



Swiss TCM Uni
瑞士中医药大学

Admission Regulations

These regulations are based on the statutes.

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



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I. General regulations

§1.1 Purpose

These regulations are based on HFKG (Higher Education Promotion and Coordination Act) and the admission requirements of swissuniversities (see: www.swissuniversities.ch/themen/studium/zulassung-zu-den-universitaeren-hochschulen). It contains all information about the admission and enrolment procedure for the regular study programs at SWISS TCM UNI. For all other study programs, the university management reserves the right to make other arrangements.

§1.2 Guest students

¹ Guest students are students who participate in selected courses at SWISS TCM UNI but are enrolled at another university. The admission requirements of SWISS TCM UNI do not have to be fulfilled. The regulations on the matriculation procedure you'll find correspondingly to their use.

² Due to the special regulations for visiting students in para. 1, these students are not entitled to take intermediate or diploma examinations at SWISS TCM UNI.

§1.3 Listeners

¹ If the language of instruction of a course does not count as the native language of a student, the student is considered to be a foreign language student. A person of legal age can participate in six modules per semester at SWISS TCM UNI without having to be enrolled. These are titled as listeners. The condition here is that all admission requirements for the corresponding modules are fulfilled despite the lack of matriculation. The regulations on the matriculation procedure you'll find correspondingly to their use.

² Due to the lack of matriculation, students are not entitled to take intermediate and diploma examinations.

³ Credits earned by students prior to regular enrolment will not be counted towards enrolment.

II. Admission Procedure

§2.1 Admission to the Bachelor's Program

The following educational and study certificates entitle the holder to admission to Bachelor's degree programs:

- a. Swiss or Swiss-recognized diploma of higher education.
- b. Federal vocational baccalaureate in conjunction with a passed supplementary examination ("Passerelle") of the Swiss Maturity Commission.
- c. Federal specialized baccalaureate in connection with a passed supplementary examination ("Passerelle") of the Swiss Maturity Commission.
- d. Bachelor's degree from a Swiss university, university of applied sciences or university of teacher education.
- e. Master's degree, licentiate or equivalent degree from a Swiss university. Further education degrees are not recognized.



f. Non-Swiss recognized upper secondary school degree, if recognized by a Swiss university for university admission.

g. Non-Swiss recognized upper secondary school degree, provided that the following competencies can be demonstrated: Chinese language skills at level B2 and a passed aptitude test conducted by SWISS TCM UNI.

h. Non-Swiss recognized upper secondary school degree, provided that the following competencies can be proven: Sufficiently documented knowledge in the field of TCM body care (Yangshen) and a passed aptitude test conducted by SWISS TCM UNI.

When evaluating foreign degrees, SWISS TCM UNI follows the recommendations of [swissuniversities.ch](https://www.swissuniversities.ch) (<https://www.swissuniversities.ch/de/services/zulassung-zur-universitaet>).

§2.2 Admission to the Master Program

¹ Admission to the Master's program is granted only if a Bachelor's degree from a Swiss university or an equivalent degree is available. A prerequisite for this is that all possible admission requirements of SWISS TCM UNI are fulfilled. The latter may include a placement test or corresponding evidence may be required.

² If an applicant is in possession of a degree from a university of applied sciences, proof must be provided at the time of registration for the preliminary courses that he/she is undergoing or has completed training in accordance with paragraph 1.

§2.3 Admission to doctoral studies

¹ Admission to doctoral studies is granted only if a master's degree or a degree from a university or an equivalent university institution is available.

² All admission requirements are regulated in the document "Studies in the PhD/Doctoral Program".

III. Enrolment Procedure

§3.1 Enrolment

¹ A written application must precede enrolment. All information as well as the application deadlines are published by the administration on the website of SWISS TCM UNI.

² If an applicant submits his/her application at a later date, this must be supported by a valid reason, if necessary by a medical certificate.

³ An application may only be made for one study program at a time. Simultaneous applications for different courses of study are not permitted.

⁴ If the number of new registrations exceeds the number of available study places, the university shall select the best students.

§3.2 Documents

¹ A complete application must include the following documents in addition to the application form:

a. complete proof of previous education with relevant identification documents (original or officially certified copy)



- b. a passport photograph
- c. proof of payment of the application fee
- d. a current extract from the criminal record or an equivalent document
- e. a medical certificate (see document Medical Certificate - Template)
- f. a personal assessment of job-related skills and job motivation
- g. other documents required in individual cases.

² Applicants who have already attended a course of study at another university are required to enclose their de- matriculation certificate with the application. In addition, it must be confirmed that the study program did not have to be terminated due to valid reasons such as a lack of aptitude, a failure of modules, examinations or internships and consequently a withdrawal from the respective university.

³ All documents that are not written in German, French, Italian or English must be translated into the above-mentioned languages and officially certified by SWISS TCM UNI.

§3.3 Enrolment

¹ Participation in the course of study, including all claims to benefits, takes place upon matriculation. Enrolment can only be granted by SWISS TCM UNI if the admission requirements are fulfilled, proof of German and English language skills as well as the transfer confirmation for the punctual payment of the semester fee.

² For each semester in which the student wishes to participate, the student must confirm enrolment by paying the semester fee.

³ Enrolment in more than one university at the same time is not permitted. Exceptions to this rule must be reviewed and approved by the department head.

§3.4 Proof of enrolment

¹ Every student who is enrolled at SWISS TCM UNI and wishes to receive services must prove his/her enrolment by means of his/her valid student ID.

² If there is no valid student ID, SWISS TCM UNI is entitled to exclude the student from all its services.

§3.5 Change of personal data

¹ Any change of personal data (name, civil status, place of residence) must be reported personally to the administration by the student. For a change or adjustment of data, the student's identity card must be available together with the corresponding official documents of the student.

² Changes of address must be reported to the administration within 10 days. All mail deliveries made to an outdated address will be considered to have been legally made should the student fail to report the change of address to the Administration within the required time.



§3.6 Interruption of studies and mobility studies

¹ An interruption of studies due to valid reasons such as illness, pregnancy, military and civilian service can be granted for a maximum of 2 semesters. During this leave of absence, enrolment continues without incurring semester fees. The application for a leave of absence can be submitted in writing to the head of the department, together with the reasons for the leave of absence and appropriate proof.

² If the studies at SWISS TCM UNI have to be interrupted due to a mobility study at another university in Switzerland or abroad, the enrolment at SWISS TCM UNI remains valid. Said interruption may not exceed 2 semesters. The semester fees must still be paid.

§3.7 Cancellation of enrolment

¹ By exmatriculation the student is no longer entitled to claim a benefit from SWISS TCM UNI in any form. A deletion due to para. 2 lit. a and c causes the definite exclusion from all education and training offers.

² An exmatriculation can only be carried out if the student submits a written declaration of withdrawal or a legally binding decision of rejection has been made by SWISS TCM UNI. The following reasons are permissible for this:

- a. There are serious or repeated violations of the disciplinary regulations.
- b. The student has achieved unsatisfactory performance and unsatisfactory aptitude assessments during the course of study.
- c. The semester fee has not been paid despite reminders.
- d. Services of SWISS TCM UNI were not attended by the student despite enrolment.

§3.8 Objections and appeals

¹ Students who wish to lodge an objection must sign and submit it to the Appeals Commission together with a written statement of reasons or a legal request within 30 days of receiving the grade or performance record.

² The second instance in the event of disagreement with the decision of the Appeals Commission is the University Council. The members of the Appeals Commission are elected every four years by the University Council.

³ Objections may only be raised if they relate to violations of the law, violations of procedural regulations, and calculation and transmission errors.

⁴ The objection of inadequacy is excluded.

IV. final regulations

§4.1 Enactment

¹ These admission regulations will become effective on 20.04.2022.