

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: Policy Process (CAS ETH TPP: Policy Process)

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 2003¹

decrees:

1. Section: General Provisions

Art 1. Subject Matter

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

² 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

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

Art 3. Management of the Continuing Education Programme

¹ 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.

² The management consists of the programme director, the deputy programme director, and the programme manager.

¹ RSETHZ 201.021

³ The programme director and deputy programme director are appointed by D-GESS.

⁴ The programme manager is appointed by the programme director.

Art 4. Credit System

¹ 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).

² ECTS credits describe the average student workload required for academic achievement.

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

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

⁵ 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

¹ 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.

² The continuing education programme consists of three different modules. The module titles are:

- Technology, Society, Markets, and the State
- Public Sphere and Stakeholders in Policy-Making
- Communication and Negotiation

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

Art 6. Scope, Duration, and Study Time Limit

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

² The continuing education programme typically lasts one semester.

³ 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

¹ The management determines the learning units for the programme each semester in the course catalogue². The details in the course catalogue are binding.

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

³ A failed performance assessment may only be repeated once.

⁴ A passed performance assessment cannot be repeated.

² www.vvz.ethz.ch

Art 8. Recognition of Previously Earned Academic Achievements

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

² 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

¹ 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.

² 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 Ordinance³ (Weiterbildungsverordnung ETH Zürich).

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

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

⁵ There is no entitlement to admission to the continuing education programme.

Art 11. Enrolment, Registration, Number of Participants

¹ Participants in the continuing education programme are enrolled through the School for Continuing Education.

² Participants register at the School for Continuing Education.

³ The School for Continuing Education defines the formalities for application, enrolment, and registration.

⁴ 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

¹ 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 Ordinance⁴ (Gebührenverordnung ETH-Bereich).

³ SR 414.134.1

⁴ SR 414.131.7

² 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 Procedure⁵ (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

⁵ SR 172.021