

# Regulatory Framework for Bachelor's and Master's Degree Programmes at Zurich University of the Arts

(2 November 2021)

Based on § 10 para. 3 lit. c of the Universities of Applied Sciences Act of 2 April 2007, the Council of Zurich Universities of Applied Sciences and Arts hereby decrees:

## I. Section: General Provisions

### § 1. Subject and Scope

<sup>1</sup> This Regulatory Framework regulates the basic principles, structure and organisation of Bachelor's and Master's degree programmes at Zurich University of the Arts (ZHdK) including their majors, minors and individual area of study.

<sup>2</sup> Cooperative degree programmes with other higher education institutions are reserved.

### § 2. Degree Programme Regulations with Annexes

<sup>1</sup> The regulations of the Bachelor's and Master's degree programmes offered at Zurich University of the Arts stipulate the admissions requirements for those programmes and provide information on programme structure and organisation.

<sup>2</sup> The annexes to the degree programme regulations describe the majors forming part of a degree programme. In particular, the annexes contain the degree title awarded for the major, the entry-level competencies, programme structure, details about credits and programme outcomes.

<sup>3</sup> The degree programme regulations and annexes are decreed by the University Board.

### § 3. List of Minors and Description of Minors Forming Part of Minor Programmes

<sup>1</sup> The list of minors contains all minors offered at Zurich University of the Arts.

<sup>2</sup> Each minor has its own description. This contains the entry-level competencies, the registration requirements, the number of places, the non-combinable programmes and the programme structure with details about credits.

<sup>3</sup> The list of minors and the minor descriptions are decreed by the University Board.

### § 4. Degree Programmes

<sup>1</sup> Zurich University of the Arts offers the following Bachelor's degree programmes:

- Bachelor of Arts in Design,
- Bachelor of Arts in Contemporary Dance,
- Bachelor of Arts in Theatre,
- Bachelor of Arts in Film,
- Bachelor of Arts in Fine Arts,
- Bachelor of Arts in Art Education,
- Bachelor of Arts in Music,
- Bachelor of Arts in Music and Movement.

<sup>2</sup> Zurich University of the Arts offers the following Master's degree programmes:

- Master of Arts in Design,
- Master of Arts in Dance,
- Master of Arts in Theatre,
- Master of Arts in Film,
- Master of Arts in Fine Arts,
- Master of Arts in Art Education,
- Master of Arts in Transdisciplinary Studies in the Arts,
- Master of Arts in Music Performance,

- Master of Arts in Specialized Music Performance,
- Master of Arts in Music Pedagogy,
- Master of Arts in Composition and Theory.

## **II. Section: Degree Studies**

### **A. Programme Structure**

#### **§ 5. Required Credits and Programme Duration**

<sup>1</sup> Bachelor's degree programmes comprise 180 credits. This corresponds to a standard duration of 6 semesters. Programme duration may be extended to a maximum of 10 semesters.

<sup>2</sup> Master's degree programmes comprise 120 credits. This corresponds to a standard duration of 4 semesters. Programme duration may be extended to a maximum of 8 semesters.

<sup>3</sup> The Master's degree programme in Music Pedagogy with the Major in School Music II comprises 180 credits including the professional training that is required to earn an upper secondary (i.e. baccalaureate college) teaching certificate (60 credits).

<sup>4</sup> Degree Programme regulations may stipulate a maximum programme duration of 8 semesters for Bachelor's degree programmes and 6 semesters for Master's degree programmes.

#### **§ 6. Structure of Degree Programmes**

<sup>1</sup> A Bachelor's degree programme consists of a major worth 150 credits and:

- a. one or several minors worth 15 or 30 credits,
- b. one or several minors worth 15 or 30 credits and an individual area of study or
- c. an individual area of study.

<sup>2</sup> A Master's degree programme consists of a major worth 60 to 90 credits and:

- a. one or several minors worth 15 or 30 credits,
- b. one or several minors worth 15 or 30 credits and an individual area of study; or
- c. an individual area of study.

<sup>3</sup> In the Master's degree programme in Music Pedagogy with the Major in School Music II, § 5 para. 3 is reserved.

#### **§ 7. Majors**

All majors are assigned to a degree programme and are governed by the respective degree programme regulations.

#### **§ 8. Choosing Minors**

<sup>1</sup> Students are free to choose minors provided they possess the entry-level competencies and fulfil the registration requirements. The minor descriptions contain guidelines on programme combination.

<sup>2</sup> Bachelor's students may take minors from their third semester. Master's students may take minors from their first semester.

#### **§ 9. Minors: Registration and Withdrawal**

<sup>1</sup> Students must register for minors within the specified period. They must also deregister from minors within the specified period.

<sup>2</sup> If fewer students have registered for a minor than required in the minor description, the minor may be cancelled. Students affected by cancellation may register for another minor provided enough free places are available.

<sup>3</sup> The University Board determines the registration conditions and the procedure for allocating students to minors.

#### **§ 10. Minors at Other Higher Education Institutions**

Students may take minors at other higher education institutions provided that the head of programme approves students' enrolment and the crediting of these minors in advance.

#### **§ 11. Individual Area of Study**

<sup>1</sup> The individual area of study comprises those credits that students earn outside their chosen programmes in order to obtain the required credits.

<sup>2</sup> In their individual area of study, students are free to choose modules provided they meet the module requirements and enough free places are available.

<sup>3</sup> There is no entitlement that modules are opened up to the individual area of study.

## **B. Modules**

### **§ 12. Module**

<sup>1</sup> Degree programmes have a modular structure.

<sup>2</sup> A module is a teaching and learning unit that students complete in one semester. Each module is assigned to a module area. Module areas structure majors and minors. They are specified in the programme structure and in the Transcript of Records.

<sup>3</sup> Each module must be completed with one or several assessments.

<sup>4</sup> For each compulsory, compulsory elective and elective module, the content, number of credits, requirements, assessments, credits and learning objectives/competencies are specified in the module description. Module descriptions are published.

### **§ 13. Programme Structure and Types of Modules**

<sup>1</sup> The programme structure specifies the module areas, the types of modules and the number of credits.

<sup>2</sup> The types of modules are defined as follows:

- a. Students are required to complete compulsory modules,
- b. Students are required to choose compulsory electives from a predefined area and to earn the specified number of credits,
- c. Students are free to choose and complete electives from a predefined area.

<sup>3</sup> Deviations from a given programme structure are admissible where the crediting of modules in accordance with § 18 is concerned.

### **§ 14. Module Registration**

<sup>1</sup> Students must register for all modules within the specified enrolment period. Registration is binding.

<sup>2</sup> Registered students are required to attend modules and to complete assessments as required.

<sup>3</sup> Deregistration from modules is subject to § 29 paras. 2 and 3. These shall apply mutatis mutandis.

### **§ 15. Cancellation of Modules**

<sup>1</sup> Announced modules may be cancelled due to insufficient registration (fewer than five students), force majeure, or if teaching staff suffer accidents, illness or a prolonged absence.

<sup>2</sup> If a module is cancelled, students are not entitled to an identical module being offered at a later date.

## **C. Credits**

### **§ 16. Credits**

<sup>1</sup> Student performance is credited according to the European Credit Transfer System (ECTS). One credit corresponds to a student workload of 25 to 30 hours, consisting of contact hours and self-study.

<sup>2</sup> Each module is assigned a certain number of credits in the module description.

<sup>3</sup> Students may register for a maximum of 36 credits per semester.

<sup>4</sup> Degree Programme regulations may stipulate the minimum number of credits that students need to register for per semester.

<sup>5</sup> As a rule, students may not obtain more credits than are required to complete their degree.

### **§ 17. Awarding of Credits**

<sup>1</sup> Students are awarded credits if they have attended at least 80% of contact hours and if they have «passed» the assessments required to complete a module or if their work has received at least a grade of 4. In well-reasoned exceptions, module descriptions may require students to attend more contact hours.

<sup>2</sup> Students who have failed to pass one of the required assessments are deemed to have failed the respective module. The same applies if students fail to attend classes or drop out of classes unless they provide reasons in accordance with § 29 para. 2.

### **§ 18. Transfer of Credits From Other Higher Education Institutions**

<sup>1</sup> Credits obtained at another higher education institution prior to entering a degree programme at Zurich University of the Arts may be recognised provided they are at least equivalent to the requirements and objective of the programme concerned.

<sup>2</sup> For degree programmes with an integrated upper secondary teaching certificate, with a specialisation in music or visual arts, prior student performance will also be credited in accordance with the Regulations on the Recognition of Teaching Certificates for Teaching at Primary, Lower Secondary and Upper Secondary Levels of the Swiss Conference of Cantonal Ministers of Education (EDK) of 28 March 2019.

<sup>3</sup> Credits obtained at another higher education institution while attending a programme at Zurich University of the Arts as well as practical performance may be credited to a programme or an individual area of study provided these achievements are at least equivalent to the respective programme requirements and objective.

<sup>4</sup> Previous achievements are credited to a programme either by the head of major or by the head of minor. Heads of majors are responsible for crediting previous achievements to the individual area of study.

## **III. Section: Admissions and Matriculation**

### **§ 19. General Admissions Information**

<sup>1</sup> Students are admitted to degree studies via their chosen major.

<sup>2</sup> When applying for admission, students must indicate any Bachelor's and Master's degree programmes that they have failed to complete at other Swiss universities of applied sciences. Non-declaration may result in admission being revoked.

<sup>3</sup> The required language skills are specified in the degree programme regulations of the chosen major. Students may be required to possess other language skills in order to attend minors.

### **§ 20. Admissions Process**

<sup>1</sup> The admissions process, including the aptitude test, and the composition of the Entrance Examination Board are governed by the degree programme regulations of the chosen major.

<sup>2</sup> The head of programme is responsible for the admissions process and for the composition of the Entrance Examination Board. The head of department is responsible for taking final admissions decisions to degree programmes at the request of the head of programme.

<sup>3</sup> Once granted, admission is valid for the academic year or semester for which students have undergone the admissions process.

<sup>4</sup> The number of places on programmes is limited. For candidates who have passed the subject-specific aptitude test but for whom no place is available, a waiting list is kept in the order of examination results.

### **§ 21. Admission to Bachelor's Degree Programmes**

<sup>1</sup> Admission to Bachelor's degree programmes is granted to candidates who hold the following qualifications in accordance with the provisions of the superordinate university ordinances:

- a. baccalaureate,
- b. vocational baccalaureate,
- c. specialised baccalaureate or
- d. an equivalent level of general education obtained elsewhere.

<sup>2</sup> Candidates seeking admission to the Bachelor of Arts in Design but who have no relevant experience must provide evidence of a year's work experience or must have completed a two-semester preparatory course in art and design (propaedeutic studies).

<sup>3</sup> Candidates seeking admission to Bachelor's degree programmes must have fulfilled all admissions requirements when commencing their studies. Candidates who are unable to provide the necessary evidence when beginning their degree programme may be expelled even if they have passed their aptitude test.

<sup>4</sup> Candidates who provide evidence of outstanding creative or artistic talent may not be required to provide evidence of previous education or training in accordance with para. 1 provided the degree programme regulations stipulate no such restriction (portfolio admissions).

## § 22. Admission to Master's Degree Programmes

<sup>1</sup> Admission to Master's degree programmes is granted to candidates who hold the following qualifications in accordance with the provisions of the superordinate university ordinances:

- a. Bachelor's degree
- b. an at least equivalent degree from a recognised or accredited higher education institution.

<sup>2</sup> Candidates seeking admission to Master's degree programmes must have fulfilled all admissions requirements when commencing their studies. Candidates who are unable to provide the necessary evidence when beginning their degree programme may be expelled even if they have passed their aptitude test.

## § 23. Implementation of Majors

Admission to degree programmes is subject to the major to which admission has been granted taking place.

## § 24. Matriculation

Students who have been admitted to a degree programme are matriculated at Zurich University of the Arts once they have paid their tuition fees.

# IV. Section: Student Performance

## A. Student Performance

### § 25. Assessment

<sup>1</sup> Assessment serves to establish whether students have achieved the stated module objectives and outcomes.

<sup>2</sup> Types of assessment include:

- a. active participation,
- b. project work,
- c. presentations, exhibitions and performances,
- d. internships and trial lessons,
- d. practical, written and oral work or examinations.
- f. final Bachelor's or Master's examinations in the major degree programme

<sup>3</sup> Once students have submitted or discontinued coursework, they may not claim that reasons known or identified prior to submission or discontinuance impaired their performance.

<sup>4</sup> Coursework requirements for compulsory and elective modules are listed exhaustively in the respective module description. Coursework requirements for elective modules are listed exhaustively in the course catalogue.

<sup>5</sup> Teaching staff are responsible for conducting and grading coursework and examinations.

### § 26. Student's Own Work

<sup>1</sup> Students must submit their own work for assessment.

<sup>2</sup> Students who do not submit their own work, who fail to acknowledge that they have used the work of others or who seek unauthorised assistance will be penalised in accordance with the Disciplinary Code in the Ordinance to the Law on Universities of Applied Sciences of 8 April 2009.

<sup>3</sup> Students may submit individual or group work for assessment.

### § 27. Grading

<sup>1</sup> Work submitted for assessment is awarded either a «pass» or «fail» or a numerical grade. Work may be awarded quarter grades.

<sup>2</sup> Work awarded a grade below 4.0 is considered to have been «failed».

<sup>3</sup> If provided for in the respective module description, students may resubmit work that has been awarded a grade of 3.5 or 3.75 only once («one resubmission possible»). Resubmitted work that is awarded an insufficient grade will be considered to have been «failed» or is awarded a corresponding grade.

<sup>4</sup> Assessment criteria are based on the respective degree programme regulations.

<sup>5</sup> In the case of group work, the collaborative achievement is attributed equally to all group members and graded accordingly.

<sup>6</sup> Students are notified in writing as soon as grades are displayed electronically.

## § 28. Grading Scale

The grades are as follows:

6	= outstanding, with distinction
5.75	= very good to outstanding
5.5	= very good
5.25	= good to very good
5	= good
4.75	= satisfactory to good
4.5	= satisfactory
4.25	= sufficient to satisfactory
4	= sufficient
3.75	= failed
3.5	= failed
3.25 to 1	= failed

## B. Missed Assessments and Repeats

### § 29. Missed Assessments

<sup>1</sup> Students who miss an assessment without providing a valid reason are deemed to have failed the respective module.

<sup>2</sup> Students who miss the assessment of a compulsory module but provide a valid reason must make up for any missed work or assessment. Valid reasons include force majeure, military service, illness, accident, pregnancy, maternity and paternity leave, death or family emergencies. Students must notify teaching staff immediately of any circumstances that prevent them from submitting coursework or sitting examinations. They must provide evidence of such circumstances.

<sup>3</sup> Students who miss the assessment of compulsory electives and electives for good reason may make up for these modules if they are offered again at a later date. Otherwise, students will be subsequently deregistered from the module. The reasons that may be cited and the procedure are governed by para. 2.

<sup>4</sup> Teaching staff may require students who have missed assessments for justifiable reasons to provide alternative proof of performance. In case of doubt, teaching staff are entitled to stipulate the details of such proof.

### § 30. Repeating Assessments and Modules

<sup>1</sup> Assessments awarded a «pass» may not be repeated.

<sup>2</sup> Students may repeat failed compulsory modules once and must do so at the next possible regular date. No alternative modules will be offered. Students who repeatedly fail compulsory modules will be expelled from their degree programme.

<sup>3</sup> Students may repeat failed compulsory electives once or may replace them with equivalent compulsory electives.

<sup>4</sup> Students who fail three compulsory electives at the first attempt may be expelled from their degree programme.

<sup>5</sup> The head of major or head of minor is entitled to decide that students need not repeat an entire module but merely individual assessments in accordance with the module description.

## V. Section: Programme Organisation

### § 31. Students with Special Needs

<sup>1</sup> Students who present a medical certificate of disability or impairment may request that formal adjustments be made to programme activities and that their special needs be accommodated. As a rule, any measures adopted to accommodate special needs are determined on a semester basis.

<sup>2</sup> Requests for special needs accommodations are reviewed by the head of programme. In case of doubt, the head of programme may consult a medical examiner appointed by Zurich University of the Arts and the Equal Opportunities & Diversity Office.

<sup>3</sup> No measures may be determined retrospectively.

### **§ 32. Internships**

<sup>1</sup> Internships may form part of a programme if appropriate supervision is guaranteed and if such training is envisaged in the degree programme regulations.

<sup>2</sup> Internships must correspond to the programme objectives.

<sup>3</sup> Students remain matriculated during internships.

### **§ 33. Leaves of Absence**

<sup>1</sup> As a rule, leaves of absence will be granted for up to two semesters per degree programme. Leaves of absence must be applied for within the specified period and must be approved by the head of programme.

<sup>2</sup> Valid reasons for leaves of absence include military service, illness, accident, pregnancy, maternity and paternity leave and other important reasons.

<sup>3</sup> Students remain matriculated during leaves of absence and are exempt from paying tuition fees.

### **§ 34. Interruption of Studies**

<sup>1</sup> Students may interrupt their studies with the agreement of the head of programme.

<sup>2</sup> Students who interrupt their studies do not remain matriculated.

<sup>3</sup> Unless students interrupt their studies for more than four consecutive semesters, their previous work will be credited in full when they resume their studies provided that no legal or curricular changes have been made to the degree programme in the meantime.

<sup>4</sup> In the event of a longer interruption of studies or changes to the degree programme, the head of programme will determine the terms and conditions of re-entry. In particular, the head of programme will decide which previous work will be credited and which additional work needs to be undertaken.

<sup>5</sup> In accordance with para. 3, the head of dance may shorten a programme interruption as students need to meet specific physical requirements to pursue dance studies.

### **§ 35. Changing a Major**

<sup>1</sup> Students who wish to change their major within Zurich University of the Arts may do so subject to the provisions of the admission process set out in the respective degree programme regulations. When applying for a change of major, students must submit proof of their previous work and of their certified credits.

<sup>2</sup> The head of programme is responsible for setting the date of the admission process.

<sup>3</sup> Students whose application has been approved enter their new major at the beginning of a new semester.

<sup>4</sup> The head of programme is responsible for taking admissions decisions and for recognising certified credits and previous student performance.

### **§ 36. Changing or Discontinuing a Minor**

<sup>1</sup> Students may change their minor subject to the regulations of their newly chosen minor.

<sup>2</sup> The head of the newly chosen minor is responsible for recognising certified credits and proven assessments.

<sup>3</sup> Students who discontinue their minor but who do not choose a new minor will have their certified credits credited to their individual area of study.

<sup>4</sup> Students who either change or discontinue a minor must submit a corresponding application within the specified period.

### **§ 37. Guest and Exchange Semesters**

<sup>1</sup> Students may spend guest and exchange semesters at other higher education institutions provided course offerings correspond to the stated programme objective.

<sup>2</sup> The head of programme is responsible for approving guest or exchange semesters and for recognising assessments (credits earned at other higher education institutions).

<sup>3</sup> As a rule, students may spend one semester at another higher education institution.

<sup>4</sup> The International Office and the head of major are responsible for advising students on guest and exchange semesters.

### **§ 38. Planning of Studies and Student Advice**

<sup>1</sup> Students are responsible for planning their studies.

<sup>2</sup> Students are required to make every effort to obtain information concerning their studies. They are also obliged to read e-mails sent to their ZHdK e-mail account and to enter into the necessary

correspondence. Students must register their personal details on the ZHdK intranet and keep those details up to date.

<sup>3</sup> The heads of programmes, majors and minors are obliged to communicate all programme information in good time.

<sup>4</sup> Zurich University of the Arts shall provide appropriate student advice.

### **§ 39. Infrastructure**

<sup>1</sup> As a rule, students are required to pay for their personal materials and equipment themselves.

<sup>2</sup> Students may use the infrastructure of Zurich University of the Arts provided they take the necessary care and adhere to the relevant regulations, insofar as such use is related to their studies.

### **§ 40. Structure of the Academic Year**

<sup>1</sup> The academic year is divided into an autumn and a spring semester.

<sup>2</sup> Contact teaching takes place in the autumn semester from calendar week 38 to 4 and in the spring semester from calendar week 8 to 24.

<sup>3</sup> The semester recess is used for self-study. During this time, the University may

- a. envisage internships,
- b. in justified cases, schedule contact hours for a maximum of three weeks.

<sup>4</sup> Exempt from para. 3 lit. b are courses which

- a. serve to maintain and develop physical, artistic and technical skills,
- b. are offered by other higher education institutions with a different semester structure.

<sup>5</sup> No contact hours nor assessments take place during the holidays (calendar weeks 52 and 1 as well as 31 to 34).

## **VI. Section: Degree Documents**

### **A. Qualification**

#### **§ 41. Degrees**

<sup>1</sup> Students complete their major by taking final Bachelor's or Master's examinations.

<sup>2</sup> The requirements and assessment criteria for final Bachelor's or Master's examinations and the composition of examination committees are defined in the degree programme regulations.

<sup>3</sup> Examination committees are appointed by the head of programme.

#### **§ 42. Graduation Requirements**

<sup>1</sup> Students are deemed to have successfully completed their studies if

- a. they have earned the required credits
- b. if they are awarded a «pass» or at least a grade of 4.0 in their final Bachelor's or Master's examinations.

<sup>2</sup> The head of programme notifies students of the grades for their completed graduation modules. Students may request assessments to be justified orally or in writing.

### **B. Awarding of Degrees**

#### **§ 43. Degree Titles**

<sup>1</sup> Zurich University of the Arts awards the title of «Bachelor of Arts ZHdK in [name of degree programme] with a Major in [name] and Minor(s) in [name] or in an individual area of study» for a successfully completed Bachelor's degree programme.

<sup>2</sup> Zurich University of the Arts awards the title of «Master of Arts ZHdK in [name of degree programme] with a Major in [name] and Minor(s) in [name] or in an individual area of study» for a successfully completed Master's degree programme.

<sup>3</sup> Zurich University of the Arts also awards an upper secondary teaching certificate with the title «Upper Secondary School Teaching Diploma Subject [Music or Fine Arts]» with the corresponding Master's degree.

#### **§ 44. Degree Documents**

<sup>1</sup> Zurich University of the Arts issues a degree certificate, a diploma supplement and a transcript of records to students who have successfully completed their degree.

<sup>2</sup> The degree certificate contains the title of the completed degree and is signed by the President of Zurich University of the Arts and by the Head of the respective department.

<sup>3</sup> A diploma supplement is issued for each degree certificate. The supplement provides standardised information on the degree programme, the programmes attended and the individual area of study.

<sup>4</sup> The transcript of records provides certified evidence of the successfully completed modules.

<sup>5</sup> Students who do not successfully complete their degree programme are issued a transcript of records for those modules that have been successfully completed.

### **VII. Section: Expulsion and Legal Protection**

#### **A. Expulsion**

##### **§ 45. Expulsion**

<sup>1</sup> The head of department may expel students from a degree programme at the request of the Head of programme if students have failed to pass modules in accordance with § 30 para. 2.

<sup>2</sup> At the request of the head of programme, the head of department may expel students from a degree programme in particular if

- a. they have failed to provide evidence of the required language skills in accordance with the programme regulations,
- b. they have exceeded the maximum duration of studies,
- c. they have failed compulsory electives in accordance with § 30 para. 4.

<sup>3</sup> The programme regulations may stipulate which reasons for expulsion listed in para. 2 must result in expulsion.

<sup>4</sup> Expulsions enacted based on the Disciplinary Regulations are governed by § 8ff. of the Ordinance to the Universities of Applied Sciences Act.

#### **B. Legal Protection**

##### **§ 46. Basis**

The appeals process is governed by the Universities of Applied Sciences Act and the Administrative Jurisdiction Act (VRG) of 24 May 1959.

##### **§ 47. Objections and Appeals**

<sup>1</sup> Orders issued by Zurich University of the Arts may be appealed. The appeals period is 30 days.

<sup>2</sup> Orders issued in connection with admission to Zurich University of the Arts are first subject to an internal appeal to the responsible head of department. The appeals period is 30 days. Appeals decision may be appealed.

<sup>3</sup> Appeals Committee of Zurich Universities shall decide on appeals.

<sup>4</sup> Student assessments are reviewed for violations of applicable law and of procedural regulations. Inappropriateness does not constitute valid grounds for a complaint.

### **VIII. Section: Transitional Provision**

#### **§ 48. Transitional Provision**

<sup>1</sup> Bachelor's students who began their studies before the autumn semester 2023/24 and Master's students who began their studies before the autumn semester 2024/25 shall complete their studies in accordance with previous legislation.

<sup>2</sup> Students who interrupt their studies fall within the scope of new legislation. The terms and conditions of resumption as well as the crediting of previous assessments are governed by § 34.