

Application for Admission «Postgraduate Programmes»

I hereby apply for admission into the following programme/course of study:

MAS DAS CAS

Course Title: _____

Spring term Autumn term Year _____

Title _____

Billing address (if different from private address)

Surname _____

Institution _____

First Name _____

Toward _____

Street _____

Street _____

Postal Code/City _____

Postal Code/City _____

Nationality _____

I confirm that the information provided on this form is true and complete. I have read the "Terms and Conditions" (see continuation sheet), and hereby declare that I agree with them. This application is binding.

Telephone _____

E-mail _____

Place and date _____

Skype Address _____

Signature of candidate _____

Date of Birth _____

*Social Security No. (13 digits) _____

*Matriculation No. (8 digits) _____

Place of residence at the time of high-school graduation _____

***Information regarding MAS:**

Upon immatriculation at a higher education institution in Switzerland (university, university of applied sciences, or college of tertiary education), all students are allocated a matriculation number. This personal number must be used when enrolling for any further studies in Switzerland. The matriculation number is affixed onto the reverse side of the baccalaureate certificate or an equivalent admissions document.

Please note: If you were matriculated at a higher education institution in Switzerland (university, university of applied sciences, or college of tertiary education) prior to applying for admission into Zurich University of the Arts (ZHdK), but did not begin or discontinued your studies, you must indicate the matriculation number originally issued to your name.

Enclosures

- Curriculum Vitae
- Motivation Letter
- Work documentation/portfolio
- High-school certificate/other diploma
- Your photograph
- Confirmation of payment regarding the application fee of CHF 200.–

Account: Swiss Post-Postfinance, Nordstrasse 8, 3030 Bern
Account No.: 80-3430-1
SWIFT-Code: BIC POFICHBE / IBAN CH55 0900 0000 8000 3430 1
Recipient: Zürcher Hochschule der Künste, Postfach, 8031 Zürich
Remark: Anmeldegebühr Weiterbildung

Send to:
Zürcher Hochschule der Künste
Sekretariat Zentrum Weiterbildung
Toni-Areal
Pfungstweidstrasse 96, Postfach, 8031 Zürich

Terms and Conditions

1. Purpose and Scope

These Further Education Terms and Conditions set forth the basic attendance regulations for further education courses offered at Zurich University of the Arts (ZHdK) (in particular CAS and MAS courses). These regulations apply to all students attending further education courses at ZHdK.

2. Registration Procedure

On submitting their completed and signed application for admission to further education courses at Zurich University of the Arts (ZHdK), prospective students and course participants certify that they have read, understood, and accepted the Terms and Conditions specified hereinafter. Written course applications are legally binding and are considered in the order received until the application deadline.

3. Admissions and the Running of Courses

- Candidates seeking admission to further education courses at Zurich University of the Arts (ZHdK) must satisfy the following requirements:
 - University degree
 - Work experience
 - A positive examination result or a positive assessment of individual aptitude
- Portfolio admissions without candidates being required to fulfil the admissions requirements stipulated under 3.1 will be considered in well-justified cases. In addition to their application documents, candidates seeking portfolio admission must submit a corresponding written application.
- Admissions decisions are taken by the responsible course director in consultation with the Head of the Further Education Centre. Decisions are based on the application documents received and on the outcome of a personal interview and/or an individual aptitude test.
- Prospective students will receive written confirmation of their admission at the latest one week after the application deadline.

4. Course delivery

- If an insufficient number of applications is received by the application deadline, Zurich University of the Arts (ZHdK) reserves the right to cancel or postpone a course.
- Should a course need to be cancelled, prospective students will receive written notification of cancellation shortly after the application deadline.
- In the event of cancellation, application fees will be refunded.

5. Terms and Conditions of Fees Payment

- Students admitted to further education courses at Zurich University of the Arts (ZHdK) are liable to pay tuition fees for the entire course to which they have been admitted. This regulation remains subject to 5.5 (see below).
- CAS and MAS students are required to pay tuition fees each semester. Fees must be paid prior to the beginning of the respective semester.
- Students attending a particular module are required to pay the full tuition fees prior to the beginning of that module.
- Zurich University of the Arts (ZHdK) does not accept installment payments of tuition fees.
- Cancellations received up to two (2) months prior to course commencement will not be subject to charge. Cancellations received up to one (1) month prior to course commencement will be subject to a twenty percent (20%) charge of the total fees owed. Cancellations received less than thirty (30) days prior to course commencement will be subject to the course fees being owed in full.

6. Fees

The application fee for CAS and MAS courses is CHF 200.00. No application fee is charged for modules.

7. Interruption and Discontinuation

- As a rule, students may not interrupt a further education course and resume attendance at a later date. Students withdrawing from or discontinuing a course are not entitled to a reimbursement of their tuition fees.
- Students are responsible for taking out cancellation insurance to cover cancellation costs arising in the case of illness or other events preventing attendance.
- In cases of hardship, such as a medically certified longer illness or accident, the Head of the Further Education Centre will consider a tuition fees reimbursement in consultation with the responsible Head of Department. Students seeking a reimbursement of their tuition fees must submit a corresponding written application. The maximum reimbursement is fifty percent (50%).

8. Course Offers

- Courses are offered in accordance with the detailed descriptions and requirements of the individual courses as published in the respective brochures.
- Course delivery involves various teaching and learning formats, such as lectures, seminars, tutorials, practical exercises, colloquia, mentoring, excursions.
- Courses are divided into modules and involve taught classes and self-study.

9. Course Credits

- Students are required to obtain course credits subject to individual course requirements. These requirements are set forth in the detailed course descriptions (see course brochure).
- Student performance is accredited in accordance with the rules and regulations of the European Credit Transfer System (ECTS). ECTS are awarded for coursework receiving pass marks.
- ECTS are awarded only if coursework is submitted on time and if coursework receives positive assessment.

10. Assessment and Examinations

- Student performance is assessed based on coursework (for instance, project work, examinations, written papers).
- Student performance may also be subject to other kinds of assessment, provided these ensure reliable evaluation.
- Students demonstrating previous knowledge and skills in a particular area of their course may receive course credits accordingly and be exempt from classes. Decisions regarding the awarding of such credits will be taken by the Head of the Further Education Centre following a proposal submitted by the responsible course director.
- Course credits are awarded in accordance with the specific course requirements and in accordance with §§ 26ff of the ZHdK Academic Course Regulations Framework.
- Students whose coursework is deemed to be insufficient may as a rule repeat such work once in the next semester.
- In well-founded cases, students may postpone their final examinations once. All requests for postponement must be made in writing. The new examination date is binding and cannot be rescheduled.
- Students will receive notification of their examination results and whether they have passed the course in writing. Notification may be staggered in that students first receive notice whether they have „passed“ or „failed“ their course. However, only notification including a written assessment of student course and examination performance is considered binding under applicable law.
- Exceptions to these provisions may be made in individual cases provided well-justified reasons are given. Students are not legally entitled to exceptions or special arrangements. Decisions will be taken by the Head of Further Education based on a proposal submitted by the course director.

11. Student Performance

- Students are required to earn credits for coursework that they undertaken on their own and that reflects their true ability.
- Any coursework that does not reflect a student's own efforts or true ability, such as coursework failing to acknowledge the work of others, or plagiarising the work of others, or involving any other dishonest use of sources, is deemed strictly unacceptable.
- Any dishonest coursework will be considered to have „failed“ the course requirements.

12. Course Certification (Diploma, Certificate, Confirmation)

- Students and course participants whose performance is considered sufficient („pass“) and who have earned the required ECTS will receive a diploma or certificate. Academic titles are awarded in accordance with the regulations pertaining to a particular course (see course brochure).
- Course certificates (diploma, certificate, confirmation) are awarded in accordance with the specific course requirements provided students have completed all the required coursework and have attended at least eighty percent (80%) of all taught classes (contact hours).
- Students who cannot be awarded a diploma or certificate because their performance fails to meet the specific course requirements will receive a confirmation of attendance.
- Course certificates bear the date of the last day of the corresponding semester.

13. Expulsion

- Course directors may expel any student or course participant who fails to submit the required coursework, who fails his or her examination resits, or whose performance fails to meet the necessary standards. Course directors may also expel any student or course participant who exceeds the maximum course duration.
- Students and course participants may also be expelled for the following reasons:
 - submission of work deemed dishonest in accordance with clause 11.
 - serious or repeated violations of the code of conduct (disciplinary regulations)
 - failure to pay tuition fees

14. Final Provisions

- In addition to the ZHdK Further Education Terms and Conditions set forth here, further education courses offered at Zurich University of the Arts (ZHdK) are subject by analogy to the ZHdK Academic Course Regulations Framework.
- All course details (course contents, teaching faculty, tuition fees) are subject to the current course brochure.
- The ZHdK Further Education Terms and Conditions set forth here are governed by Swiss law. The place of jurisdiction is Zurich, Switzerland.
- The ZHdK Further Education Terms and Conditions set forth here were adopted by the Executive Board of Zurich University of the Arts (ZHdK) on 15 October 2014. These regulations came into effect at the beginning of the autumn semester 2014.

Prof. Elisabeth Danuser
Head of the Further Education Centre
Zurich University of the Arts (ZHdK)