

This English translation is for information purposes only. The original German version is the legally binding version.

## **Programme Regulations 2020 – English Translation**

for the Continuing Education Programme

### **Certificate of Advanced Studies ETH in Technology and Public Policy: Impact Analysis (CAS ETH TPP: Impact Analysis)**

at the Department of Humanities, Social and Political Sciences  
of 3 March 2020

*The ETH Zurich Executive Board,*

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

*decrees:*

#### **1. Section: General Provisions**

##### **Art 1. Subject Matter**

<sup>1</sup> These Programme Regulations set out the conditions under which the continuing education programme "Certificate of Advanced Studies ETH in Technology and Public Policy: Impact Analysis (CAS ETH TPP: Impact Analysis)", hereinafter referred to as the continuing education programme, is conducted at ETH Zurich.

<sup>2</sup> The continuing education programme is assigned to the Department of Humanities, Social and Political Sciences (D-GESS) and is conducted by the Institute of Science, Technology and Policy (ISTP).

##### **Art 2. Title**

<sup>1</sup> ETH Zurich awards the title "Certificate of Advanced Studies ETH in Technology and Public Policy: Impact Analysis" (Abbreviated: CAS ETH TPP: Impact Analysis) upon successful completion of the continuing education programme.

##### **Art 3. Management of the Continuing Education Programme**

<sup>1</sup> The leadership and management of the continuing education programme (management) is responsible for the following tasks:

- a. representing the continuing education programme internally and externally;
- b. maintaining the connection to D-GESS;
- c. selecting participants; and
- d. managing finances, personnel, and facilities.

<sup>2</sup> The management consists of the programme director, the deputy programme director, and the programme manager.

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<sup>1</sup> RSETHZ 201.021

<sup>3</sup> The programme director and deputy programme director are appointed by D-GESS.

<sup>4</sup> The programme manager is appointed by the programme director.

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

<sup>1</sup> The programme follows a credit system aligned with the European Credit Transfer and Accumulation System (ECTS). ETH Zurich deploys the ECTS in accordance with the Rector's Credit System Guidelines (Richtlinien zum Kreditsystem).

<sup>2</sup> ECTS credits describe the average student workload required for academic achievement.

<sup>3</sup> One credit corresponds to a workload of 25-30 hours, encompassing all study-related activities necessary to earn credits.

<sup>4</sup> Credits are only awarded for satisfactory performance. A performance is deemed satisfactory if it is graded at least 4 or assessed as "passed".

<sup>5</sup> D-GESS maintains a record of the credits earned by all participants in the continuing education programme.

## **2. Section: Target Group, Content, Scope, Structure, and Completion of the Continuing Education Programme**

#### **Art 5. Target Group and Content**

<sup>1</sup> The continuing education programme is primarily aimed at individuals with a university Master's degree in natural and engineering sciences, as well as individuals from other disciplines with professional experience at the interface of science, technology, and policy.

<sup>2</sup> The continuing education programme consists of three different modules. The module titles are:

- Economic Foundations for Policy Analysis
- Technology and Policy Analysis
- Policy-Making in Practice

<sup>3</sup> The programme management is responsible for the curriculum and ensures the coordination and implementation of teaching.

#### **Art 6. Scope, Duration, and Study Time Limit**

<sup>1</sup> To successfully complete the continuing education programme, the three offered modules comprising a total of 15 credits, must be passed.

<sup>2</sup> The continuing education programme typically lasts one semester.

<sup>3</sup> The maximum permissible study duration is one and a half years. In justified cases, the programme director may extend the permitted study duration by a maximum of one additional year upon request.

#### **Art 7. Learning Units, Performance Assessment**

<sup>1</sup> The management determines the learning units for the programme each semester in the course catalogue<sup>2</sup>. The details in the course catalogue are binding.

<sup>2</sup> The modalities of performance assessments for the individual learning units are specified in the course catalogue.

<sup>3</sup> A failed performance assessment may only be repeated once.

<sup>4</sup> A passed performance assessment cannot be repeated.

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

**Art 8.** Recognition of Previously Earned Academic Achievements

<sup>1</sup> Credits that have already been credited towards another degree at ETH Zurich or another university cannot be credited again in the continuing education programme.

<sup>2</sup> Retaking a learning unit already attended as part of a previous degree at ETH Zurich, including taking the performance assessment, is only permitted in justified exceptional cases and with the programme director's approval.

**Art 9.** Diploma and Diploma Supplement

After fulfilling the requirements specified in Art. 6, an ETH diploma pursuant to Art. 2 and a diploma supplement in accordance with the guidelines of the Swiss University Rectors' Conference (swissuniversities) will be issued.

### **3. Section: Admission and Enrolment**

**Art 10.** Admission Requirements, Selection Procedure

<sup>1</sup> Admission to the continuing education programme may be granted to those who:

- a. Hold a Master's degree from ETH Zurich or an equivalent recognised degree from another university in natural and engineering sciences (including mathematics, architecture, medicine, and life sciences); and
- b. Have relevant professional experience for the continuing education programme.

<sup>2</sup> Applicants who do not meet the requirements of paragraph 1 may exceptionally be admitted in accordance with Art. 13, para. 2 of the ETH Zurich Continuing Education Ordinance<sup>3</sup> (Weiterbildungsverordnung ETH Zürich).

<sup>3</sup> Admission is based on the applicant's personal dossier. The selection procedure may be supplemented by an interview with the management.

<sup>4</sup> The management assesses whether the admission requirements are met by individual applicants. The programme director decides on admission to the continuing education programme.

<sup>5</sup> There is no entitlement to admission to the continuing education programme.

**Art 11.** Enrolment, Registration, Number of Participants

<sup>1</sup> Participants in the continuing education programme are enrolled through the School for Continuing Education.

<sup>2</sup> Participants register at the School for Continuing Education.

<sup>3</sup> The School for Continuing Education defines the formalities for application, enrolment, and registration.

<sup>4</sup> The number of participants in the continuing education programme may be limited upon request of the programme director by the Rector of ETH Zurich.

**Art 12.** Tuition Fees and Costs

<sup>1</sup> Students are required to pay tuition fees and a cost contribution in accordance with Art. 6, para. 1 and 3 of the ETH Domain Fees Ordinance<sup>4</sup> (Gebührenverordnung ETH-Bereich).

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<sup>3</sup> SR 414.134.1

<sup>4</sup> SR 414.131.7

<sup>2</sup> The amount of the cost contribution is determined by the ETH Executive Board upon request of the programme management.

**Art 13.** Exclusion from the Continuing Education Programme

Participants will be excluded from the continuing education programme if:

- a. they can no longer achieve the required number of credits under Art. 6 due to:
  1. Failure in performance assessments; or
  2. Exceeding the maximum permitted study duration; or
- b. They fail to pay the tuition fees and/or cost contribution.

**4. Section: Final Provisions**

**Art 14.** Legal Remedies

Decisions issued under these regulations may be appealed in accordance with the Federal Act on Administrative Procedure<sup>5</sup> (Bundesgesetzes über das Verwaltungsverfahren).

**Art 15.** Special Cases

The programme director regulates all cases that are not or not sufficiently covered by these regulations or other relevant ordinances and directives.

**Art 16.** Entry into Force

These regulations come into force on 1 July 2020.

On behalf of the Executive Board of ETH Zurich

The President: Joël Mesot

The Secretary-General: Katharina Poiger Ruloff

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<sup>5</sup> SR 172.021