



Swiss TCM Uni
瑞士中医药大学

Regulations for equal oppertunities

These regulations are based on the QAD strategy.

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



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I. General principles

§1.1 Aim and purpose

¹ These regulations are intended to contribute to the implementation of gender equality at SWISS TCM UNI and to ensure equal opportunities for women and men as well as employees of other gender identities.

² Structurally caused, gender-related disadvantages are to be corrected through appropriate measures and a balanced gender ratio is to be strived for at all levels and in all areas of SWISS TCM UNI.

§1.2 Equality of women and men

¹ SWISS TCM UNI promotes the actual equality of women and men for its employees, both in teaching and further education as well as in the areas of service, research and infrastructure. This applies to employment as well as in the context of administration.

² The promotion of actual equality and equal opportunities for women and men is a management task.

§1.3 Measures

¹ SWISS TCM UNI shall take measures to ensure a balanced representation of women and men at all levels and in all bodies.

² In particular, it promotes the compatibility of family and career/study. In the event of pregnancy or the assumption of care work, SWISS TCM UNI helps to find solutions. Possible solutions include, in particular, making it possible to work at home, reducing the degree of employment or approving unpaid leave.

³ SWISS TCM UNI develops a corporate culture in which equality of women and men as well as employees of other gender identities is lived. It practices a personnel policy that ensures equal development opportunities.

⁴ It shall ensure that the findings of gender research are incorporated into teaching, research and continuing education.

II. Measures for the realization of the actual equality of women and men

§2.1 Balanced representation of women and men

2.1.1 Gender-specific statistics

¹ The organs and departments of SWISS TCM UNI shall compile statistics on the structure of staff and students differentiated according to gender and diversity aspects.

² Surveys and investigations for statistical purposes, which serve to implement the regulations, are conducted in a correspondingly differentiated manner.



2.1.2 Promotion of women

¹ SWISS TCM UNI defines goals for increasing the percentage of women in all areas where women are underrepresented. This applies to all hierarchical levels.

² The personnel planning contains information about the time span and the percentage of the targeted increase of the share of women in the respective department.

³ The Equal Opportunity Office and the Appointments Committee shall be informed of the achievement of objectives and implementation of personnel planning as part of the reporting process.

⁴ In areas where women are overrepresented, appropriate measures are taken to increase the proportion of men.

2.1.3 Job advertisement

¹ Job advertisements are always and explicitly addressed to both genders. If women or men are underrepresented in the relevant area, a notice will be placed stating that applications from qualified women or qualified men will be given preference.

² The Equal Opportunity Office will be informed in a timely manner prior to the job posting.

2.1.4 Selection Procedure and Preference Rule

¹ The Equal Opportunity Office works closely with the Appointment Committee in the selection of personnel.

² For faculty positions of 50% or more and for executive positions, the Equal Opportunity Office prepares a statement for the attention of the university administration.

³ In areas where women are underrepresented, as many women as possible shall be invited for interview, provided they meet the criteria required by the advertisement.

⁴ In the case of equivalent qualifications, women shall be given preference for employment if they are underrepresented in the areas concerned.

⁵ These principles shall be applied accordingly if men are underrepresented in an area.

⁶ In principle, applications from persons of all nationalities, orientations and gender identities will be considered in the selection process, provided that their professional qualifications meet the tender criteria.

§2.2 Compatibility of family and studies or family and career

2.2.1 Study

¹ In study programs with a low percentage of female students, SWISS TCM UNI offers special events, for example information evenings, taster days or courses.

² The Office of Equal Opportunity will take appropriate measures to prevent women from dropping out of the program.

³ The same applies to courses of study with a low proportion of male students.



2.2.2 Personnel assessment

Extra-occupational experience, especially educational and care duties, shall be taken into account when assessing the equivalence of qualifications.

2.2.3 Working hours and work organization

¹ As far as possible, employment relationships at all hierarchical levels shall be organized within the framework of the applicable personnel law in such a way that the care of children and other dependents is compatible.

² SWISS TCM UNI's Human Resources Department, together with the Equal Opportunity Department, shall develop models for all areas of activity in order to facilitate the compatibility of family and career.

³ Part-time employees may not be disadvantaged in comparison to full-time employees.

2.2.4 Study and examination regulations

The regulations and rules as well as other study and examination-related measures of SWISS TCM UNI take into account the situation of students who have to take care of children or their relatives.

§2.3 Special prohibitions of discrimination

2.3.1 Sexism / sexual harassment

The regulations for protection against discrimination and sexual harassment of SWISS TCM UNI apply.

2.3.2 Gender-sensitive language and illustration

In correspondence, in drawings, in verbal communication as well as in documents of the teaching activities of SWISS TCM UNI, gender-neutral designations or the female and the male form of language are used.

§2.4 Accessibility

¹ Accessibility at SWISS TCM UNI means ensuring access to premises as well as to services, documents and information in order to enable all students and staff to participate in the study program in an equitable manner.

² This is done in accordance with the Federal Act on the Elimination of Discrimination against Persons with Disabilities (Disability Equality Act, BehiG).

³ The cooperation of SWISS TCM UNI members in the sense of pointing out infrastructural barriers is expressly desired.



§2.5 Compensation for disadvantages

¹ Students with disabilities or chronic illnesses can apply for a disadvantage compensation. This contributes to equal opportunities for all students by granting equal conditions for academic performance and credits.

² The administration supports students in the application process and in the implementation of the disadvantage compensation.

III. Equal Opportunity Office

§3.1 Function and scope of duties

¹ The Equal Opportunity Office is involved when personnel or other decisions relevant to equal opportunity are prepared or made.

² The function of the Equal Opportunity Office can be found in §2.13 of the Statute.

§3.2 Composition

The Equal Opportunity Office is the contact person for students and employees on equal opportunity issues. It is a member of the university management. Depending on the case, it convenes representatives of the relevant departments for consultation.

IV. Become effective

¹ These regulations become effective on 20.04.2022.

Management of the SWISS TCM UNI