



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))

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 1st January 2023

Based on the General Academic Regulations for DAS and CAS courses at the Zurich University of Applied Sciences (ZHAW), 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).

2. Costs

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

3. Admissions

3.1 Regular admission Admission requirements for persons with a university degree

Admission to the course requires:

- Degree (diploma, licentiate, bachelor's or master's degree) from a state-recognised university or previously recognised equivalent school.

Furthermore, the following competences must be present:

- 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 Admission requirements for persons without a university degree

Admission to the course requires:

- Proof of a qualification in higher vocational education and training (tertiary B): BP professional examination (federal diploma) or HFP higher professional examination (federal diploma) or HF higher professional school. In exceptional cases, other persons may be admitted if their qualification for participation is based on other evidence. At least 3 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.
- Passing an admission interview.

3.3 Admission interview

Interested persons without a university degree must successfully complete an admission interview. The following criteria are checked:

- Assessment of the necessary professional and methodological competences.
- Discussion of the motivation for the course with regard to the previous and aspired curriculum vitae.

The assessment of these criteria is carried out by the study management. An applicant may be excused from the admission interview if he or she has already passed the above criteria in a comparable admission interview at the ZHAW. The Director of Studies also reserves the right to ask for references.



3.4 Admissions decisions

The programme director decides on admissions or rejections.

4. Duration and mode of study

The course comprises of 15 credits, is run as a part-time course and is designed as an eLearning course.

Online Learning Modules A, B and C consist of guided and autonomous self-study as well as individual contact lessons in the form of "Virtual Classrooms" and "Virtual Lab Sessions".

The course lasts a total of 63 weeks. One module lasts 21 weeks.

The ECAS Coffee is designed to be completed in its entirety, with modules A, B and C being taken consecutively. In exceptional cases, it is possible to only attend individual modules or to participate in the modules out of sequence.

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
Module A The Coffee Fruit – Green Coffee, from Tree to Trade	Compulsory module	pass / fail	5
Module B The Coffee Bean - Transformation and Composition	Compulsory module	pass / fail	5
Module C The Coffee Cup - Extraction and Sensory Perception	Compulsory module	pass / fail	5

7. Achieving a new module assessment

Assignments may be repeated once.

8. Lesson attendance

For the virtual classrooms and virtual lab sessions, 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 student work, and defines their responsibilities.

11. Study Completion

A passing grade for the continuing education course is awarded when the minimum compulsory attendance has been fulfilled and all modules have been passed and a total of at least 15 credits have been awarded.

12. Final Evaluation

The degree is assessed as "pass" or "fail".

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 1st, January, 2023. They replace the regulations from 19th, April, 2022.

15. transitional provisions

15.1 Transitional provisions from 19th, April, 2022

These study regulations shall apply to students who commenced their studies under the study regulations which came into effect as of 15th, March, 2021, and will not have not completed their studies by 30 December 2022.

- a) Students who will have successfully completed a module by 30th, December, 2022, must complete the remaining modules in accordance with these regulations.
- b) Students who will have successfully completed two modules by 30th, December, 2022, must complete the remaining module in accordance with these regulations, and must complete an Individual Project worth three credits.
- c) The following regulations apply for students who will have successfully completed three modules by 30th, December, 2022:
 - a. Students who will have successfully completed modules A, B, and C, must successfully complete an individual project worth three credits to compensate for the missing credits.
 - b. Students who have passed Modules A, B, and D, must complete the missing Module C under these study regulations.

The evaluation and weighting of the modules which were successfully completed under the previous study regulations will remain unchanged.

15.2 Transitional provisions from 1st, January, 2023

Participants who commenced their studies under the study regulations of 19th, April, 2022 and have not completed their studies by the end of December 2022 shall be subject to these study regulations for further studies

16. Issuing Information

16.1 Issuing metadata

Subject	Contents
Issued by	Head of Continuing Education ICBT
Decided by	Dean of Dept. LSFM
Classification	1.04.01 Führungsgrundlagen
Place of publication	Public

16.2 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
2.0.0	25.04.2022	Dean of the School of Life Sciences and Facility Management (LSFM), Head of Strategic Affairs	25.04.2022	Reengineering eCAS in Coffee Excellence, Removal of module D. New: 3 Modules of 5 ECTS each instead of 4 modules of 4-3-3-2 ECTS; CAS is increased from 12 to 15 ECTS.
3.0.0	21.12.2022	Dean of Dept. LSFM	01.01.2023	Adaptation of the admission requirements. Insertion of the final evaluation. Adaptation of the transitional provisions, as well as formal and editorial adjustments.