



Regulations Governing the Continuing Education Program CAS in Forensic Imaging and Virtopsy at the Faculty of Medi- cine, University of Zurich

(dated 25 March 2014)

The Extended Executive Board of the University has resolved:

I. Basic Principles

§ 1. Field of Application

These regulations govern the organization and implementation of the continuing education program CAS in Forensic Imaging and Virtopsy at the Faculty of Medicine, University of Zurich. The program direction will issue the regulatory statutes.

§ 2. Governing Body and Degree Conferred

¹ The responsibility for the program rests with the Faculty of Medicine, University of Zurich.

² Graduates of the program are awarded the degree «Certificate of Advanced Studies UZH in Forensic Imaging and Virtopsy» (CAS, 10 ECTS).

§ 3. Program Aims

¹ The Certificate of Advanced Studies is a work-study continuing education program at the university level. Its major aim is to equip participants with in-depth theoretical and practical knowledge of indications, care, diagnosis, and assessment of a variety of imaging methods in postmortem radiology and forensic imaging.

² The program combines academic teaching and research with clinical practice, while also promoting methodological and interpersonal skills.

§ 4. Admission to the Program

¹ Students have a Master's degree in medicine from an accredited university and certification as a specialist in forensic medicine or radiology. In exceptional cases, persons with a Bachelor's degree in a medical field from an accredited university and several years of work experience in radiology, or

persons with an equivalent qualification may be admitted to the program. The program direction decides on a case-by-case basis. Admission to the program may also be made contingent on an interview.

²Individual modules or parts of modules may be open to other specialists. Attendance of individual modules does not culminate in a degree.

³The program is restricted to 20 participants.

⁴ There is no general entitlement to be admitted to the program.

II. Program Structure

§ 5. Faculty of Medicine

¹ The Faculty of Medicine oversees the program. The program is subject to the general quality requirements of the University of Zurich.

²The Faculty elects the program director from its members.

³The Faculty of Medicine awards the degree Certificate of Advanced Studies UZH in Forensic Imaging and Virtopsy.

§ 6. Program Direction

¹ The program director is a full or associate professor at the Institute of Forensic Medicine at the Faculty of Medicine.

² The program director has the following duties:

- a. Strategic planning and further development of the program;
- b. Deciding on course design, course curriculum, and allocation of ECTS credits;
- c. Decisions on collaboration with other research institutions;
- d. Appointing the program coordinator;
- e. Selecting instructors and giving teaching assignments;
- f. Deciding on admission to the program;
- g. Deciding whether an applicant is interviewed;
- h. Regulating quality assurance, especially determining evaluation criteria and setting goals for examinations;
- i. Decisions on recognition of academic achievement;
- j. Authorizing the budget, tuition fees, instructor salaries, and the annual account, as well as approving expenses not included in the budget;
- k. Deciding whether to accept funding from private enterprise, subject to the financial regulations of the University of Zurich;
- l. Authorizing the statement of accounts;

- m. Applying to the Faculty of Medicine for permission to confer the degree «Certificate of Advanced Studies UZH in Forensic Imaging and Virtopsy».

³ The program direction is responsible for all parts of the program that are not under the authority of another body.

§ 7. Program Coordination

¹ The program coordinator is responsible for the operational management of the program. The coordinator and the program director are the public face of the program. The coordinator has the following duties:

- a. Organizing and administering the degree program;
- b. Advising participants on the certificate of advanced studies program, including requirements and course load;
- c. Submitting recommendations on admission to the program director;
- d. Handling administration;
- e. Carrying out market research and developing proposals for study programs, tuition fees, and quality assurance;
- f. Organizing and implementing how ECTS credits are awarded;
- g. Creating and maintaining contact with current and future instructors, and promoting collaboration between instructors;
- h. Evaluating the individual modules as well as the entire program;
- i. Preparing the budget and accounts per year and program, and drawing up the statement of accounts;
- j. Monitoring the budget and annual accounts;
- k. Hiring and managing staff members for the program;
- l. Maintaining contact with alumni and relevant associations.

§ 8. Teaching Staff

¹ The teaching staff is made up of instructors from the University of Zurich, of invited guests from other higher education institutions, and of specialists in the field of forensic medicine, radiology, and forensic imaging. The main topics are taught by instructors from the University of Zurich. The teaching staff is selected to guarantee that the subject matter taught is related to research at the University of Zurich.

² The teaching staff is remunerated separately for their work.

³ The teaching staff at the University of Zurich has neither a right nor an obligation to participate in an advanced studies program.

III. Modules, Official Assessment, and ECTS Credits

§ 9. ECTS Credits

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

² The program is structured into modules that are held in English. Content and goals of the modules are defined in the course program. The program direction may decide to conduct parts of the course at foreign universities and centers of excellence.

³ ECTS credits are awarded for passed modules.

⁴ One ECTS credit is equivalent to roughly 30 hours of work.

§ 10. Official Assessment

¹ A module has been passed when all required assessments have been completed successfully. An assessment may be:

- a. An oral or written examination on the content of a module;
- b. A presentation as part of a module;
- c. Written work as part of a module;
- d. Case studies.

² The type of assessment is decided by the program coordinator in consultation with the responsible instructor.

³ Written work must also be submitted as an electronic file, allowing all work to be assessed by plagiarism detection software.

⁴ Grading the assessment is done by the instructors who have held the course.

⁵ Failed assessments may be retaken once. The second and final attempt must be made at the earliest possible date, but within three months of receiving notification of the failing grade. If not, the assessment is registered as failed.

§ 11. Canceling Assessments

¹ In the event of unforeseeable and inevitable events preventing a participant from preparing an assessment, the participant must submit in writing an application to cancel registration for the assessment and supply the necessary proof (e.g. a doctor's note). In case of doubt, the program direction may require a second opinion by a doctor of their choice.

² In the case that such an event occurs directly prior to or during an assessment, the participant must report this to the examiner or the proctor. An application to cancel the assessment or a written notice

must be submitted with the necessary proof (e.g. a doctor's note) to the program coordinator within two working days. In case of doubt, the program director may require a second opinion by a doctor of their choice.

³Late applications to cancel registration for assessments are not considered.

⁴ The application to cancel an assessment and cases of quitting an assessment must be approved by the program coordinator. If the application to cancel registration is denied, the assessment is given a failing grade.

⁵ If a participant fails to show up for an assessment, they receive a failing grade for that particular assessment.

§ 12. Grading Scale

The assessments are graded on a pass/fail basis.

§ 13. Fraudulent Actions

¹ In the case of wrongful actions (especially in the case of bringing or using unauthorized aids, or communicating without permission during an assessment), plagiarism, or using incomplete or false information when registering for the program, the assessment will be given a failing grade, any degree awarded will be declared void, or the admission will be deemed fraudulent.

² If admission has been obtained by fraudulent means, or if completing the program is no longer viable due to failed assessments, the guilty party will be expelled immediately from the program.

³ If, in accordance with § 2, a degree was awarded on the basis of an assessment or admission that is subsequently declared invalid, the degree will be revoked by order of the program direction. Any issued diplomas will be confiscated.

⁴ In such cases, the program direction decides whether or not to initiate disciplinary proceedings.

§ 14. Appeals

After each semester, participants receive a transcript with the number of ECTS credits earned. In the case of disagreement with the information on the transcript, participants have 30 days to submit an appeal to the program direction. An appeal against the decision of the program direction may be issued within 30 days to the Appeals Commission of the Universities of the Canton of Zurich.

IV. Final Degree

§ 15. Certificate of Advanced Studies UZH in Forensic Imaging and Virtopsy (CAS UZH Forensic Imaging and Virtopsy)

¹ The program generally takes place on 5 to 10 days (in-class instruction) over the course of one year.

² The certificate is awarded when a participant has earned at least 10 ECTS credits, has submitted all reports on medical results, has received a passing grade for project work, and has paid the tuition fees in full.

³ Participants who are not awarded a certificate receive a confirmation of their academic achievement.

§ 16. Documented Medical Results

¹ Between 40 and 50 medical results must be documented in a report. The program director determines the exact number. The reports are worth a total of 4 ECTS credits.

² The reports are either accepted or, if they are deemed insufficient, returned for one-time revision. Revised reports must be submitted within three months. Any revised reports deemed insufficient will be rejected. A maximum of three reports may be substituted.

³ The reports are supervised and assessed by the instructors in the program. .

§ 17. Project Work

¹ Project work consists of case-specific documentation from professional practice, including a bibliography. Project work is worth a total of 3 ECTS credits.

² Project work is either accepted or, if it is deemed insufficient, returned for one-time revision. Revised reports must be submitted within three months. Any revised work deemed insufficient will be rejected.

³ Project work is supervised by a program instructor.

§ 18. Diploma Supplement

A Diploma Supplement in German and English is issued with each degree.

V. Funding

§ 19. Tuition Fees

¹The program must be run at cost. To ensure at-cost operations, the program direction establishes a minimum number of participants.

²The costs for the program are covered by participants and sponsors, if applicable.

³The tuition fees for the CAS course of study are between CHF 5,000 and 8,000.

⁴The program direction determines the fees for attending individual courses or modules within the program.

⁵The tuition fee covers all costs with the exception of course material not handed out during the program. Costs for expenses such as travel, food, and lodging are not covered.

⁶Accounts are settled in accordance with the financial regulations (Finanzreglement) of the University of Zurich.

§ 20. Withdrawal

Upon receiving the admission letter, participants have 10 days to withdraw from the course at no expense. After this period of time, the entire tuition fee is owed. If a participant withdraws at a later date, tuition fees will not be reimbursed. Cases of hardship are decided by the program direction.

VI. Final Provisions and Provisional Regulations

§ 19 Entry into Force

These regulations are valid as of 1 May 2014.

On behalf of the Extended Executive Board of the University

The President:
Prof. Dr. M. O. Hengartner

The Secretary:
Dr. R. Stöckli

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