

REGISTRATION Bachelor for the Study Program of Science in Business Administration

Please complete this registration form in block letters and tick the applicable choices.
Only fully completed registrations submitted with the required documentation can be considered.

Personal Details

Name	Phone home
Given name	Mobile
Street / Number	E-mail home
ZIP / City	KV membership (if any): KV section and number <small>(please attach copy of your membership card)</small>
Date of birth	City of origin
Social Security Number	

Company Details

Employer	Phone office
Street / Number	E-mail office
ZIP / City	Workload in % from start of studies
Function / Occupation	

1. First Registration

<input type="checkbox"/> Yes	Registration number CH (if available)
<input type="checkbox"/> No	Which Swiss university / UAS?

2. Proof of Study Entitlement

Federally recognised Higher Professional
School-Leaving Certificate

- business
- technical, with one year study-related practice
- artistic, with one year study-related practice
- health and social, with one year study-related practice

- as part of study
- after completion of studies

Swiss Certificate of Competence (Degree)

- and successfully passed the university entrance exam

Certificate of Maturity (High School)

with majors in:

- ancient language (Latin and/or Greek)
- a modern language (third national language, English, Spanish or Russian)
- physics and applied mathematics
- biology and chemistry
- economics and law
- philosophy / education / psychology
- visual design
- music

as well as one year study-related practice

Fed. Rec. Trade Diploma / DMS ("Fachmaturität")

- professional high school as well as one year study-related practice

HFW Degree

- from a HFW association member school

Others, e.g. HF in ...

- _____

3. When and Where Did You Obtain the Proof of Study Entitlement?

Year	School (name/city/canton or country)
Domicile at this time	

4. I Register to Join

- start of studies: Fall 20__
- the first semester Duration of the degree course: eight semesters
- the __ semester Credit for studies undertaken at other universities of applied sciences
(attach module descriptions and certificates / diplomas of the modules taken)
- the bridging course Duration of the degree course: four semesters (do not complete item 5 if you apply for bridging studies)

5. I Choose the Following Major – Without Obligation – Starting from Semester 4

- General Management (German) Banking & Finance (German) Accounting & Controlling
- General Management (English) Banking & Finance (English) Marketing

6. Dispensation from English

I apply to be excused from English classes based on the following diploma (attach copy of diploma):

_____ (Further information can be found on page 4 of this registration form)

7. Payment

- Payment mode by semester monthly instalments
- Payer private company (attach written confirmation, see page 3)

8. How Did You Learn About HWZ?

- Internet search engine Website: _____ Poster Mailing
- Ad in: _____ Suggested by: _____ Other: _____

I agree to the general and financial terms and conditions on page 3.

The registration fee of CHF 300 will be deducted from the first-semester fees. The registration fee will not be refunded in case of a withdrawal of the registration.

Court of jurisdiction is Zurich.

Place, date _____

Signature _____

Attachments

- CV
- Copy of proof of study entitlement
- Vocational certificate
- Proof of employment or copy of employment contract
- 1 Photograph
- Diplomas from overseas: notarised German or English translation of the school-leaving certificate

Mail your registration to:

HWZ Hochschule für Wirtschaft Zürich
University of Applied Sciences
in Business Administration Zurich
Bachelor Office
Lagerstrasse 5
PO Box
CH-8021 Zurich

Phone 043 322 26 00, fax 043 322 26 01
sekretariat@fh-hwz.ch, www.fh-hwz.ch

GENERAL TERMS AND CONDITIONS

The applicant must be working for at least 20 hours per week during the study time in a study-related area and provide proof thereof.

The school management shall decide regarding the acceptance of the registration and crediting previous studies.

The registration is final. It can be revoked at the earliest at the end of the semester. Withdrawal can only be made at the end of a study semester. It is to be advised to the Dean within 30 days prior to the end of the study semester by registered mail.

The desired study days will be considered if possible, but the school management reserves the right to assign another group for organisational reasons.

A change of the major up to the third semester requires the approval of the school management. The major cannot be changed after the start of the fourth semester. The HWZ reserves the right to choose whether to offer a particular major depending on the number of applications received. If a major is not offered in a particular year, then the HWZ is to inform the students who are affected by this decision; these students are to choose another major from the range of majors offered.

The study course is regulated by the Study and Examination Rules for Bachelor Degree Courses at the HWZ Zurich as well as further guidelines and directives. These rules and regulations are binding for the students; they can be viewed and downloaded from the HWZ website. The school management will inform in a timely manner about changes to these rules and guidelines. The students receive a user-ID and a password to access the HWZ's extranet where the study plan can be viewed. The students are required to regularly read their HWZ e-mail since official notifications are being sent to the HWZ e-mail. The students will possess a laptop in accordance with the minimum specifications (www.fh-hwz.ch) as set out by the HWZ.

The teaching materials as well as the HWZ logo are protected by copyright. Any copying and passing on outside of the scope of the school is prohibited without prior approval by the school management. This includes all software and the HWZ e-mail system offered by the HWZ to the students. Students who disregard these conditions or who commit illegal acts will be held liable for the damage caused and may be removed from the University of Applied Sciences without any refund of the study fees.

FINANCIAL TERMS AND CONDITIONS

Bachelor Study Fees per Semester

(to be paid before start of semester)

<u>Semester fee</u>	CHF	4,980
<u>Semester fee (KV member)</u>	CHF	4,900
<u>6 monthly instalments</u>	CHF	880
<u>6 monthly instalments (KV member)</u>	CHF	867

First instalment to be paid prior to the start of the semester.

Includes: study materials, study documentation.

Does not include: books, approx. CHF 300 per annum; costs for external seminars in the 4th, 6th and 8th semesters, each approx. CHF 500.

Examination Fees

<u>Assessment (3rd semester)</u>	CHF	400
<u>Bachelor examination including thesis (8th semester)</u>	CHF	900
<u>Bachelor thesis (only)</u>	CHF	780

Includes: TOEIC test fees (English) in the 6th semester.

A change of payment terms (from semester to instalment and vice versa) can in principle only be made at the beginning of a new semester. A request for change must be submitted six weeks prior to the start of the semester.

If the invoice is to be sent to the employer for payment, then a written confirmation by the employer is required stating that the company takes on the financial liabilities arising from this contract. A change of payer is to be advised at least six weeks prior to the start of the semester. No deductions are granted for holidays, illness and dispensations.

The general and financial terms and conditions are subject to change. Any changes will be communicated by the school management at least three months in advance.

Guidelines for the Dispensation from English Classes

Situation

Many students possess an excellent command of English, documented by internationally recognised language diplomas, prior to starting the degree course. This language competence can be credited in the English units and may lead, upon application during the study registration (see item 6, page 2) or by the administrator at a later time, to a dispensation from the requirement to attend classes.

Criteria

Only the following business English diplomas are recognised.
Others, such as TOEFL or IELTS, are not recognised.

Up to and including the 3rd semester, including Assessment Examination

- Cambridge Business English (BEC Higher): Grade C
- Cambridge Advanced (CAE): Grades A and B
- TOEIC: 935 points or above

Up to and including the 6th semester, including Module Examination

- Cambridge Business English (BEC Higher): Grades A or B
- TOEIC: 965 points or above
- Cambridge Proficiency (CPE)

Students without a diploma but whose command of English is almost the same as that of a native speaker

may sit for an in-house TOEIC test in order to receive a dispensation from English.
More information at www.fh-hwz.ch -> other courses



Prof. Dr. Jacques Bischoff
Dean



Prof. Dr. Urs Dürsteler
Vice Dean

HWZ Hochschule für Wirtschaft Zürich
University of Applied Sciences
in Business Administration Zurich
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