



Studiensekretariat
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Instructions for the admission of audit students

Definition

Audit students are people interested in topics being taught, and only attend one or a few subjects (modules). They are not permanently enrolled students.

Conditions of admission

Admission to courses is decided by the Head of Academic Programmes and the responsible lecturer, who could refuse admission if the maximum number of students is exceeded or if the module is deemed unsuitable for attendance.

In general, the admissions criteria for the 1st semester are applied. Evidence of an internship is not required. Experienced professionals who do not meet the admission criteria can be admitted '*sur dossier*' (i.e. on the basis of a written application) in exceptional cases. Students who are deemed to hinder the progress of instruction or internships due to a lack of previous training could be excluded from the course.

Beyond attending courses, students do not have rights to any further student entitlements according to Art. 15 of the ZHAW "*Reglement zur Zulassung, Immatrikulation und Exmatrikulation*" (admission, enrolment and voluntary deregistration). Furthermore, there is no requirement to provide a record of achievement and examinations cannot be offered or taken.

Application period

At least four weeks before the beginning of the semester, by e-mail to the academic office: studiensekretariat.lsfm@zhaw.ch

Costs

Fees per semester:

a. for 1 or 2 hours per week	CHF 200.00
b. for each additional hour per week	CHF 100.00
c. for 6 or more additional hours per week	CHF 600.00

The fees for special forms of teaching, such as block courses or project weeks, are determined separately.

Confirmation

Students receive written confirmation of course attendance. The confirmation includes the course name and the number of lessons attended.

Wädenswil, 24 January 2019