



**HTW** Chur



Hochschule für Technik und Wirtschaft  
University of Applied Sciences

# Study Regulations Bachelor Studies

17 September 2007

# Study Regulations for the Bachelor Study Courses

## 1. Basics

Area of validity

### 1.1

The study regulations regulate:

- the study course operations in general
- the admission requirements for the bachelor study courses
- the acquisition of the Bachelor Diploma
- the organisation of the study course operations

at the University of Applied Sciences (Hochschule für Technik und Wirtschaft HTW) Chur.

The study regulations apply to the bachelor study courses at the University of Applied Sciences (Hochschule für Technik und Wirtschaft) Chur from September 2007.

Structure of the Academic Year

### 1.2

The academic year is divided into a spring and an autumn semester.

The autumn semester starts with the calendar week (KW) 38, the spring semester in calendar week 8.

The dates for lectures, module exams, intensive courses, special events, and lesson-free time are noted in the school calendar. Detailed plans will be handed out in the study courses.

Standard Period of Study

### 1.3

A full-time study course takes at least 3 years or 6 semesters. The module structure enables students to study part-time. The part-time study usually takes 4 years or 8 semesters and no longer than 6 years or 12 semesters.

Study Costs

### 1.4

There is a registration fee of CHF 300. The registration fee is charged when the study place is confirmed and will not be reimbursed if the student does not commence the studies or discontinues the study course.

Students who relocate from another university or University of Applied Sciences to the University of Applied Sciences HTW in Chur will not have to pay a further registration fee.

The semester fees are CHF 960 per semester. Examination fees and photocopied work material used in lessons are included in the semester fees.

Foreign students are informed about their semester fees on application.

Not included in the semester fees are the following:

- Textbooks
- Personal copies
- Travel costs, meals and accommodation costs for excursions, conferences and seminars
- Fees for external language exams

There will be no reimbursement of the semester fees after the start of the semester.

## Study Information

**1.5**

Further information about the respective study courses, as well as the examination and graduation regulations, can be downloaded from the HTW website: [www.fh-htwchur.ch/bachelor](http://www.fh-htwchur.ch/bachelor).

**2. Study Admission**

## Admission

**2.1**

Admission without examination:

- Persons who have a vocational maturity (Berufsmaturität) and have received basic job training in a profession that is related to the field of study.
- Persons who have a vocational maturity (Berufsmaturität) but have received no basic job training, as long as they have at least one year job experience in a profession related to the field of study.
- Persons with a maturity (Eidgenössisch anerkannte Gymnasialmatura) and at least one year job experience in a profession related to the field of study
- Persons with equivalent qualifications, certificates or degrees and who have at least one year job experience in a profession related to the field of study.

## Special Regulations

**2.2**

Admission in special cases:

In exceptional cases, interested people can also be admitted to the study courses without the admission requirements mentioned above (Admission sur Dossier).

Persons from other study courses that have at least three years secondary school training will gain admission to the study courses after passing an entrance examination. They also need one year job experience in a profession related to the field of study.

The entrance examination has to establish that the candidate has reached the matriculation standard.

## Guest Auditors/Students

**2.3**

Guest auditors are interested persons who attend individual lectures (courses) or entire modules. More information about guest auditors can be found in the Regulations for Guest Auditors.

**3. Course Operations and Structure of Studies**

## Semester Information

**3.1**

The semester information handbook contains all dates and deadlines and also provides information about the course contents and educational objectives of the modules on offer.

The semester information handbook is the planning and management tool of the lecturers at the HTW Chur. It is distributed to all the students at the beginning of the semester. It is also available for download from the learning platform "Claroline" at the HTW Chur.

The rules and regulations contained in the semester information handbook are binding. Any rescheduling of lessons has to be discussed beforehand with the university directorate and administration.

Modules	<p><b>3.2</b> All bachelor study courses are structured in modules:</p> <ul style="list-style-type: none"> <li>- One module represents one assessment unit</li> <li>- One module takes one semester</li> <li>- One module can consist of several courses (submodules)</li> </ul>
Module Categories	<p><b>3.3</b> The curricula at the HTW Chur define the following module categories:</p> <ul style="list-style-type: none"> <li>- Compulsory modules</li> <li>- Compulsory optional modules</li> <li>- Optional modules</li> </ul> <p>Students must complete the compulsory modules. In the compulsory modules, the students are taught basic knowledge and skills that are needed to achieve the study objectives.</p> <p>Compulsory optional modules can be chosen from a range of modules.</p> <p>Optional modules can be elected freely by the students.</p>
Module Descriptions	<p><b>3.4</b> The curriculum contains a detailed description of every module. Information is given about:</p> <ul style="list-style-type: none"> <li>- the prior knowledge required</li> <li>- the competences to be acquired</li> <li>- the module content</li> <li>- the modes of instruction and student participation (lectures, interactive teaching, group work, short student presentations, etc.)</li> <li>- the forms and modalities of the performance evaluations</li> <li>- the number of ECTS credits that are awarded for each module</li> </ul>
Class Schedules	<p><b>3.5</b> One lesson in class is 45 minutes long. The class schedules are the following:</p> <ul style="list-style-type: none"> <li>- Mornings: 08.15–11.50 h</li> <li>- Afternoons: 13.15–16.50 h</li> <li>- Evenings: 17.00–22.00 h</li> </ul>
Mode of Instruction	<p><b>3.6</b> The teaching staff apply a variety of modes of instruction and work methods that are didactically adapted to the curriculum content.</p>
Language of Instruction	<p><b>3.7</b> German and English are normally the languages of instruction in the lessons. In the foreign language lessons, the teaching staff and the students use the respective languages.</p>
Work Load	<p><b>3.8</b> The bachelor study courses distinguish between lessons in class and self study time.</p> <p>Lessons in class, where the students are taught as a group, will take up about 50% of the overall study time.</p> <p>Individual or supervised self study will take up the other 50% of the overall study time. It is supported by a range of E-learning options where available.</p>

## 4. Study Credits and ECTS

### Study Credits

#### 4.1

Every module will be awarded with credits when completed.

The "Examination Regulations Bachelor Study Courses" („Prüfungsreglement Bachelor-Studiengang“) regulates all grading, graduation and legal actions.

The type and length of the module examinations are described in the module requirements.

### ECTS and Work Load

#### 4.2

The University of Applied Sciences (Hochschule für Technik und Wirtschaft HTW) Chur uses the European Credit Transfer System (ECTS).

One ECTS credit equals a work load of 30 hours.

A fulltime study course comprises of an annual work load of 1800 hours, which is equivalent to 60 ECTS credits.

The work load of the students includes:

- Lessons in class
- Supervised self study
- Individual self study
- Performance evaluation

## 5. Study Completion

### Bachelor Thesis

#### 5.1

A bachelor study course is completed with a bachelor thesis which is part of the respective study course.

With the bachelor thesis, the students prove their ability to solve a practical problem with scientific and results-oriented methods within a given time frame.

The students receive assistance from lecturers and course instructors during the writing of the bachelor thesis.

The lecturers and course instructors are responsible for the evaluation of the bachelor thesis.

The work load involved in writing a bachelor thesis is equivalent to a module and is therefore awarded 12 ECTS credits.

### Copyright and Right of Use

#### 5.2

The bachelor thesis is part of the academic assessment at the HTW Chur.

The University of Applied Sciences (Hochschule für Technik und Wirtschaft) Chur holds the copyright for the bachelor thesis.

Alternative agreements have to be arranged prior to the commencement of the bachelor thesis between the university directorate and the company/persons who have commissioned the thesis.

### Bachelor Diploma

#### 5.3

The bachelor diploma for the respective study course is awarded when:

All performance evaluation tasks of the required module have been successfully completed and the bachelor thesis has been accepted.

The bachelor diploma is awarded with 180 ECTS credits.

Title

#### **5.4**

After the successful completion of the bachelor studies, the following academic title is awarded:

- "Bachelor of Science FHO"

The title will include the field of study and the area of specialisation.

## **6. Study organisation**

Communication

#### **6.1**

There is a continuous dialogue between the university and the students. Once a year, the rector and prorector hold talks with the student body (student association and class leaders). The dialogue is supported and intensified by an open exchange of thoughts and opinions between the university directorate and administration, the lecturers and the students.

Course Guidance

#### **6.2**

The university directorate acts as student advisor and class supporter. The students can request an interview themselves or are encouraged to enter a dialogue.

Advising and supporting students and/or classes can be transferred partially or entirely to a student coach.

Student Services

#### **6.3**

The students have access to a number of free services. These include extracurricular activities as well as a variety of support and counselling services. The aim is to assist the students, to prepare them for their future career and to support their professional career in the best way possible.

The career centre, also part of the student services, offers potential analyses, professional reorientation, mentoring, coaching, and guidance for job applications and job interviews, as well as other services. For more information go to: [www.fh-htwchur.ch/careercenter](http://www.fh-htwchur.ch/careercenter)

Study Abroad

#### **6.4**

Nowadays, gaining experience abroad is an increasingly important aspect of many professional careers and improves labour market and career opportunities. The HTW Chur supports students who would like to study abroad for a semester or for a year. Studying at a university abroad is facilitated by the cooperation between the HTW Chur and its partner universities. For partner universities that are part of the ERASMUS programme within Europe or partner universities outside Europe can be found on: [www.fh-htwchur/international](http://www.fh-htwchur/international)

Applications for studying abroad are approved by the directorate of the university. The selection and application process is defined by the International Office. For further advice and information, please contact the International Office.

Class Leader

#### **6.5**

Every class chooses a class leader and a representative for the duration of an academic year.

The class leaders represent the connecting link between the students, the lecturers, the university administration and directorate.

The class leaders regularly participate in periodic class leader meetings. The meetings are managed by the university directorate. The main purpose of the class leader meetings is the exchange of information and addressing operational and organisational questions.

The class leaders receive a reimbursement of CHF 100 per semester.

#### Class Attendance

##### **6.6**

The students are free to attend classes. Attendance of the following is compulsory:

- Optional and compulsory optional modules
- Guest speaker lectures, excursions, conferences and intensive courses
- Examinations

Dispensations are considered by the directorate after receiving an application for leave.

Students who cannot attend the events mentioned above and have valid reasons for their absence have to contact the university administration immediately. In case of accident or illness the university administration can request the presentation of a medical certificate.

#### Interruption of Studies

##### **6.7**

The university directorate can grant leave or interruption of studies of one or more semesters in justified cases (military service, accident, illness or pregnancy) and after a written application has been submitted.

#### Military Service

##### **6.8**

Military service that has to be performed during the academic year has to be arranged in sufficient time.

Applications for rescheduling military service to an earlier or later date will be processed by the university administration. For questions about rescheduling military service or leave to perform military service, students should contact university administration.

#### Exclusion

##### **6.9**

Students can be excluded from further studies:

- When they are absent from performance evaluation tasks without presenting a valid reason.
- When they act against the general rules of honesty and fair practice.

The prorector decides if a student may re-enroll.

#### Liability and Accident Insurance

##### **6.10**

It is the students own responsibility to take out insurance for liability and accidents for claims at and outside of university.

The university disclaims any liability if students have not taken out personal liability and accident insurance or are inadequately covered.

## 7. Quality Management

Lesson Evaluation

### 7.1

The HTW Chur aims to continuously improve the quality of the study courses offered. An important tool of quality management are the lesson evaluations that are conducted by the students.

Lesson Visitations

### 7.2

The university directorate also controls quality and study operations by lesson visitations. The university directorate gains insights into the quality of the lessons conducted by the lecturers.

## 8. Infrastructure

Study Location

### 8.1

Depending on the study course taken, the lessons normally take place at the following locations at the HTW Chur:

- Ringstrasse/Pulvermühlestrasse 57
- Comercialstrasse 19/20/22/24
- Telecom Lab at the Ringstrasse 34
- Workshop Construction and Design at the Pulvermühlestrasse 80

Opening hours  
Campus

### 8.2

The different locations of the University of Applied Sciences (Hochschule für Technik und Wirtschaft HTW) Chur have the following opening hours:

#### Campus Comercialstrasse

Monday to Friday: 7am-9pm (till 5pm during the holidays)

Saturday 7am-4pm (closed during the holidays)

#### Campus Ringstrasse

Monday to Friday: 7am-10.15pm (till 5pm during the holidays)

Samstag: 7am-4pm (closed during the holidays)

#### Telecom Lab

The Telecom Lab is open all year round and at all hours for people with access authorisation.

#### Workshop Construction and Design

The workshop is open to students all year round and at all hours.

The opening hours for the administration and libraries are published on site or are available on the HTW website.

Holidays

### 8.3

The dates will be published well ahead of time.

Library

### 8.4

The libraries at the HTW Chur primarily serve the literary needs of the students and lecturers at the HTW Chur, but they are also accessible to the general public.

#### Library Economics (Campus Comercialstrasse)

Main focus: Management, Entrepreneurship, Sports and Leisure Management, Tourism, Economics, Popular Literature in Spanish and French

#### Library Technology (Campus Ringstrasse)

Main focus: Architecture, Civil Engineering, Information Sciences, Information Technology, Telecommunication and Electrotechnics

Popular Fiction in German, English and Italian

The services at the HTW libraries are freely accessible. Information about the services at the HTW Chur can be found on the homepage: [www.fh-htwchur.ch/bibliothek](http://www.fh-htwchur.ch/bibliothek)

Cafeteria

### **8.5**

There is a cafeteria at both campuses Comercialstrasse and Ringstrasse with meals for students, lecturers and guests.

Student Identification Card

### **8.6**

At the beginning of the studies, every student at the HTW receives a "Student Identification Card".

This card can be used by the students for the following:

- Student identification card
- Copy and print card
- Cash card for cashless transactions at the cafeterias of the HTW Chur
- To open doors of the electronic lockers
- Key for the rooms where students have right of access

The card can be recharged at the appropriate charging stations with a minimum amount of CHF 10 and a maximum of CHF 300.

The loss of the student identification card has to be reported immediately to administration.

The university disclaims any liability for claims that arise from the loss or theft of the card.

The first student identification card is free. For any replacement card, there is a fee of CHF 20.

Personal Equipment

### **8.7**

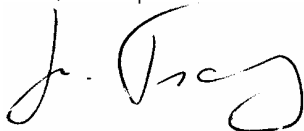
All bachelor study courses increasingly require the use of computers at home and in class. The university also provides access to WLAN, which ensures the continued access to the internal network as well as the World Wide Web. Every student is required to have their own laptop.

The IT services at the HTW Chur provide more information about the recommended system requirements on their website: <http://info.fh-htwchur.ch>

## **9. Final Clause**

The study regulations "Bachelor Studies" replaces the regulations from 24 October 2005

Chur, 17 September 2007



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