

Work Experience Toward Admission to Bachelor's Degree Programs at the ZHAW School of Management and Law

Requirements for work experience to be recognized:

Duration of work

- The duration of work must be at least **12 months** with a **workload of 100%** and must be completed **before the start of studies** (calendar week 38).
- If the 12 months have not yet been completed at the time of registration, an interim certificate or confirmation from the employer must be submitted.
- A **part-time position** can also be accepted, but the professional experience required will be extended accordingly (e.g., 24 months at 50% employment, etc.).
- The 12 months of work experience can be undertaken flexibly and does not necessarily have to be completed in one block.

Scope of work

- Work experience can be gained with an **employer of your choice** in any country.
- The sector is not restricted to your proposed area of study, but the work should be **commercial** in nature. This includes, for example, roles in marketing, customer service, administration, financial or insurance consulting, management, or similar areas.
- For the **Business Information Technology Program** the work experience can be in the commercial or **IT sector**.
- **Internships** in the areas mentioned are also recognized.
- A **commercial apprenticeship** is also recognized.
- In the case of employment or **vocational training in a non-commercial field**, commercial activities carried out can be credited as a percentage. For this purpose, the percentage of commercial activities in the workload must be stated in the reference or a separate employment confirmation.

Confirmation of employment

- In all cases, work experience must be proven by an **official, signed certificate of employment** or a confirmation of employment.
- **Working hours, workload**, and the corresponding **areas of responsibility** must be listed.

Military

- Commercial work experience in the **military** can be counted as work experience. Proof must be provided in the form of an employment reference or confirmation. The following information must be provided: duration of employment, main activities, and the percentage of commercial activity.
- Starting in the fall semester of 2027: **Military leadership training, including practical service**, counts as 12 months of professional experience for the following functions: Subaltern officers (platoon commander [Lt], commander, Quartermaster [Qm], SSP officer, and other functions), Chief Sergeant Major (Hptfw), Quartermaster Sergeant (Four). For the Business Information Technology degree program, the **Cyber Course (Wm), including practical service**, counts as 12 months of professional experience. **Training as a squad leader (Wm), including practical service**, counts as 6 months of professional experience. **Proof** must be provided in the form of: a scan of your promotion certificate, confirmation of military service (a scan from your service record book or a screenshot from the Service Manager; for subaltern officers, a scan of your education and competency certificate is also acceptable).