



SWISS TCM UNI
瑞士中医药大学

Guidelines

for Continuing Education

These Guidelines are based on the Study Regulations.

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

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I. General Provisions

¹ These Guidelines for Continuing Education are based on the Study Regulations of the Swiss TCM University (STU) and the Qualifications Framework for the Swiss Higher Education Area (nqf.ch-HS).

² Continuing education at the higher education level is divided into three categories:

- *Specialization and Deepening:*

Continuation within the original field of study of the initial higher education degree.

- *Advancement and Change:*

Entry into one or more fields of study unrelated to the original higher education degree.

- *Supplementation and Expansion:*

Interdisciplinary or multidisciplinary expansion of one or more fields of study of the original higher education degree.

<https://www.swissuniversities.ch/themen/lehre-studium/qualifikationsrahmen/master-1>

II. Fundamentals

§2.1 Scope

These Guidelines apply to continuing education at STU and regulate the principles governing:

a) objectives

b) admission

c) studies

d) acquisition of assessments

e) acquisition of module certificates, the Certificate of Advanced Studies (CAS), and the Diploma of Advanced Studies (DAS)

§2.2 Sponsorship and Governing Bodies

¹ The governing body responsible for continuing education is the University Management.

² The University Management ensures that the program offering meets participants' needs and is continuously developed. It oversees the quality of the continuing education program and appoints the Program Director. The University Management bears overall responsibility for the program.

³ The Program Committee consists of the module coordinators, one representative from another discipline, and the Program Director. It is the strategic body and decides on the curriculum, module content and coordination, and the awarding of CAS and DAS diplomas. It is responsible for quality assurance and further development.

⁴ The Program Director represents the continuing education program internally and externally and chairs meetings. He bears overall responsibility for the development and implementation of the program.

⁵ The Program Director is responsible for organization, structure, implementation, content coordination, and communication. Module evaluations are used to initiate continuous improvement measures.

⁶ Module coordinators are proposed by the University Management and approved by the Program Committee. They are generally STU staff members.

⁷ Module coordinators are responsible for the structure, implementation, and description of their modules and ensure quality and compliance. They organize assessments together with lecturers and supervise grading.

⁸ The STU Program Committee decides on the recognition and appointment of lecturers. Lecturers must have at least three years of practical professional experience in their field.

⁹ Lecturers deliver the agreed module content, conduct assessments, and evaluate them.

¹⁰ If the program includes a practical component, a coach is assigned to each participant. Coaches are usually the participant's direct supervisors and may be involved in assessments.

III. Objectives of the Continuing Education Program

Graduates of the program shall have acquired the following competencies in accordance with the Swiss Qualifications Framework:

¹ *Knowledge and Understanding:*

- Possess specialized or multidisciplinary extended knowledge and understanding at a tertiary level, which typically builds upon the knowledge of a first, completed tertiary degree and one's own professional experience, and is oriented towards research-related methods of knowledge acquisition.

² *Application of Knowledge and Understanding:*

- Be capable of developing innovative solutions to problems at a high level of complexity, implementing them in their fields of activity, and evaluating their results.
- Understand their professional and societal actions in their contexts, be familiar with the relevant cultures in their practice fields, and have developed a professional identity that allows them to approach their tasks with commitment and responsibility.

³ *Judgment:*

- Be capable of analyzing, assessing, and theoretically substantiating complex subject matter in new and unfamiliar contexts.
- Be capable of making demanding, sustainable, and ethically responsible decisions and taking on leadership tasks in the analysis, systematization, and solution of complex problems.

⁴ *Communication Skills:*

- Be capable of communicating complex subject matter, assessments, and solution approaches clearly and unambiguously to all stakeholder groups, responding to other arguments, developing, justifying, and negotiating solution variants.

⁵ *Self-Learning Ability:*

- Be able to navigate their fields of knowledge and professional practice and independently engage with, evaluate, and integrate knowledge relevant to them.
- Be able to engage with future change processes and requirements.
- Be able to define their own learning goals, further develop their competencies scientifically and practically, and transfer learned knowledge to other contexts.

IV. Target Audience and Admission

§4.1 Target Audience

The continuing education program is aimed at practicing specialists and other interested parties.

§4.2 Admission

¹ For admission, a completed tertiary degree from a university, university of applied sciences, or university of teacher education and practical experience are generally required. The STU (Schweizerische Therapeutische Universität) examines for its individual programs whether to open the offer to other suitable applicants.

² Prerequisites for admission to the TCM continuing education program are:

- a) Completed TCM education
- b) A license to practice TCM must be held.
- c) Interest in the continuing education program
- d) In individual cases, the university management decides on admission to the continuing education program.

§4.3 Application and Selection Process

- ¹ Interested parties register with the STU administration. The application form with documents is forwarded to the STU Study Commission.
- ² The STU Study Commission reviews the documents, makes a decision, and informs the administration. If approved, the program management receives the corresponding documents.
- ³ The program management plans the modules and decides on their implementation.
- ⁴ Participants receive confirmation from the administration. Upon admission, they can enroll at the STU.

§4.4 Recognition of Prior Learning

- ¹ For the modules, a maximum of 4 ECTS credits can be recognized across the entire continuing education program, provided participants have demonstrably completed an equivalent education with a qualification.
- ² The program management makes the final decision on the recognition of prior learning.

V. Structure and Procedure

§5.1 Duration and Structure

- ¹ The continuing education program for obtaining the degree with the respective designation takes place via the courses conducted by the STU according to nqf.ch-HS. The course modules are completed analogously to the university continuing education structure with CAS and DAS diplomas.
- ² The continuing education program is divided into 8 part-time modules of 4 days duration or a total of at least 320 contact hours. After module 8, the final examination can be taken.
- ³ The continuing education program extends over a period of at least 2 years.
- ⁴ Modules 1-3 teach analysis and an introduction to therapy, each 4 blocks totaling 120 contact hours. Between blocks, 240 work hours are completed for learning group activities and self-study with the corresponding objectives. (1st level: "Fundamentals XY" / CAS).
- ⁵ Modules 4-6 teach analysis and an extension into therapy, each 4 blocks totaling 120 contact hours. Between blocks, 240 work hours are completed for learning group activities and self-study with the corresponding objectives.
- ⁶ Modules 7-8 consist of a theoretical part and a practical part:
 - a) The theoretical part deepens the ancient TCM classics in the subject area as well as knowledge about health culture and education. This comprises a total of 40 contact hours. For learning group activities and self-study with the corresponding objectives, 80 work hours are completed.
 - b) The practical part includes clinical integration and repetition; it has a scope of 40 contact hours. For learning group activities and self-study, 140 work hours with the corresponding objectives are completed.
- ⁷ Those who have completed the entire continuing education program (Modules 1-8) receive the title "Fachspecialist XY" / DAS (2nd level).
- ⁸ Modules 1-6 each have a scope of 4 ECTS credits. Modules 7-8 have a scope of 10 ECTS credits (4 for the theoretical part and 6 for the practical part).
- ⁹ Modules 1, 2, and 3 can be taken individually.

¹⁰ Participation in Module 4 requires the completion of Modules 1, 2, and 3.

§5.2 Content and Learning Objectives

¹ • Mindset and Attitude:

- Knowledge of ancient TCM classics in the subject area as well as knowledge about health culture
- Understanding and applying holistic thinking and approaches in the corresponding subject areas
- Knowledge of the integration of TCM and conventional medicine
- Fundamental attitude (minimal loss of vitality, maximum clinical success)
- Conveying health culture in patient education

² Theoretical Learning Objectives in TCM and conventional medicine in the corresponding subject areas::

- Fundamental knowledge
- Extended knowledge
- Fundamental knowledge of clinical aspects
- Knowledge of evaluation and outcome control
- Specific knowledge of diagnostic tools (tests) and knowledge of treatment techniques
- Knowledge of psychosocial aspects from the perspective of TCM and conventional medicine

³ Clinical-Practical Learning Objectives in the corresponding subject areas:

Deepening of basic knowledge in working with patients

- Ability to explain the principles of the integrative medicine approach (TCM and conventional medicine)
- Clinical diagnostics according to the integrative medicine approach
- Ability to assess the patient based on clinical analysis, determine indications and contraindications for therapy, and create and review a holistic medical treatment plan
- Determination of individual additional examinations according to indications and the ability to assess their significance from the perspective of TCM and conventional medicine
- Ability to assess typical clinical symptoms, including determining causes, constellation of findings, structural differential diagnoses, and treatment options
- Fundamental knowledge and ability for clinical risk evaluation of therapy

⁴ Practical Skills:

- Mastering examination techniques according to TCM and conventional medicine in the corresponding subject areas according to module plans
- Being able to correctly apply clinical treatment methods according to module plans

§5.3 Module

For each module, there is a description that provides at least information on:

- a) Entry requirements
- b) Competencies to be achieved
- c) The subject content of the module
- d) Study and examination forms
- e) The ECTS credits and hours assigned to the module
- f) Responsible persons
- g) The location of instruction.

§5.4 Proof of Performance

¹ Those who have completed Modules 1-3 receive a CAS "Fundamentals XY":

- a) Attendance during Modules 1-3 (justified absence of a maximum of 20% per module is permissible)
- b) Passing the required performance assessments (including entry and final exams)
- c) Positive observational assessments by the group instructors
- d) Documentation of self-study
- e) The responsible instructors of the modules certify attendance and fulfillment of the required proof of performance by the students..

² Those who have successfully completed a continuing education program receive a DAS in the corresponding subject area from the STU:

- a) CAS ("Fundamentals XXX") successfully completed
- b) First written partial exam successfully completed
- c) Final exam passed successfully
- d) Practical final exam successfully completed

³ First Written Partial Exam

- a) Admission to the first written partial exam requires successful completion of the CAS.
- b) The exam is based on the following content in the corresponding subject area:
 - The theoretical and clinical learning objectives for the CAS
 - The contents of Modules 1-3
 - The fundamentals in the corresponding subject areas
 - All relevant topics, textbooks, and materials from Modules 1-3
- c) The first written partial exam consists of at least 30 multiple-choice questions to be answered within a maximum of 120 minutes.

⁴ Final Exam

- a) Admission to the final exam requires (cumulatively) meeting the following conditions:
 - Attendance during Modules 4-8 (justified absence of a maximum of 20% per module is permissible)
 - Passing the required performance assessments in Modules 4-8 (including entry and final assessments)
 - Positive assessments by the group instructors
 - Logging of prepared case demonstrations
 - Documentation of self-study
 - Passed first written partial exam
 - The responsible instructors of the modules certify attendance and fulfillment of the required proof of performance by the students.
- b) The final exam is conducted practically and is based on the following learning content:
 - The theoretical-clinical material and practical experiences from Modules 1-8
 - The learning objectives of levels 1 and 2 of the continuing education program
 - All topics, textbooks, and materials distributed, covered, or designated as exam-relevant in Modules 1-8.
- c) The final exam consists of 4 different practical partial exams with 3 tasks each. Participants have 10 minutes per partial exam. Skills and abilities in the corresponding areas are practically tested. To prepare for the 4 partial exams, participants receive a maximum preparation time of 30 minutes.

⁵ Practical Final Exam

- a) The success of the practical work is decided by the instructors and the module managers in consultation with the responsible coaches.
- b) The successful completion of the practical final exam is decided by a committee of the program management (at least 2 members) and the responsible coach based on a report written and submitted in advance by the participant, as well as a presentation followed by an oral Q&A session.

§5.5 ECTS Assessment

The modules are assessed with ECTS grades or with the predicates "passed" or "failed".

§5.6 Passing Criteria for Modules, Awarding of ECTS Credits

¹ The individual module grade results from the grade average of the proof of performance per module.

² A module is considered passed if at least grade 4 is achieved.

³ A grade below 4 means failed.

⁴ If a grade below 4 is given for a module, all insufficient proof of performance must be repeated during the next offering of the module.

⁵ If a grade below 4 is given for the practical part of a module, the participant can revise and resubmit the work a maximum of two times. If after this revision at least grade 4 is not achieved, the practical part as a whole must be repeated.

⁶ For a passed module, the full number of ECTS credits assigned to the module is awarded. For a failed module, no ECTS credits are awarded.

§5.7 Module Confirmation and Diploma

¹ Upon successful completion of a module, participants receive a module confirmation. This contains the following general information:

- a) Participant's full name, date of birth, place of origin
- b) Name of the module
- c) Completion date
- d) Scope of the module (contact hours, self-study, ECTS credits, part of the CAS with specialization)
- e) Signature of the module manager
- f) The appendix with number of lessons, assessment, learning objective, and learning content.

² For obtaining the diplomas in the following continuing education programs, at least the following ECTS credits must be achieved::

- a) DAS min. 30 ECTS credits
- b) CAS mind. 10 ECTS-Credits

³ Upon successful completion of Modules 1, 2, and 3, participants receive the "Certificate of Advanced Studies STU in the subject area XY" with specialization in "Topics of Modules 1, 2, and 3". This contains the following general information:

- a) Student's full name, date of birth, place of origin
- b) Title and specialization of the CAS
- c) Completion date
- d) Scope of the CAS (contact hours, self-study, ECTS credits, modules)
- e) Signature of the Rector STU Competence Program Commission
- f) The appendix with learning objective, learning content, and assessment.

⁴ Upon successful completion of Modules 1 to 8, participants receive the "Diploma of Advanced Studies STU in the subject area XY". This contains the following general information:

- a) Student's full name, date of birth, place of origin
- b) Title of the DAS
- c) Completion date
- d) Scope of the DAS (contact hours, self-study, ECTS credits, modules)
- e) Signature of the Rector and Program Manager of the STU
- f) The appendix with learning objective, learning content, and assessment.

VI. Costs and Payment Terms

§6.1 Costs for Students

¹ The university management sets the amount of the continuing education fees.

² Continuing education materials are provided.

³ Any additional literature and travel expenses are borne by the participants.

§6.2 Reimbursement Conditions in Case of Cancellation

¹ If the cancellation is received by the STU after receipt of the enrollment confirmation but still 45 days before the start of the continuing education, no costs arise for the participant.

² If the cancellation is received by the STU after receipt of the enrollment confirmation but still 30 days before the start of the continuing education, an administration fee of CHF 200.- is charged.

³ If the cancellation is received by the STU after receipt of the enrollment confirmation but up to 15 days before the start of the continuing education, the entire continuing education fee for one semester is charged.

§6.3 Reimbursement Claims in Case of Module Cancellation or Discontinuation by STU

¹ The STU reserves the right to cancel or postpone its continuing education programs or courses if the number of participants is too low.

² This also applies if a module must be canceled or discontinued for important reasons or due to force majeure.

³ Important reasons can be, for example, accident or illness of instructors who are significantly involved in the module and for whom no adequate replacement can be found within the necessary time.

⁴ In all the aforementioned cases, fees already paid by the participant for said continuing educations or courses will be fully reimbursed.

⁵ The reasons for the cancellation or discontinuation must be disclosed and communicated to the participants.

⁶ All further liability claims are excluded.

§6.4 Reimbursement Claims in Case of Cancellation or Discontinuation by Participant

Continuing education fees will not be reimbursed. If participants are unable to attend a module due to accident or illness, they can make up the module at a later date in consultation with the program management.

VII. Examination Procedures

§7.1 Adherence to Deadlines

¹ Participants are strictly obliged to adhere to deadlines for examinations, submission of assignments, logging of learning group activities, case presentations, and results of practical work.

² Missed deadlines lead without claim to compensation to the loss of recognition of the corresponding continuing education achievements.

§7.2 Examination Organization

¹ The first written exam, the final exam, and the practical final exam generally take place at least once per year. The dates and locations are communicated to participants in writing 3 months in advance.

² The written exam can be taken in German or Chinese. The desired language must be indicated on the exam registration form.

³ The organization and conduct of the final exam are under the authority of the university management.

⁴ The organization and conduct of the practical final exam are under the authority of the program management.

⁵ Those who register for exams must simultaneously pay the corresponding exam fee. The STU sets the amount of the exam fee. In case of withdrawal of the registration, the fee is fully refunded up to 4 weeks before the exam date.

⁶ The exam tasks to be solved are supervised and professionally assessed by two experts from the program management.

⁷ Participants are informed of the exam outcome no later than 4 weeks after the exam date.

§7.3 Repetition of Failed Modules

¹ If a module is not passed, its proof of performance can be repeated a maximum of two times during the next offering of the module.

² The conditions of the module versions valid at the time of repetition apply for the repetitions.

§7.4 Postponement of Proof of Performance and Unexcused Absence

The postponement of proof of performance is governed by the Examination Regulations, Section V. and 5.1 Hindrance, Discontinuation, Unexcused Absence.

§7.5 Dishonesty

Dishonesty is governed by the Examination Regulations, Section V. and 5.2 Fraudulent Acts.

§7.6 Documentation and File Inspection

Document retention and file inspection rights are governed by the Examination Regulations, Section VI. and 6.1 File Retention and 6.2 Right to Inspect Files.

VIII. Rights and Legal Recourse

§8.1 Confidentiality

If the project worked on in the practical parts is subject to confidentiality, what is contractually agreed in the confidentiality agreement also applies to its use in the continuing education program.

§8.2 Intellectual Property

¹ All usage and exploitation rights to all material and intellectual property (such as copyright, design, patent, and trademark rights) that arise during and in connection with continuing education at the STU automatically transfer to the STU, unless other regulations exist. This also applies to all profits derived therefrom. However, an individual agreement can be made between the STU and the participant.

² The participant has and retains all rights to diploma theses (CAS, DAS, MAS). All other works can be made public in whole or in part in printed or electronic form by the STU for teaching, research, or publication purposes without the participant's permission and without compensation.

³ Reproduction in printed or electronic form is expressly prohibited without the permission of the author or the STU.

§8.3 Recourse Paths

¹ Legal recourse is governed by the Examination Regulations, Section VI., 6.3 Appeals and Recourses.

² The appeal fee amounts to CHF 1,500.-. This must be paid in advance by the participant to the STU and is non-refundable in any case.

IX. Final Provisions

§9.1 Transitional and Final Provisions

¹ This guideline is binding for all participants of the STU.

² Matters not clarified in this guideline are decided by the university management.

³ Complaints can be submitted in writing to the university management.

§9.2 Effective Date

¹ This guideline was adopted by the Study Commission on March 28, 2025.

² It was approved by the university management on March 31, 2025.

³ This document comes into force on April 1, 2025, and replaces all previous versions.

