

**Ordinance
on the CAS and LL.M. Continuing Education
Degree Programs in International
Business Law at the Faculty of Law of the University of
Zurich**

(Dated 17 December 2018)^{1,2}

The Board of the University has resolved:

I. Basic Principles

§ 1. ¹ This Ordinance governs the administration and organization of the CAS and LL.M. continuing education degree programs in international business law at the Faculty of Law of the University of Zurich. Scope of application

² The Faculty Council issues implementation provisions on the basis of the recommendation of the Studies Commission.

§ 2. Responsibility for the programs rests with the Faculty of Law of the University of Zurich. Governing body

§ 3. ¹ The Faculty of Law of the University of Zurich awards the following degrees and titles as evidence of the successful completion of the degree program concerned: Degrees and titles conferred

- a. Certificate of Advanced Studies UZH in Asian Business Law (CAS UZH)
- b. Certificate of Advanced Studies UZH in International Banking, Finance and Insurance Law (CAS UZH)
- c. Certificate of Advanced Studies UZH in Internationalem Banken-, Kapitalmarkt- und Versicherungsrecht (CAS UZH),
- d. Certificate of Advanced Studies UZH in International Business Transactions and Technology Transfer (CAS UZH)
- e. Certificate of Advanced Studies UZH in International Sports Law (CAS UZH)
- f. Certificate of Advanced Studies UZH in Mergers & Acquisitions and Corporate Law (CAS UZH),
- g. Certificate of Advanced Studies UZH in International Litigation and Arbitration (CAS UZH),

h. LL.M. UZH in International Business Law (LL.M. UZH)

i. LL.M. UZH in Internationalem Wirtschaftsrecht (LL.M. UZH)

² It is not possible to earn more than one degree or title on the basis of the same ECTS credits. Any previously awarded certificate will cease to be recognized upon the award of an LL.M. Any final records already issued must be returned.

Program aims

§ 4. ¹ The programs are continuing education degree programs at the university level aimed at providing participants with in-depth theoretical knowledge and practical skills in various areas of international business law. Through the program, participants also acquire the ability to analyze this new knowledge in the context of practical application, while learning to address and resolve current legal issues in the relevant fields.

² The programs combine academic teaching and research with practice, and foster professional, methodological, and interpersonal skills.

Administration of the programs

§ 5. ¹ The CAS programs comprise 15 to 25 course days held over the course of one semester at the most. The decision on how the program is conducted rests with the Studies Commission.

² LL.M. programs comprise 60 to 80 course days. These may be offered as a full-time program over the course of two semesters (in accordance with § 28), or as a part-time program over the course of four semesters alongside participants' professional activities (in accordance with § 29). The decision in this regard rests with the Studies Commission.

³ Each of the LL.M. degree programs is structured as a basic course (compulsory module and core elective module) and a specialization course (core elective module).

Admission to the programs

§ 6. ¹ Participants must have a Master's degree in law and several years of professional experience. In exceptional cases, applicants with a Bachelor's degree in law and specific professional experience, or applicants with an equivalent qualification, may be admitted. The decision on equivalence is made by the Board upon review of the application documents; this decision is final. The Board may require that persons applying for exceptional admission pass an interview.

² Participants must decide which course of study they wish to pursue when they begin their studies. In justified cases, subject to an application to the Board, it may be possible to transfer to a more wide-ranging degree program or from one LL.M. program to another LL.M. program. The Board may make the transfer contingent on fulfilling additional requirements or conditions.

³ Individual modules or parts of modules may be opened up to additional groups of people within or outside the University. Attendance at individual modules does not culminate in a degree.

⁴ Admission is generally limited to a maximum of 30 participants on CAS programs and 60 on LL.M. programs. These participants are registered or matriculated with the Faculty of Law of the University of Zurich.

⁵ There is no general entitlement to be admitted to a program.

II. Organization

§ 7. ¹ The Faculty of Law oversees the programs and authorizes the relevant program and other regulations. The programs are subject to the general quality requirements stipulated by the University of Zurich. Faculty of Law

² The Faculty of Law appoints the president of the Studies Commission from its members, the members of the Studies Commission and the Board, and the Program Director.

³ The Faculty of Law awards the degrees and titles listed in § 3.

⁴ The Faculty of Law issues regulations governing the appropriation of profits and offsetting of losses.

§ 8. ¹ The Faculty Council is responsible for overall management of the continuing education degree programs.

Faculty Council

² It has the following duties, in particular:

- a. Authorizing the budget, the accounts for each program cycle, and the statements of account,
- b. Reporting to the University authorities,
- c. Determining budgeting principles,
- d. Authorizing tuition fees and instructor salaries, and approving expenses not included in the budget,
- e. Conducting procedures for authorizing decrees which must be reviewed and authorized by the relevant higher authorities,
- f. Deciding on appeals against grades given for assessments,
- g. Deciding on whether to accept funding from private enterprise, subject to the Finance Regulations of the University of Zurich,³

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h. Deciding on whether to accept grants provided by private institutions.

Studies
Commission

§ 9. ¹The Studies Commission is made up of a president and six to ten regular members. The Program Director attends meetings in an advisory capacity.

² At least half of the members are professors at the Faculty of Law of the University of Zurich. One member is a graduate of one of the programs named in this Ordinance. The other members are drawn from the private sector, the academic community, politics, and professional legal practice.

³ The President is elected by the Faculty of Law. They have the casting vote in the event of a tie.

⁴ The members are elected for a term of four years. Re-election is permitted.

⁵ The Studies Commission has the following duties, in particular:

- a. Strategic planning and ongoing development of the program,
- b. Approving the course curriculum, and allocating ECTS credits,
- c. Regulating quality assurance, particularly by setting out the admission requirements and defining evaluation criteria,
- d. Making recommendations to the Faculty of Law concerning the appointment of the members of the Studies Commission and its president, the Board, and the Program Director,
- e. Appointing coordinators of specialization courses, who support the Program Director in designing and implementing those specialization courses,
- f. Submitting proposals to the Faculty of Law for the award of the degrees and titles listed in § 3.

⁶ The Studies Commission is responsible for all areas which do not fall within the authority of other bodies.

⁷ The Studies Commission is quorate if at least five of its members are present; circular resolutions are permitted. It meets as required, at least once a year.

Board

§ 10. ¹ The Board is made up of the president of the Studies Commission, who chairs the Board, plus two or three additional members of the Studies Commission. The Program Director attends meetings in an advisory capacity.

² At least two members of the Board are professors at the Faculty of Law of the University of Zurich.

³ The members are elected for a term of four years. Re-election is permitted.

⁴ The Board has the following duties, in particular:

- a. Selecting instructors and issuing teaching assignments, in consultation with the Program Director,
- b. Deciding the admission of participants,
- c. Deciding whether an applicant is interviewed,
- d. Deciding on the transfer of ECTS credits from equivalent programs at universities in Switzerland or abroad,
- e. Monitoring the budget and annual accounts,
- f. Receiving proposals from the Program Director and forwarding them to the Studies Commission.

⁵ The Board is quorate if at least two of its members are present; circular resolutions are permitted. It meets as required.

§ 11. ¹ As a rule, the Program Director is a member of the Faculty of Law of the University of Zurich.

² They are responsible for the operational management of the continuing education degree programs. Alongside the president of the Studies Commission, they represent the programs externally. Program Director

³ The Program Director has the following responsibilities, in particular:

- a. Organizing and administering the programs,
- b. Developing the curriculum and submitting it to the Studies Commission,
- c. Making recommendations to the Board on the issue of the necessary teaching assignments,
- d. Maintaining contact with current and future instructors and promoting collaboration among instructors,
- e. Conducting assessments in collaboration with the instructors responsible for the individual subject areas,
- f. Advising participants with regard to the programs and the related coursework,
- g. Submitting proposals concerning the admission of participants and the transfer of ECTS credits earned at other institutions,
- h. Handling participant administration,

- i. Organizing and implementing the European Credit Transfer and Accumulation System (ECTS),
- j. Preparing the budget and accounts for each program cycle, and drawing up the statement of accounts,
- k. Monitoring the budget and annual accounts,
 - l. Hiring and managing staff members for the programs,
 - m. Evaluating the individual modules and the programs in their entirety,
 - n. Carrying out market research and developing recommendations for study programs, fees, and quality assurance,
 - o. Preparing meetings of the Studies Commission and the Board,
 - p. Maintaining relations with alumni and international contacts.

Teaching staff

§ 12. ¹ The teaching staff consists of instructors from the University of Zurich and other universities and higher education institutions as well as of specialists from professional practice. The core topics are taught primarily by instructors from the University of Zurich. The teaching staff is selected to ensure that the subject matter taught is related to research at the University of Zurich.

² The teaching staff is remunerated separately for services rendered.

³ University of Zurich instructors have neither a right nor an obligation to participate in the continuing education degree programs.

III. Modules, ECTS Credits and Official Assessments

Modules

§ 13. ¹ The program content is structured thematically and chronologically into modules that are held in German and/or English. The content and goals of the modules are defined in the course program. A distinction is made between:

- a. Compulsory modules: Modules that are required for all participants in a program, and
- b. Core elective modules: Modules that must be selected from a specified list (core elective pool).

² Parts of the continuing education degree programs may be held at other universities in Switzerland or abroad.

§ 14. ¹ Academic achievement is assessed in accordance with the European Credit Transfer and Accumulation System (ECTS).

European
Credit Transfer
and
Accumulation
System

² ECTS credits are awarded for passed modules and the accepted final thesis.

³ One ECTS credit is equivalent to approximately 30 hours of work.

⁴ On request, the Board may decide to transfer a maximum of 10 ECTS credits to an LL.M. program from an equivalent program at a university in Switzerland or abroad. It is not possible to transfer ECTS credits to a CAS program. Only ECTS credits will be transferred, not grades.

§ 15. ¹ A module is deemed passed when the associated assessment has been completed successfully. An assessment may consist of:

- a. An oral or written examination on the content of a module,
- b. A presentation as part of a module,
- c. Group work,
- d. Written work as part of a module,
- e. Reports on field trips.

Assessments

² The type of assessment in each case is decided by the Program Director in consultation with the instructor responsible.

³ Assessments are graded by the instructors who have held the course in question.

⁴ Passed assessments cannot be retaken.

§ 16. ¹ A failed assessment for a compulsory module may be retaken once. The assessment must be retaken at the earliest possible date, but within two months at the latest of receiving notification of the failing grade. Otherwise, the assessment is registered as failed.

² A failed assessment for a core elective module can either be retaken once or substituted with an assessment for another core elective module. Only one such substitution may be made. The assessment must be retaken at the earliest possible date, but within two months at the latest of receiving notification of the failing grade. Retakes are no longer possible after this point.

Failing grade

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³ A maximum of four failed attempts in assessments for all core elective modules together is permitted in the course of the entire degree program.

Cancellation of assignment § 17. ¹In the event of unforeseeable and unavoidable events occurring in advance of an assessment which necessarily prevent a participant preparing that assessment, the participant must immediately submit a substantiated written application to the Program Director to cancel registration for the assessment and must supply the necessary proof (specifically a doctor's certificate).

² If such an event occurs directly prior to or during an assessment, the participant must report this to the examiner or the proctor. The application to cancel the assessment, or the written notice, must be submitted to the Program Director within five working days, together with the necessary proof (specifically a doctor's certificate).

³ In the event of doubt, a second opinion from a doctor of the University's choice may be required.

⁴ Applications to cancel assessments that have already been submitted will not be considered.

⁵ The decision on authorizing any cancellation of an assessment, or an incomplete assessment, rests with the Program Director. If the application to cancel registration is denied, the assessment will be given a failing grade.

⁶ Participants failing to attend an assessment without previously giving notice of their absence will receive a failing grade for that particular assessment.

Grades § 18. ¹ Assessments and the final thesis are generally graded on a scale from 1 to 6. Half-grades are possible. Grades below 4 are failing grades. Ungraded assessments are marked Pass or Fail.

² The overall grade is calculated as the weighted average of the individual grades. It is calculated exactly and rounded up or down to the nearest decimal place.

³ A distinction is given for LL.M. titles. The overall grade determines the distinction as follows: 5.5 or higher, summa cum laude (excellent); 5 or higher, magna cum laude (very good).

Fraudulent action § 19. ¹ In the case of fraudulent action, in particular bringing or using unauthorized aids or communicating without permission during an assessment, plagiarism, or providing incomplete or false information upon admission to the program, the Studies Commission will declare the assessment to have been failed, admission to have been obtained by fraudulent means, or an issued identification document to be invalid.

² If admission has been deemed obtained by fraudulent means, the guilty party will be expelled immediately from the program.

³ If a degree or title as described in § 3 has been awarded on the basis of an assessment that has been declared invalid, or admission that has been deemed obtained by fraudulent means, it will be revoked on the basis of a faculty decision; any diplomas already issued will be confiscated.

⁴ In such cases, the Studies Commission decides whether to initiate disciplinary proceedings.

Appeals

§ 20. After each semester, participants receive a transcript with the number of ECTS credits earned. If a participant disagrees with the new information on the transcript, they have 30 days in which to submit an appeal to the Faculty Council. An appeal against the decision of the Faculty Council may be lodged within 30 days with the Appeals Commission of the Higher Education Institutions of the Canton of Zurich.

IV. Degrees Conferred

§ 21. ¹ The CAS will be awarded if the participant has acquired at least 19 ECTS credits in the field of Asian Business Law, and tuition fees have been paid in full.

Certificate of Advanced Studies UZH in Asian Business Law (CAS UZH)

² Participants who are not awarded the CAS receive a confirmation of their academic achievement.

§ 22. ¹ The CAS will be awarded if the participant has acquired at least 19 ECTS credits in the field of International Banking, Finance and Insurance Law, and tuition fees have been paid in full.

Certificate of Advanced Studies UZH in International Banking, Finance and Insurance Law (CAS UZH)

² Participants who are not awarded the CAS receive a confirmation of their academic achievement.

§ 23. ¹ The CAS will be awarded if the participant has acquired at least 19 ECTS credits in the field of “Internationales Banken-, Kapitalmarkt- und Versicherungsrecht”, and tuition fees have been paid in full.

Certificate of Advanced Studies UZH in Internationalem Banken-, Kapitalmarkt- und Versicherungsrecht (CAS UZH)

² Participants who are not awarded the CAS receive a confirmation of their academic achievement.

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CAS and LL.M. International Business Law

Certificate of
Advanced
Studies UZH in
International
Business
Transactions
and Technology
Transfer (CAS
UZH)

§ 24. ¹ The CAS will be awarded if the participant has acquired at least 19 ECTS credits in the field of International Business Transactions and Technology Transfer, and tuition fees have been paid in full.

² Participants who are not awarded the CAS receive a confirmation of their academic achievement.

Certificate of
Advanced
Studies UZH in
International
Sports Law
(CAS UZH)

§ 25. ¹ The CAS will be awarded if the participant has acquired at least 19 ECTS credits in the field of International Sports Law, and tuition fees have been paid in full.

² Participants who are not awarded the CAS receive a confirmation of their academic achievement.

Certificate of
Advanced
Studies UZH
in M&A and
Corporate Law
(CAS UZH)

§ 26. ¹ The CAS will be awarded if the participant has acquired at least 19 ECTS credits in the field of Mergers & Acquisitions and Corporate Law, and tuition fees have been paid in full.

² Participants who are not awarded the CAS receive a confirmation of their academic achievement.

Certificate of
Advanced
Studies UZH in
International
Litigation and
Arbitration
(CAS UZH)

§ 27. ¹ The CAS will be awarded if the participant has acquired at least 19 ECTS credits in the field of International Litigation and Arbitration, and tuition fees have been paid in full.

² Participants who are not awarded the CAS receive a confirmation of their academic achievement.

LL.M. UZH
in International
Business Law
(LL.M. UZH)

§ 28. ¹The LL.M. title will be awarded if the participant has acquired at least 70 ECTS credits, has received a passing grade for the final thesis, and tuition fees have been paid in full.

² Participants may choose not to pursue a specialization, or opt for one of the following three:

1. Asian Business Law,
2. International Banking, Finance and Insurance Law,
3. International Sports Law.

³Participants who are not awarded the LL.M. title receive a confirmation of their academic achievement.

LL.M. UZH
in
Internationalem
Wirtschaftsrech
t (LL.M. UZH)

§ 29. ¹The LL.M. title will be awarded if the participant has acquired at least 70 ECTS credits, has received a passing grade for the final thesis, and tuition fees have been paid in full.

² Participants may choose not to pursue a specialization, or opt for one of the following seven:

1. Asian Business Law,
2. International Banking, Finance and Insurance Law,
3. Internationales Banken-, Kapitalmarkt- und Versicherungsrecht,
4. International Business Transactions and Technology Transfer,
5. International Sports Law,
6. Mergers & Acquisitions and Corporate Law,
7. International Litigation and Arbitration.

³ Participants who are not awarded the LL.M. title receive a confirmation of their academic achievement.

§ 30. ¹ The final thesis which must be produced for the LL.M. programs is an academic treatment worth 12 ECTS credits. Final thesis

² The final thesis is either accepted or deemed unsatisfactory; in the latter case, the thesis may be revised once within a maximum of two months. If the thesis is again deemed to be unsatisfactory, it is definitively rejected.

³ The final thesis is supervised by an instructor.

§ 31. A Diploma Supplement in German and English is issued upon successful completion of the program.

Diploma
supplement

V. Finance

§ 32. ¹ The individual degree programs must be run at cost. To ensure that costs are covered, the Studies Commission establishes a minimum number of participants.

² The costs must be met by the participants and by persons attending individual modules or part-modules, as well as by any sponsors. Tuition fees

³ The tuition fees for a CAS degree program range from CHF 8,000 to CHF 15,000.

⁴ The tuition fees for an LL.M. program range between CHF 25,000 and CHF 50,000.

⁵ The Faculty Council determines the fees for attending individual modules or part-modules within the program.

⁶ If a participant transfers to a different continuing education program, the tuition fees set for the new program apply. Participants are permitted to transfer only to a more wide-ranging degree program, specifically from a CAS to an LL.M.

⁷ Tuition fees may be fully or partially waived on application to the Studies Commission. No reduction in tuition fees is granted to participants for whom exemption from parts of the program is approved on the grounds of credits for academic achievement transferred from an equivalent program at a university in Switzerland or abroad, or to participants who elect not to complete part of the program.

⁸ The tuition fee covers all costs, with the exception of field trips and course materials not distributed during the program.

⁹ Accounts are settled in accordance with the Finance Regulations of the University of Zurich.

Withdrawal

§ 33. ¹ Upon receiving confirmation of admission, participants have ten days to withdraw from the course at no expense. After this deadline, the entire tuition fee is due, and will not be reimbursed if the participant subsequently withdraws. Cases of hardship are decided by the Faculty Council.

² Fees for attending individual modules or part-modules will be reimbursed if the participant withdraws in writing by the application deadline. Participants withdrawing after this date are not entitled to reimbursement.

VI. Final and Transitional Provisions

Transitional provisions

§ 34. ¹ The present Ordinance applies to all participants who begin the degree program after the present Ordinance enters into force.

The Ordinance governing the Continuing Education Programs LL.M. International Economic and Business Law; LL.M. International Banking, Finance and Insurance Law; LL.M. International Business Transactions and Technology Transfer; LL.M. International Litigation and Arbitration; LL.M. Mergers & Acquisitions and Corporate Law; and LL.M. International Sports Law at the Faculty of Law of the University of Zurich, dated 24 September 2012, continues to apply to all participants who began their studies prior to 1 September 2018.

³ Participants who began their studies between 1 September 2018 and the entry into force of the present Ordinance must decide when registering for the specialization course whether they wish to continue their studies under the present Ordinance or under the Ordinance governing the Continuing Education Programs LL.M. International Economic and Business Law; LL.M. International Banking, Finance and Insurance Law; LL.M. International Business Transactions and Technology Transfer; LL.M. International Litigation and Arbitration; LL.M. Mergers & Acquisitions and Corporate Law; and LL.M. International Sports Law at the Faculty of Law of the University of Zurich, dated 24 September 2012.

¹ [OS 74.111](#); for basis see [ABI 1/11/2019](#).

² Entry into force: 1 March 2019.

³ [LS 415.112](#).