

Translation of “Studienordnung für den Zertifikatslehrgang mit Certificate of Advanced Studies (CAS) in Artificial Intelligence and Data Analysis”

Disclaimer

This is a non-binding, unofficial translation of the original German version, “*Studienordnung für den Zertifikatslehrgang mit Certificate of Advanced Studies (CAS) in Artificial Intelligence and Data Analysis.*” Whereas it was prepared with all due care, the ZHAW School of Management and Law 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.

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Doc. Owner: Head of Program

Academic Regulations for the Certificate of Advanced Studies (CAS) Program in Artificial Intelligence and Data Analysis

Based on the General Academic Regulations for Diploma and Certificate Programs (*Rahmenstudienordnung für Diplom- und Zertifikatslehrgänge*) at Zurich University of Applied Sciences,

the Executive Board has decreed the following:

1. Validity

These academic regulations supplement the General Academic Regulations for Bachelor’s and Master’s Degree Programs (*Rahmenstudienordnung für Diplom- und Zertifikatslehrgänge*) at Zurich University of Applied Sciences (ZHAW) and govern the Certificate of Advanced Studies program “CAS in Artificial Intelligence and Data Analysis” offered at the ZHAW School of Management and Law.

The program is offered jointly by ZHAW and UC Davis (USA). The language of instruction is English.

2. Cost

For the cost of this CAS program, please refer to the registration materials.

3. Admission

3.1. Admission Requirements for Applicants with a Tertiary Degree

To be admitted to this CAS program, applicants require:

- A certificate (diploma, licentiate, Bachelor's or Master's degree) from a state-recognized university or one of the predecessor schools.
- At least two years of professional experience at the time of enrolment.
- Good knowledge of English.

The Head of Program reserves the right to invite interested applicants for an interview and ask for references.

3.2. Admission Requirements for Applicants Without a Tertiary Degree

To be admitted to this CAS program, applicants require:

- A tertiary B certificate (higher vocational training):

Examination for the federal diploma of higher education (*Berufsprüfung BP (eidgenössischer Fachausweis)*), examination for the advanced federal diploma of higher education (*Höhere Fachprüfung HFP (eidgenössisches Diplom)*), or college of professional education and training (*Höhere Fachschule (HF)*).

In exceptional cases, other applicants may be admitted if they can provide other evidence of their suitability.

- At least two years of work experience at the time of application and after completion of a first course of basic vocational education.
- Good knowledge of English.
- Passing of an admission interview.

3.3. Admission Interview

Applicants without a tertiary degree must pass an admission interview, during which the following criteria will be assessed:

- The applicant's professional and methodological competencies.
- The applicant's motivation for choosing the program in terms of his or her current career path and career goals.

These criteria are evaluated by the Head of Program. A dispensation from the admission interview may be granted if an applicant has already been assessed as meeting the above criteria in a comparable admission interview at ZHAW. The Head of Program also reserves the right to ask for references.

3.4. Decision Concerning Admission

The decision as to whether or not to admit an applicant lies with the Head of Program.

4. Length and Type of Study Program

The program awards a total of 12 credit points. It is offered as a part-time course of study and takes approximately six months to complete.

The maximum duration of this program is one year. In justified cases, the Head of Program may extend this period.

5. Transfer of Credits

Credits earned elsewhere may be transferred by the Head of Program up to 10 years after the semester in which they were earned. This does not include credits counted towards the admission requirements. Professional experience does not merit any credit.

6. Module Plan

This program consists of the following modules.

Module Name	Module Type	Module Assessment	Weighting
Data Competence for Leaders	Compulsory	Passed/failed	3
Data Design and Models	Compulsory	Grade	3
Driving Insights and Impact	Compulsory	Passed/failed	3
From Insights to Predictions	Compulsory	Grade	3

7. Performance and Module Assessment

The required performance assessment tasks must be provided for all modules without any gaps.

Modules that are graded are assessed according to the amount of work required using performance assessment tasks that are graded along a scale from 6 to 1 in quarter-grade increments.

The Head of Program announces the dates and details of the performance assessments by the start of the module in question.

A module is considered to have been passed and the corresponding number of credits points earned if:

- all relevant performance assessments have been provided and any attendance requirements have been fulfilled,
- the module grade for graded modules is 4.0 or better, and
- all modules that are not graded numerically have been passed.

7.1. Reassessment

If a module is not passed (i.e., if a student fails a module), the entire module must be retaken and all failed performance assessments must be redone.

Modules can be retaken once, and there is a charge for retaking a module.

8. Attendance

Attendance of at least 80% of all attendance events (virtual and on-site) is required. For certain attendance events, the Head of Program may require 100% attendance. Absences are only recognized for compelling reasons (in accordance with para. 17 of the General Academic Regulations (*Rahmenstudienordnung*)).

In the case of poor attendance, the Head of Program reserves the right to stipulate additional requirements.

9. Module Registration

Registration for the program includes the registration for both modules as well as the associated performance assessments and requires students to provide these performance assessments.

10. Completing the Program

The CAS program is considered to have been completed successfully if the student has earned the required 12 credit points in accordance with the module plan.

11. Final Assessment

The grade of the final assessment (final grade) results from the arithmetic average of the numerical module grades weighted by credits according to the module plan.

The final grade is rounded to quarter grades.

12. Certificate Documents

Successful students are awarded a “Certificate of Advanced Studies in Artificial Intelligence and Data Analysis” by ZHAW.

The graduate receives a certificate containing the following information:

- Modules completed and credit points earned for each
- Module assessments

13. Validity

These Academic Regulations enter into effect on 25 April 2023.

14. Document Information

Version	Date of decision	Valid as of	Description/Changes
1.0.0	25 April 2023	25 April 2023	Original version