



## **Translation of Academic Regulations for the CAS Course in Coffee Excellence**

(an appendix to the General Academic Regulations for DAS and CAS courses at the Zurich University of Applied Sciences (ZHAW), dated 25th August 2016)

### Disclaimer

This is a non-binding, unofficial translation of the original German version, "Studienordnung für den Zertifikateslehrgang in Coffee Excellence". It was prepared with all due care, but the ZHAW School of Life Sciences and Facility Management takes no responsibility for any remaining omissions and/or mistakes. The legally binding document is the original German version, which shall prevail in any case of doubt or differences of interpretation.

Please note that English is not an official language of the Swiss Confederation or the Canton of Zurich. This document is provided for information purposes only and has no legal force.

Original German version dated 2<sup>nd</sup> October 2020

Based on the General Academic Regulations for DAS and CAS courses at the Zurich University of Applied Sciences (ZHAW) dated 25<sup>th</sup> August 2016, the school management has determined the following:

## **1. Scope**

This appendix regulates the CAS in Coffee Excellence, provided by the School of Life Sciences and Facility Management of the Zurich University of Applied Sciences and supplements the General Academic Regulations for DAS and CAS courses at the Zurich University of Applied Sciences (ZHAW), dated 25<sup>th</sup> August 2016.

## **2. Costs**

The costs for the CAS in Coffee Excellence are published in the registration documents.

## **3. Admissions**

### **3.1 Regular Admission**

Those who meet the following requirements will be admitted to the CAS in Coffee Excellence:

- Graduates from a state-recognised university of applied sciences or previously recognised equivalent school, such as ZHW, HWV, HTL, or graduates from a state-recognised university or technical university (Diploma, Licentiate, Bachelor's or Master's degree).
- At least 2 years of professional experience in the coffee industry or related areas (food, hospitality management, etc.) at the time of registration.
- Good written and verbal communication skills in English.

### **3.2 'Sur Dossier' Admissions**

Persons who do not have a university degree will be admitted if, in addition to good written and verbal communication skills in English, they meet one of the following two requirements:

- An equivalent qualification to those listed under section 3.1
- At least 3 years of professional experience in the coffee industry or related areas (food, hospitality management, etc.) at the time of registration

### **3.3 Admissions decisions**

The programme director decides on admissions or rejections.

## **4. Duration and mode of study**

The course comprises of 12 credits, is run as a part-time course and follows a blended learning approach.

It is possible to attend individual modules and the modules can be taken in any order

On successful completion of all modules (A, B, C and D), participants will be awarded the CAS in Coffee Excellence.

All classes are taught in English.

The course lasts a total of 49 weeks: Module A - 19 weeks, Modules B and C - 13 weeks and Module D - 4 weeks.

## 5. Credit Awarded for Previous Achievements

Knowledge acquired elsewhere in the previous 4 years can be credited up to a maximum of 3 ECTS points.

Any application must be justified. The programme director decides on whether previously acquired knowledge will be credited.

## 6. Module plan and module grading

Module name	Module type	Module evaluation	Number of credits
<b>Module A</b> The Fruit - From Tree to Trade	Compulsory module	Grade	4
<b>Module B</b> The Bean - Transformation and Packaging	Compulsory module	Grade	3
<b>Module C</b> The Cup - Extraction and Sensory Perception	Compulsory module	Grade	3
<b>Module D</b> Hands-on workshop	Compulsory module	Pass/Fail	2

The marks awarded for graded modules will be rounded to the nearest quarter.

## 7. Repeating modules

If the grade awarded for a module is between 3.50 and 3.99, the graded work may be resubmitted. The maximum possible grade for resubmitted work is 4.0.

If an assessed piece of work is awarded a grade below 3.50, no re-examination or resubmission is possible. In this case, the module must be repeated.

A charge will be made for repetitions.

## 8. Lesson attendance

For module D (the hands-on workshop) and for the virtual classrooms and webinars (modules A, B, C), a minimum of 80% attendance is mandatory.

## 9. Module Registration

Registration for a module also includes registration for assessed tasks, and participants are obliged to complete these tasks.

## 10. Assessors

Grades are awarded by mutual agreement between the assessor and the examining lecturer. If no agreement can be reached, the examining lecturer will make the final decision.

The programme director may call on assessors to evaluate additional examinations or work and define their responsibilities.

## 11. Study Completion

A passing grade for the continuing education course is awarded when the minimum compulsory attendance has been fulfilled, all modules have been passed and a total of at least 12 credits have been awarded.

## 12. Final grade

The final grade is calculated as the arithmetic average of the module grades according to the module plan. The module grades are weighted based on the number of credits. The final grade is rounded to the nearest quarter.

## 13. Certification

After successfully completing the course, the “Certificate of Advanced Studies in Coffee Excellence” is awarded by the ZHAW.

## 14. Final provisions

These academic regulations come into effect on 2<sup>nd</sup> October, 2020.

## 15. Issuing Information

### 15.1 Issuing metadata

Subject	Contents
Issued by	Head of Continuing Education ICBT
Decided by	Dean of the School of Life Sciences and Facility Management (LSFM), Head of Staff Strategic Affairs
Classification	1.04.01 Führungsgrundlagen
Place of publication	Public

### 15.2 Issuing Process

Version	Decision	Decided by	Validity	Description of Change
1.0.0	02.10.2020	Dean of the School of Life Sciences and Facility Management (LSFM), Head of Strategic Affairs	02.10.2020	Original version