



School of  
Management and Law

# Guidelines

## Master's Programs (MSc)



**Building Competence. Crossing Borders.**



“A Master’s degree program will help you take the next step in your career.”



# Welcome

## Dear Student

We are delighted you have chosen the ZHAW School of Management and Law (SML) and wish you every success in your studies. This booklet is designed to help you in the early stages of your time with us by providing information, advice, and web links relevant to your course of study.

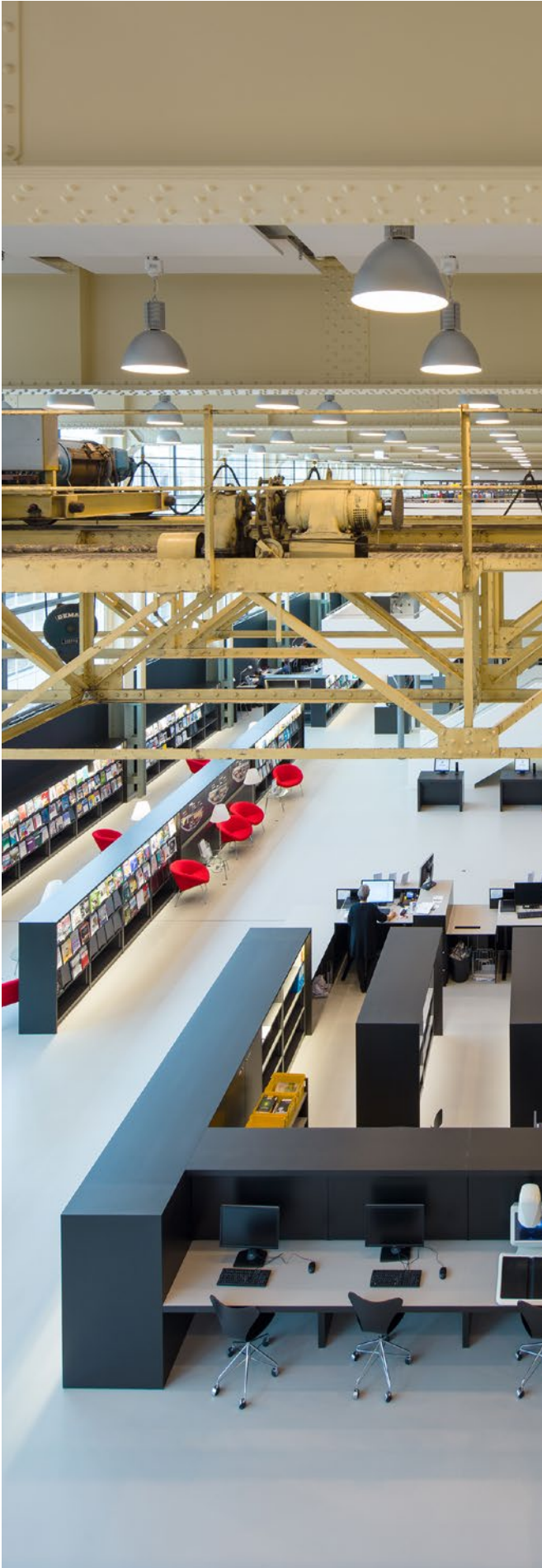
The ZHAW School of Management and Law is one of the leading business schools in Switzerland. Our internationally recognized Bachelor's and Master's degree programs as well as the many continuing education programs offered are all grounded in scientific theory, interdisciplinary in nature, and geared towards practical application.

Some 4,200 students are currently enrolled in a Bachelor's or Master's degree program at the SML. In addition, over 2,000 participants attend one of our continuing education programs or courses. Our guiding principle "Building Competence. Crossing Borders." stands for high-quality degree and continuing education programs as well as openness towards the outside world. In this context, we are engaged in collaborative ventures with over 150 partner universities and numerous distinguished corporations worldwide.

Founded in Zurich in 1968 as one of the first institutes for Business and Administration (HWW), the school relocated to the Volkart Building in Winterthur in 1996. Two years later, there was a merger with the Winterthur Polytechnic (TWI) and the Zurich Interpreters' School (DOZ). The new school was named Zurich University of Applied Sciences Winterthur (ZHAW); the part which used to be the HWW became its School of Management. Another reorganization in 2007 resulted in the Zurich University of Applied Sciences (ZHAW), and in 2008 our school became the ZHAW School of Management and Law.



In 2015, the SML became the first business school of a Swiss university of applied sciences to be accredited by the Association to Advance Collegiate Schools of Business (AACSB). A mere five percent of the world's business schools have managed to achieve this prestigious standard of achievement awarded by the most significant international accreditation institution for business schools.



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# Heads of MSc Programs

The heads of the MSc programs are happy to assist you with questions related to the academic content of your course of study.

## **MSC BUSINESS ADMINISTRATION MAJOR MARKETING**

**Prof. Gunther Kucza, PhD**

St. Georgen-Platz 2  
8400 Winterthur  
Phone +41 58 934 78 64  
[gunther.kucza@zhaw.ch](mailto:gunther.kucza@zhaw.ch)  
Office: SW 116

## **MSC BUSINESS ADMINISTRATION MAJOR HEALTH ECONOMICS AND HEALTHCARE MANAGEMENT**

**Dr. Karin Brunner Schmid**

Bahnhofplatz 12  
8400 Winterthur  
Phone +41 58 934 66 27  
[karin.brunnerschmid@zhaw.ch](mailto:karin.brunnerschmid@zhaw.ch)  
Office: SV 05.34

## **MSC BUSINESS ADMINISTRATION MAJOR PUBLIC AND NONPROFIT MANAGEMENT**

**Dr. Karin Brunner Schmid**

Bahnhofplatz 12  
8400 Winterthur  
Phone +41 58 934 66 27  
[karin.brunnerschmid@zhaw.ch](mailto:karin.brunnerschmid@zhaw.ch)  
Office: SV 05.34

## **MSC ACCOUNTING AND CONTROLLING**

**Ursina Hüppin**

St. Georgen-Platz 2  
8400 Winterthur  
Phone +41 58 934 45 67  
[ursina.hueppin@zhaw.ch](mailto:ursina.hueppin@zhaw.ch)  
Office: SW 317

## **MSC BANKING AND FINANCE**

**Dr. Marion Pester**

St. Georgen-Platz 2  
8400 Winterthur  
Phone +41 58 934 45 66  
[marion.pesther@zhaw.ch](mailto:marion.pesther@zhaw.ch)  
Office: SW 317

## **MSC MANAGEMENT AND LAW**

**Prof. Peter Münch, PhD**

Gertrudstrasse 15  
8401 Winterthur  
Phone +41 58 934 76 58  
[peter.muench@zhaw.ch](mailto:peter.muench@zhaw.ch)  
Office: SG 02.32

## **MSC INTERNATIONAL BUSINESS**

**Felix Scherrer**

Stadthausstrasse 14  
8400 Winterthur  
Phone +41 58 934 46 78  
[felix.scherrer@zhaw.ch](mailto:felix.scherrer@zhaw.ch)  
Office: SC 03.42

## **MSC BUSINESS INFORMATION TECHNOLOGY**

**Dr. Mike Krey**

Stadthausstrasse 14  
8400 Winterthur  
Phone +41 58 934 68 38  
[mike.krey@zhaw.ch](mailto:mike.krey@zhaw.ch)  
Office: SC 03.36

# Student Services MSc

The Student Services MSc office is responsible for the administration of the school's MSc programs.

## CONTACT

ZHAW School of Management and Law  
Student Services MSc  
St.-Georgen-Platz 2  
P.O. Box  
CH-8400 Winterthur

Phone +41 58 934 68 34  
[info-master.sml@zhaw.ch](mailto:info-master.sml@zhaw.ch)  
Location: SW E23

## OPENING HOURS

Mon–Thu 9.30 am–12.00 noon and 1.30–4.00 pm  
Fri 9.30 am–12.00 noon

During semester breaks:

Mon–Fri 10.00 am–12.00 noon

We are also happy to help you outside official opening hours if the office is occupied.

## YOUR CONTACTS

### Therese Sutter

Head, Student Services MSc

### Denise Ciprian-Hennessy

Assistant, Student Services MSc

### Rebekka Szanto

Assistant, Student Services MSc

### Xanthi Valkani

Assistant, Student Services MSc



# Classroom Locations

## CLASSROOM LOCATIONS

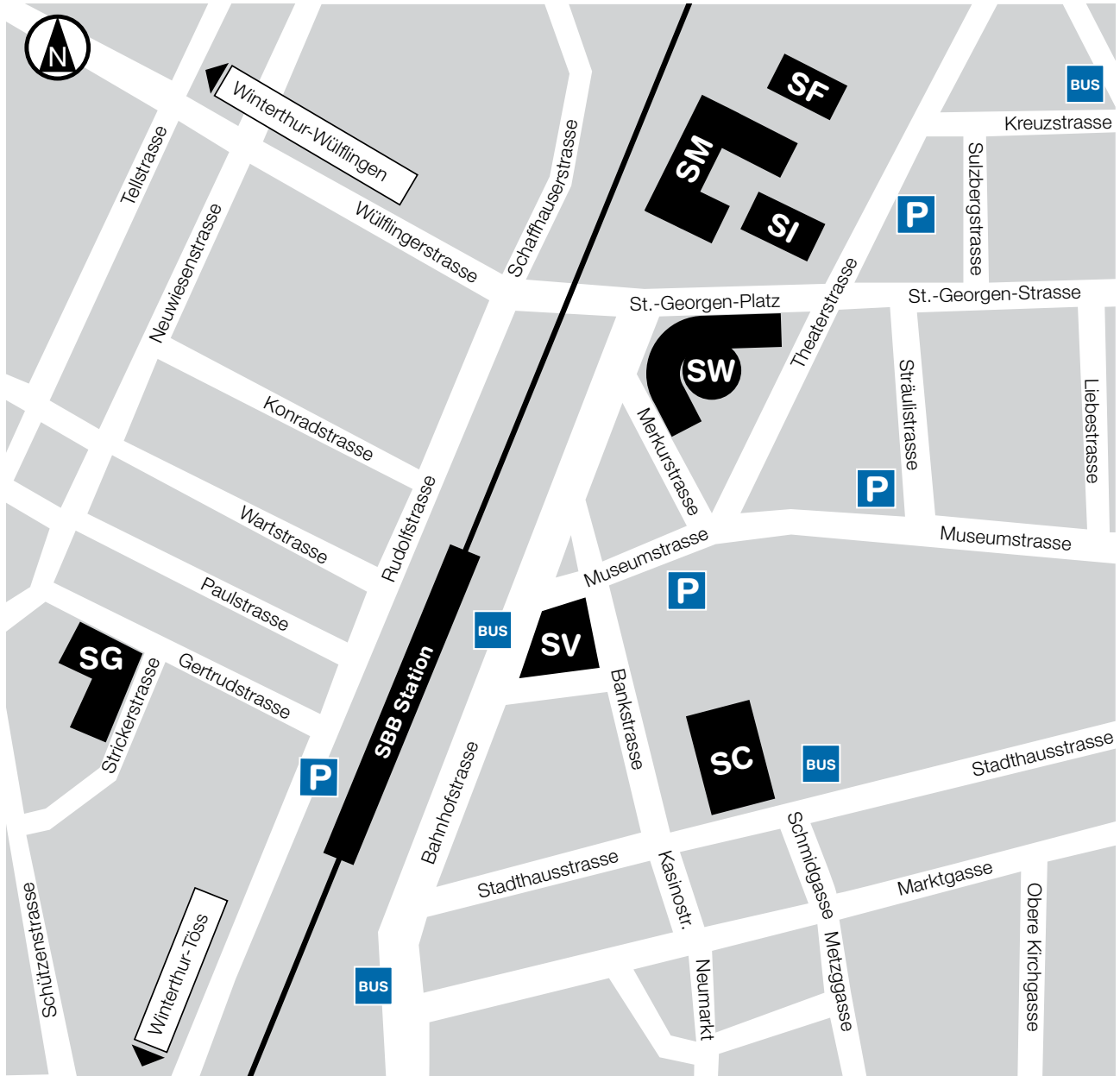
For detailed information, please refer to your program timetable.

## PARKING

The ZHAW School of Management and Law does not provide any parking spaces for students and program participants. A number of public parking lots are within easy reach of the university. The bicycle shelters are for the use of enrolled students and program participants only; please collect your free permit sticker from the facility manager (ground floor, SW Building).



# Location Map St.-Georgen-Platz Campus



**SC Building**  
Stadthausstrasse 14  
8400 Winterthur

**SG Building**  
Gertrudstrasse 15  
8400 Winterthur

**SM Mäander, Block C**  
Theaterstrasse 15c  
8400 Winterthur

**SW Volkart Building**  
St.-Georgen-Platz 2  
8400 Winterthur

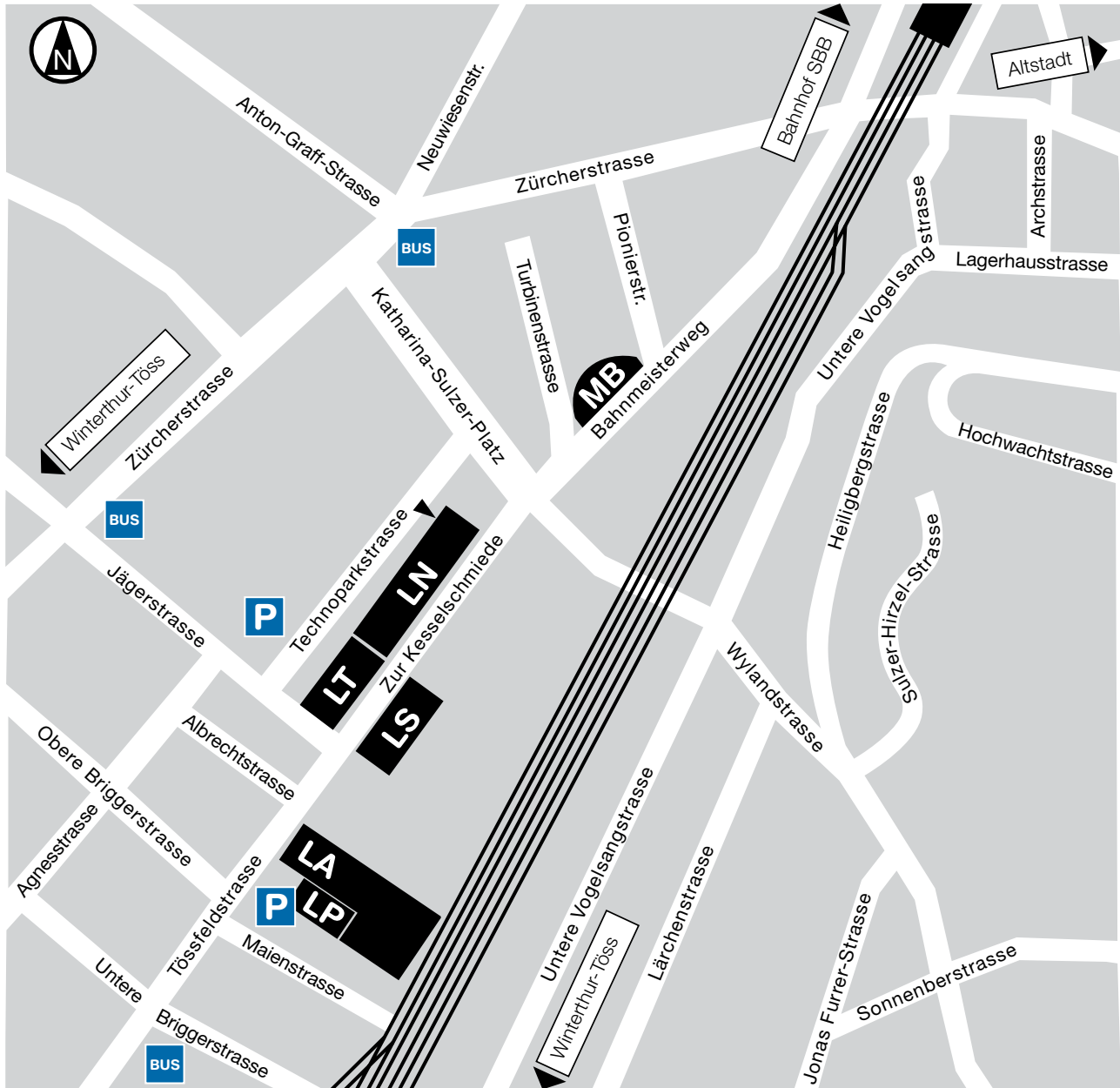
**SF Mäander**  
Theaterstrasse 17  
8400 Winterthur

**SI Mäander, Block B**  
Theaterstrasse 15b  
8400 Winterthur

**SV Building**  
Bahnhofplatz 12  
8400 Winterthur



# Location Map Lagerplatz/Town Center Campus



**LA Hall 180**

Tössfeldstrasse 11  
8400 Winterthur

**LP Hale 191**

Tössfeldstrasse 13  
8400 Winterthur

**LT Technopark Block A**

Technoparkstrasse 2  
8406 Winterthur

**LN Technopark Block B**

Technoparkstrasse 2  
8406 Winterthur

**LS Hall 166/167**

Kesselschmiede 35  
8400 Winterthur

**MB Tista Murk House**

Turbinenstrasse 2  
8400 Winterthur

# Program Information

## SEMESTER START

The administrative semesters are of equal length and begin on 1 August (fall semester) and on 1 February (spring semester), respectively. Classes and exams take place during the study semesters (beginning in Calendar Week 38 and Calendar Week 8, respectively).

## ENROLLMENT AND SEMESTER CONFIRMATION

Enrollment at ZHAW is from 1 August. Your enrollment confirmation certifies your admission. It contains details about the start of your classes, the degree program, semester dates, and general duration of the program.

Your enrollment confirmation will be renewed each semester. It contains personal details and indicates the semester, study form, and status (e.g., leave of absence/study abroad semester). This will be sent to you at the start of each semester together with the invoice. Students whose program fees are being paid by their company receive the semester confirmation only and the invoice is sent directly to the company.

Rules for admission, enrollment, and disenrollment at ZHAW can be found at the following link, on the right-hand side under “Rechtliche Grundlagen”:

>>> [www.zhaw.ch/de/zhaw/studium.html](http://www.zhaw.ch/de/zhaw/studium.html)

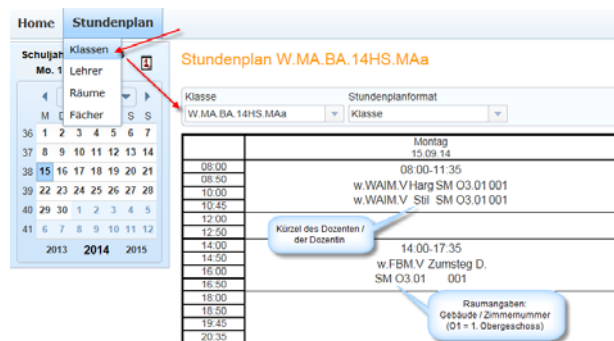
## ORDERING / RE-ISSUING OF SEMESTER CONFIRMATION

If a semester confirmation needs to be re-issued or additional information needs to be added to the confirmation, a charge of CHF 30 per semester confirmation will apply.

## TIMETABLES AND SCHEDULES

The current timetable and academic schedule is available on the Intranet: >>> <https://intra.zhaw.ch/sml/master>

The timetables are available on WebUntis (weekly view). There is a drop-down menu arranged according to class, lecturer, classroom, and subject. For WebUntis there is a standard login: >>> <https://thalia.webuntis.com/WebUntis>



**WebUntis**

Willkommen bei WebUntis

Bitte geben Sie den Namen Ihrer Schule ein:

ZHAW\_SML\_U

The timetables for the MSc programs in International Business and Business Information Technology are published on the Intranet: >>> <https://intra.zhaw.ch/sml/master>

## E-LEARNING

Various e-learning platforms are used depending on the course program. You are advised to consult these on a regular basis. You will receive login instructions by the start of the first semester.

## EVENTO WEB

With CLX.Evento Web, students can access various information online, including:

- Transcripts
- Module descriptions
- Grades

»» <https://eventoweb.zhaw.ch>

## STUDENT SUPPORT

The Intranet provides information and assistance to students concerning the following issues.

»» <https://intra.zhaw.ch/sml/support>

- Change of address
- Withdrawal from a program
- Career services
- Transcript of records (ToR)
- EventoWeb: Review of grades, uncertified transcripts
- Military service / civilian service
- Railway (SBB) forms: Application form for student's general rail pass (GA)
- Student confirmations
- MSc head of program consultation hours
- Translations / certification
- Leave of absence
- UPDATE: SML newsletter

»» <https://intra.zhaw.ch/sml/master>

- Academic schedule
- Timetable
- Module evaluation
- Exams: Seating and location plans, general information, exam schedules, instruction sheets, forms
- Master's thesis

## SEMESTER ABROAD

A semester abroad gives you the opportunity to establish an international network of contacts, acquire inter-cultural skills, and improve your knowledge of a foreign language. For further information, contact the head of your MSc program.

Participants in exchange programs are required to have an English Language Certificate (Cambridge, TOEFL) at level C1 or above.

## LEGAL FRAMEWORK

The most important legal information (Federal Act on the Universities of Applied Sciences, Canton of Zurich law concerning universities of applied sciences) as well as our Academic Study and Exam Regulations together with their corresponding appendices can be found on the Intranet.

# Infrastructure and Services

## ICT AND USE OF NOTEBOOK COMPUTERS

### INFRASTRUCTURE

As an MSc student at the School of Management and Law, you must have a notebook computer at your disposal. You will receive login instructions for your personal user account at your orientation. This contains your personal university e-mail address, data storage space for individual files, and access to the Internet/Intranet. The campus is equipped with a wireless (WiFi) network.

You can also access the ZHAW network from home or on the road. The software required can be found here:

>>> [intra.zhaw.ch/vpn-studi](https://intra.zhaw.ch/vpn-studi)

After the start of your program, e-mails from the school will only be sent to your ZHAW student address (xxxx@students.zhaw.ch). Please change your password as soon as you have logged in for the first time.

### SOFTWARE

It is important that the operating system is installed on your notebook and is working correctly. Technical support is guaranteed for the operating systems Windows (Microsoft) and Mac OS (Apple). The license fee for MS Office is included in the semester fees. The program can be installed and activated on receipt of the access date. You are expected to have your own anti-virus program installed on your notebook and to update it regularly. If you did not receive anti-virus software when you purchased your notebook, we recommend AntiVir. >>> [www.antivir.de](https://www.antivir.de)

## SERVICE DESK

The Service Desk deals with all issues relating to computer support:

Service Desk

Gertrudstrasse 15

8400 Winterthur

Phone +41 58 934 66 77

>>> <https://servicedesk.zhaw.ch>

>>> [servicedesk@zhaw.ch](mailto:servicedesk@zhaw.ch)

## OPENING HOURS

Mon–Fri 7.00 am–7.00 pm, Sat 8.00 am–12.00 noon

## STUDENT ID / CAMPUSCARD

Your CampusCard is much more than a simple form of ID. You can use it at vending machines or in the school cafeteria, to pay for printouts and photocopies, or to borrow books from the library. The CampusCard also functions as an electronic key to the buildings on campus. As a student, the CampusCard confirms that you are a member of the Academic Sports Association Zurich (ASVZ). Many local restaurants and shops offer a discount to CampusCard holders.

>>> [intra.zhaw.ch/campuscard](https://intra.zhaw.ch/campuscard)

The CampusCard will be issued at your orientation. Should you be unable to attend the orientation, your CampusCard can be issued in October.

## COPY CENTER

The Copy Center is situated on the ground floor of the SW Building and is responsible for handling all printing and copying orders. It also provides additional services such as binding and laminating.

>>> <https://intra.zhaw.ch/a-z-wegweiser/copy-center.html>

## ZHAW LIBRARY

The ZHAW Library is situated in the MB Building (see Location Map – Lagerplatz/Town Center Campus on Page 9).

To open a library account, complete the online NEBIS registration form. >>> <http://recherche.nebis.ch>

Once you are registered, the CampusCard serves as your library ID. A short introduction as well as detailed instructions about searching for books can be found on the Internet.

>>> <https://intra.zhaw.ch/sml/a-z>

# Support

## STUDENT ASSOCIATIONS

ASVZ Academic Sports Association Zurich: All enrolled students are automatically ASVZ members. The subscription fee of CHF 25 is included in your semester invoice.

»» <http://portal.asvz.ethz.ch>

ZHAW Student Association (VSZHAW): All enrolled students are automatically VSZHAW members. The subscription fee of CHF 12 is included in your semester invoice.

»» <http://www.vszhaw.ch>

VSZHAW Techshop: The VSZHAW Techshop is run by students for students and provides an opportunity to purchase notebook computers, pocket calculators, and writing mate-

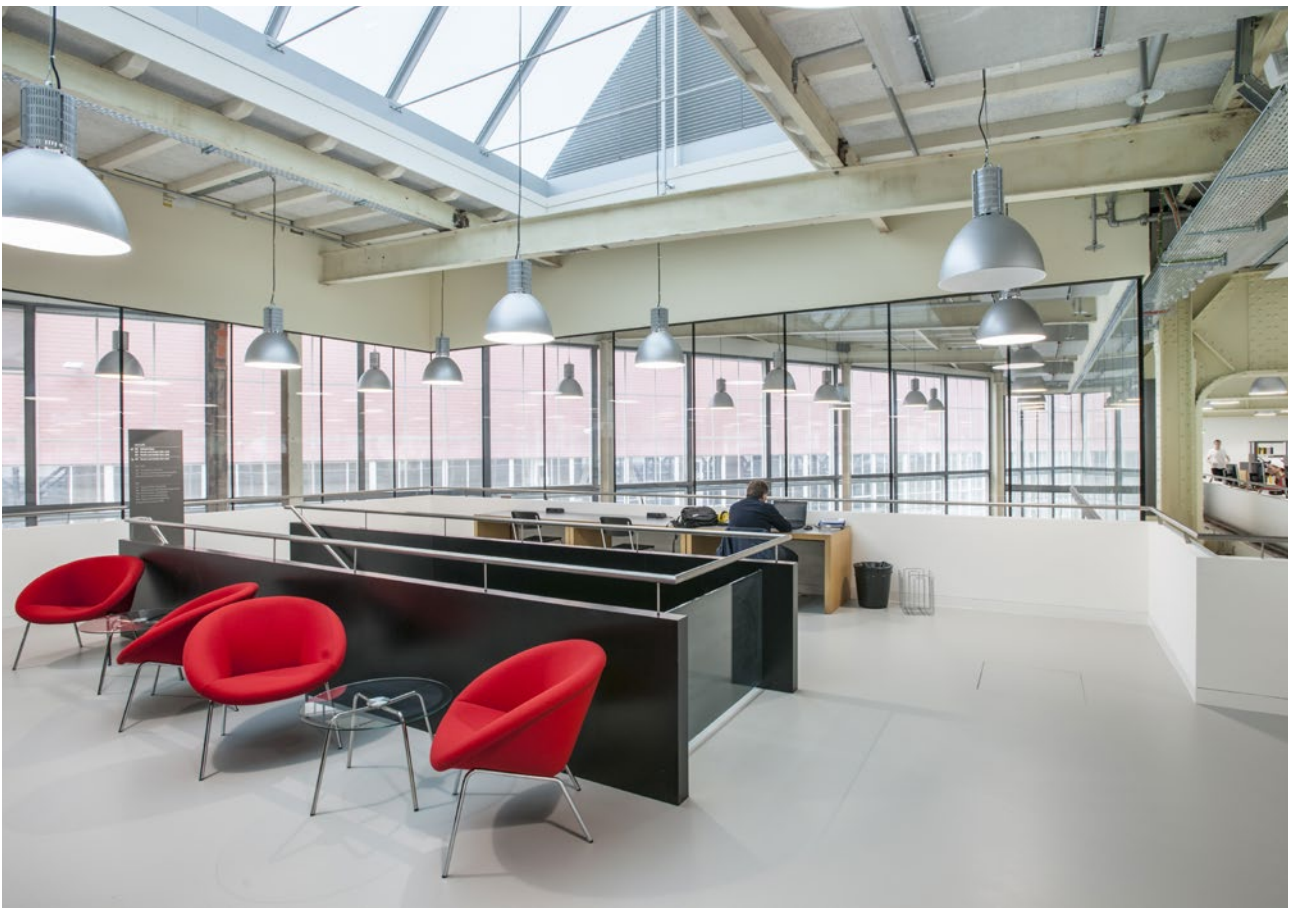
rials for the start of the semester at discounted prices. The Techshop is situated on the premises of the TY Building. To register for the online shop, go to [techshop@zhaw.ch](mailto:techshop@zhaw.ch). On receipt of your application, you will receive access confirmation and a registration code.

»» <http://techshop.vszhaw.ch>

## COUNSELING SERVICES

A team of counselors is available, if required, to assist you in organizing your studies or to provide support in finding solutions to overcome any difficulties you may have. The service is confidential and free of charge.

»» [www.zhaw.ch/beratung](http://www.zhaw.ch/beratung)



Zurich University  
of Applied Sciences

## School of Management and Law

St.-Georgen-Platz 2  
P.O. Box  
8401 Winterthur  
Switzerland

[www.zhaw.ch/sml](http://www.zhaw.ch/sml)

Memberships:

**swissuniversities**

HES  
SUP  
UAS **FHSCHWEIZ**  
Dachverband Absolventinnen und  
Absolventen Fachhochschulen

**AMS** SWITZERLAND  
Association of Management Schools



**EFQM**  **Member**  
Shares what works.