User Guide for your Individual Study Agreement (ISA)

Index

1.   Introduction

Your ISA is the basis for a smooth study. Based on your ISA, you will be enrolled in the corresponding modules. It is therefore important that you regularly check your ISA and keep it up to date.

The following user guide explains all the functions of the ISA-Tool. If you still have problems or cannot find the information you need, you can always contact us under msc-ls@zhaw.ch.

2.   Login

If you **already have a SWITCH edu-ID** connected with your ZHAW account, use this method for login:

Login for MSLS students and ZHAW staff.

MSLS students can login here with their personal SWITCH edu-ID account.

Login with SWITCH edu-ID

If you **do not have a valid SWITCH edu-ID for ZHAW** use credentials you have been provided by the administration office by email:

Login without ZHAW-Account

Only if you do not have an Edu-ID account yet: Here you can login without a ZHAW account with the login that we sent you per email.

Login

3.   Profile Configuration

If you sign in for the first time you will be asked to update your profile. Please enter valid data since it affects you planning.

Supervisor
If you cannot find your supervisor in the list, you can contact us at msc-ls@zhaw.ch

Master's Thesis Title
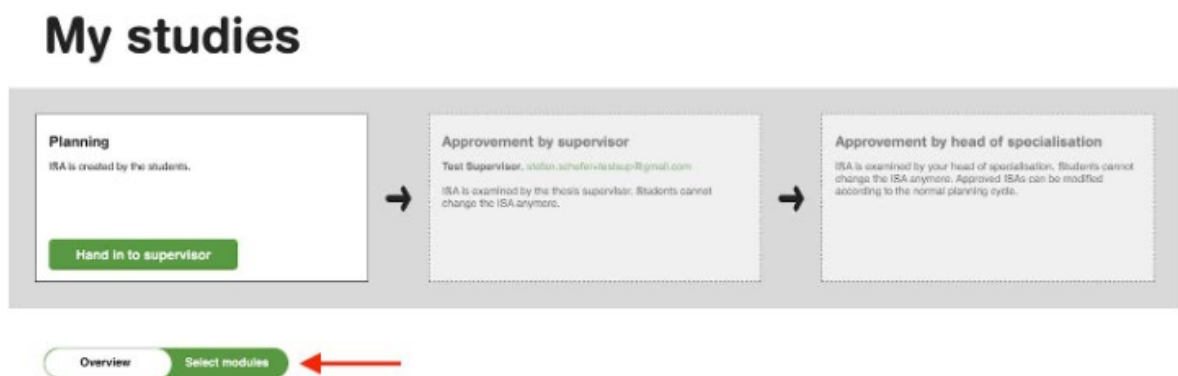The title can later still be changed if it is not final yet.

Date of submission
The date can later still be changed if it is not final yet.

4.   Basics for your Planning

You can switch between overview and module selection mode at any time if your ISA has not been handed in yet. After you hand in your ISA to your supervisor, the module selection is disabled:

4.1. General Module Planning

To start your planning, go to "select modules". Drag modules from backlog (left side) to planned term. Changes are saved automatically. There is no "Save" button.

If you want to drag modules to a later term, you can toggle terms that are in between to non-visible (click arrow on right hand side):

On hover you can see module infos. Click "Details" to see full module information:

5. Notices and Credits Calculator

At the bottom of your planner, you can open Notices and Credits Calculator to double check your planning.
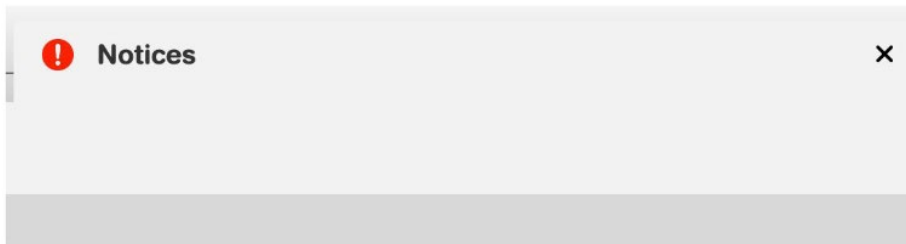
5.1. Credits Calculator

Please check if you have enough credits planned for the different module types. Credits of external modules do not show up here.

More detailed regulations can be found in the appendix to the study regulations.

5.2. Warnings and Notices

Red icon indicates presence of warnings that should be checked:

Warnings

You can hand in your ISA to your supervisor despite presence of warnings, but issues need to be clarified (use comment in hand in dialogue – see also chapter 6.1).

Examples for Warnings:

Warnings
The minimum amount of credits was not reached for at least one block of modules (Core Competences or Cluster-specific Modules).
There is at least one external or pre-requisite module planned. Specific verification is needed.
There is at least one optional module scheduled. Specific verification is needed. For optional modules maximum 10 credits are allowed.
Not all mandatory modules have been scheduled.

Notices

Please read the notices carefully. They may indicate entry requirements or other important information for a module.

Examples for Notices:

Notices
Handling and Visualising Data (D1): Students are expected to work through the material before the course starts, and will be evaluated with an entry test.
Business Administration for Life Sciences (B1): Pre-course reading assignments will be up-loaded on Moodle. Preparation for the module is mandatory.
Design and Analysis of Experiments (D2): Attending the module "D1 - Handling and Visualizing Data" is required
Progresses in Food Processing (F1): This module has a participant limit. Check module description for details.
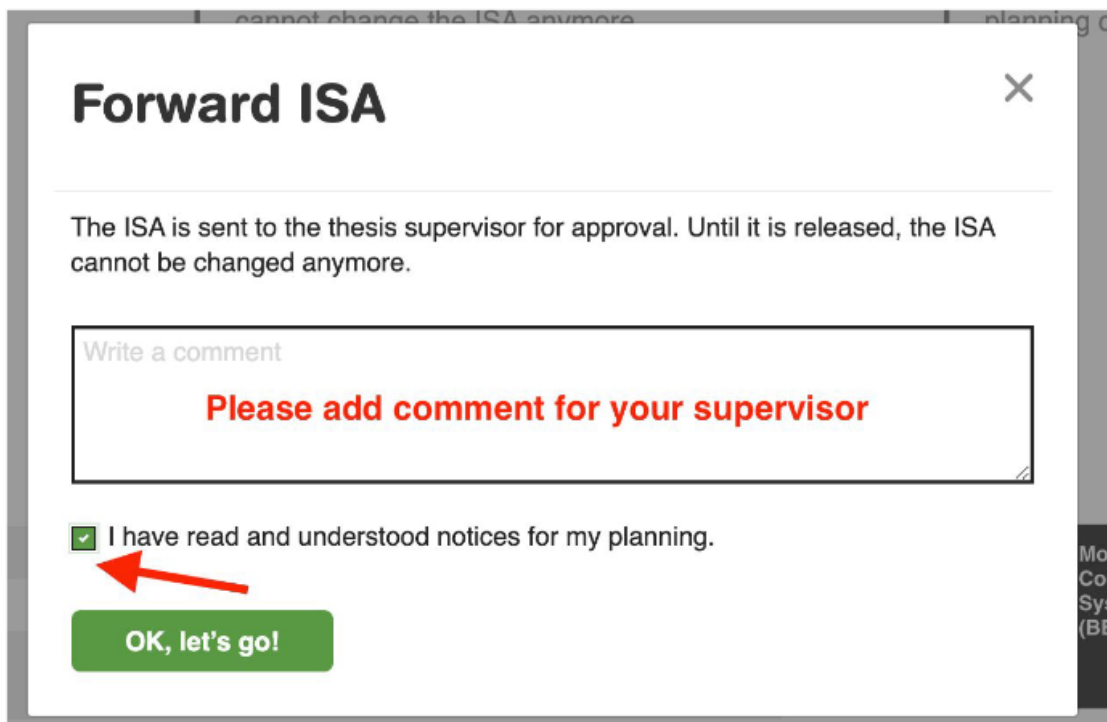
6. Approval Workflow

6.1. Hand in ISA to Supervisor

When your ISA is ready to hand in to supervisor switch to overview screen for the final check. Before submitting your ISA, you are supposed to check the status. See chapter 7.2 for detailed information about the available states.

If ISA is ready to be reviewed and the name of your supervisor is correct, press "Hand in to supervisor".

Please confirm that you read the notices. In order to provide additional information to your supervisor add a comment. This simplifies review of your ISA.

6.2. Workflow

Step 1
Hand your ISA in to your supervisor. After that, no more changes in your planning are possible until Step 4.

Step 2
Your supervisor approves or rejects your ISA. You will get an automatic email notification.

Step 3
Your head of specialisation approves or rejects your ISA. You will get an automatic email notification.

Step 4

You can click "Replan and restart workflow" to enable module selection again.
Please note: You will have to get your ISA approved again – even if no changes are made!

7.   Module Types

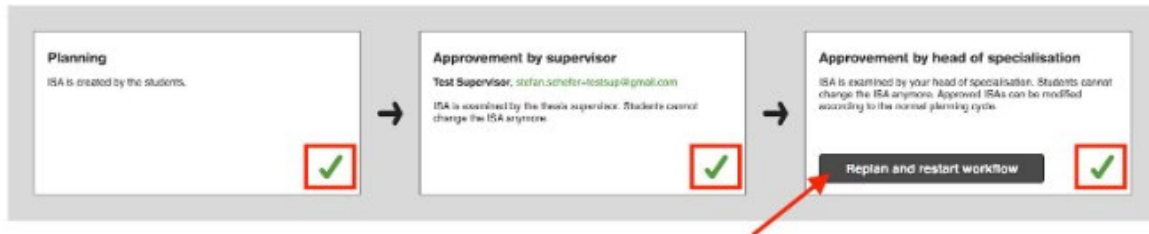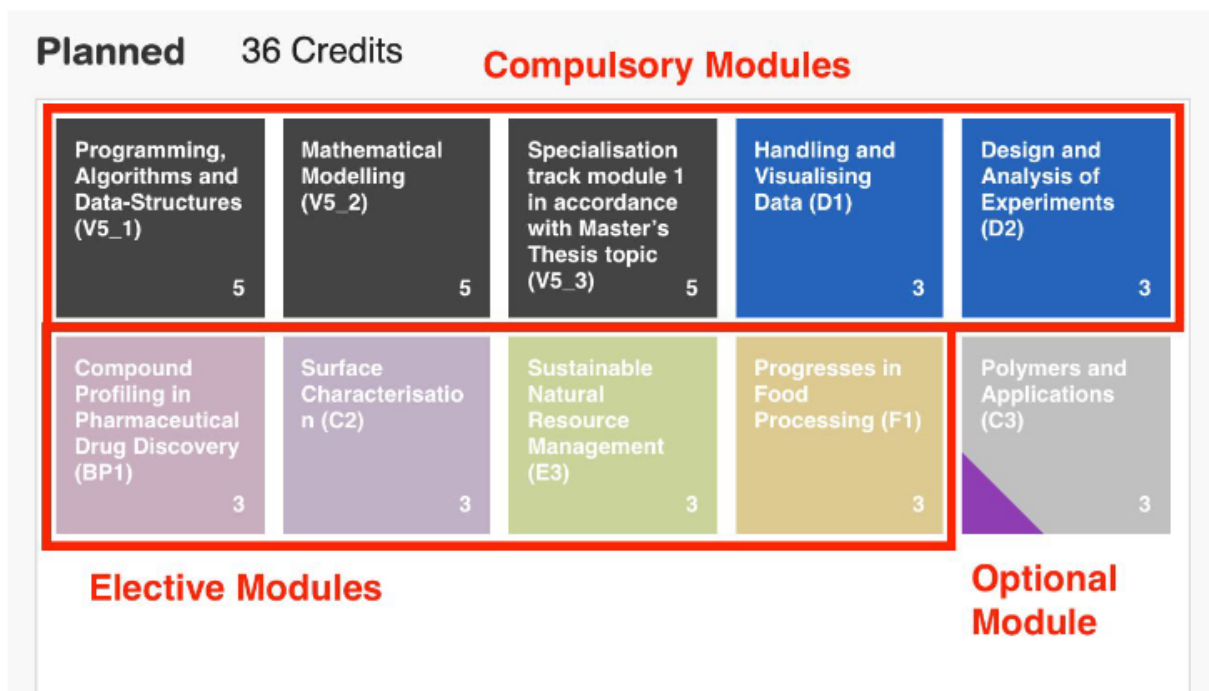Colours indicate different specialisations / clusters. Dark colours show compulsory modules, light colours show elective modules. Optional modules are grey with coloured corner (indicating specialisation)

7.1. External or Optional Modules

Modules

Downstream and Safety (V2_3) — 5	Drug Formulation and Biological Test Systems (V2_4) — 5	Business Administration for Life Sciences (B1) — 3	Management and Leadership for Life Sciences (B2) — 3	Innovation and Project Management (B3) — 3
Politics and Society (B4) — 3	Regulatory Affairs (BP4) — 3	Physiology and Immunotherapies (BP5) — 3	Tissue Engineering for Drug Discovery (BP6) — 3	Chemistry and Energy (C5) — 3
+				

Add external or optional module

7.1.1. External Modules

In special cases (e.g. semesters abroad) that cannot be covered by the existing ZHAW modules, an empty module and provided with ECTS can be entered here, which are included in the overall planning.

7.1.2. Optional Modules

Students may select supplementary modules within the scope of the ISA up to a maximum of 10 ECTS. However, the repetition of failed modules has priority. The allocation of elective modules must be discussed in advance with the head of specialisation and programme director. Optional modules are not promotion-relevant and do not count for the fulfilment of qualification requirements. However, the grades of optional modules will count to your final grade.

7.2. Available States

With the pen on the right side, you can change the status of a module:

Modules	Planned	Received	Status	
Regulatory Affairs (BP4)	3	0	Open	✏

The following states are available:
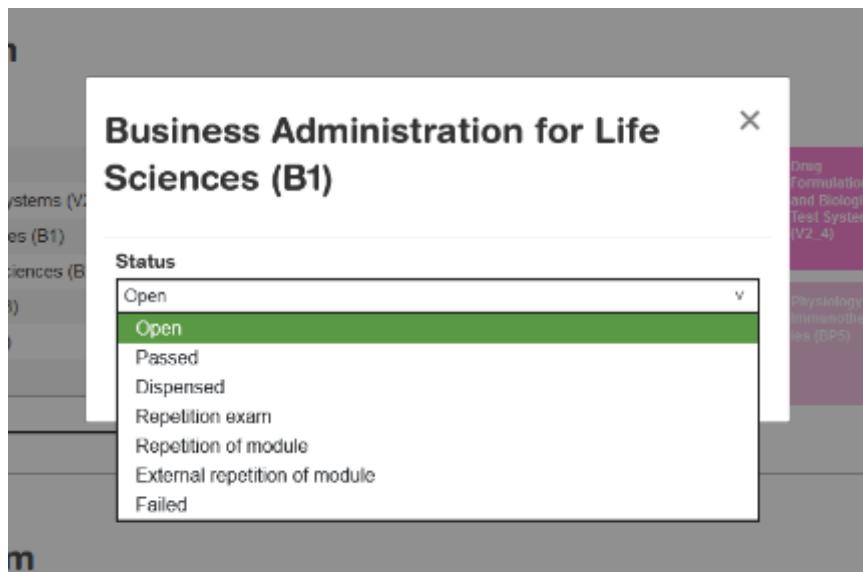
Open
You are attending the module in the current semester or in a future semester.

Passed
You receive the grade of the module via EventoWeb. If your grade is 4.0 or higher, you pass the module.

Dispensed
You can have external modules credited to your studies if your head of specialisation and programme director have approved a dispensation (see form for dispensations). Please plan you dispensed modules anyway, as they count to your study progress.

Repetition exam
A lecturer may decide to offer a repetition for a failed exam without repeating the whole module. In this case, this status can be chosen.
Please note: the repetition of an exam counts as a second attempt! A compulsory module must be passed in the second attempt in order to continue with your studies.

Repetition of module

If you fail a module, you have a second attempt to pass. For this second attempt, select "Repetition of module".

Please note: A compulsory module must be passed in the second attempt in order to continue with your studies.

External repetition of module

For the D- and B-modules, in exceptional cases there is the possibility to repeat the module in the "wrong" semester. In other words, D-modules in spring and B-modules in autumn together with the BFH and HES-SO. If the request has been approved by the administration office, this status and the desired semester can be selected.

Please note: No place in the decentralised coaching can be guaranteed and the exam must be written at the BFH or HES-SO.

Failed

You have two attempts per module. If the module is not passed at the second attempt, this module is considered failed, and a replacement must be chosen.

Please note: A compulsory module must be passed in the second attempt in order to continue with your studies.

7.3.   Special Cases

7.3.1.   Semester Leave

If you are planning a semester off, you can leave this semester empty respectively move the already planned modules to another semester (see important dates for deadlines).