



Swiss TCM Uni
瑞士中医药大学

Statutes

This statute is based on the document “Relevant laws and orders”.

(For simplicity, the masculine form is used throughout the text; the feminine form is included in each case).



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0 Preamble

¹ Form of expression: For the sake of simplicity and to facilitate readability, only the masculine form is used in this Statute. It applies to both genders in each case.

² TCM stands for Traditional Chinese Medicine.

³ SACM stands for Swiss Academy of Chinese Medical Sciences Ltd.

⁴ QAD stands for Quality Assurance and Development.

I. Core tasks of SWISS TCM UNI

¹ The core tasks of SWISS TCM UNI are research and teaching at university level in the field of TCM.

² The freedom of research and teaching is guaranteed.

³ Research is based on the current state of knowledge in the individual research branches of TCM.

⁴ Teaching is geared towards the completion of the respective courses with the corresponding academic degree in accordance with the Bologna Guidelines and the Accreditation Ordinance HFKG Switzerland.

⁵ SWISS TCM UNI awards Bachelor, Master and Doctoral degrees.

⁶ For the dissemination of TCM knowledge, SWISS TCM UNI organizes continuing education and training.

⁷ Further details are regulated in the "Mission Statement of SWISS TCM UNI".

II. Organs and University Members

§2.1 Organization chart and function diagram

Organization chart and function diagram are part of the statute and are listed as appendix (see appendix 1 and 2).

§2.2 Organizational structure of SACM/SWISS TCM UNI

	<i>Function</i>	<i>Organizational unit</i>	<i>Basic task</i>
Superordinate level	Sponsor & Supervision	Commissioner SACM	- Ensures the operation of the SWISS TCM UNI, - Provides any necessary funding.
	Executive body & supervision	Uni. council SWISS TCM UNI	- Oversees the use of any funds made available by the sponsoring organization, - Supervises the operation of SWISS TCM UNI.
Operative level	General jurisdiction	University council	Carries responsibility for teaching, research, Services and QAD.
	Administration & service	Management	Management, service, organization.



§2.3 Swiss Academy of Chinese Medical Sciences GmbH (SACM)

¹ The SACM has the following purpose: "To enable, promote and disseminate integrative medicine (TCM and conventional medicine) and related knowledge at the university level".

² The SACM is the sponsor of the SWISS TCM UNI, which carries out this task on its behalf.

³ The SACM is responsible for maintaining the aforementioned purpose.

⁴ The SACM delegates the supervision of the content of the SWISS TCM UNI to the independent university council of the SWISS TCM UNI.

⁵ The other tasks of the SACM GmbH and its committees are described in the statutes of the SACM GmbH.

§2.4 University Council

2.4.1 Tasks

The University Council is the supervisory body of the SWISS TCM UNI. It has the following tasks:

¹ Responsibility for the formulation of the mission statement of SWISS TCM UNI.

² Ensuring the freedom of teaching and research.

³ Enactment of the statute.

⁴ Participation in the overall strategy.

⁵ Approval of the budget.

2.4.2 Election and term of office

¹ The members of the University Council shall be elected by the SACM upon proposal of the University Council.

² The Rector and Prorector may not be members of the University Council.

³ The University Council shall elect its own President.

⁴ The term of office of the President and the members of the University Council is four years; re-election is possible.

2.4.3 Organization

¹ The University Council shall organize itself.

² The Presidium of the University Council shall invite the members to regular meetings, which shall be held at least once a year.

³ The principal or the prorector shall attend the meetings of the University Council as a guest in an advisory capacity.



§2.5 Senate

2.5.1 Composition and Organization

The Senate shall be composed of:

- ¹ a member of the university management.
- ² the head of the department.
- ³ one employee representative in the area of science.
- ⁴ one employee representative in the area of administration.
- ⁵ a student representative.
- ⁶ The administrative management shall attend the meetings as a guest in an advisory capacity.
- ⁷ The Senate shall elect its own leadership.
- ⁸ Meetings of the Senate shall be held at least once a year.

2.5.2 Tasks

- ¹ The Senate shall submit proposals to the University Council for the election and dismissal of the Rector and Prorector. If the Rector or Prorector is a member of the Senate, he/she has no voting rights, as the election or dismissal concerns him/herself.
- ² The Senate shall elect the members of the permanent and temporary commissions.
- ³ It may comment on issues of importance to the university as a whole.

2.5.3 Commissions

SWISS TCM UNI shall establish permanent and temporary commissions to fulfil its tasks.

Permanent Commissions:

2.5.3.1 Study Commission

- ¹ Preliminary consultation of business in connection with the study program.
- ² Appropriate submission of proposals to the university management.
- ³ Rector and Prorector are members of the Study Commission.
- ⁴ Determination of admission requirements and recognition of foreign Matura examinations and their "non-standard" certificates.
- ⁵ Determination of possible expulsion in case of gross misconduct.

2.5.3.2 QAD Commission

- ¹ Determination of quality criteria according to the requirements of the university management.
- ² Review of quality according to the set criteria with reference to teaching, research and service.
- ³ Carrying out the evaluation.



⁴ Communication of the findings as well as any recommendations to the university management.

2.5.3.3 Appeals Commission

¹ Advising and final evaluation of student appeals in connection with admission questions, exclusions and with the evaluation of academic performance.

² The Rector and the Prorector as well as the professors concerned may not be members of the Appeals Commission.

³ The members of the Appeals Commission shall be elected by the Senate every four years.

Temporary Commissions:

2.5.3.4 Appeals Commission

¹ Duties according to the Personnel and Equal Opportunity Regulations and the Appointment Regulations for Academic Staff.

2.5.3.5 Research Commission

¹ The Research Commission consists of one representative each from the University Management, the Department, the Finance Department and, if required, one external member.

2.5.3.6 Other Commissions

¹ Appointed by the university management as needed.

§2.6 University management

2.6.1 Tasks

The tasks of the university management include all activities necessary for the management of SWISS TCM UNI:

¹ Deciding on the strategic direction of SWISS TCM UNI to achieve the goals set by the University Council (mission statement), especially with regard to study operations and quality assurance and development.

² Approval of the organizational structure.

³ Issuance and approval of the regulations, ordinances and concepts as well as the general terms of business.

⁴ Determination of the research direction in accordance with the mission statement.

⁵ Determination of the criteria for the recognition of credits earned at other institutions.

⁶ Decision on cooperations with other universities.

⁷ Development, preparation and approval of the staffing plan for the area of "Teaching and Research".

⁸ Appointment of new members of the teaching staff (professors and permanent lecturers).



- ⁹ Conferring the titles of "professor" and "professor emeritus".
- ¹⁰ Definition, promotion and assurance of the quality of education.
- ¹¹ Appointment of administrative leadership.
- ¹² Appointment of department head.

2.6.2 Election and Term of Office

- ¹ The university management consists of the principal, the vice-principal and the administrative management. If necessary, experts may be called in.
- ² The principal shall head the University Management.
- ³ The vice-principal shall be the principal's deputy.
- ⁴ The term of office of the principal and the vice-principal shall be four years.
- ⁵ Re-election shall be possible.
- ⁶ The office ends with the retirement.

§2.7 Principal

The principal leads the SWISS TCM UNI. He is assisted by the vice-principal, the Head of Department and the Head of Administration. The principal has the following main tasks:

- ¹ Implementation of the performance mandate according to the statute and the mission statement.
- ² Responsibility for the development of the organization and strategy.
- ³ Responsibility for and decision on the budget.
- ⁴ Supervisor of the professors.
- ⁵ Leadership of departmental management and other faculty.
- ⁶ Leadership of the administrative management.
- ⁷ External representation of SWISS TCM UNI.
- ⁸ Promotion of international networking and cooperation with researchers outside SWISS TCM UNI.

§2.8 Vice-principal

The vice-principal is the deputy of the principal. He supports the principal in the performance of his duties. The tasks of the vice-principal include:

- ¹ Administration and control of the management of funds, use of positions and resource planning.
- ² Responsibility for continuing education of all employees.
- ³ Maintaining the web presence.
- ⁴ Regulation of the attendance of individual modules (auditors).
- ⁵ Responsibility for personnel and appointment procedures.



⁶ QAD officer and head of the QAD committee.

⁷ Support of the members in the implementation of joint research projects and the conception of co-operative applications for the acquisition of third-party funding, in particular self-active research for funding opportunities on a national and international level.

⁸ Support of activities for young scientists.

§2.9 Administrative Management

The administrative management has the following main tasks:

¹ Advising the university management in matters of labour law.

² Participating in strategic planning with regard to organizational and administrative matters.

³ Promoting and ensuring quality in the organizational and administrative areas.

⁴ Active participation in the QAD Commission.

⁵ Hiring of administrative staff with the approval of the principal.

⁶ Management of administrative staff.

⁷ Responsibility for operational accounting.

⁸ Preparation of staffing plan and budget for the attention of the relevant departments.

⁹ Responsibility for caretaking and technical services.

¹⁰ Responsibility and decision-making regarding property maintenance within the budget.

¹¹ Maintenance of inventory and library directories.

¹² Organization of administration and training.

¹³ Regular training in all areas of administration.

¹⁴ If no administrative head is appointed or is prevented from serving, the above duties shall fall to the Rector.

§2.10 Department management

As a rule, each professor represents and leads his or her department. The department head coordinates the teaching and research activities in his/her department. In particular, they have the following main tasks:

¹ Coordinating the content and didactics of the courses offered.

² Formulation of proposals for the attention of the university management for personnel planning in the department with regard to permanent lecturers and other scientific personnel in accordance with the personnel and appointment regulations.

³ Networking of faculty involved in the respective department.

⁴ Chairing departmental meetings.

⁵ Promotion of intra- and interdepartmental research.

⁶ Supervision and mentoring of research projects.



⁷ Supervision of graduate students and research assistants.

⁸ Management of research assistants.

⁹ Active participation in the Senate and in commissions.

¹⁰ Preparation and implementation of courses within the scope of the teaching assignment.

§2.11 QAD-Management

The QAD Leadership has the following primary responsibilities:

¹ Maintain an effective QAD system.

² Maintain and improve an effective management system.

³ Maintain evaluation and accreditation.

⁴ Promote and develop quality culture.

⁵ Actively participate in the QAD committee.

§2.12 Scientific staff

¹ Academic staff includes professors, visiting professors, temporary and permanent teaching assistants, research assistants, and research aide (tutors).

² Professors are responsible for teaching and research in their department. As a rule, they are employed for an unlimited period of time.

³ Assistant professors are employed for a limited period of time. They are expected to take on professorial tasks, especially in teaching. In addition, they work on their scientific qualification (e.g. habilitation).

⁴ Visiting professors are current or former professors of other TCM universities who have a teaching or research assignment at SWISS TCM UNI.

⁵ Adjunct professors participate in teaching within the framework of a temporary or permanent teaching assignment and in agreement with the responsible department head.

⁶ Research assistants support the research and teaching of the responsible professors and carry out their own research work, particularly with a view to obtaining a doctorate or habilitation. According to their qualifications, they may perform teaching assignments on their own responsibility.

⁷ Each department may engage students as research assistants within the limits of the staffing plan.

⁸ The academic staff shall publish the results of their research in an appropriate form. In doing so, all persons who have collaborated scientifically or whose work has been used must be named. The copyright of research results remains with the authors.

§2.13 "Equal Opportunities" Office

¹ The office "Equal Opportunities" can be called upon by all students as well as all employees of SWISS TCM UNI.

² It deals with the problems presented to it and decides.



³ This office takes care of equal opportunities in recruitment, promotion of junior staff, in careers, in the choice of profession and studies as well as gender and diversity aspects at SWISS TCM UNI.

⁴ The office "Equal Opportunities" reports to the Rector and prepares a report on its work for his attention.

§2.14 Office "Sustainability"

¹ The office "Sustainability" is responsible for the implementation, control and continuous improvement of the sustainability activities on all levels and in all areas at SWISS TCM UNI.

² The "Sustainability" office reports to the university management and prepares an activity report for its attention.

§2.15 Employee representation

¹ The employees shall elect two representatives from among themselves, one each from the academic staff and the administrative staff.

² The term of office of the employee representatives is two years. Re-election is possible.

³ They shall attend the meetings of the bodies in which the employees have a right of participation.

⁴ The employee representatives shall agree on attendance at meetings and any substitutions and inform the committee management accordingly.

§2.16 Students

2.16.1 Admission and enrolment

¹ For admission to the Bachelor's, Master's and PhD programs in TCM, please refer to the Admission Regulations.

² The evaluation of other Swiss and foreign credentials is carried out by the Study Commission.

³ The decision on admission is made by the Study Commission.

2.16.2 Student Representation

¹ The students enrolled at SWISS TCM UNI elect two representatives.

² The election shall be prepared by the Senate.

³ The term of office of the student representatives is two years. Re-election is possible. The term of office ends without further ado upon exmatriculation.

⁴ One of the two members of the Student Representative Council shall attend the meetings of the Senate with voting rights and shall sit on the Appeals Committee.

⁵ The student representatives shall agree on attendance at meetings and any substitutions and shall inform the Senate accordingly.

⁶ It accepts student concerns and presents them in an appropriate form to the university management, in particular within the framework of the discussion forum.

⁷ Actively participates in the QAD committee.



2.16.3 Discussion Forum

¹ In the discussion forum, the student representatives meet regularly with the Rector.

² The forum serves as an open exchange of ideas on issues relating to the operation of the study program.

³ The student representatives have the right to ask questions and make requests.

⁴ The meetings are organized by the university management and must be recorded in minutes by the student representatives.

⁵ The meetings shall take place at least once during the semester.

§2.17 Participation rights of students and employees

¹ The students and employees of SWISS TCM UNI have a right to participate, which they can exercise in the form of the right of proposal or/and in the form of the right of the advisory vote themselves or/and vicariously through their representation.

III. Range of Studies

¹ The university management shall decide on the range of courses offered, the curriculum as well as study plans and examination regulations.

² The planning of courses, the distribution of credit points and the validation of courses are the final decision-making authority of the university management.

³ The members of the university management have the right to propose changes to the courses offered.

⁴ Concerns regarding the courses offered by the academic staff shall be communicated to the relevant department head, the Rector or the Prorector, who shall bring them to the attention of the University Management.

⁵ Students' concerns regarding the range of courses offered shall be brought to the attention of the university management via the student representatives.

⁶ The Study Commission evaluates the proposals and formulates a recommendation for approval or rejection or a counterproposal for the attention of the University Management.

⁷ At the request of the study commission, the university management issues a procedure for adjusting the study program.

IV. Become effective

¹ This statute become effective on 20.04.2022.



SACM and University Council SWISS TCM UNI