



Swiss TCM Uni
瑞士中医药大学

Study regulations

For Bachelor, Master, Master+, Doctor and PhD courses in traditional Chinese medicine (TCM)

These study regulations are based on teaching regulations and doctrinal order.

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



Glossary

I. General regulations	4
§1.1 Regulatory scope	4
§1.2 Awarding of degrees.....	4
§1.3 Terminology.....	4
§1.4 Enrolment requirement.....	5
§1.5 Language of training.....	5
§1.6 Responsibility of the student.....	6
§1.7 Confidentiality	6
§1.8 Commercial rights	6
§1.9 Semester leave of absence.....	6
§1.10 Guest students	6
II. Study programs	7
III. Courses, Modules and ECTS Credits	7
§3.1 Courses	7
§3.2 Modules and ECTS Credits.....	7
§3.3 Persons responsible for modules	7
§3.4 Module information	8
§3.5 Registration and deregistration procedure for modules	8
§3.6 Registration requirements for compulsory, elective and optional modules	8
§3.7 Cancellation of announced modules.....	9
IV. Form of study and examination	9
V. Performance evaluation.....	9
§5.1 General	9
§5.2 Weighted overall grade	10
VI. Certificates of achievement	12
§6.1 Graded modules and courses.....	12
§6.2 non-graded modules and courses.....	12
§6.3 Recognition of ECTS credits.....	12
§6.4 Transcript of Records.....	13
VII. Degree	13
§7.1 Crediting of modules towards the degree	13
§7.2 Limited credit duration.....	13
§7.3 Application for graduation	13
§7.4 Final examination	14



§7.5 Final documents	14
VIII. Recognition and crediting of previous study achievements	14
IX. Recognition of acquired diplomas.....	15
X. Examination modalities	15
§10.1 General	15
§10.2 Examiners and Examination Commission.....	15
§10.3 Registration and deregistration (examination)	15
§10.4 Registration and deregistration (repeat examination)	16
§10.5 Prerequisite for participation in examinations	16
§10.6 Place of examination	17
§10.7 Examination material	17
§10.8 Aids	17
§10.9 Examination procedure	17
§10.10 Examination evaluation.....	18
XI. Consequences in case of absence and fraud.....	18
§11.1 Prevention, abandonment, unexcused absence	18
§11.2 Cheating.....	19
XII. Rules for repetition.....	19
XIII. Final rejection.....	19
XIV Record Retention, Right of Inspection, Appeals and Appeals	20
§14.1 Retention of files	20
§14.2 Right to inspect records.....	20
§14.3 Objections and appeals	20
XV Transitional and final provisions, entry into force	21
§15.1 Transitional and final provisions	21
§15.2 Become effective.....	21



I. General regulations

§1.1 Regulatory scope

¹ These study regulations are based on the teaching regulations and the teaching rules of SWISS TCM UNI.

² These study regulations define the bachelor, master/ master+, doctor and PhD degree programs of SWISS TCM UNI and Nanjing University of Chinese Medicine (hereinafter referred to as NJUCM). They apply to all enrolled students and guest students attending study programs.

³ Further regulations to the study regulations are the General Terms and Conditions as well as all bylaws and information issued by the

SWISS TCM UNI and NJUCM have been published to date as well as those that will be established in the future.

§1.2 Awarding of degrees

¹ SWISS TCM UNI with NJUCM awards the following degrees to students upon successful completion of their studies:

1.1 Bachelor of Science in TCM (Traditional Chinese Medicine).

1.2 Master of Science in TCM (Traditional Chinese Medicine)

1.3 Doctor of Science in TCM or Dr. tcm (Traditional Chinese Medicine)

1.4 PhD in TCM (Traditional Chinese Medicine)

² The awarding of the title takes place by the delivery of the signed certificate, if all conditions are fulfilled in accordance with these regulations.

³ It is not allowed to use the titles mentioned under §1.2 para.1 until the certificate has been handed over.

⁴ SWISS TCM UNI and NJUCM are entitled to define scientific orientations more precisely. This is done with an "in" as an addition in the title if the title is awarded in German or with an "of" as an addition in the title if the title is awarded in English and the degree program is defined in the same way.

⁵ Master+ elective year: All study programs of SWISS TCM UNI are based on the requirements for study programs in human medicine according to the Medical Profession Act (MedBG) and are geared towards working practice in integrative medicine (TCM and conventional medicine). Based on the Master of Science in TCM, SWISS TCM UNI offers the Master+ elective year (60 ECTS). During this time, students work full-time as sub-assistants in hospitals, medical practices, institutes and other health care facilities.

§1.3 Terminology

¹ The titles of the study programs are composed of the study level (Bachelor, Master, Doctor/PhD) and the medical orientation (TCM).

² The study program is a sum of several study programs (study objective, curriculum, modules, special knowledge, language of instruction, total ECTS credits to be acquired), which is concluded with a university degree (Bachelor, Master, Doctor/PhD) after successful completion.



³ A study program is a subunit of a degree program, which is defined by its curricular structure and scope. The details of a study program are laid down in the teaching regulations of SWISS TCM UNI. Each study program usually includes a number of different modules of various sizes. The details relate in particular to the study objectives, any stages and focal points, the modular structure and the examination modalities.

⁴ The curriculum is specified and shows which courses or modules (compulsory, compulsory elective and elective areas) and which internships must be completed.

⁵ A module is a self-contained course unit in terms of content and time, consisting of one or more courses. A module is defined qualitatively (learning objectives and content) and quantitatively (ECTS credits) and is evaluated on the basis of one or more certificates of achievement. Performance records are written examinations, presentations, learning journals or other forms of performance review.

⁶ Compulsory modules are compulsory and form the core curriculum. Elective modules may be self-selected by the student from a list of specified modules and constitute the shell studies. In the case of elective modules, no preferences are given to the student; they can be freely chosen.

⁷ ECT credits per module are awarded according to the European Credit Transfer and Accumulation System (ECTS). One ECTS credit corresponds to a workload of 30 hours.

⁸ An unsuccessful attempt is a failed academic performance.

§1.4 Enrolment requirement

¹ If a student wishes to attend courses at SWISS TCM UNI, he/she must be enrolled for the corresponding semester. Enrolment is done through the administration of SWISS TCM UNI.

² ECTS credits earned at SWISS TCM UNI can only be considered for graduation at SWISS TCM UNI if the student was enrolled at SWISS TCM UNI at the time.

³ At the latest during the last semester in which services are rendered or received, the enrolment must correctly reflect the programs of study applied for in the application for graduation.

§1.5 Language of training

¹ The training languages are German, English and Chinese. Translations from Chinese into German are offered. The language of examination for the Bachelor's program is German.

² If German is not the native language, proof must be provided that at least level B1 German language skills are available (see also Regulations on Language Requirements of SWISS TCM UNI).

³ If a degree program is completed bilingually (German/Chinese), at least 70 ECTS credits of the 180 ECTS credits in the Bachelor's and Master's degree programs must be completed in the second language of study. The proof of bilingual study is noted on the Bachelor's degree with the addition "bilingual".

⁴ All papers and examinations must be written and submitted in German. Exceptions to this are the Master's thesis and the dissertation. The latter can be written in a national language of Switzerland (German, French, Italian), in English or in Chinese. A separate agreement on the language will be made with the thesis supervisors.



§1.6 Responsibility of the student

¹ The student is basically responsible for obtaining signatures, information of any kind, corrected papers or certificates of achievement, for submitting papers or forms on time, and for registering for modules and examinations of any kind on his/her own (see also SWISS TCM UNI Teaching Regulations, §2.4.1).

² The student must independently find out about missed learning content and acquire it through self-study.

§1.7 Confidentiality

¹ Students are in principle subject to medical confidentiality.

² The provisions of higher-level law remain reserved.

§1.8 Commercial rights

¹ If a scientific thesis or dissertation is written at SWISS TCM UNI, all commercial rights shall accrue to SWISS TCM UNI.

² If financial proceeds are generated by the rights described in §1.8 para.1, the author shall be entitled to appropriate compensation.

§1.9 Semester leave of absence

¹ A leave of absence for one or more semesters can only be approved if SWISS TCM UNI has received a written request to this effect.

² The request for leave of absence for the upcoming semester(s) must be received no later than the end of the semester attended.

³ SWISS TCM UNI shall decide on the approval of the application for leave of absence.

⁴ A leave of absence means that neither courses nor examinations of SWISS TCM UNI can be attended.

⁵ The leave of absence fee is to be paid by the student according to the study regulations.

§1.10 Guest students

¹ Any person over the age of 18 may enrol as a guest student at SWISS TCM UNI.

² A guest student may attend any course offered by SWISS TCM UNI, provided that capacities for guest students are available.

³ Guest students may take all regular examinations, for which they will be awarded certificates, but they will not receive an academic degree or title.

⁴ The type and amount of education fees for guest students are regulated in the General Terms and Conditions or in the documents "Studies in the Bachelor's Degree Program in TCM", "Studies in the Master's Degree Program in TCM" and "Studies in the DSc and PhD Programs in TCM".



II. Study programs

¹ The design of the study programs is based on the teaching regulations §3.1.

² All offered study programs are designed as full-time studies. The duration and the ECTS credits to be earned for the study programs are shown in the documents "Studies in the Bachelor's Program TCM", "Studies in the Master's Program and Master+ Elective Year TCM" and "Studies in the DSc and PhD in TCM".

³ All degree programs offered are designed for full years of study.

⁴ If it is not possible to study full-time, it is possible to study part-time with a correspondingly longer duration of study (see teaching regulations, point V. Compatibility of studies with family or career),

⁵ The prerequisite for this is that study places are available for part-time study, the ECTS credits retain their validity and the organization of pre-clinical and clinical course places is possible.

III. Courses, Modules and ECTS Credits

§3.1 Courses

¹ The design of the courses is governed by the Teaching Regulations §3.2.

² Courses may take the form of lectures, seminars, problem-based learning, exercises, tutorials, specialized practical, laboratory practical, clinical theory course, clinical skills and judgment training, learning by means of electronic media, and self-directed and guided learning in the Skulls Lab (see guide "Form of Study, Form of Examination and Qualification").

§3.2 Modules and ECTS Credits

¹ Each module consists of at least one course. The duration of a module is one or two semesters.

² Admission to a module may be subject to certain conditions. Even if these are met, there is no entitlement to admission to a module.

³ ECTS credits (in whole numbers) may be earned for each module.

⁴ The maximum number of ECTS credits to be acquired is shown before the start of the semester according to §3.4 Module information.

⁵ The amount of ECTS credits earned depends on the student's performance. No ECTS credits can be awarded on the basis of attendance alone.

⁶ A module counts as passed if attendance of at least 80% is fulfilled and at least one ECTS grade (equivalent to a satisfactory performance) has been achieved.

⁷ ECTS credits are only awarded for fully completed module units. A pro rata award is not possible.

§3.3 Persons responsible for modules

¹ The module supervisors of SWISS TCM UNI are: Professors, Assistant Professors, Private Lecturers, Lecturers as well as Clinical Lecturers, Senior TCM Specialists and TCM Experts, national and international.

² The module leaders are independently responsible for the content, planning and coordination of their modules as well as the performance reviews.



§3.4 Module information

¹ SWISS TCM UNI provides the following information to students before the beginning of the semester for each module offered:

- 1.1 Contents and significance of the module within the study program.
- 1.2 Responsible lecturer or person in charge of the module
- 1.3 Dates
- 1.4 Learning objectives
- 1.5 Contents
- 1.6 Teaching and learning methods
- 1.7 Examinations
- 1.8 Number of ECTS credits to be acquired
- 1.9 Conditions for the awarding of credits (performance records, assessment criteria, repetition rules)
- 1.10 Participation requirements

² Said information will be made available to students in print or in electronic form on the SWISS TCM UNI website.

§3.5 Registration and deregistration procedure for modules

¹ The registration and deregistration procedure for individual modules is specified in the GTC.

² The dates for registration and deregistration are binding.

³ Registration for individual modules takes place via the SWISS TCM UNI website or other registration channels specified there.

⁴ The student can choose between compulsory modules, compulsory elective modules and elective modules.

⁵ In addition, optional courses can be attended in which no ECTS credits can be earned.

⁶ Registration for a module includes automatic registration for the associated credits.

§3.6 Registration requirements for compulsory, elective and optional modules

¹ Registrations for compulsory modules must be received by SWISS TCM UNI within the prescribed registration period, but no later than 4 weeks after the start of the course in the corresponding semester.

² The registration deadlines for compulsory modules can be found on the SWISS TCM UNI website.

³ Registrations for elective modules must be received by SWISS TCM UNI within the prescribed registration period.

⁴ The deadlines for compulsory elective modules can be found on the SWISS TCM UNI website.



⁵ Late bookings for compulsory elective modules cannot be accepted as a rule. In this case, the student must submit an application for admission to compulsory elective modules to the administration.

⁶ Registrations for elective modules must be received by SWISS TCM UNI within the prescribed registration period.

⁷ Late registrations for elective modules cannot be considered under any circumstances.

§3.7 Cancellation of announced modules

¹ If the number of participants in a course does not reach the minimum number of participants (3 participants) or if a course cannot take place due to outer forces (e.g. due to the absence of a lecturer due to illness), SWISS TCM UNI reserves the right to cancel the course.

² Participants of a cancelled module are not entitled to a replacement.

IV. Form of study and examination

¹ The forms of study and examination at SWISS TCM UNI are based on the teaching regulations §3.3 and 3.4.

² Detailed information can be found in the guideline "Form of Study, Form of Examination and Qualification".

V. Performance evaluation

§5.1 General

¹ SWISS TCM UNI offers graded and ungraded modules.

² All performances achieved by the student during a graded module are evaluated with a grade including ECTS credits.

³ Course work can be completed in forms of study according to the guidelines "Form of Study, Form of Examination and Qualification".

⁴ Each person responsible for the module determines the form of examination and informs the students of this in good time.

⁵ Grades from 1-6 are awarded, with 1 being the weakest and 6 the best possible performance.

⁶ A graded module is considered passed if at least a grade of 4 is achieved in the final examination.

⁷ If a graded module is composed of different partial examinations, a grade lower than 4 may be achieved in no more than one partial examination. Otherwise, the module is deemed to have been failed. Further regulations can be found in §3.4 Module information.

⁸ Grading scheme:

^{8.1} ECTS grade A 6.0 excellent

^{8.2} ECTS grade B 5.5 very good

^{8.3} ECTS grade C 5.0 good



8.4 ECTS grade D	4.5 satisfactory
8.5 ECTS grade E	4.0 sufficient
8.6 ECTS grade F	3.0 insufficient
8.7 ECTS grade FX	2.0 poor
8.8 ECTS grade FX	1.0 very poor

⁹ §5.2 Abs.11 Rounding rule is applied.

¹⁰ In the case of ungraded modules, students' performance is graded as "passed" (equivalent to grade 6.0 - 4.0) and

"failed" (3.5 - 1.0) and shown accordingly on the transcript of records.

¹¹ Fraudulent actions on performance records are regulated according to §11.2.

§5.2 Weighted overall grade

¹ At the end of the study program, a weighted overall grade is calculated from the achieved ECTS credits of all performance assessments.

² Said overall grade evaluates the degree of Bachelor, Master, Doctor or PhD.

³ If more than one grade is achieved in a module, the individual grades at the end of the module shall form an overall grade.

⁴ This also applies to the determination of an academic degree.

⁵ Ungraded coursework is not included in the calculation.

⁶ The calculation and reporting of the overall grade shall be made with one decimal place.

⁷ The overall grade is the sum of all ECTS credits earned divided by the sum of the ECTS credits.

Over all grade=	(Grade1 x credit1)+(grade2 x credit2)+ ... (grade n x credit n)
	Credit 1 + credit 2+ ... + credit n

⁸ The grading scale is based on §5.1 para. 8. The course of study is considered to have been passed if at least a grade of 4.0 is achieved.

⁹ If a student achieves a particularly good weighted overall grade in the bachelor's and master's program, SWISS TCM UNI with NJUCM awards the following predicates:

^{9.1} from 5.5 summa cum laude (outstanding)

^{9.2} from 5.0 magna cum laude (good)

¹⁰ If a student achieves a particularly good overall weighted grade in the Doctor or PhD program, SWISS TCM UNI with NJUCM shall award the following predicates after rounding according to §5.2 para.11:

^{10.1} 6.0 summa cum laude (outstanding)

^{10.2} 5,5 insigni cum laude (very good)



^{10.3} 5.0 magna cum laude (good)

^{10.4} 4.5 cum laude (satisfactory)

^{10.5} 4.0 rite (sufficient)

¹¹ The following rounding rule is applied:

^{11.1} 5.25 to <5.75 Grade 5.5

^{11.2} 4.75 to <5.25 Grade 5

^{11.3} 4.25 to < 4.75 Grade 4.5

^{11.4} 4.00 to <4.25 Grade 4

^{11.5} 3.25 to <4.00 Grade 3.5

^{11.6} 2.75 to <3.25 Grade 3

^{11.7} 2.25 to <2.75 Grade 2.5

^{11.8} 1.75 to <2.25 Grade 2

^{11.9} 1.25 to <1.75 Grade 1.5

^{11.10} 1.00 to <1.25 Grade 1

The grading scale for graded modules is as follows:

Performance	ECTS-equivalent		Exact grade	Rounded grade	predicate	Evaluation
Excellent	98-100%	A	5.875... 6	6	Summa cum laude	Passed (fulfilled)
	95-97%		5.624... 5.874	5.75 -6		
Very good	90-94%	B	5.375...5.62	5.5 5-6	Magna cum laude	
	85-89%		5.125...5.374	5.25 5-		
Good	80-84%	C	4.875---5.124	5 5	Cum laude	
	75-79%		4.625...4.874	4.75 -5		
Average	70-74%	D	4.375...4.624	4.5 4-5	rite	
	65-69%		4.125..4.374	4.25 4-		
Sufficient	60-64%	E	3.875...4.12	4 4		
Insufficient	50-59%	FX	3.25...3.874	3.5 3-4		



	40-49%	F	2.75...3.24	3	3		
Bad	30-39%		2.25...2.74	2.5	2-3		
	20-29%		1.75...2.24	2	2		
Very bad	10-19%		1.25...1.74	1.5	1-2		
	0-9%		1...1.24	1	1		

VI. Certificates of achievement

§6.1 Graded modules and courses

¹ Performance records of graded modules and courses can be provided in various forms (see guide "Form of Study, Form of Examination and Qualification").

² Performance records may take the form of permanent performance assessment by the lecturer in the courses.

³ The form of examination will be communicated to the students in writing by the lecturer.

⁴ Grading shall be in accordance with Item V. Performance Assessment.

⁵ The lecturer shall determine and inform the student whether, and if so under what conditions, failed performance certificates may be revised or repeated in accordance with point XII. Rules for repetition.

⁶ Students who are unable to take or complete an examination due to serious reasons have the possibility to repeat it after evaluation by SWISS TCM UNI according to point XII. Rules for repetition.

§6.2 non-graded modules and courses

¹ Certificates of achievement of ungraded modules and courses can be obtained in various forms (see guide "Form of Study, Form of Examination and Qualification").

² Assessment is made by awarding "pass" and "fail" grades.

³ The assessment scale is communicated to the students in writing by the lecturer at the beginning of the course.

⁴ The lecturer shall determine and communicate whether, and if so under what conditions, failed courses may be revised or repeated in accordance with point XII. Rules for repetition.

⁵ Students who are unable to take or complete an examination due to serious reasons have the opportunity to repeat it after assessment by SWISS TCM UNI according to point XII. Rules for repetition.

§6.3 Recognition of ECTS credits

¹ The student is obliged to declare all credits taken, if they are considered as passed or failed. The latter are counted as failures at SWISS TCM UNI.

² Only ECTS credits acquired not more than 8 years ago can be credited.

³ The cut-off date is the date of the transcript of records.



⁴ After exmatriculation, the ECTS credits already acquired are valid for 5 years.

⁵ If §3.2 Modules and ECTS Credits are not fulfilled, these modules will be considered as "failed" and cannot be repeated.

⁶ SWISS TCM UNI reserves the right to extend the credit period.

§6.4 Transcript of Records

¹ At the end of each semester, each student receives a Transcript of Records. This shows all modules attended to date, whether they have been passed or not, together with the ECTS credits or grades.

² An objection may be lodged against achievements newly entered on the transcript of records within 30 days of receipt of the transcript of records.

³ Any objection is subject to appeal in accordance with §14.2 Objections and Appeals.

VII. Degree

§7.1 Crediting of modules towards the degree

¹ If more modules are attended than required by the degree, they do not count towards the Bachelor's, Master's, Doctor's or PhD degree. They will be shown solely in the transcript (Academic Record) as "credits not counted towards the degree".

² A module is considered to be surplus if its ECTS credits are not necessary for the achievement of the degree.

³ For crediting purposes, the completed modules are generally taken into account in chronological order.

⁴ If not all modules can be taken into account, in the case of modules taken in the same semester, the modules selected by the student will be counted towards the degree.

§7.2 Limited credit duration

The crediting period of ECTS credits is regulated in §6.3 Crediting of ECTS Credits.

§7.3 Application for graduation

¹ A degree program is considered successfully completed if all requirements in this regard have been met.

² The student is required to submit an application for graduation to the Administration after fulfilling §7.3 para.1, which includes the following documents:

^{2.1} the completed application form

^{2.2} the certificate of enrolment

^{2.3} the most recent transcript of records as well as any confirmations of recognition and crediting of achievements.



§7.4 Final examination

More detailed information about the final examinations will be provided by the Rectorate of SWISS TCM UNI.

§7.5 Final documents

¹ The final documents consist of

^{1.1} the diploma certificate

^{1.2} the Diploma Supplement and

^{1.3} the certificate (Academic Record).

² After successful completion of the respective course of study, the graduate receives a diploma certificate signed by the Rector with the achieved academic degree according to §1.2 and the seal of SWISS TCM UNI.

³ The diploma certificate shows the weighted overall grade, the subject grades and the predicate.

⁴ The diploma certificate is issued to the student in German and English.

⁵ The diploma supplement is a standardized explanation of the degree.

⁶ The certificate lists all credited as well as all recognized ECTS credits and modules according to §5 para.1 as well as the title and the achieved grade of the master thesis or dissertation.

⁷ Recognized ECTS credits and modules are shown as "credits not credited to the degree".

⁸ The certificate will be issued to the student in German and English.

⁹ If the study program is discontinued or not successfully completed, the student will receive a certificate upon request.

VIII. Recognition and crediting of previous study achievements

¹ If SWISS TCM UNI recognizes credits earned at another institution equivalent to SWISS TCM UNI, said credits will be added to the ECTS credits already earned by the student towards the completion of the degree. Said ECTS credits will be included on the Transcript of Records as well as on the Academic Record:

^{1.1} ECTS/credits have been earned at an accredited institution of higher education.

^{1.2} Enrolment in the Bachelor's program of SWISS TCM UNI for at least 2 semesters.

^{1.3} Enrolment in the Master's program of SWISS TCM UNI for at least 2 semesters.

^{1.4} At least 60 ECTS had to be acquired in a Bachelor or Master program of SWISS TCM UNI.

^{1.5} The Bachelor or Master thesis must have been taken at SWISS TCM UNI and must correspond to at least grade 4.

^{1.6} If applicable, deviating provisions may apply for cooperation agreements.



² Only those grades that have been achieved through study achievements at SWISS TCM UNI will be credited to the SWISS TCM UNI degree. Grades from previous academic achievements will not be taken into account.

³ Requests for recognition must be submitted in writing to the Administration or sent by mail no later than the beginning of the semester.

⁴ All application documents for recognition must be submitted either as an original along with a copy or as a certified copy.

⁵ Requests for recognition of elective modules may also be submitted at a later date.

⁶ The Study Commission of SWISS TCM UNI decides whether ECTS not acquired at SWISS TCM UNI will be recognized or not.

IX. Recognition of acquired diplomas

The university management decides whether already acquired diplomas will be recognized.

X. Examination modalities

§10.1 General

1 All information regarding examinations is regulated in the present study regulations, in the documents "Studies in the Bachelor's Degree Program in TCM", "Studies in the Master's Degree Program and Master+ Elective Year in TCM" and "Studies in the DSc and PhD Programs in TCM" as well as in the guideline "Form of Study, Form of Examination and Qualification". 2 If an examination consists of several parts, the grades will be added up to a total grade after completion of all partial examinations.

3 The Rectorate of SWISS TCM UNI determines all examination dates and regulates the examination procedures.

§10.2 Examiners and Examination Commission

¹ The Rectorate is entitled to delegate the organization and conduct of examinations to examination officers.

² The examination officers shall be subordinate to the Rectorate.

³ The examination officer shall head the examination board, which shall be appointed by the Rectorate.

⁴ The examination board shall supervise the correction and grading of the examinations and shall determine the pass mark.

§10.3 Registration and deregistration (examination)

¹ Registration:



- 1.1 Registration for the examination must take place within the prescribed registration period, but no later than 4 weeks after the start of the course in the corresponding semester.
- 1.2 The registration deadlines can be found on the SWISS TCM UNI website.
- 1.3 If the registration is made after the prescribed registration deadline, it cannot be considered.
- 1.4 If a student wishes to revise his/her registration for examinations, he/she must deregister from the corresponding modules.
- 2 Deregistration:
- 2.1 Deregistration must be made in writing within the prescribed deregistration period, but no later than 4 weeks before the examination. It must be submitted to the administration.
- 2.2 Within the prescribed deregistration period, a deregistration can be made without giving reasons.
- 2.3 Any deregistration after the prescribed deregistration deadline is only possible if there are valid reasons (e.g. a protracted illness) and SWISS TCM UNI has the relevant documents (e.g. doctor's certificate) or a de-registration has been made.
- 2.4 Each examination is considered to be failed (corresponds to grade 1) if the above-mentioned deregistration requirements have not been met or have only been partially met.

§10.4 Registration and deregistration (repeat examination)

- 1 Registration for repeat examinations according to point XII. Repeat Examination Rules or due to postponement of the examination must be made using the appropriate form.
- 2 The prescribed registration deadline for repeat examinations can be found on the SWISS TCM UNI website.
- 3 The application must be delivered personally to the administration of SWISS TCM UNI or sent by mail to the administration (the date of the postmark is valid).
- 4 Registrations that are not received by the prescribed registration deadline cannot be considered.
- 5 The definitive registration for the corresponding module is made by SWISS TCM UNI.
- 6 For deregistration from the repeat examination, the regulations under §10.3 para. 2 deregistration apply.

§10.5 Prerequisite for participation in examinations

- 1 Only students who have
- 1.1 fulfilled their attendance requirements according to §3.2 Modules and ECTS credits in the module to be examined.
- 1.2 fulfilled all coursework requirements of the module.
- 1.3 successfully passed all previous modules which are prerequisites for the module in which the examination is to be taken.
- 1.4 registered for the examination in compliance with the registration deadline.



§10.6 Place of examination

- ¹ The examination venue for modules is usually the lecture room of the corresponding module.
- ² Changes shall be announced by the person responsible for the module in good time.
- ³ The examination venue for the final examination can be found on the SWISS TCM UNI website.

§10.7 Examination material

- ¹ Only answers on the examination sheets and note papers provided by SWISS TCM UNI will be evaluated.
- ² Submitted paper sheets that have not been officially distributed by SWISS TCM UNI will not be recognized and evaluated.
- ³ Only answers written down with a ballpoint pen or felt-tip pen will be evaluated.
- ⁴ If unclear answers or multiple answers are given, these will always be assessed as "failed" or with zero points.
- ⁵ All examination sheets and note sheets must be handed in at the end of each examination, even if they have not been used.
- ⁶ Any personnel required for the examination will be provided by SWISS TCM UNI. The same applies to equipment and objects.

§10.8 Aids

- ¹ The person responsible for the module shall inform the students in writing in good time which aids are permitted and must be brought to the examination.
- ² If an examination requires special aids, these will be provided by SWISS TCM UNI.
- ³ If it is a final examination, the students will find a list of the permitted aids on the website of SWISS TCM UNI.

§10.9 Examination procedure

- ¹ All personal items that do not fall under §10.8 Auxiliaries must be handed in to the examination invigilator upon entering the examination room.
- ² All electronic devices carried must be switched off.
- ³ Examination papers will be distributed in a concealed manner and may not be viewed by the student until permission is granted by the examination invigilator.
- ⁴ After students have entered the examination room, they may leave it only to go to the restroom.
- ⁵ If a student wishes to leave the examination room, he/she shall raise his/her hand and remain in his/her seat until the examination supervisor gives permission.
- ⁶ Exit times will be noted on the examination sheet by the examination invigilator.



⁷ After the examination time has expired, no further information may be added to or deleted from the examination sheet and the note sheets.

⁸ Students remain quietly in their seats until all examinations have been collected by the examination supervisor.

⁹ If a student ends his/her examination early, he/she may hand in his/her examination sheet and all note sheets to the examination supervisor and leave the examination room in such a way that other examination participants are not disturbed. ¹⁰ The submission of the examination sheet and the note sheets is final.

§10.10 Examination evaluation

¹ The evaluation of the examinations is carried out by examiners or by an appointed institution on the basis of the evaluation criteria determined by SWISS TCM UNI.

² The correction of the examinations is carried out on the basis of a uniform and consistent evaluation system in order to guarantee a consistent examination quality.

³ The Rectorate of SWISS TCM UNI shall be informed of the examination results by the person responsible for the examinations.

XI. Consequences in case of absence and fraud

§11.1 Prevention, abandonment, unexcused absence

¹ Attendance at examinations is compulsory.

² If a student is prevented from taking part in an announced examination due to illness or accident, or a student due to pregnancy, this must be notified to the administration immediately by cancelling the registration by email, fax or telephone and must be supported by a medical certificate within 2 working days. In this case, the examination can be made up according to point XII. Repeat rules. Medical certificates submitted at a later date will not be taken into account.

³ In the case of serious reasons, e.g. a death or a stroke occurring in the family, the head of department will decide on the further procedure in consultation with the person responsible for the module. In this case, too, a cancellation must be made immediately by email, fax or telephone to the administration.

⁴ If an examination that has already begun cannot be completed due to a valid reason, the student must inform the examination supervisor immediately. Within 2 working days, a written justification with appropriate supporting documents (e.g. medical certificate) must be submitted to the person responsible for the examination. The date of the postmark is valid. Supporting documents submitted at a later date will not be taken into account. If there are doubts about the submitted certificates, SWISS TCM UNI is entitled to consult a doctor.

⁵ The certificate of achievement or the examination must be retaken or completed at the next possible date. The course of study will be continued in the regular manner. All certificates of achievement (partial examinations) taken up to this date will be evaluated.

⁶ Requests for deregistration submitted too late will not be considered. In this case, the performance record will generally be assessed as "failed" or with the grade 1. The same applies in the case of non-recognition of a deregistration request.



⁷ If there is an unexcused absence from an examination, the performance record will be assessed as "failed" or with the grade 1 and cannot be repeated in any case.

§11.2 Cheating

¹ If there is obvious fraud or a reasonable suspicion of fraud, the performance record shall be terminated immediately and assessed as "failed" or grade 1. Acts of fraud include the following: use of unauthorized aids, conducting prohibited conversations during a performance record, submitting plagiarism, and deception during admission to the course of study.

² This also applies to all written work written by the student, as well as to the bachelor's and master's thesis and the dissertation.

³ The authority concerned shall decide, together with the responsible examination board, whether disciplinary proceedings shall be instituted against the student or whether such proceedings shall be waived.

⁴ If the student has already been awarded a title in accordance with §1.2 Award of Degrees on the basis of the certificate of achievement that has been declared invalid, the title shall become legally invalid. The certificate must be handed over to SWISS TCM UNI with NJUCM.

⁵ Further disciplinary measures as well as criminal prosecution remain reserved.

XII. Rules for repetition

¹ Passed performance certificates cannot be repeated as a matter of principle.

² Written examinations may be repeated twice in the event of failure. Failure to pass a third time will result in exclusion from the program.

³ Exceptions to this rule can be found in the documents "Studies in the Bachelor's Program TCM", "Studies in the Master's Program and Master+ Elective Year TCM" "Studies in the DSc and PhD Programs in TCM".

⁴ The repetition of a performance record due to prevention shall take place at the next possible date according to §11.1. prevention, discontinuation, unexcused absence.

⁵ If a performance record in the area of compulsory modules and compulsory elective modules has not been passed, it can be repeated twice.

⁶ If a performance record in the area of elective modules has not been passed, the repeat regulations of the person responsible for the module shall apply.

⁷ The regulations will be communicated to the student in writing at the beginning of the semester by the person responsible for the module.

⁸ If a failed examination is not repeated, the unsatisfactory grade is final.

XIII. Final rejection

¹ If a repeat examination is not passed in accordance with point XII. Repeat Rules is not passed, the student may not continue the studies.



² If ECTS credits cannot be counted due to a time lapse and thus the module cannot be repeated, the student may not continue the studies according to §3.2 Modules and ECTS Credits.

³ If a student is excluded indefinitely from his or her practical activity, this automatically leads to expulsion from the study program.

⁴ The student will be notified of the final dismissal in writing by the university management.

XIV Record Retention, Right of Inspection, Appeals and Appeals

§14.1 Retention of files

¹ All examination documents (examination questions, examination protocols, etc.) are kept at SWISS TCM UNI at least until the end of the appeal period.

² Written papers will be deposited with the administration for at least 1 year and will be handed over to the student after the expiry of the corresponding deadline.

³ Bachelor, Master, Doctor and PhD theses are kept for at least 10 years. Exceptions to this are theses that have been graded 6. These may be published at the request of the supervisor. ⁴ The diplomas and diploma supplements shall be kept for at least 20 years from the legally valid completion of the Bachelor's, Master's/Master+, Doctor's and PhD programs.

§14.2 Right to inspect records

¹ The student has the right to inspect his/her current and already graded written examinations together with the assignment and the grading grid within 30 days of notification of the examination result to the person responsible for the examination or his/her deputy.

² If the examination is the final examination, a declaration must be signed prior to inspection.

³ In the case of oral or practical examinations, the student is entitled to inspect the global assessment within 30 days of notification of the examination result to the examination director.

⁴ Examination documents may not be taken away, transcribed, photographed or copied by the student.

⁵ The inspection of files does not include the inspection of the examiner's hand notes, internal correction guidelines or the examination files of fellow students.

⁶ Third parties have no right to inspect student files or examinations.

§14.3 Objections and appeals

¹ The regulations on objections and appeals are basically based on §6.4 Performance records.

² Students wishing to lodge an objection must submit it, signed, together with a written statement of reasons or a legal request to the Appeals Commission within 30 days of receipt of the grade or performance record.



³ 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.

⁴ Objections may only be raised if they relate to violations of the law, violations of procedural regulations, and calculation and transmission errors.

⁵ The objection of inadequacy is excluded.

XV Transitional and final provisions, entry into force

§15.1 Transitional and final provisions

¹ These study regulations are binding for all students and guest students of SWISS TCM UNI.

² In cases of hardship, the Rectorate and the University Management can make deviating regulations, as far as this lies within their area of competence.

³ Matters which are not clarified in the present study regulations shall be decided by the management of the university.

⁴ Complaints may be submitted in writing to the university management.

§15.2 Become effective

These study regulations become effective on 20.04.2022.

Management of the SWISS TCM UNI