

Legal notice:

This is a translation of the original rules and regulations, which were issued in the German language as "Allgemeine Studienordnung der Zürcher Hochschule der Künste." Only that version shall be deemed binding under applicable law.

GENERAL REGULATIONS FOR STUDYING AT ZURICH UNIVERSITY OF THE ARTS

(18 December 2007)

Based on § 10 para. 3 lit. a, c and l of the Federal Universities of Applied Sciences Act of 2 April 2007, the Council of Zurich University of Applied Sciences hereby enacts the provisions set out below:

A. General Provisions

§ 1 General Purposes of Study

¹ The taught degree courses offered at Zurich University of the Arts (ZHdK) enable students to acquire and to deepen their artistic, design, pedagogic, and scientific knowledge and experience in their chosen area of study.

² Coursework qualifies students in the areas of art and design through developing their creativity, expressiveness, communication skills, receptiveness, and cultural education.

³ In particular, coursework enables students to apply their skills, knowledge, and methods in their future professional activities.

§ 2 Scope and Applicability

¹ These General Rules and Regulations regulate the principles governing admission to and the organisation of Bachelor's programmes at Zurich University of the Arts and, subject to special regulations, admission to and the organisation of Master's programmes.

² The University Board issues specific regulations for degree programmes. These Degree Programme Regulations may contain provisions that differ from the General Rules and Regulations set out here. Degree Programme Regulations are subject to approval by the Council of Zurich University of Applied Sciences.

³ The University Board is responsible for defining the general educational objectives and principles applicable at Zurich University of the Arts, as well as the teaching and learning objectives, course structure, curriculum, and the courses and lectures offered, in the curricular concepts underpinning each degree programme.

B. Admissions

§ 3 Requirements

Admission to Bachelor's programmes at Zurich University of the Arts is open to individuals who

- a. fulfil the University's admission requirements in accordance with the provisions set out in the Federal Act on Funding and Coordination of the Swiss Higher Education Sector,
- b. have achieved a positive result in their aptitude test,
- c. provide evidence of a sufficient knowledge of German and, if necessary, of English, to be able to follow classes, i.e., undertake university coursework.

§ 4 Exceptions

¹ The head of department may, on petition of the head of programme, grant portfolio admission to suitable candidates, without fulfilment of the prerequisites set out in para. 3 lit. a. being required.

² If admission is granted despite candidates not fulfilling the University's language requirements in accordance with para. 3 lit. c, admission may be subject to special requirements, to be determined by the head of programme.

§ 5 Foreign Qualifications

¹ Foreign upper-secondary qualifications are treated as equivalent to Swiss qualifications, provided that they correspond at least to a Federal Vocational Baccalaureate (Berufsmaturität).

² Recognition decisions will be taken by the head of department on petition of the head of programme.

C. Admissions Process

§ 6 With Regard to Time

Admission is valid solely for the academic year for which the aptitude test was taken.

§ 7 Responsibility

Admission decisions are taken by the head of department.

§ 8 Matriculation

Students accepted for admission will be matriculated after paying their tuition fees.

D. Structure of Degree Programmes

§ 9 Course Structure

¹ Degree programmes at Zurich University of the Arts are offered in accordance with the Bologna Model of Higher Education and may consist of two cycles. The first cycle leads to a Bachelor's degree and the second to a Master's degree.

² Bachelor's programmes are divided into cross-disciplinary, Bachelor-specific, and specialised, in-depth modules.

§ 10 Course Offerings

Course offerings are based on the curricular concepts developed for the individual degree programmes and their specialisations.

§ 11 Course Duration and Scope

¹ The workload required to attain a Bachelor's degree corresponds to a standard period of study of three years, which corresponds to 180 ECTS. A Bachelor's programme must be completed in a minimum of six and a maximum of ten semesters.

² The number of credits required to attain a Masters's degree corresponds to a standard period of study of one and a half to two years, i.e., 90 to 120 ECTS. A Master's programme of 90 ECTS must be completed in a minimum of three and a maximum of five semesters. A Master's programme of 120 ECTS credits must be completed in a minimum of four and a maximum of six semesters.

§ 12 Semester Structure

¹ The academic year is divided into an autumn and a spring semester. The time between semesters is considered a recess period.

² The autumn semester lasts from week 38 to week 3; the spring semester from week 8 to week 23.

³ As a rule, no classes are taught during recess periods. During this time, it is, however, permissible to

a. undertake additional, ECTS-relevant assignments or coursework,

b. do placements,

c. offer courses and lectures in accordance with the programme curriculum for a maximum of three weeks.

⁴ No classes are held at the following times: Weeks 52, 1, 5, and 6 (holidays) and during the month of August. Nor is any coursework required during these periods.

§ 13 Structure of Weeks and Days

The University Board issues separate guidelines defining the structure of weeks and days.

E. Student Credits

§ 14 Student Credits

¹ Credits must be earned in accordance with the respective Degree Programme Regulations and curricular concepts.

² Student performance is credited according to the rules of the European Credit Transfer System (ECTS) (points). One ECTS corresponds to 25 to 30 hours of study.

³ ECTS are awarded for student performance, provided that this is considered at least sufficient.

⁴ A maximum of 36 ECTS per semester can be earned on a Bachelor's programme. The University Board is responsible for setting out the corresponding details in the ECTS Regulations. Any deviations must be clearly specified in the Degree Programme Regulations.

⁵ Student achievements may also be recognised across all programmes offered at Zurich University of the Arts.

⁶ Heads of programmes are entitled to award "Campus Points." These ECTS are awarded in recognition of special achievements, for instance, the organisation of events deemed relevant to student training. The University Board is responsible for determining the maximum number of ECTS to be awarded in such cases.

§ 15 Assessment and Examinations

¹ Student performance is subject to assessment. Coursework deemed "insufficient" may be repeated once only.

² Student performance is assessed based on binding evaluation criteria brought to the attention of students in good time.

³ On request, teaching staff may be asked to justify student assessments orally or in writing.

⁴ Assessments are expressed in letters (A to F), grades (6 to 1), or as pass or fail.

⁵ The relevant details are set out in the Student Grading Scale (see Appendix). The purpose of the scale is to assess individual performance. It does not include any relative allocation.

⁶ The predicate “With distinction” can be awarded the letter A or a grade of 5.75 or higher.

⁷ Details are subject to Degree Programme Regulations.

§ 16 Students' Own Work

¹ Any assignments or coursework submitted must be a student's own work.

² Any work or assignment that is not a student's own work or that borrows the ideas, words, and data of others without due acknowledgement, or that constitutes plagiarism or any other illicit use of the work or the results of others, will be deemed dishonest.

³ Students who submit work that they have not undertaken themselves will be deemed to have failed the respective examination of student performance (course, module, presentation, etc).

F. Course Organisation

§ 17 Placements

¹ Placements may be deemed part of a degree programme provided that supervision is ensured and provided that such field training is integral to coursework in accordance with the respective Degree Programme Regulations.

² Placements must be undertaken in a professional field relevant to the respective degree programme.

³ The type and duration of a placement must be approved by the head of programme.

⁴ Students will remain enrolled while undertaking a placement.

§ 18 Leaves of Absence

¹ Leaves of absence for up to one year will receive consideration. Applications must be submitted in good time and approved by the head of programme.

² The following are legitimate reasons for a leave of absence: pregnancy, parenthood, accident, illness, military service, and other justified cases.

³ Students will remain enrolled during their leave of absence. They are exempt from paying tuition fees if their leave of absence lasts for at least ten weeks.

§ 19 Interruption of Studies

¹ Students may interrupt their studies with the approval of their head of programme.

² Students who interrupt their studies will not remain enrolled.

³ If an interruption of studies does not last longer than two consecutive years, previous student achievements will be fully credited upon re-entry, provided that no changes have been made to the degree programme in the meantime. In the event of a prolonged interruption of studies, the head of programme shall decide on the conditions of re-entry, in particular which previous achievements can be credited.

⁴ ECTS obtained previously are credited upon re-entry. If credits were earned more than three years prior to re-entry, the responsible head of programme shall decide which additional coursework must be undertaken so that students may resume their studies in keeping with the current curriculum.

§ 20 Exchange Semesters

¹ Zurich University of the Arts cooperates with other universities and participates in exchange programmes.

² It supports students who wish to spend semesters at other universities (in Switzerland or abroad) by liaising with corresponding universities.

³ As a rule, students who spend a semester at another university, are expected to notify the University four months prior to matriculation and at the beginning of each academic year.

⁴ Zurich University of the Arts recognises coursework undertaken at other universities in accordance with its training concepts and the ECTS Agreement.

⁵ The University Board is responsible for setting out the corresponding details in a separate regulation.

§ 21 Programme Transfers

¹ Students may transfer to another ZHdK programme at the beginning of each semester, provided they can demonstrate evidence of the required knowledge and skills. The exact modalities of furnishing evidence are determined by the heads of programmes. As a rule, notice of transfer must be given at least four months before the beginning of semester.

² Students seeking admission to another programme at ZHdK must satisfy the following conditions:

a. provide evidence of the coursework completed to date and that is comparable with the requirements of the envisaged degree programme,

b. achieve a positive result in the relevant aptitude test.

³ Admission to a particular semester is based on the assessment of aptitude and on the partial crediting of course certificates and the obtained ECTS. Allocation decisions are taken by the head of programme.

§ 22 Transferring to ZHdK

¹ Students wishing to transfer to Zurich University of the Arts from another university will be admitted if they satisfy the corresponding requirements in accordance with § 2 para. 21.

² Admission decisions are taken by the head of department on petition of the head of programme.

G. Degree Award

§ 23 Degree Award

¹ Students will be deemed to have successfully completed their programme if they have

- a. provided evidence of the credits required for graduation,
- b. passed all coursework and examinations,
- c. obtained the required number of ECTS.

² The head of department shall notify students in writing about their performance. Assessments must be justified upon request. Zurich University of the Arts reserves the right to notify students in advance whether they have successfully completed their studies.

³ Students who have successfully completed their studies will be awarded a degree by Zurich University of Applied Sciences: a Bachelor's degree for the respective programme and its specialisation; a Master's degree for the respective programme and its specialisation.

⁴ Students who have not successfully completed their studies will receive a transcript of records from Zurich University of the Arts confirming the credits obtained and the grades achieved.

H. Expulsion

§ 24 Expulsion

¹ The head of department may, on petition of the head of programme, expel students from a programme if a. even despite repeating the assignment, the student is awarded an insufficient grade or failed the assignment, or if

b. the maximum number of semesters has been exceeded.

² The University Board reserves the right to expel students

- a. for cheating or for any other academic conduct deemed dishonest in accordance with § 16 para. 3, or
- b. for serious or repeated violations of the disciplinary regulations.

I. Right of Appeal

§ 25 Right of Appeal

¹ Decisions and directives concerning any aspect of studying at Zurich University of the Arts, such as admission, final examinations, and expulsion may be appealed against.

² The University Board is responsible for setting out the appeal process.

K. Final Provision

§ 26 Enactment

These General Regulations shall enter into force on 1 February 2008.

Appendix

Grading Scale

(§ 15 para. 5)

- A outstanding (6)
distinguished performance
- B very good (5–6)
above-average performance
- C good (5)
good and solid overall performance
- D satisfactory (4–5)
average
- E sufficient (4)
performance meets minimum requirements
- FX fail (3–4)
some rework required
- F clear fail
Gradations: 3 = insufficient, 2 = poor, 1 = very poor, i.e. no work done — work must be redone, no rework possible as a rule