

Academic Facts & Figures



**ZHAW School of Management and Law
International Office
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Switzerland**

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Studying at the ZHAW School of Management and Law

Academic Preparations

The International Office needs all Incoming Students to pre-register for their courses before travelling to Switzerland. Pre-registration is only necessary for courses taught in English.

Students who would like to take a Business English Language Course are required to complete the Oxford Placement test, which will be provided by the International Office via e-mail. Please note that the test should be returned to us by e-mail. Based on the results of the test, students will be placed in an appropriate Business English Course according to their English level.

Academic Calendar

Public Holidays (no classes held on these days):

Christmas Day
New Year's Day
Carnival Monday
Easter Break (Holy Thursday, Good Friday, Easter weekend, Easter Monday)
Ascension Day
Labor Day
Pentecost Monday

Course Selection

Master Incoming Exchange Students¹ need to follow a defined program of courses on Master's level during their exchange at the SML. All courses will take place on Mondays, Tuesdays and possibly Wednesdays throughout the semester. The Master's Programs Office is in charge of all academic issues on Master's level. They will also register you for your courses prior to the start of the semester.

If you require further information on courses, exams etc., please contact the Master's Programs Office directly.

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St.-Georgen-Platz 2
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¹ The term "Master Incoming Exchange Student" refers to Incoming Exchange Students who will be enrolled on Master's level during their exchange at the ZHAW School of Management and Law. It does not refer to Exchange Students who are Master Students at their home institutions but only select courses on Bachelor's level during their studies at the ZHAW School of Management and Law.

Additional Bachelor courses

Depending on the Master's Program you are enrolled, you might need to select additional courses on Bachelor's level. The SML offers a wide range of Bachelor modules taught in English. The course offer as well as detailed course descriptions are available under the following [link](#).

If you would like to participate in courses on Bachelor's level, you will need to pre-register for those courses in advance. The International Office will provide you with a link for the pre-registration in due time.

To avoid time table collisions with the Master courses, please ensure that the Bachelor courses you select do not take place on Mondays, Tuesdays or Wednesdays.



The pre-registration is for courses on Bachelor's level only and does not involve the course choice on Master's level!

Business English Language Courses

Students who would like to take a Business English Language Course are required to complete the Oxford Placement test prior to arrival. The respective form will be provided by the International Office via e-mail but has to be returned to the International Office [by e-mail](#). Based on the results of the test, students will be placed in an appropriate Business English Course according to their English level.

Courses taught in German².

The ZHAW SML offers a wide selection of courses taught in German. Please be aware that the prerequisite for taking part in a course which language of instruction is a knowledge of German language which corresponds to a level of minimum B2+/ C1 (according to the Common European Framework of Reference for Languages, CEFR).

Please note that courses taught in German cannot be chosen via the system. Registration for courses in German is therefore handled by the International Office directly. Students have to keep in mind that the enrollment for courses taught in German must be done by Friday of the Orientation Week at the latest, since classes will start the following Monday.

Add/Drop Period and Final Course Registration

The SML gives all Incoming Exchange Students the opportunity to modify their course selection during the so called add/drop period. The add/drop period takes place during the first semester week (week after Orientation Week – CW 38 Fall Term/CW 8 Spring Term). During this time, students can change their courses online on their own.

After the add/drop period, the system will be closed and no further changes can be made. Students are obliged to check their course registration in [Eventoweb](#) after final registration.

² Courses taught in German refer to all courses within the Bachelor's programs which language of instruction is German. The term does NOT refer to German language courses.

They have to make sure that they have not been registered for an incorrect course since they will automatically be signed up for the end-of-course exams. All registered courses will appear on the Transcript of Records (see below), regardless of the results or non-attendance of the final exam.

Attendance Policy 80%

The university expects an 80% attendance rate in each course. If a student is not able to attend a class for any reason, the absence must be communicated to the respective lecturer in advance. If absences equal more than 20% of class time, the student might not be allowed to take the final exam.

Exams

Final exams take place during the last three weeks of the semester (CW 3 – 5 Fall Term/CW 24-26 Spring Term) and may be either in written or oral form. Some modules do not include a final exam. In such cases, students will have assignments during the semester (e.g. papers, presentations, projects, etc.).

Exam Plan

The provisional exam schedule (indication of dates) and the definite seating plan (indication of examination halls, rooms, and seating numbers) will be published on the SML Intranet during the middle of the semester. Students will be notified by e-mail, once the exam schedule has been published.

Exam Day

Students must show their **Campus Card** as well as **their ID (Passport)** for identification at the examination hall before the exam. All students without valid Campus Card, are not allowed to take the exam. In this case, the students can obtain a temporary identification document ("*Tageslegitimation*") which can be issued by the general Bachelors' Office ("*Bachelor Studiengangssekretariat*").

Exam Evaluation

Students will receive a grade for every course attended. The evaluation of exams will take few weeks. Afterwards, the grades will be available to the individual students on Eventoweb. Students will be informed by e-mail about the exact date of availability in the system.

Exam Papers and Appeal

Students are entitled to look over their examination documents to verify that the points have been added correctly and the correct grade has been transferred into the system. Students should contact the International Office via e-mail if they would like to receive copies of their exams.

If students believe that a formal correction error (e.g. wrong summation of points) has negatively influenced their final grade, they can appeal for a re-evaluation of their exams. Once appeals may be submitted, exchange students will each receive an e-mail with the required form and further explanations regarding the procedure.

Failed Exams

Failed exams can be re-taken by re-sitting it at the SML during the next regular examination period. Most exams can be re-taken the following semester, but some exams are only offered once per academic year. Moreover, the content of some courses may also oblige students to repeat all the required tasks during the semester (e.g. presentations, projects, papers). Thus, for students who are only attending one semester at our institution, it will be difficult to repeat courses but an individual solution could be found.

Please be aware that a failed exam can only be repeated once. Non-attendance of an exam will be counted as a fail. Students will not automatically be signed up for re-sit exams, but have to register themselves. Information on the procedure will be communicated via e-mail.

The SML has a strict plagiarism policy and is using anti-plagiarism software. Any plagiarism will result in a failing grade and the home institution will be notified.

Transcript of Records

After the end of the exchange period, students receive an official Transcript of Records issued by the International Office. This transcript contains the student's grades for each course attended (both for Bachelor's and Master's modules). Grades will be published in the Swiss as well as the ECTS grading system and lists the number of ECTS credits per course. Failed courses will also appear on the transcript. The Transcript of Records is sent to the respective home university.

ECTS System / Swiss Grading System

ECTS is the abbreviation for "European Credit Transfer System" which facilitates international student exchanges. It enables students to study abroad and receive a full academic credit recognition for their degrees at their home universities. The six-level ECTS Grading Scale ranges from "A" to "F". The highest grade of "A" rates the performance as "excellent". The lowest "F" ("fail") reflects performance which cannot be recognized for transfer credit.

In addition to ECTS, the SML utilizes the Swiss system of grading. The scale ranges from 6.0, the highest grade, to 1.0, the lowest. Credits are awarded only for those in which the student has earned a passing grade (SML grade 4.0).