



Ordinance on the Continuing Education Program CAS in Forensic Imaging and Virtopsy at the Faculty of Medicine of the University of Zurich

(dated 29 May 2024)

The Faculty Assembly has resolved the following:

I. Basic Principles

§ 1. Object

This Ordinance governs the delivery and organization of the CAS in Forensic Imaging and Virtopsy continuing education program at the Faculty of Medicine of the University of Zurich (Program). Program management issues rules governing the details.

§ 2. Governing Body

Responsibility for the Program rests with the Faculty of Medicine of the University of Zurich. For administrative purposes the Program falls under the Institute of Forensic Medicine of the University of Zurich.

§ 3. Certificate Conferred

The Faculty of Medicine of the University of Zurich confers the Certificate of Advanced Studies UZH in Forensic Imaging and Virtopsy (CAS UZH) upon successful completion of the Program.

§ 4. Program Aims

¹ The Program is a university-level continuing education program pursued in parallel with its participants' professional activities. Its aim is to convey to participants a sound theoretical and practical knowledge of how indications are determined, diagnostics and analysis using a variety of imaging procedures in post-mortem radiology and forensic imaging.

² The Program combines academic research and teaching with professional practice while fostering specialist, methodological and interpersonal skills.

§ 5. Admission to the Program

¹ Admission to the Program requires a university-level Master's degree in medicine and at least two years' practical experience as a candidate for continuing education in the field of forensic medicine or radiology. In exceptional cases, individuals with comparable qualifications and specific professional experience may be admitted upon review of their application documents. Program management may also make admission conditional upon a successful interview.

² A maximum of 40 participants are admitted per Program. Participants matriculate (register) at the Faculty of Medicine of the University of Zurich.

³ Individual modules or parts of modules may be opened up to other specialists. Attendance at individual modules does not culminate in a certificate.

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

II. Organization

§ 6. Faculty of Medicine

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

² The Faculty of Medicine appoints one member of program management from its number, and the other members and the chair on the basis of the recommendation of that member.

§ 7. Composition of Program Management

¹ Program management consists of between two and four members, one of whom serves as chair.

² At least half the members must work at the University of Zurich in an academic capacity; of these, at least one full or associate professor must come from the Faculty of Medicine. The other members are specialists from the academic sector or professional practice.

³ A full or associate professor from the Faculty of Medicine must serve as chair.

⁴ Members serve a four-year term of office and may be reappointed.

§ 8. Tasks of Program Management

¹ The tasks of program management include the following in particular:

- a. Strategic planning and ongoing development of the Program
- b. Deciding on partnerships
- c. Defining learning objectives
- d. Producing the curriculum
- e. Quality assurance
- f. Hiring and managing the program coordinator
- g. Selecting instructors
- h. Deciding on admission to the Program according to the recommendations of the program coordinator
- i. Deciding whether an applicant is interviewed
- j. Deciding on the transfer of ECTS credits from equivalent programs at universities in Switzerland or abroad
- k. Deciding on the exclusion of participants from the Program
- l. Deciding on whether to accept third-party funding
- m. Deciding on whether to accept and award grants
- n. Reviewing and adopting the budget and approving expenses not included in the budget
- o. Reviewing and adopting the accounting per cycle or year, as well as the statement of account
- p. Deciding on the treatment of balances
- q. Applying to the Faculty of Medicine for the conferral of certificates as described in § 3.

² Program management is responsible for all parts of the Program that are not under the authority of other bodies.

§ 9. Resolutions of Program Management

¹ The chair convenes and chairs meetings of program management.

² Program management passes resolutions by a simple majority of the votes cast. The chair has the casting vote in the event of a tie.

³ Resolutions may be passed by means of written consent if all members of program management agree to the process.

§ 10. Program Coordination

¹ The program coordinator is responsible for the operational management of the Program. The program coordinator and the chair of program management represent the Program outside of the University.

² The tasks of the program coordinator are the following:

- a. Supporting program management
- b. Organizing and delivering the Program
- c. Hiring and managing staff members for the Program

- d. Creating and maintaining contact with current and future instructors, and promoting collaboration among instructors
- e. Advising participants regarding the Program and the associated course load
- f. Submitting admission recommendations to program management
- g. Handling participant administration
- h. Evaluating individual modules and the Program as a whole
- i. Producing and monitoring the budget and applying for expenses not included in the budget
- j. Producing the financial statements per cycle or year, as well as the accountability report
- k. Conducting market research and promoting the Program
- l. Maintaining contact with alumni of the Program, as well as representatives of business and relevant professional associations and organizations.

³ The program coordinator attends meetings of program management in an advisory capacity.

§ 11. Teaching Staff

¹ The teaching staff consists of instructors from the University of Zurich and other higher education institutions, as well as further specialists. The core elements of the Program will be 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.

² The teaching staff is remunerated separately for services rendered.

³ Instructors at the University of Zurich are neither entitled nor obliged to teach under the Program.

III. Modules and ECTS credits

§ 12. Modules

¹ The Program is structured thematically and chronologically into cohesive modules that are held in German and/or English. The content and goals of the modules are described in the program prospectus. Program management may decide to conduct parts of the Program at universities in Switzerland or abroad.

§ 13. European Credit Transfer System

¹ Academic achievement is assessed in accordance with the European Credit Transfer System (ECTS). ECTS credits are awarded for passed modules. They are awarded in whole numbers. One ECTS credit is equivalent to 30 hours of work.

² Participants must pass a predefined assessment to be awarded ECTS credits. No ECTS credits are awarded for simply attending a module.

³ The number of ECTS credits assigned to a module is always awarded in its entirety; no partial credits may be awarded.

⁴ On request, program management may decide to transfer a maximum of two ECTS credits to the CAS from an equivalent program at a university in Switzerland or abroad.

⁵ Only ECTS credits will be transferred, not grades.

IV. Assessments

§ 14. Official Assessments

¹ A module is deemed passed when the associated assessment has 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 in each case is decided by the program coordinator in consultation with the instructors responsible.

³ Written work must be submitted electronically. The work may be reviewed using appropriate plagiarism detection software.

⁴ As a rule, assessments are graded by the instructors who have held the corresponding courses.

⁵ Failed assessments may be retaken once, no later than twelve months after the participant has been notified in writing of that failed assignment. If an assessment is failed twice, the participant will be excluded from the course.

§ 15. Inability to Attend, Incomplete Assessment, Unexcused Absence

¹ The program coordinator must be notified of any compelling, unforeseeable or unavoidable event occurring prior to an assessment that prevents the participant taking that assessment.

² If such an event occurs directly prior to or during an assessment, the participant must report it to the program coordinator, or the person responsible for the assessment, or the proctor.

³ In principle it is not possible retrospectively to claim grounds for being unable to do an assessment that relate to an assessment that has already been completed.

§ 16. Procedures in Case of Inability to Attend, Incomplete Assessments and Unexcused Absences

¹ In all cases, a written request stating the reasons for canceling an assessment must be submitted to the program coordinator no later than five working days after the assessment date/deadline, accompanied by the corresponding confirmations (e.g. a doctor's note).

² In the case of assessments that take place over a longer period of time (especially written work), an extension request may be submitted prior to the deadline for the assessment.

³ The program coordinator decides whether to authorize the request. In case of doubt, they may bring in a physician of their choice. If the request is denied, the assessment is deemed failed.

⁴ The assessment is deemed failed if a participant is absent unexcused from that assessment, or if they do not submit their request before the deadline.

§ 17. Evaluation of Academic Achievement

Assessments are marked Pass or Fail.

§ 18. Academic Misconduct

¹ Academic misconduct is constituted by fraudulent or dishonest action. This particularly includes bringing or using unauthorized aids, unauthorized communication with third parties, and the submission of plagiarized work or a written examination/paper that has not been completed independently by the participant submitting it.

² In cases of academic misconduct as defined in subparagraph 1, program management rules an assessment as failed and declares any issued transcript of records null and void. Certificates already conferred will be revoked by the Faculty of Medicine. All documents and diplomas issued after the act of academic misconduct must be returned.

³ Program management decides on initiating disciplinary proceedings.

V. Certificate

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

¹ The Program comprises 8 to 12 days of instruction and as a rule lasts two semesters.

² The CAS UZH certificate is awarded if at least 10 ECTS credits have been earned, the project thesis has been passed, and fees have been paid in full.

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

§ 20. Professional Placement

¹ Participants must complete a professional placement in a medical institution, generally one specializing in forensic medicine or radiology.

² Program management determines the nature and duration of the professional placement that must be completed.

³ No ECTS credits are awarded for the professional placement.

§ 21. Documented Findings

¹ Participants must document between 40 and 50 findings in a report. These reports earn four ECTS credits.

² Program management determines the number of findings that must be documented.

³ These reports are either approved or, if deemed unsatisfactory, returned once to be improved within a maximum of three months. Reports that are again deemed unsatisfactory are definitively rejected. A maximum of three reports may be substituted for unsatisfactory reports.

⁴ The reports must be submitted electronically. They may be reviewed using appropriate plagiarism detection software.

⁵ Reports are generally supervised and graded by an instructor.

§ 22. Project Thesis

¹ Participants must write a project thesis worth one ECTS credit.

² The project thesis consists of the documentation of a specific case from professional practice, along with a literature review.

³ The project thesis is either approved or, if it is found unsatisfactory, returned to be revised once within a maximum of three months. If the thesis is again deemed to be unsatisfactory, it is definitively rejected.

⁴ The project thesis must be submitted electronically. It may be reviewed using appropriate plagiarism detection software.

⁵ The project thesis is generally supervised and graded by an instructor.

VI. Funding

§ 23. Tuition Fees

¹ The Program must be run at cost. To ensure at-cost operations, program management determines a minimum number of participants.

² The costs must be met by the participants, including those taking part in individual modules or part-modules, as well as by any third-party funding.

³ Program management determines the fees. These are between CHF 8,000 and CHF 10,000.

⁴ Tuition fees may be fully or partially waived on application to program management.

⁵ Participants are not entitled to a reduction in fees if a partial dispensation has been approved owing to a transfer of credits from an equivalent program at a university in Switzerland or abroad.

⁶ The fees essentially cover all of the fees for the Program. They do not include the teaching materials supplied during the Program, or the participants' accommodation, travel, or meals costs.

§ 24. Program Fees

Program management determines the fees for attending individual modules or part-modules within the Program.

§ 25. Accounting

Accounting is governed by the Finance Regulations of the University of Zurich dated 16 November 2009 and the Framework Ordinance for Continuing Education at the University of Zurich dated 24 August 2020, as well as the corresponding implementation provisions.

§ 26. Withdrawal Prior to the Start of the Program and Early Termination

¹ Participants may withdraw from the Program or from individual modules or part-modules at no cost before the application deadline.

² Withdrawals after the application deadline are generally subject to the payment of all tuition and program fees. If a substitute can be found for the person who has withdrawn, only a processing fee of CHF 200 (for withdrawal from the Program) or CHF 50 (for withdrawal from individual modules or part-modules) is owed.

³ If a participant is excluded from the Program, breaks off their studies, or decides of their own volition not to participate in parts of the Program, they are generally not entitled to have their fees refunded.

⁴ Cases of hardship are decided by program management.

VII. Legal Recourse

§ 27. Legal Recourse

¹ New assessment results entered in a transcript of records, and all other legal orders, are subject to appeal to program management. The appeal must be made in writing within 30 days of receipt of the transcript of records or the legal order, stating the petition and grounds. This appeal decision is subject to further appeal.

² The Appeals Commission of the Higher Education Institutions of the Canton of Zurich is competent to rule on such appeals.

VIII. Transitional and Final Provisions

§ 28. Rescission of Previous Legislation

The Regulations Governing the Continuing Education Program CAS in Forensic Imaging and Virtopsy at the Faculty of Medicine of the University of Zurich, dated 25 March 2014, are rescinded effective 1 July 2024.

§ 29. Transitional Provisions

¹ The present Ordinance applies to all participants who begin the Program on or after 1 July 2024.

² The Regulations Governing the Continuing Education Program CAS in Forensic Imaging and Virtopsy at the Faculty of Medicine of the University of Zurich, dated 25 March 2014, continue to apply to all participants who began their studies prior to 1 July 2024. The present Ordinance applies to all participants as of 1 July 2025.

§ 30. Entry into Force

This Ordinance enters into force on 1 July 2024, following its authorization by the Extended Executive Board of the University¹.

¹ Authorized by the Extended Executive Board of the University on 25 June 2024.