



This is a translation of the original document in German. The translation is provided for information purposes only and has no legal bearing. Only the German document is legally binding.

Ordinance on the Continuing Education Program CAS in Higher Education at the Faculty of Arts and Social Sciences of the University of Zurich

(dated 27 September 2024)

On the basis of § 24 para. 3 of the University Act of 15 March 1998,

the Faculty Assembly

resolves the following:

A. Basic Principles

§ 1 Object

This Ordinance governs the delivery and organization of the continuing education program CAS in Higher Education¹ at the Faculty of Arts and Social Sciences of the University of Zurich (Program). The Executive Committee issues rules governing the details.

§ 2 Responsibility

Responsibility for the Program rests with the Faculty of Arts and Social Sciences of the University of Zurich. The Program falls under the University of Zurich Office for Continuing Education for administrative purposes.

§ 3 Certificate Awarded

The Faculty of Arts and Social Sciences issues the Certificate of Advanced Studies UZH in Higher Education¹ (CAS UZH) upon successful completion of the Program.

§ 4 Program Objectives

¹ The Program is an academic continuing education course pursued in parallel with professional activities. It aims to enable students to explore contextual knowledge in the area of university teaching and learning, and apply it effectively to their own teaching practice.

² The Program combines academic research and teaching with professional practice while fostering technical, methodological and social competences.

§ 5 Admission to the Program

¹ Admission is open to persons with a university degree and professional experience. In exceptional cases, individuals with comparable qualifications and specific professional experience may be admitted upon review of their application documents. The Program Committee may also make admission conditional upon a successful interview.

² A maximum of 20 students are admitted per program cycle. Students matriculate (register) at the Faculty of Arts and Social Sciences of the University of Zurich.

³ Individual modules or part-modules may be opened up to other experts. Attendance at individual modules does not culminate in a certificate.

⁴ There is no general entitlement to be admitted to a program.

§ 6 Transfer of Credit from the Professional Training Program «Teaching Skills» at the University of Zurich

¹ Students who have successfully completed the University of Zurich's professional training program «Teaching Skills» may have the associated credits transferred to the Program.

² The «Teaching Skills» attestation must have been earned no more than five years prior to the start of the CAS.

³ The «Teaching Skills» attestation will be revoked on acquisition of the CAS.

B. Organization

§ 7 Faculty of Arts and Social Sciences

¹ The Faculty of Arts and Social Sciences oversees the Program. The Program is subject to the general quality requirements stipulated by the University of Zurich.

² The Faculty of Arts and Social Sciences appoints the chair of the Executive Committee from among its number.

§ 8 Composition of the Executive Committee

¹ The Executive Committee is composed of professors from the faculties of the University of Zurich, in addition to the chair.

² The faculties of the University of Zurich are entitled to appoint one professor each from their faculty.

³ A full or associate professor from the Faculty of Arts and Social Sciences must serve as chair.

⁴ Members serve a four-year term of office and may be reappointed.

⁵ The Executive Committee may call upon other individuals in an advisory capacity.

§ 9 Tasks of the Executive Committee

The Executive Committee has the following duties in particular:

- a. Strategic planning and ongoing development of the Program
- b. Deciding on partnerships
- c. Defining learning objectives
- d. Producing the curriculum
- e. Quality assurance
- f. Appointing an expert from academia or practice to the Program Committee
- g. Deciding on the exclusion of students from the Program
- h. Reviewing and adopting the accountability report
- i. Applying to the Faculty of Arts and Social Sciences for the conferral of certificates as described in § 3.

§ 10 Resolutions of the Executive Committee

¹ The chair convenes and chairs meetings of the Executive Committee.

² The Executive Committee passes resolutions by a simple majority of the votes cast. The chair has the casting vote in the event of a tie.

³ Resolutions may be passed by means of written consent if all members of the Executive Committee agree to the process.

§ 11 Composition of the Program Committee

¹ The Program Committee is made up of two to four members in addition to the chair of the Executive Committee, who also takes the chair of the Program Committee.

² In addition to the chair of the Executive Committee, the members of the Program Committee include the program management, as well as an expert from academia and practice.

³ Members serve a four-year term of office and may be reappointed.

§ 12 Tasks of the Program Committee

The tasks of the Program Committee include the following in particular:

- a. Selecting instructors
- b. Selecting experts in university teaching and learning
- c. Deciding on admission to the Program according to the recommendations of program management
- d. Deciding on whether an applicant is interviewed
- e. Deciding on the transfer of ECTS credits from equivalent programs at universities in Switzerland or abroad.

§ 13 Resolutions of the Program Committee

¹ The chair convenes and chairs meetings of the Program Committee.

² The Program Committee passes resolutions by a simple majority of the votes cast. The chair has the casting vote in the event of a tie.

³ Resolutions may be passed by means of written consent if all members of the Program Committee agree to the process.

§ 14 Program Management

¹ Program management is responsible for the operational management of the Program. Program management and the chair of the Executive Committee represent the Program outside of the University.

² Program management is appointed by the Office for Continuing Education.

³ The duties of program management are the following:

- a. Supporting the Executive Committee
- b. Organizing and delivering the Program
- c. Creating and maintaining contact with current and future instructors, and promoting collaboration among instructors
- d. Advising students on the Program and the associated course load
- e. Submitting recommendations on admission to the Program Committee
- f. Handling student-related administration
- g. Evaluating individual modules and the Program as a whole
- h. Producing and monitoring the budget and applying for expenses not included in the budget
- i. Producing the financial statements per cycle or year, as well as the accountability report
- j. Conducting market research and promoting the Program
- k. Maintaining contact with alumni of the Program, as well as with representatives of business and the relevant professional associations and organizations.

³ Program management attends the meetings of the Executive Committee in an advisory capacity.

§ 15 Office for Continuing Education

¹ The Office for Continuing Education is responsible for human resources and accounting, and assumes any deficit resulting from reduced program fees as described in § 26.

² The Office for Continuing Education authorizes the budget, the instructor fees and the financial statements for each program cycle or year, and approves expenses not included in the budget.

³ The Office for Continuing Education is responsible for all tasks that do not fall under the authority of other bodies.

§ 16 Teaching Staff

¹ The teaching staff consists of instructors from the University of Zurich and other higher education institutions, as well as further experts. The core elements of the Program are taught primarily by instructors from the University of Zurich. The teaching staff is selected to ensure that the subject matter taught is related to research at the University.

² The teaching staff may be remunerated separately for services rendered.

³ University of Zurich instructors have neither a right nor an obligation to participate in the Program.

C. Modules and ECTS Credits

§ 17 Modules

¹ The content is divided into modules that are coherent in terms of topics and time and are offered in German and/or English. The content and goals of these modules are described in the program prospectus. Provision may be made for faculty-specific modules.

² The Executive Committee may decide to deliver parts of the Program at universities in Switzerland or abroad.

§ 18 European Credit Transfer System

¹ Academic achievement is assessed in accordance with the European Credit Transfer System (ECTS). ECTS credits are awarded for modules passed. They are awarded in whole numbers. One ECTS credit is equivalent to 30 hours of work.

² Students must pass a predefined assessment to be awarded ECTS credits. No ECTS credits are awarded for simply attending a module.

³ The number of ECTS credits assigned to a module is always awarded in its entirety; partial credit is not awarded.

⁴ On request, the Program Committee may decide to transfer a maximum of three ECTS credits to the CAS from an equivalent program at a university in Switzerland or abroad. As a rule, these credits must have been earned no more than two years before the start of the Program.

⁵ Only ECTS credits will be transferred, not grades.

D. Official Assessments

§ 19 Assessments

¹ A module is deemed passed when the associated assessment has been completed successfully. Specifically, an assessment may be:

- a. An oral or written examination on the content of a module
- b. A presentation as part of a module
- c. Written work as part of a module
- d. Case studies.

² The type of assessment in each case is decided by program management in consultation with the instructors responsible.

³ Written work must be submitted electronically. It may be checked by plagiarism detection software to rule out academic misconduct.

⁴ Assessments are graded either by the instructors who held the corresponding courses or by experts in university teaching and learning.

⁵ Failed assessments may be retaken once, no later than twelve months after the student has been notified in writing of that failed assignment. If an assessment is failed twice, the student will be excluded from the Program.

§ 20 Inability to Attend, Incomplete Assessments and Unexcused Absences

¹ Program management must be notified of any compelling, unforeseeable or unavoidable event occurring prior to an assessment that prevents the student taking that assessment.

² If such an event occurs directly prior to or during an assessment, program management or the person responsible for the assessment, or the proctor must be notified.

³ In principle, it is not possible retrospectively to assert grounds for any inability to take an assessment that has already been taken.

§ 21 Procedures in Case of Inability to Attend, Incomplete Assessments and Unexcused Absences

¹ In all cases, a written application to be excused, stating the reasons, must be submitted to program management no later than five working days after the assessment date/deadline, accompanied by the corresponding confirmations (e.g., a doctor's note).

² In the case of assessments that take place over a longer period of time (especially written work), an extension request may be submitted prior to the deadline for that assessment.

³ Program management decides whether to authorize the request. In case of doubt, they may bring in a physician of their choice. If the request is denied, the assessment is deemed failed.

⁴ The assessment is deemed failed if a student is absent unexcused from an assessment, or if they do not submit an extension request before the deadline.

§ 22 Evaluation of Academic Achievement

Assessments are marked Pass or Fail.

§ 23 Academic Misconduct

¹ Academic misconduct is constituted by fraudulent or dishonest action. This particularly includes bringing or using unauthorized aids, unauthorized communication with third parties, and the submission of plagiarized work or a written examination/paper that has not been completed independently by the student submitting it.

² In cases of academic misconduct as defined in subparagraph 1, the Executive Committee will rule an assessment as failed and declare any issued transcript of records null and void. The Office for Continuing Education will withdraw any certificates that have already been awarded. All documents issued after the act of academic misconduct must be returned.

³ The Executive Committee decides on whether to initiate disciplinary proceedings.

E. Certificate

§ 24 Certificate of Advanced Studies UZH in Higher Education¹ (CAS UZH)

¹ The Program comprises 10 to 20 days of instruction and generally lasts for four semesters. Students may choose not to specialize or, subject to subparagraph 2, may choose one of the following specializations:

1. Research-Based Learning
2. Digital Competences.

² A specialization will be offered only if at least seven people participate in the module for that specialization.

³ The CAS UZH is awarded if at least 15 ECTS credits have been earned, the confirmations of teaching duties and records of teaching community activities have been submitted, and the teaching-learning portfolio and the teaching project have received a passing grade.

⁴ The CAS must be completed within five years of its commencement. Students who have credits transferred from the professional training program «Teaching Skills», as described in § 7, must complete the CAS within two years of its commencement. Cases of hardship are decided by the Executive Committee.

⁵ Students who are not awarded the certificate receive a confirmation of their academic achievement.

§ 25 Teaching Duties

¹ Students must teach a minimum of 4 semester hours, or 56 lessons direct teaching, at a university, university of applied sciences or a university of teacher education.

² Persons familiar with teaching matters at a university, university of applied sciences or university of teacher education, but who do not teach themselves, may substitute 2 semester hours direct teaching with equivalent duties.

³ The relevant institution must confirm the teaching duties in writing. As a rule, these duties must have been performed no more than two years before the start of the CAS.

⁴ No ECTS credits are awarded for teaching duties.

§ 26 Activities in the Teaching Community

¹ Students must play an active part in the teaching community. In particular, they must visit and observe classes taught by other students and have other students visit and observe their own classes. Teaching community activities are documented.

² Teaching community activities must take place at a university, university of applied sciences or university of teacher education.

³ Records of teaching community activities earn one ECTS credit.

§ 27 Teaching-Learning Portfolio

¹ Students must produce a teaching-learning portfolio in which they reflect on their own teaching activities at a university, university of applied sciences or university of teacher education. The teaching-learning portfolio earns one ECTS credit.

² The teaching-learning portfolio is either approved or, if it is unsatisfactory, returned once for improvements within a maximum of three months. If the teaching-learning portfolio is again deemed to be unsatisfactory, it is definitively rejected.

³ The teaching-learning portfolio must be submitted electronically. It may be checked by plagiarism detection software to rule out academic misconduct.

⁴ The teaching-learning portfolio is supervised and assessed by program management or by an expert in university teaching and learning appointed by program management.

§ 28 Teaching Project

¹ Students must conduct a teaching project worth four ECTS credits.

² The teaching project consists of planning, conducting, and documenting as well as presenting a higher education-related project at a university, university of applied sciences or university of teacher education.

³ The teaching project is either approved or, if it is unsatisfactory, returned once for improvements within a maximum of three months. If the teaching project is again deemed to be unsatisfactory, it is definitively rejected.

⁴ Documentation for the teaching project must be submitted electronically. It may be checked by plagiarism detection software to rule out academic misconduct.

⁵ The teaching project is supervised and assessed by program management or by an expert in university teaching and learning appointed by program management.

F. Funding

§ 29 Program Fees

¹ The Program must be run at cost. To ensure at-cost operations, the Office for Continuing Education determines the minimum number of students.

² The costs must be met by the students and by participants attending individual modules or part-modules, as well as by any third-party funding.

³ Program fees are determined by the Office for Continuing Education. These are between CHF 7,000 and CHF 12,000.

⁴ Employed members of the University of Zurich and the University Hospital Zurich receive a 50% reduction on program fees.

⁵ Doctoral candidates registered at the University of Zurich and persons holding junior academic positions at the University of Zurich pay reduced program fees of between CHF 800 and CHF 2,000.

⁶ To qualify for reduced program fees as described in subparagraphs 4 and 5, students must fulfill half of their teaching duties as described in § 21 at the University of Zurich as part of the courses listed in the course catalog. They must do so while participating in the CAS. A further condition is that the teaching project described in § 24 is conducted at the University of Zurich.

⁷ Doctoral candidates registered at the University of Zurich who fulfill their teaching duties outside of the University of Zurich receive a 50% reduction on program fees.

⁸ Evidence of entitlement to a reduction in program fees as described in subparagraphs 4 to 7 must be submitted each semester.

⁹ Students who have had credits transferred from the University of Zurich professional training program «Teaching Skills» in accordance with § 6 and who do not already benefit from reduced program fees under subparagraphs 4, 5 or 7 above receive a 50% reduction in program fees.

¹⁰ Program fees may be fully or partially waived on application to the Office for Continuing Education.

¹¹ Students are not entitled to a reduction in program fees if a partial dispensation has been approved owing to a transfer of credits from an equivalent program at a university in Switzerland or abroad.

¹² The program fees essentially cover all of the fees for the Program. They do not include the teaching materials supplied during the Program, the costs of teaching community activities, or the students' accommodation, travel, or meals costs.

§ 30 Course Fees

The Office for Continuing Education determines the fees for attending individual modules or part-modules within the Program.

§ 31 Accounting

Accounting is governed by the Finance Regulations of the University of Zurich (*Finanzreglement der Universität Zürich*), dated 16 November 2009, and the Framework Ordinance on Continuing Education at the University of Zurich (*Rahmenverordnung über die Weiterbildung an der Universität Zürich*), dated 24 August 2020, as well as the corresponding implementation provisions.

§ 32 Withdrawal Prior to the Start of the Program and Early Termination

¹ Students may withdraw from the Program or from individual modules or part-modules at no cost before the application deadline.

² Withdrawals after the application deadline are generally subject to the payment of all program or course fees. If a substitute can be found for the person who has withdrawn, only a processing fee of CHF 200 (for withdrawal from the Program) or CHF 50 (for withdrawal from individual modules or part-modules) is owed.

³ If a student is excluded from the Program, breaks off their studies, or decides of their own volition not to participate in the Program at all, they are generally not entitled to have their program fees refunded.

⁴ Cases of hardship are decided by the Office for Continuing Education.

G. Legal Recourse

§ 33 Legal Recourse

¹ New assessment results entered in a transcript of records, and all other legal orders, are subject to appeal to the Executive Committee. The appeal must be lodged in writing within 30 days of receipt of the transcript of records or the legal order, stating the petition and grounds. This appeal decision is subject to further appeal.

² The Appeals Commission of the Higher Education Institutions of the Canton of Zurich is competent to rule on such appeals.

H. Transitional and Final Provisions

§ 34 Rescission of Previous Legal Regulations

The Regulations Governing the Continuing Education Program CAS in Higher Education (*Reglement über den Weiterbildungsstudiengang CAS in Hochschuldidaktik*) at the Faculty of Arts and Social Sciences of the University of Zurich, dated 6 February 2018, are rescinded effective 1 January 2025.

§35 Transitional Provisions

¹ This Ordinance applies to all students who begin the Program on or after 1 January 2025.

² The Regulations Governing the Continuing Education Program CAS in Higher Education (*Reglement über den Weiterbildungsstudiengang CAS Hochschuldidaktik*) at the Faculty of Arts and Social Sciences of the University of Zurich, dated 6 February 2018, continue to apply to all students who commenced their studies prior to 1 January 2025. The present Ordinance applies to all students as of 1 July 2026.

§ 36 Entry into Force

This Ordinance enters into force on 1 January 2025, following its authorization by the Extended Executive Board of the University.²

¹ Version in accordance with the resolution of the Faculty Assembly of 13 December 2024, authorized by the Extended Executive Board of the University on 4 February 2025, in force since 4 February 2025.

² Authorized by the Extended Executive Board of the University on 5 November 2024.