

Application for Admission Postgraduate Programme

Please affix your
photograph here

I hereby apply for admission into the following programme/course of study:

 MAS DAS CAS

Course Title:

Postgraduate Programme in Curating (MAS/CAS)

 Spring term Autumn term

Year

Title

Surname

First Name

Street

Postal Code/City

Place of Swiss Citizenship

Nationality

Home Telephone

E-mail

Date of Birth

Social Security No. (13 digits)

Matriculation No. (8 digits)

Upon immatriculation at a higher education institution in Switzerland (university, university of applied sciences, or college of tertiary education), all students are allocated a matriculation number. This personal number must be used when enrolling for any further studies in Switzerland. The matriculation number is affixed onto the reverse side of the baccalaureate certificate or an equivalent admissions document.

Please note: If you were matriculated at a higher education institution in Switzerland (university, university of applied sciences, or college of tertiary education) prior to applying for admission into Zurich University of the Arts (ZHdK), but did not begin or discontinued your studies, you must indicate the matriculation number originally issued to your name.

General Terms and Conditions for Further Education Offerings Arts (Tertiary Level Programmes)

Statutory Basis:

All Master of Advanced Studies (MAS), Diploma of Advanced Studies (DAS), and Certificate of Advanced Studies (CAS) courses and programmes offered at Zurich University of the Arts (ZHdK) (hereinafter referred to as "Further Education Offerings") are subject to (1) the following General Terms and Conditions, dated 10 June 2009, and (2) the Framework Regulations for Postgraduate Studies at Zurich University of Applied Sciences, dated 22 November 2005.

Registration Procedure:

Upon submitting their signed application for admission to Zurich University of the Arts (ZHdK), prospective students certify that they have taken note of, and accept, the General Terms and Conditions specified hereinafter. Written applications are legally binding and are considered in the order they are received up to the closing date for application. The application fee is CHF 200.00.

Admissions and the Running of Courses:

Candidates seeking admission into Further Education Offerings at Zurich University of the Arts (ZHdK) must satisfy the following requirements:

- a. A university degree or a degree comparable to a qualification awarded by a tertiary school or college
- b. Work experience
- c. A positive examination result or a positive assessment of individual aptitude

In duly substantiated cases, portfolio admissions are possible. Such admissions are not subject to the above requirements. Admissions to Further Education Offerings at Zurich University of the Arts (ZHdK) are subject to courses actually taking place. Prospective students have no legal entitlement to courses being run. Admissions decisions are taken by the responsible course director based on the submitted application documents. In individual cases, candidates will be invited to attend an interview.

If an insufficient number of applications is received by the closing date for application, Zurich University of the Arts (ZHdK) reserves the right to cancel or postpone a course. Should a course have to be cancelled, prospective students will be informed shortly after the closing date for application.

In the event of cancellation, application fees shall be refunded. If Zurich University of the Arts (ZHdK) discontinues a course once

commenced, there is no legal entitlement to a replacement course being offered. Subject to organisational changes and modifications of content without prior notice.

Fees/Terms of Payment:

Further Education Offerings at Zurich University of the Arts (ZHdK) are subject to the respective course announcements. Admitted students are liable to pay tuition fees for the entire course onto which they have been admitted. Before the beginning of semester, students admitted to CAS courses will receive an invoice for the total fees due; students admitted to MAS courses will receive an invoice for the first semester. Fees are payable within thirty (30) days. The term of payment specified on the invoice is legally binding and is the deemed expiry date for the payment of fees. Payments should be made using the payment slip enclosed with the invoice.

Deregistration:

Students seeking to deregister from their course of studies must notify the Department of Further Education in writing. Cancelling an application prior to the closing date for applications is not subject to charge. Applicants cancelling their applications after the closing date for applications remain liable for payment of their course fees.

Withdrawal/Discontinuation:

In cases of hardship, such as a medically certified longer illness or accident, the Head of the Department of Further Education at Zurich University of the Arts (ZHdK) shall decide on a reimbursement of course fees upon receiving a corresponding written request. The maximum reimbursement is 50%. As a rule, a discontinuation of studies is not possible. The Head of the Department of Further Education may grant exceptions for compelling reasons.

Course Completion Document:

Students who have successfully completed all coursework and who have attended at least 80% of all contact hours will be awarded a certificate, diploma etc. corresponding to the course or programme attended.

Insurance:

Students are responsible for taking out their own insurance policy.

Signature

I confirm that the information provided on this form is true and complete. I have read the above "General Terms and Conditions", and hereby declare that I agree with them.

Place and date

Signature of candidate

Survey

How did you hear about our course?

Advertisement

ZHdK-Website

ZHdK Staff

Friends

Other

Enclosures:

- Curriculum Vitae
- Motivation Letter
- Work documentation/portfolio
- Copies of school-leaving and/or baccalaureate certificates, evidence of academic programmes attended (please note that your name and the name of the awarding institution must be clearly legible on all copies of any certificates submitted with your application!)



Portfolio Admission

Candidates who do not hold a university degree or a higher education qualification may apply for portfolio admission if they are able to provide demonstrable evidence of their particular skills or aptitude for their chosen course in combination with several years of professional practice.

Yes (please provide a brief explanation)

To be completed by Head of Programme.

Application for portfolio admission approved. Reason:

Transfer Agreement:
Recognition of external/internal achievements _____ ECTS Points for Module _____

Head of Programme: Name _____ Date/Signature _____