

## **Regulations 2018**

for the continuing education programme

### **Master of Advanced Studies ETH in Management, Technology, and Economics**

at the Department of Management, Technology, and Economics at ETH Zurich  
(Decree of the Executive Board of 3 July 2018)

*The ETH Zurich Executive Board,*

pursuant to Art. 4, Para. 1, Subpara. a of the ETH Zurich Organisational Ordinance  
(Organisationsverordnung ETH Zürich) of 16 December 2003<sup>1</sup>,

*decrees:*

#### **Chapter 1: General Regulations**

##### **Art. 1**            *Foundations and organisational status*

1. These Programme Regulations stipulate the conditions according to which the Master of Advanced Studies ETH degree in Management, Technology, and Economics (MAS ETH MTEC) can be earned.
2. The MAS ETH MTEC (continuing education programme) is a division of the Department of Management, Technology, and Economics (D-MTEC).

##### **Art 2.**            *Master's degree, academic title*

1. For the successful completion of the continuing education programme, ETH Zurich awards the degree Master of Advanced Studies ETH in Management, Technology, and Economics (abbreviation MAS ETH MTEC).
2. The English title of this degree is the Master of Advanced Studies ETH in Management, Technology, and Economics (abbreviation MAS ETH MTEC).

##### **Art 3.**            *Leadership of the continuing education programme*

1. D-MTEC appoints the Programme Director and Deputy Programme Director of the continuing education programme.
2. The Programme Director represents the continuing education programme both internally and externally, and acts as the link to D-MTEC. He or she is responsible for the financial management of the programme. Once annually, the Programme Director will brief the department conference about the continuing education programme.
3. The Programme Director appoints the Programme Coordinator of the continuing education programme. The Programme Coordinator is responsible for the running of the continuing education programme.
4. The Programme Director, the Deputy Programme Director and the Programme Coordinator make up the leadership of the continuing education programme.

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<sup>1</sup> RSETHZ 201.021

Through an appropriate division of responsibility, they design the curriculum, and, together with D-MTEC, coordinate the courses with respect to scheduling, course topics and teaching staff.

#### **Art. 4**            *Credit System*

1. The degree programme follows a credit system that is aligned with the European Credit Transfer System (ECTS). ETH Zurich employs the ECTS in accordance with the Credit System Guidelines of the Rector (Richtlinien zum Kreditsystem).<sup>2</sup>
2. One credit, as per the ECTS, corresponds to the average time expenditure required for a student to successfully master a unit of course material.
3. One credit corresponds to a workload of 25 to 30 hours. The workload includes all study-based activities that are required to earn a credit.
4. D-MTEC is responsible for recording the credits earned by each of the students in the continuing education programme.

### **Chapter 2: Content, scope, structure, and completion of the continuing education programme**

#### **Art. 5**            *Scope, structure, and duration*

1. The continuing education programme comprises 1,800 hours, consisting of instruction, preparatory and follow-up work, performance assessments, and a written Master's thesis. Students who successfully complete the 1,800 hours will be awarded 60 credits.
2. Credits are awarded when coursework is satisfactorily completed. Coursework is considered satisfactory if it receives a grade of at least 4 or a "pass". If work is not satisfactorily completed, no credit will be awarded. D-MTEC records, checks, and registers the credits acquired.
3. Credits are awarded in full. No partial credit is given. The number of credits awarded is specified by the course catalogue listing at the time of the completion of the relevant performance assessment.
4. Instruction takes place in the form of lectures, tutorials and seminars. These are offered on a weekly or bi-weekly basis, or else as block courses.
5. D-MTEC lists the courses for the degree programme for every semester in the course catalogue. The specifications in the course catalogue are binding.
6. As a rule, courses are held and assessments given in English. The language used in a given course is specified in the course catalogue.
7. Some courses may have special admissions requirements.
8. The continuing education programme begins in the Autumn Semester and lasts for four semesters. Students complete the first three semesters of the programme alongside their professional work. The Master's thesis is written in the fourth semester.
9. In exceptional circumstances the duration of study can be prolonged by a maximum of two semesters. When a request for extension is approved, certain conditions may be imposed.

#### **Art. 6**            *Programme content*

1. The continuing education programme builds on the technical and scientific expertise of the participants.
2. The aim of the programme is:

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<sup>2</sup> [www.weisungen.ethz.ch](http://www.weisungen.ethz.ch)

- a. to prepare participants to take on demanding professional work and/or first management positions;
- b. to introduce participants to the management of complex projects;
- c. to consolidate social and leadership skills;
- d. to provide participants with a solid general education in management, technology and economics

**Art. 7**            *Categories*

1. For the successful completion of the continuing education programme, students must earn credits in the following categories. The required minimum number of credits in each category is specified in Art. 8.
  - a. Six competence areas
    - i. These competence areas comprise courses which fall under the heading of business and personnel management, strategy, information management, micro- and macroeconomics, and operational and financial management.
  - b. Skill-based training
  - c. Electives
    - i. The electives consist of freely chosen courses from the D-MTEC course catalogue
  - d. Master's thesis

**Art. 8**            *Credits per category*

1. Students must earn at least 3 credits in five of the six competence areas.
2. Students must successfully complete at least two courses which are classified as skill-based training.
3. The remaining credits can be chosen freely from the courses offered by D-MTEC (electives).
4. Students may not enrol in more than 8 courses per semester. Exceptions can be made upon request.
5. Upon request, a maximum of 6 credits can be awarded for the successful completion of courses offered by other ETH departments. These credits must be earned while enrolled in the MAS ETH MTEC continuing education programme.
6. The required 60 credits consist of 48 credits for courses and 12 credits for the Master's thesis.
7. A maximum of 65 credits can be earned while enrolled in the continuing education programme.
8. Certain courses may be open to a wider audience, including both persons associated with the university and persons who are not. Attending individual courses does not qualify one for a degree.

**Art. 9**            *Performance assessments*

1. Students are required to take performance assessments. Performance assessments for courses are the responsibility of the course instructors. The methods of assessment are specified in the course catalogue.
2. The continuing education programme follows the General Regulations for Performance Assessments (Allgemeine Verordnung über Leistungskontrollen) at ETH.<sup>3</sup>
3. A performance assessment is passed if it receives a grade of at least 4 or a "pass".

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<sup>3</sup> [www.weisungen.ethz.ch](http://www.weisungen.ethz.ch)

4. A failed performance assessment can be re-taken once. A performance assessment which is passed may not be re-taken.
5. Students can view all performance evaluations on the internet, using the relevant ETH Zurich application.
6. The consequences for dishonest conduct on performance assessments are set out in the ETH Zurich Disciplinary Regulations of 2 November 2004. (Disziplinarordnung ETH Zürich).

**Art. 10**      *Master's Thesis*

1. The Master's thesis is usually based on a supervised project undertaken by a student at a company or business. It addresses a subject that has been agreed on with the supervising professor. The project upon which the Master's thesis is based can be carried out alone or in a group. It is undertaken for 10 weeks full-time, or 16 weeks part-time, during the fourth semester of the programme. Where it is reasonable to do so, the leadership of the continuing education programme can allow for exceptions to these rules.
2. Students are only permitted to begin their Master's thesis project when they have successfully completed as least one preparatory seminar on "Introduction to Academic Work" (Einführung in das wissenschaftliche Arbeiten).
3. Students must ask a D-MTEC professor to be their supervisor in advance. If no supervising professor has been found, the MAS leadership will assign the student a supervising professor.
4. The professor will define the tasks to be completed, will set a date for the beginning of the Master's thesis, and will provide the criteria by which it will be assessed. The performance will be evaluated with a grade.
5. A grade of at least 4 is required to pass.
6. If a Master's thesis does not receive a passing grade, the student may repeat it once. In the event that the Master's thesis is repeated, it must explore a new subject. The second effort may be carried out under the supervision of a different professor.

**Art. 11**      *Graduation, diploma, and academic record*

1. The continuing education programme is considered to have been successfully completed when the required credits have been earned (see Art. 8).
2. Following the successful completion of the continuing education programme students must request their Master's diploma.
3. A student who has successfully completed the programme will receive the following documents: an academic record, a Diploma Supplement, a degree certificate and a ranking.
4. The academic record serves as verification of the completed Master's degree. The academic record will include the following information:
  - a. The academic achievements listed in the degree request, including grades and other performance evaluations.
  - b. The final grade, calculated as the weighted average of all the grades listed in the request with the corresponding credits as the weighting factor.
5. The Diploma Supplement is a standardised document which outlines the course of study leading to the degree.
6. D-MTEC records, checks and registers grades and other performance evaluations, and issues the academic record.
7. A student is considered to have failed the continuing education programme if the requirements for earning the Master's degree (the number of credits as set out in Art. 8, and any otherwise specified requirements) can no longer be met as a result of failed assessments and/or a failure to comply with deadlines. Definitive failure will result in expulsion from the continuing education programme.

## Chapter 3: Admission and registration

### Art. 12 *Entry requirements and participant numbers*

1. In order to be admitted to the continuing education programme, candidates must be able to prove the following:
  - a. a Master's degree in a technical or scientific discipline from a recognised university, or an equivalent qualification; and
  - b. At least two years professional experience
2. In exceptional circumstances candidates with degrees in other disciplines can be accepted.
3. Applicants who do not meet the criteria set out in Para. 1, can exceptionally be admitted under Art. 13, Para. 2 of the continuing education regulations of ETH Zurich.<sup>4</sup>
4. The admissions process for the continuing education programme includes an evaluation of the prior knowledge, qualifications, English language skills and professional experience of the applicants, which are to be demonstrated through transcripts and other supporting documents.
5. The ETH Zurich School for Continuing Education assesses whether the formal entry requirements of each candidate for the continuing education programme have been met. If they have been met, the Programme Director of the continuing education programme will make the final admissions decision.
6. The number of students admitted to the programme will be determined by the Prorector for Continuing Education, at the request of the programme leadership.
7. In the event that the number of applicants exceeds the number of available places, the following criteria apply during the selection process:
  - a. Grade Point Average of the university degree;
  - b. number of years of professional experience;
  - c. professional prospects, motivation;
  - d. letters of recommendation and references;
  - e. discipline of the applicant's university degree, in order to ensure a balanced group from diverse academic backgrounds.
8. Candidates do not have a right to admission.

### Art. 13 *Enrolment and registration*

1. Students enrol by registering with the School of Continuing Education (SCE) at ETH Zurich. The enrolment deadlines are stipulated by the SCE.
2. MAS students must register for each semester.

### Art. 14 *Tuition and fees*

1. Under Art. 6, Para. 1 of the ETH Fee Regulations (Gebührenverordnung ETH-Bereich), MAS students are required to pay tuition as well as an additional fee.
2. The amount of the additional fee is determined by the ETH Executive Board at the request of the leadership of the continuing education programme.

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<sup>4</sup> SR 414.134.1

## Chapter 4: Final clauses

### **Art. 15**      *Expulsion from the continuing education programme*

A student will be expelled from the continuing education programme if:

- a. in accordance with Art. 11, Para.1, the student will no longer be able to earn the required number of credits to complete the degree programme as a result of failed performance assessments or because he or she has exceeded the maximum length of time allowed for completing the programme.
- b. the student has failed to pay the required tuition and/or additional fee

### **Art. 16**      *Legal recourse*

Decisions taken on the basis of these regulations may be challenged in accordance with the Federal Law on Administrative Procedures.<sup>5</sup>

### **Art. 17**      *Special cases*

The Programme Director will rule on all cases where the procedure to be followed is not explicitly set out in these regulations or in any other relevant regulations or directives.

### **Art. 18**      *Validity*

These regulations are in force as of 1 August 2018.

### **Art. 19**      *Rescinding of prior regulations*

The Regulations 2006 for the Master of Advanced Studies ETH in Management, Technology, and Economics (as decreed by the Executive Board on 7 May 2006) are rescinded as of 31 July 2018.

### **Art. 20**      *Transitional regulations*

For students who began the continuing education programme prior to the coming into force of these regulations, the Regulations 2006 still apply.

In the name of the Executive Board of ETH Zurich

The President: Lino Guzzella

The General Secretary: Katharina Poiger Ruloff

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<sup>5</sup> SR 172.021