7. Course cancellation

If the course fails to attract a minimum number of applications, the ZHAW reserves the right to cancel it. In this case those who have already enrolled will be notified as quickly as possible.

8. Changes and modifications

The ZHAW reserves the right to modify course programmes and to replace lecturers or course directors.

9. Payment terms

Course fees are usually payable after enrolment has been confirmed and prior to the commencement of the course. Special payment terms for courses consisting of several modules may apply. If course fees are not paid on time, a student may be excluded from attending classes, notwithstanding his or her obligation to pay the course fees.

10. Online information

While every effort is made to keep online information on ZHAW continuing education courses up to date, no guarantees can be given that such information is correct, complete or up to date. In case of doubt or divergence, the information contained in the current versions of the printed course documentation shall be applicable.

11. Cancellation, Non-Attendance, Withdrawal or Exclusion due to Non-Payment of Course Fees Owed

All cancellations must be communicated in writing. The deadlines and corresponding fees are as follows:

Withdrawal	Fee
Up to 30 days before the final date for enrolment	No costs
Less than 30 days before the final date for enrolment	CHF 50 for symposia and other events CHF 150 for modules and courses CHF 250 for CAS, DAS and MAS programmes
After final date for enrolment	50 percent of the total course costs if no replacement participant can be found. At least a processing fee of CHF 100 will be charged in all cases, however.
After the start of the course, in the event of non-attendance, upon discontinuation of participation or due to exclusion owing to outstanding course fees	100 percent of the total course costs

Rebooking/early discontinuation

A fee may be charged for changing modules or opting to change the year in which the respective CAS, DAS or MAS programme is to be completed after the final date for enrolment. A fee may likewise be charged in the event that participants discontinue the CAS, DAS or MAS programme prior to its completion.

12. Confidentiality obligation

As part of the continuing education programme, course participants will have access to patient data in various forms as well as contact with patients themselves.

All information about patients that is entrusted to them or observed by them in the context of the continuing education programme as well as, in particular, any educational films made available to them must be treated with absolute confidentiality. Such information and videos must be used exclusively for the purposes for which they were made available to the course participants. Any disclosure to third parties or further use of the information for the course participants' own purposes or the purposes of third parties, in particular its further distribution (e.g. via YouTube, WhatsApp), as well as any recording of the educational films (audio, video, photo) is expressly prohibited.

This obligation will continue to apply after the end of the continuing education programme.

13. Insurance

Insurance matters are the responsibility of the course participants. It is recommended that those enrolling in more extensive courses secure course cancellation cover.

14. Transfer of rights

Course participants automatically cede all working results they produce during their education at the ZHAW and all rights pertaining thereto fully and without emolument to the ZHAW. The rights so transferred include, in particular, solutions to exercises or tasks, final papers or theses, and any software developed by course participants, irrespective of any protection such intellectual property may enjoy. The rights ceded comprise, in particular, the exclusive right to file for patents, trade or service marks and all copyright, performance, patent, design and model rights etc. Should the ZHAW receive any payment in respect of such rights, it will use the proceeds solely for educational purposes. Any rights course participants may have to be recognised as the author, inventor or creator of a design, model or suchlike are not in any way affected by this transfer. In addition, any confidentiality requirements on the part of the ZHAW will be adhered to.

In special cases the afore-mentioned rights may be transferred in part or in their entirety to the course participant in question. This person may submit such a request to the head of the programme and the re-transfer of these rights will subsequently be documented in a written agreement.

15. Applicable law and jurisdiction

Any legal dispute relating to continuing education at the ZHAW is subject to Swiss law. The place of jurisdiction is Winterthur.

16. Erlassinformationen

16.1. Metadaten Erlass

Concerning	Details
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1.2.9	28 September 2022	Continuing education managers	28 September 2022	Editorial change, wording