



**Swiss TCM Uni**  
瑞士中医药大学

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# **Admission regulations and procedure**

These admission regulations and procedures are based on the Articles of Association.

(For the sake of simplicity, the masculine form is used throughout the text; the feminine form is always included).

## Table of contents

I. General provisions .....	3
§1.1 Purpose.....	3
§1.2 Visiting students .....	3
§1.3 Audience members .....	3
II Admission procedure .....	3
§2.1 Admission to the Bachelor's programme .....	3
§2.2 Admission to the Master's programme .....	3
§2.3 Admission to the doctoral programme .....	4
III. Enrolment procedure .....	4
§3.1 Registration.....	4
§3.2 Documents.....	4
§3.3 Matriculation .....	4
§3.4 Proof of enrolment.....	5
§3.5 Change of personal data .....	5
§3.6 Interruption of studies and mobility study programme .....	5
§3.7 Cancellation of enrolment.....	5
§3.8 Objections and appeals .....	5
IV Final provisions .....	6
§4.1 Entry into force .....	6

## I. General provisions

### §1.1 Purpose

These regulations are based on the HEdA (Higher Education Funding and Coordination Act) and the admission requirements of swissuniversities (see: [www.swissuniversities.ch/themen/studium/zulassung-zu-den-universitaeren-hochschulen](http://www.swissuniversities.ch/themen/studium/zulassung-zu-den-universitaeren-hochschulen)). They contain all information on the admission and enrolment procedure for the standard degree programmes at SWISS TCM UNI. The university management reserves the right to make other arrangements for all other degree programmes.

### §1.2 Visiting students

<sup>(1)</sup> Guest students are students who take part 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 provisions on the enrolment procedure apply mutatis mutandis.

<sup>2</sup> Due to the special regulations for visiting students in paragraph 1, they are not authorised to take intermediate or diploma examinations at SWISS TCM UNI.

### §1.3 Auditors

<sup>1</sup> If the language of instruction of a course is not the mother tongue of an applicant, he/she is considered a foreign-language applicant. A person of legal age can in six modules per semester at SWISS TCM UNI without having to be enrolled. They are labelled as listeners. The condition here is that all admission requirements for the corresponding modules are fulfilled despite the lack of enrolment. The provisions on the enrolment procedure apply mutatis mutandis.

<sup>2</sup> Due to the lack of enrolment, are not entitled to take intermediate and diploma examinations.

<sup>3</sup> Coursework completed by students prior to regular enrolment will not be credited towards this enrolment.

## II Admission procedure

### §2.1 Admission to the Bachelor's programme

The following educational and study certificates entitle you to admission to Bachelor's degree programmes:

- Swiss or Swiss-recognised Matura.
- Federal Vocational Baccalaureate in conjunction with passing the supplementary examination ("Passerelle") of the Swiss Baccalaureate Commission.
- Federal specialised baccalaureate in conjunction with passing the supplementary examination ("Passerelle") of the Swiss Baccalaureate Commission.
- Bachelor's degree from a Swiss university, university of applied sciences or university of teacher education.
- Master's degree, licentiate or equivalent qualification from a Swiss university. Further education qualifications are not recognised.

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

### §2.2 Admission to the Master's programme

<sup>1</sup> Admission to the Master's degree programme is only granted if a Bachelor's degree from a Swiss university or an equivalent qualification has been obtained.

<sup>2</sup> If an applicant holds a degree from a university of applied sciences, proof must be provided when registering for the preliminary courses that he/she is currently enrolled in or has completed a course of study in accordance with paragraph 1.

### §2.3 Admission to the doctoral programme

<sup>1</sup> Admission to the doctoral programme is only granted if a Master's degree or a degree from a university or equivalent university institution has been obtained.

<sup>2</sup> All admission requirements are regulated in the document "Studies in the Doctoral/PhD degree programme".

## III. Enrolment procedure

### §3.1 Registration

<sup>(1)</sup> Enrolment must be preceded by a written application. All information and application deadlines are published by the administration on the SWISS TCM UNI website.

<sup>2</sup> 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.

<sup>3</sup> An application may only be made for one degree programme at a time. Simultaneous applications for different degree programmes are not permitted.

<sup>4</sup> If the number of new applications exceeds the available study places, the university management shall select the candidates a) according to quality criteria and b) from among equivalent candidates after receipt of the application.

### §3.2 Documents

<sup>1</sup> A complete application must include the following documents in addition to the application form:

- a. full proof of previous educational background with the relevant documents (original or officially certified copy)
- b. a passport photo
- 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 with regard to career-relevant competences and career motivation
- g. other documents requested in individual cases.

<sup>2</sup> Applicants who have already attended a degree programme at another university are obliged to enclose their certificate of exmatriculation with their application. In addition, it must be confirmed that the degree programme did not have to be terminated due to valid reasons such as a lack of aptitude, failure of modules, examinations or internships and consequently a withdrawal from the respective university.

<sup>3</sup> All documents that are not written in German, French, Italian or English must be translated into the above-mentioned languages and officially notarised and submitted to SWISS TCM UNI.

### §3.3 Matriculation

<sup>(1)</sup> Participation in the programme, including all entitlements to benefits, takes place upon enrolment. Enrolment can only be granted by SWISS TCM UNI if the admission requirements are met, proof of German and English language skills and confirmation of transfer punctual payment of the semester fee are provided.

<sup>2</sup> For each semester in which the student wishes to participate, enrolment must be confirmed by the student by paying the semester fee.

<sup>(3)</sup> Enrolment at several universities at the same time is not permitted. Exceptions to this rule must be checked and authorised by the head of department.

### §3.4 Proof of enrolment

<sup>1</sup> Every student who is enrolled at SWISS TCM UNI and wishes to make use of services must provide proof of enrolment by means of a valid student ID card.

<sup>2</sup> If no valid student ID card is available, SWISS TCM UNI is authorised to exclude the student from all its services.

### §3.5 Change of personal data

<sup>1</sup> Any changes to personal data (name, marital status, place of residence) must be reported to the administration by the student in person. For a change or adjustment of the data, the student ID card must be presented together with the corresponding official documents of the student.

<sup>2</sup> Changes of address must be reported to the administration within 10 days. All postal deliveries made to an outdated address are deemed to have been made legally if the student has not reported the change of address to the administration within the deadline.

### §3.6 Interruption of studies and mobility study programme

<sup>(1)</sup> An interruption of studies for valid reasons such as illness, pregnancy, military or civilian service can be granted for a maximum of 2 semesters. During this leave of absence, enrolment remains valid without semester fees being incurred. The application for a leave of absence can be submitted in writing to the head of department, together with the reasons for the leave and appropriate proof.

<sup>2</sup> If the studies at SWISS TCM UNI have to be interrupted due to a mobility programme at another university in Germany or abroad, the enrolment at SWISS TCM UNI is valid. Said interruption may not exceed 2 semesters. The semester fees must still be paid.

### §3.7 Cancellation of enrolment

<sup>1</sup> Cancellation of enrolment means that the student is no longer entitled to claim any form of benefit from SWISS TCM UNI. Cancellation on the basis of para. 2 lit. a and c results in definitive exclusion from all training and further education programmes.

<sup>2</sup> Students can only be de-registered if they submit a written declaration of withdrawal or if SWISS TCM UNI has made a legally binding decision to reject them. The following reasons are permissible:

- a. There have been serious or repeated breaches of the disciplinary regulations.
- b. The student has achieved unsatisfactory performance and unsatisfactory aptitude assessments during the degree programme.
- c. The semester fee has not been paid despite a reminder.
- d. SWISS TCM UNI services were not used by the student despite enrolment.

### §3.8 Objections and appeals

<sup>1</sup> Students who wish to lodge an objection must sign it and submit it to the Appeals Committee within 30 days of receiving the grade or transcript of records, together with a written statement of reasons or a legal claim.

<sup>2</sup> The second instance in the event of disagreement with the decision of the Appeals Committee is the University Council. The members of the Appeals Committee are elected by the University Council every four years.

<sup>3</sup> Objections may only be raised if they relate to legal violations, violations of procedural regulations and calculation and transmission errors.

<sup>4</sup> The complaint of inappropriateness is excluded.

## **IV Final provisions**

### **§4.1 Entry into force**

<sup>1</sup> These admission regulations and procedures enter into force on 12 February 2025.

Management of the SWISS TCM UNI