

GENERAL TERMS AND CONDITIONS FOR ZHdK'S CONTINUING EDUCATION PROGRAMMES (GTC-CE)

of 9 November 2016

1. Objective and scope of application

1. These general terms and conditions (GTC-CE) outline the basic regulations for participation in the continuing education programmes of Zurich University of the Arts (ZHdK).
2. They apply to all participants in CAS degree programmes (CAS), DAS degree programmes (DAS), modules, courses, study trips, online offers and events, and to all students in MAS programmes (MAS).

2. Enrolment process

By signing the application or completing the online application, you confirm that you have read and accepted these GTC. The application is legally binding.

3. Application fee

The application fee for CAS, DAS and MAS programmes is CHF 200. This is due in all cases. No application fee is charged for shorter continuing education programmes. If ZHdK cancels a degree programme, the application fee is refunded.

No application fee is charged if the continuing education course is extended within the same CAS programme or for DAS/MAS qualifications in music continuing education.

4. Admission

1. The admissions requirements for ZHdK's continuing education programmes are as follows:
 - a. University degree
 - b. Experience in the workplace
 - c. Positive outcome of the aptitude test. This may consist of an admissions interview, an examination, individual work or performance of a task.
2. Special admission ("sur dossier"), i.e. without having to meet the requirements set out in Paragraph 4.1., is possible. In the music continuing education area, the admission decision may be reached on the basis of an additional assessment in the form of a paid trial lesson.
3. The relevant Head of Programme decides on admission to the continuing education programme in consultation with the Head of the ZHdK Continuing Education Centre on the basis of the documents submitted and the results of the aptitude test.
4. Admission is confirmed in writing by e-mail after the application deadline for the continuing education programme and a review of the admissions requirements.
5. The number of places is limited. Applications are generally considered in chronological order of receipt. However, the Head of Programme may also apply other admission criteria, e.g. to ensure balanced group composition in terms of certain skills or professional experience.

5. Delivery

1. If there is an insufficient number of registrations when applications close, ZHdK reserves the right to cancel, postpone or make necessary adjustments to the delivery of the continuing education programme.
2. If the continuing education programme cannot be delivered, applicants will be notified of this shortly after the application deadline. There is no right to delivery of the programme.
3. If the programme is not delivered, the application fee will be refunded.
4. Admission to a CAS (or another modular unit) does not automatically guarantee admission to a further CAS, DAS or MAS programme.

6. Payment terms

1. Admission to the continuing education programme means the entire participation or tuition fee is due for payment.

The statements in Paragraph 7 remain reserved.

2. In the case of CAS, DAS and MAS programmes, the participation or tuition fee is invoiced on a semester basis. The semester fee must be paid before the semester starts.
3. In the case of shorter formats (modules, courses, study trips, seminars/symposia), the entire amount is invoiced before the course starts. The fee must be paid before the course starts.
4. The semester fees of CAS and DAS programmes can be paid in three instalments. The instalment payment option must be ticked/crossed on the application form. The first instalment must be paid before the course or the new semester starts.

7. Cancellation and withdrawal

CAS/DAS/MAS programmes

1. Applications for cancellation, withdrawal, postponement and interruption of the course must be made in writing.
2. It is possible to cancel an application up to the application deadline without incurring any costs. However, the application fee will not be refunded.
3. In the event of withdrawal after the application deadline, but before the start of the continuing education programme, a processing fee is invoiced:
 - Up to four weeks after the application deadline, this amounts to CHF 750.
 - Afterwards, it amounts to CHF 1,500.
4. However, in the case of certain CAS and DAS programmes, withdrawal after the application deadline but before the start of the continuing education programme incurs a higher processing fee due to the large amount of individual tuition:
 - Up to eight weeks before the course starts, this amounts to 50% of the first semester fee.
 - Afterwards, it amounts to 100% of the first semester fee.
5. In the case of withdrawal after the start of the continuing education programme, 50% of the total participation or tuition fee is due for payment.
 - If the withdrawal occurs after half or more of the continuing education programme has been delivered, 100% of the participation or tuition fee is due for payment.
6. A processing fee of CHF 200 is invoiced for postponements and course interruptions.

Courses, study trips, modules, online offers

1. Applications for cancellation, withdrawal, postponement and interruption of the course must be made in writing.
2. It is possible to cancel an application up to the application deadline without incurring any costs.
3. In the event of withdrawal after the application deadline, but before the start of the continuing education course, a processing fee of 50% of the participation fee, but at least CHF 100, is charged.
4. Once the continuing education programme has started, the entire participation or tuition fee is due for payment.

8. Programme

1. The teaching programme is based on the curriculum of the individual continuing education programmes.
2. The syllabus is delivered through various courses and other teaching methods, such as lectures, seminars, projects, tutoring, practical exercises, colloquia, mentoring, excursions and internships.
3. The continuing education programme is completed in modules and includes contact hours and self-study.
4. Programme changes and personnel changes that do not significantly alter the basic nature of a continuing education course (lecturers, persons responsible for the course, etc.) remain reserved.

9. Credits

1. Participant or student credits must be achieved within the framework of the requirements of the individual continuing education programmes.
2. All participant or student credits are awarded according to the European Credit Transfer System (ECTS). Credits are awarded for coursework provided that the assessment is completed on time and with a minimum assessment of satisfactory.

10. Performance assessments

1. Participant or student performance is assessed on the basis of their work (such as project work, examinations, written exercises).
2. Performance assessments can also be carried out with other forms of assessment, provided that they ensure reliable evaluation.
3. If participants or students already have sufficient prior knowledge in a specific area, this knowledge can be credited as equivalent. The Head of the Continuing Education Centre decides on the related exemption from classes with any cost reduction or the attendance of alternative teaching programmes at the suggestion of the Head of Programme.
4. Assessment is based on the assessment criteria of the individual continuing education programmes and Section 26 et seq. of the framework course regulations for continuing education Master's programmes of Zurich Universities of Applied Sciences and Arts.
5. It is generally possible to repeat assessments that were graded as unsatisfactory once in the following semester, and this may involve additional costs. Assessments graded as satisfactory cannot be repeated.
6. A final examination may be postponed once. The application for postponement must be made in writing, stating the reasons. The newly established postponement date is binding and cannot be changed again. The postponement will incur an administration fee of CHF 200 and may generate additional fees if it results in additional work for the teaching and support staff.
7. Notification that the continuing education programme has been passed or failed is given in writing. This may be staggered, in that a notification of "passed" or "failed" is given first of all. A notification is only legally binding when it is given in writing with reasons.

8. It is possible to deviate from these provisions in individual cases, provided that this is properly justified. There is no right to this. The Head of Continuing Education decides on the basis of a proposal from the Head of Programme.

11. Personal credits

1. The participants or students achieve their credits independently.
2. Any credits not achieved independently, such as borrowings, plagiarism and other reuses of work or credits produced by others, are deemed to be dishonest.
3. Dishonest credits are assessed as failures.

12. Final document (diploma, certificate, confirmation)

1. Participants or students with satisfactory coursework and the required credits receive a diploma or a certificate. The title is determined according to the individual continuing education programmes.
2. The final document (diploma, certificate, confirmation) is issued in accordance with the appropriate requirements of the continuing education programme, provided that all assessments have been undertaken and the compulsory attendance requirement of at least 80 per cent of the contact hours has been met.
3. If the diploma or certificate cannot be awarded due to unsatisfactory coursework, a confirmation of the classes attended is issued by ZHdK.
4. In each case, the final document is dated on the last day of the relevant semester.

13. Exclusion

1. The Head of Continuing Education can exclude participants or students if they fail the repeated assessments in a module or if they exceed the (individually agreed) maximum programme or course duration.
2. Participants or students can also be excluded from the continuing education programme:
 - a. if a dishonest credit according to Paragraph 11 is achieved,
 - b. if there are serious or repeated infringements of the disciplinary code, or
 - c. if the fees are not paid.

14. Interruptions/extensions/postponements of a CAS/DAS/MAS programme

1. Applications for interruption or extension of the continuing education programme or a postponement of the final examination must be made in writing.
2. Interruptions, extensions and postponements incur a fee of CHF 200 and are possible for a maximum of two semesters.
3. There is no guarantee that the started course can be continued. If a participant/student does not return, the entire outstanding tuition fee is due for payment.
4. It is the responsibility of the participants or students to take out cancellation insurance that covers cancellation costs due to illness and other events.
5. In cases of hardship, such as a long-term illness/an accident supported by a medical certificate, on receipt of a written application, the Head of the ZHdK Continuing Education Centre decides on a partial refund of the participation or tuition fee; in any case, a processing fee of CHF 500 will be invoiced.
6. In the case of death, the participation and tuition fee is refunded.

15. Final provisions

1. In addition to the present GTC-CE, the provisions of the Regulatory Framework for Bachelor's and Master's Degree Programmes/Regulatory Framework at ZHdK apply analogously.
2. In terms of the content, lecturers and fees for the respective continuing education programmes, the authoritative version is in each case the current call for applications on the website.
3. Swiss law shall apply and the place of jurisdiction is Zurich.
4. These GTC-ZHdK were enacted by the University Board on 9 November 2016. This revised edition was approved by University Board on 2 July 2025.
5. These GTC shall also apply as of now to participants or students who have previously been enrolled in continuing education programmes.

On behalf of the University Board

The President
Karin Mairitsch