



SWISS TCM UNI
瑞士中医药大学

Admission Regulations and Procedure

These admission regulations and procedures are based on the statutes.

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



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I. General Provisions

§1.1 Purpose

These Regulations are based on the HFKG (Higher Education Funding and Coordination Act) and the admission requirements of swissuniversities (see: <https://www.swissuniversities.ch/en/themen/zulassung/zulassung-universitaere-hochschulen>). They contain all information relating to the admission and enrolment procedures for the regular degree programmes at SWISS TCM UNI (STU). For all other study programmes, the University Management reserves the right to establish separate regulations.

§1.2 Visiting Students

¹ Visiting students are defined as students who attend selected courses at STU while being enrolled at another higher education institution. In such cases, the admission requirements of STU do not need to be fulfilled. The provisions governing the enrolment procedure apply mutatis mutandis.

² Owing to the special regulations applicable to visiting students pursuant to para. 1, they are not entitled to sit intermediate or final (diploma) examinations at STU.

§1.3 Auditors

¹ If the language of instruction of a course is not the native language of an applicant, the applicant is deemed to be a foreign-language applicant. Any person of legal age may attend up to six modules per semester at STU without being formally enrolled. Such participants are referred to as auditors. A prerequisite is that, despite the absence of formal enrolment, all admission requirements for the respective modules are fulfilled. The provisions governing the enrolment procedure apply mutatis mutandis.

² Due to the lack of formal enrolment, auditors are not entitled to sit intermediate or final (diploma) examinations.

³ Academic achievements completed by auditors prior to formal enrolment shall not be credited upon subsequent enrolment.

II. Admission Procedure

§2.1 Admission to the Bachelor's Degree Programme

(1) Applicants are admitted to the Bachelor's degree programme if they hold one of the following prior education or academic qualifications:

- a. a Swiss Maturity Certificate (Matura) or a qualification recognised as equivalent in Switzerland;
- b. a Federal Vocational Baccalaureate in conjunction with having passed the supplementary examination ("Passerelle") of the Swiss Maturity Commission;
- c. a Federal Specialized Baccalaureate in conjunction with having passed the supplementary examination ("Passerelle") of the Swiss Maturity Commission;
- d. a Bachelor's degree from a Swiss university, university of applied sciences, or university of teacher education;
- e. a Master's degree, Licentiate degree, or an equivalent qualification from a Swiss university; qualifications obtained through continuing education programmes are not recognised;
- f. admission based on a foreign Maturity Certificate recognised in Switzerland (Lisbon Convention), which is classified as equivalent in accordance with the recommendations of swissuniversities (see: <https://www.swissuniversities.ch/en/themen/zulassung/zulassung-universitaere-hochschulen>)

g. admission based on a foreign Maturity Certificate not recognised in Switzerland (non-signatory states of the Lisbon Convention), which is nevertheless classified as equivalent in accordance with the recommendations of swiss-universities (see: <https://www.swissuniversities.ch/en/themen/zulassung/zulassung-universitaere-hochschulen>).

(2) Applicants who do not hold one of the qualifications listed in paragraph 1 may be admitted *sur dossier* in accordance with the relevant regulations (see information sheet on *sur dossier* admission to the “Bachelor of Science in TCM” programme).

§2.2 Admission to the Master’s Degree Programme

¹ Admission to the Master’s degree programme is granted only if the applicant holds a Bachelor’s degree from a Swiss university or an equivalent qualification.

² If an applicant holds a degree from a university of applied sciences, proof must be provided at the time of registration for the preparatory courses that the applicant is enrolled in, or has completed, a course of study in accordance with paragraph 1.

§2.3 Admission to the Doctoral Degree Programme

¹ Admission to the doctoral degree programme is granted only if the applicant holds a Master’s degree or an equivalent degree from a university or a comparable higher education institution.

² All admission requirements are governed by the document entitled “Studium im Doctor-/PhD-Studiengang“

III. Enrolment Procedure

§3.1 Application

¹ Enrolment must be preceded by a written application. All relevant information and application deadlines are published by the Administration on the STU website.

² If an applicant submits the application at a later date, this must be justified by a valid reason and, where applicable, supported by documentary evidence, such as a medical certificate.

³ An application may be submitted for only one programme of study at a time. Simultaneous applications for different programmes are not permitted.

⁴ If the number of new applications exceeds the available study places, the University Management shall select the candidates (a) on the basis of quality criteria and (b) among candidates of equal merit, according to the order of receipt of applications.

§3.2 Required Documents

¹ In addition to the application form, a complete application must include the following documents:

- a. full documentation of the applicant’s previous educational background, including the relevant certificates (originals or officially certified copies);
- b. a passport photograph;
- c. proof of payment of the application fee;
- d. a recent extract from the criminal records register or an equivalent document;
- e. a medical certificate (see document “Medical Certificate – Template”);
- f. a personal self-assessment with regard to professionally relevant competencies and career motivation;
- g. any additional documents required on a case-by-case basis.

² Applicants who have previously been enrolled in a programme of study at another higher education institution are required to enclose a certificate of exmatriculation with their application. In addition, they must confirm that the programme of study was not terminated due to valid reasons such as lack of aptitude, failure to pass modules, examinations or internships, resulting in exclusion from the respective institution.

³ All documents not issued in German, French, Italian or English must be translated into one of these languages and submitted to STU in officially certified form.

§3.3 Enrolment

¹ Participation in the programme of study, including entitlement to all academic services, commences upon enrolment. Enrolment may be granted by STU only if the admission requirements are fulfilled and proof of German and English language proficiency, as well as confirmation of the timely payment of the semester fee, has been provided.

² For each semester in which the student intends to participate, enrolment must be confirmed by payment of the semester fee.

³ Simultaneous enrolments at more than one higher education institution is not permitted. Exceptions to this rule must be reviewed and approved by the Head of the respective Department.

§3.4 Proof of Enrolment

¹ Any student enrolled at STU who wishes to make use of academic services must provide proof of enrolment by presenting a valid student identification card.

² If no valid student identification card is available, STU is entitled to exclude the student from all academic services.

§3.5 Changes to Personal Data

¹ Any changes to personal data (name, marital status, place of residence) must be reported by the student in person to the Administration. For any amendment or update of data, the student identification card together with the relevant official documents must be submitted.

² Changes of address must be reported to the Administration within 10 days. Any postal deliveries sent to an outdated address shall be deemed legally valid if the student has failed to report the change of address to the Administration in due time.

§3.6 Interruption of Studies and Mobility Programmes

¹ An interruption of studies for valid reasons such as illness, pregnancy, military service or civilian service may be granted for a maximum of two semesters. During such leave of absence, enrolment remains in effect and no semester fees are charged. Applications for leave of absence must be submitted in writing to the Head of Department, together with a justification and appropriate supporting evidence.

² If studies at STU must be interrupted due to participation in a mobility programme at another higher education institution in Switzerland or abroad, enrolment at STU shall remain in effect. Such an interruption may not exceed two semesters. Semester fees remain payable.

§3.7 Deregistration (Exmatriculation)

¹ Upon exmatriculation, the student is no longer entitled to claim or make use of any services provided by STU. Deregistration pursuant to paragraph 2 lit. a and c results in permanent exclusion from all education and continuing education programmes.

² Exmatriculation may be effected only if the student submits a written declaration of withdrawal or if a legally binding decision of rejection has been issued by STU. The following grounds are admissible:

- a. serious or repeated violations of the disciplinary regulations;
- b. insufficient academic performance or inadequate aptitude assessments during the course of study;
- c. failure to pay the semester fee despite a reminder;
- d. failure by the student to make use of STU services despite being enrolled.

§3.8 Objections and Appeals

¹ Students wishing to lodge an objection must submit it in signed form, together with a written statement of reasons or a formal legal request, to the Appeals Committee within 30 days of receipt of the grade or performance assessment.

² If a student does not agree with the decision of the Appeals Committee, the second and final instance is the University Council. The members of the Appeals Committee are elected by the University Council every four years.

³ Objections may be lodged only on the grounds of violations of law, breaches of procedural rules, or calculation and transcription errors.

⁴ Appeals based on the inappropriateness of a decision are excluded.

IV. Final Provisions

§4.1 Entry into Force

¹ These Admission Regulations and Procedures were adopted by the Senate on 28 March 2025.

² They were approved by the University Council on 31 March 2025.

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