Academic Regulations for the
Certificate of Advanced Studies (CAS) in Corporate Responsibility

**School of
Management and Law**

Responsible: Head of Program

Based on the General Academic Regulations for Diploma of Advanced Studies and Certificate of Advanced Studies programs at ZHAW Zurich University of Applied Sciences, the Executive Committee has concluded the following:

1. Validity

These study regulations supplement the "Framework Study Regulations for Diploma and Certificate Courses at the ZHAW Zurich University of Applied Sciences" and govern the certificate program "CAS in Corporate Responsibility" of the ZHAW School of Management and Law.

2. Costs

The cost of the CAS program is published in the registration documentation.

3. Admission

3.1 Admission requirements for persons with a university degree

The admission conditions for the program are as follows:

- Degree (diploma, licentiate, Bachelor's or Master's degree) from a state-approved university or one of the predecessor schools.
- Minimum of three years' professional experience at the time of application.

The Head of Program reserves the right to invite interested persons for an interview as well as to ask for references.

3.2 Admission requirements for persons without a university degree

The admission conditions for the program are as follows:

- Proof of a tertiary B degree (higher vocational education): BP (federal vocational and professional education and training certificate), HFP (federal vocational and professional education and training diploma), or HF (college of professional education and training). In exceptional cases, individuals may be admitted on merit if their qualification for participation is supported by other evidence.
- At the time of registration and after completion of basic vocational education, at least six years of professional experience, including qualified practical experience of at least three years in a company, a public administration or administration-related company, a non-profit organization (NPO), or a comparable organization.
- Passing an admissions interview.

3.3 Admission interview

Interested individuals without a university degree must successfully complete an admissions interview. The following criteria will be reviewed:

- Assessment of the necessary professional and methodological skills.
- Discussion regarding motivation in light of previous and intended career path.

Evaluation of these criteria is made by the Head of Program. Dispensation from the admission interview can be granted if the individual has already met the above criteria in a comparable admission interview at ZHAW. The Head of Program reserves the right to request references.

3.4 Admission decision

A final decision on admission will be made by the Head of Program.

4. Duration and Format of the CAS Program

The CAS program is worth 12 credits (ECTS). It is offered as a part-time program and lasts one semester.

In justified cases, the Head of Program may grant an extension of the study time.

5. Recognition of Previous Knowledge

Credits earned elsewhere may be accepted by the Head of Program up to 10 years after the semester in which they were awarded. Credits required for admission to the program do not count toward this. Credit for professional activity is not possible.

6. Module Plan

The program consists of the following compulsory modules:

Module Name	Module Type	Module Evaluation	Number of Credits
Strategic Alignment of Corporate Responsibility	Compulsory module	Grade	6
Integrated Implementation of Corporate Responsibility	Compulsory module	Grade	6

7. Performance and Module Evaluation

Each module must be completed with no break in study.

Grades are rounded to quarter grades.

The module grade is the result of the numeric credits weighted according to workload and is recorded in quarter-grade increments.

The Head of Program announces the dates and form of performance assessment by the starting date of the respective module.

A module is considered passed and the corresponding number of credits earned if:

- all relevant performance assessments have been completed and the attendance requirement has been fulfilled and

- the numerical grade is 4.0 or better.

If the module is not passed, all missing credits must be repeated within 12 months (subject to a fee).

8. Attendance

Attendance is required for at least 80 percent of in-person classes. Absences are only recognized for compelling reasons (which are listed in §17 of the General Academic Regulations).

The Head of Program reserves the right to impose additional requirements in the event of poor attendance.

9. Module Enrollment

Enrollment for the CAS program includes registration for both modules as well as the performance assessments, which the participant is obliged to submit.

10. Completion of the CAS Program

The CAS program is completed when 12 credits have been earned according to the module plan.

11. Final Grade

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

The final grade is rounded to quarters.

12. Certification

Following successful completion of the certificate program, ZHAW awards the "Certificate of Advanced Studies in Corporate Responsibility."

The graduate receives a certificate with the following details:

- Modules attended including the acquired credits.

- Module evaluations.

13. Entry into Effect

These program regulations are effective as of 1 May 2022.

14. Previous Versions of this Document

Version	Resolution	Entry into effect	Description of amendments
1.0.0	27.07.2012	01.08.2012	Original version: *CAS Corporate Responsibility / Social Management*
1.0.1	02.04.2014	15.04.2014	Adjustment of module evaluation (rounding to quarter marks)
2.0.0	27.01.2017	27.01.2017	Renaming: *CAS Corporate Responsibility*
2.1.0	15.03.2022	01.05.2022	Adaptation of structure and Subtitle 3 as well as specification of the admission requirements for persons with and without a university degree