



**SWISS TCM UNI**  
瑞士中医药大学

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# **Guidelines**

for Studies in the  
Bachelor's, Master's / Master+,  
Doctoral and PhD Degree Programs  
in Traditional Chinese Medicine (TCM)

These Guidelines are based on the Teaching Regulations.

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

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## I. General Provisions

### §1.1 Scope of Application

- <sup>1</sup> These Guidelines are governed by the provisions of the Teaching Regulations of SWISS TCM UNI (STU).
- <sup>2</sup> These Guidelines define the Bachelor's, Master's / Master+, Doctoral and PhD degree programs of STU. They apply to all enrolled students and visiting students participating in these programs.
- <sup>3</sup> Further provisions applicable to these Guidelines include the General Terms and Conditions (GTC) as well as all statutes and information published by STU to date and in the future.

### §1.2 Award of Degrees

- <sup>1</sup> Upon successful completion of a degree program, STU awards the following academic degrees:
  - <sup>1.1</sup> Bachelor of Science in TCM (Traditional Chinese Medicine)
  - <sup>1.2</sup> Master of Science in TCM (Traditional Chinese Medicine)
  - <sup>1.3</sup> Doctor in TCM / Dr. tcm (Traditional Chinese Medicine)
  - <sup>1.4</sup> PhD in TCM (Traditional Chinese Medicine)
- <sup>2</sup> The degree is conferred by the issuance of a signed diploma once all requirements under these Guidelines have been fulfilled.
- <sup>3</sup> Use of the academic title listed in §1.2 para. 1 is not permitted prior to the issuance of the diploma.
- <sup>4</sup> STU is entitled to define academic specializations more precisely. Such specialization is indicated by adding "in" to German titles or "of" to English titles, provided the degree program is correspondingly defined.
- <sup>5</sup> Master+ elective study year:

All STU degree programs are aligned with the requirements for human medicine programs pursuant to the Swiss Federal Act on Medical Professions (MedBG) and PROFILES and are oriented toward professional practice in integrative medicine (TCM and conventional medicine). Building upon the Master of Science in TCM, STU offers a Master+ elective study year (60 ECTS credits), during which students work full-time as sub-interns in hospitals, medical practices, institutes, and other healthcare institutions.

### §1.3 Terminology

- <sup>1</sup> Degree titles consist of the level of study (Bachelor, Master, Doctor/PhD) and the medical orientation (TCM).
- <sup>2</sup> A degree program comprises several study programs (study objectives, curriculum, modules, special competencies, language of instruction, total ECTS credits) and is completed with a university degree upon successful completion.
- <sup>3</sup> A study program is a sub-unit of a degree program defined by curricular structure and scope. Details are specified in the Teaching Regulations of STU.
- <sup>4</sup> The curriculum defines the compulsory, elective compulsory, and elective modules and internships to be completed.
- <sup>5</sup> A module is a self-contained learning unit consisting of one or more courses and is defined qualitatively (learning objectives and content) and quantitatively (ECTS credits).
- <sup>6</sup> Compulsory modules form the core curriculum; elective compulsory modules are selected from a predefined list; elective modules may be freely chosen.
- <sup>7</sup> ECTS credits are awarded in accordance with the European Credit Transfer and Accumulation System (ECTS). One ECTS credit corresponds to a workload of 30 hours.
- <sup>8</sup> A failed attempt is an academic performance that has not been passed.

### §1.4 Enrollment Requirement

- <sup>1</sup> Students must be enrolled for the respective semester in order to attend degree programs at STU. Enrollment is administered by STU Administration.
- <sup>2</sup> ECTS credits earned at STU are only counted toward a degree if the student was enrolled at STU at the time they were earned.
- <sup>3</sup> No later than the final semester in which academic achievements are completed, enrollment must correspond to the degree program applied for graduation.

### §1.5 Language of Instruction

- <sup>1</sup> The languages of instruction are German, English, and Chinese. Translations from Chinese into German are provided. The examination language for the Bachelor's program is German.
- <sup>2</sup> If German is not the student's native language, proof of German proficiency at least at level B1 must be provided (see also the Regulations on Language Requirements of STU).
- <sup>3</sup> In bilingual programs (German/Chinese), at least 70 of the 180 ECTS credits in Bachelor's and Master's programs must be completed in the second language of study. The designation "bilingual" is noted on the Bachelor's diploma.
- <sup>4</sup> All coursework and examinations must be submitted in German. Exceptions apply to the Master's thesis and dissertation, which may be written in a Swiss national language, English, or Chinese, subject to agreement with the thesis supervisors.

### §1.6 Responsibility of Students

- <sup>1</sup> Students are personally responsible for obtaining signatures, information, corrected work, assessment records, timely submission of work and forms, and registration for modules and examinations.
- <sup>2</sup> Missed learning content must be independently obtained and completed through self-study.

### §1.7 Duty of Confidentiality

- <sup>1</sup> Students are subject to medical confidentiality obligations.
- <sup>2</sup> Mandatory provisions of higher-ranking law remain reserved.

### §1.8 Commercial Rights

- <sup>1</sup> All commercial rights arising from scientific papers or dissertations written at STU belong to STU.
- <sup>2</sup> If financial proceeds are generated, the author is entitled to appropriate compensation.

### §1.9 Leave of Absence

- <sup>1</sup> Leave for one or more semesters requires a written application.
- <sup>2</sup> Applications must be submitted by the end of the attended semester.
- <sup>3</sup> Approval is decided by STU.
- <sup>4</sup> During leave, participation in courses and examinations is not permitted.
- <sup>5</sup> Leave fees are payable in accordance with these Guidelines.

### §1.10 Visiting Students

- <sup>1</sup> Any person aged 18 or older may enroll as a visiting student.
- <sup>2</sup> Visiting students may attend courses subject to capacity availability.

- <sup>3</sup> Visiting students may sit examinations and receive certificates but are not awarded academic degrees.
- <sup>4</sup> The type and amount of tuition fees for visiting students are regulated in the General Terms and Conditions (GTC) 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 Degree Programs in TCM”.

## II. Degree Programs

- <sup>1</sup> The structure of the degree programs is governed by the Teaching Regulations §3.1.
- <sup>2</sup> All degree programs offered are designed as full-time programs. The duration and the ECTS credits to be earned are specified in the documents “Studies in the Bachelor’s Degree Program in TCM”, “Studies in the Master’s Degree Program and Master+ Elective Study Year in TCM”, and “Studies in the DSc and PhD Degree Programs in TCM”.
- <sup>3</sup> All degree programs offered are designed to cover full academic years.
- <sup>4</sup> If a full-time program cannot be pursued, it is possible to complete the program as a part-time program with a correspondingly longer duration of study (see Teaching Regulations, Section V: Compatibility of Studies with Family or Employment).
- <sup>5</sup> This is subject to the availability of study places for part-time study, the continued validity of the ECTS credits, and the feasibility of organizing preclinical and clinical course placements.

## III. Courses, Modules, and ECTS Credits

### §3.1 Courses

- <sup>1</sup> The structure of courses is governed by the Teaching Regulations §3.2.
- <sup>2</sup> Courses may be conducted in the form of lectures, seminars, problem-based learning, exercises, tutorials, specialist internships, laboratory internships, clinical-theoretical courses, training in clinical skills and judgment, learning through electronic media, as well as self-directed and guided learning in the Skills Lab (see the guideline “Forms of Study, Examination Formats and Qualifications”).

### §3.2 Modules and ECTS Credits

- <sup>1</sup> Each module consists of at least one course. The duration of a module is one or two semesters.
- <sup>2</sup> Admission to a module may be subject to specific conditions. Even if these conditions are met, there is no entitlement to admission to a module.
- <sup>3</sup> ECTS credits (whole numbers only) may be earned for each module.
- <sup>4</sup> The maximum number of ECTS credits that can be earned is specified prior to the start of the semester in accordance with §3.4 Module Information.
- <sup>5</sup> The number of ECTS credits earned depends on the student’s performance. Mere attendance does not entitle a student to the award of ECTS credits.
- <sup>6</sup> A module is considered passed if attendance of at least 80% is fulfilled and at least one ECTS grade (corresponding to a sufficient performance) is achieved.
- <sup>7</sup> ECTS credits are awarded only for fully completed module units. Partial awards are not permitted.

### §3.3 Module Coordinators

- <sup>1</sup> Module coordinators at STU include professors, assistant professors, private lecturers, lecturers, clinical lecturers, senior TCM specialists, and TCM experts, both nationally and internationally.

<sup>2</sup> Module coordinators are independently responsible for the content, planning, and coordination of their modules as well as for the assessment of academic performance.

### §3.4 Module Information

<sup>1</sup> Prior to the start of the semester, STU provides students with the following information for each module offered:

- <sup>1.1</sup> Content and significance of the module within the degree program
- <sup>1.2</sup> Responsible lecturer or module coordinator
- <sup>1.3</sup> Schedule
- <sup>1.4</sup> Learning objectives
- <sup>1.5</sup> Content
- <sup>1.6</sup> Teaching and learning methods
- <sup>1.7</sup> Examinations
- <sup>1.8</sup> Number of ECTS credits to be earned
- <sup>1.9</sup> Conditions for awarding credits (assessments, grading criteria, repetition rules)
- <sup>1.10</sup> Participation requirements

<sup>2</sup> This information is made available to students either in printed form or electronically on the STU website.

### §3.5 Registration and Deregistration Procedures for Modules

- <sup>1</sup> The registration and deregistration procedures for individual modules are defined in the GTC.
- <sup>2</sup> The deadlines for registration and deregistration are binding.
- <sup>3</sup> Registration for individual modules is carried out via the STU website or other registration channels specified there.
- <sup>4</sup> Students may choose between compulsory modules, compulsory elective modules, and elective modules.
- <sup>5</sup> In addition, optional courses may be attended for which no ECTS credits are awarded.
- <sup>6</sup> Registration for a module automatically includes registration for the corresponding assessments.

### §3.6 Registration Conditions for Compulsory, Compulsory Elective, and Elective Modules

- <sup>1</sup> Registration for compulsory modules must be received by STU within the prescribed registration period, but no later than four weeks after the start of courses in the relevant semester.
- <sup>2</sup> Registration deadlines for compulsory modules are published on the STU website.
- <sup>3</sup> Registration for compulsory elective modules must be received by STU within the prescribed registration period.
- <sup>4</sup> The deadlines for compulsory elective modules are published on the STU website.
- <sup>5</sup> Late registrations for compulsory elective modules cannot generally be accepted. In such cases, the student must submit an application for admission to compulsory elective modules to the administration.
- <sup>6</sup> Registration for elective modules must be received by STU within the prescribed registration period.
- <sup>7</sup> Late registrations for elective modules cannot be considered under any circumstances.

### §3.7 Cancellation of Announced Modules

- <sup>1</sup> If the number of participants in a course does not reach the minimum number of participants (three participants), or if a course cannot take place due to force majeure (e.g. absence of a lecturer due to illness), STU reserves the right to cancel the course.
- <sup>2</sup> Participants in a cancelled module have no entitlement to compensation.

## IV. Forms of Study and Examination

<sup>1</sup> The forms of study and examination at STU are governed by the Teaching Regulations §§3.3 and 3.4.

<sup>2</sup> Detailed information is provided in the guideline “Forms of Study, Examination Formats and Qualifications”.

## V. Assessment of Academic Performance

### §5.1 General Provisions

<sup>1</sup> STU offers graded and ungraded modules.

<sup>2</sup> All academic performances completed by the student in a graded module are assessed with a grade and ECTS credits.

<sup>3</sup> Academic performances may be completed in forms of study as defined in the guideline “Forms of Study, Examination Formats and Qualifications”.

<sup>4</sup> Each module coordinator determines the form of examination and informs students in due time.

<sup>5</sup> Grades from 1 to 6 are awarded, where 1 is the lowest and 6 the highest possible grade.

<sup>6</sup> A graded module is considered passed if a minimum grade of 4 is achieved in the final examination.

<sup>7</sup> If a graded module consists of several partial examinations, a grade lower than 4 may be achieved in at most one partial examination; otherwise, the module is considered failed. Further provisions are specified in §3.4 Module Information.

<sup>8</sup> Grading scale:

<sup>8.1</sup> ECTS Grade A 6,0 excellent

<sup>8.2</sup> ECTS Grade B 5,5 very good

<sup>8.3</sup> ECTS Grade C 5,0 good

<sup>8.4</sup> ECTS Grade D 4,5 satisfactory

<sup>8.5</sup> ECTS Grade E 4,0 sufficient

<sup>8.6</sup> ECTS Grade F 3,0 insufficient

<sup>8.7</sup> ECTS Grade FX 2,0 poor

<sup>8.8</sup> ECTS Grade FX 1,0 very poor

<sup>9</sup> The rounding rule pursuant to §5.2 para. 11 applies.

<sup>10</sup> In ungraded modules, student performance is assessed as “passed” (corresponding to grades 6.0–4.0) or “failed” (3.5–1.0) and recorded accordingly.

<sup>11</sup> Fraudulent conduct in assessments is regulated in §11.2.

### §5.2 Weighted Final Grade

<sup>1</sup> At the end of the degree program, a weighted final grade is calculated from the ECTS credits obtained in all graded assessments.

<sup>2</sup> This final grade evaluates completion of the Bachelor’s, Master’s, Doctoral, or PhD degree.

<sup>3</sup> If more than one grade is achieved in a module, the individual grades are combined into a final module grade.

<sup>4</sup> This also applies to the determination of an academic degree.

<sup>5</sup> Ungraded academic performances are not included in the calculation.

<sup>6</sup> The final grade is calculated and reported with one decimal place.

<sup>7</sup> The final grade is calculated as follows.

Final Grade =	$(\text{Grade1} \times \text{Credit1}) + (\text{Grade2} \times \text{Credit2}) + \dots + (\text{Grade n} \times \text{Credit n})$
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	Credit 1+ Credit 2+ ..... + Credit n
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<sup>8</sup> The grading scale follows §5.1 para. 8. The program is considered passed if a minimum grade of 4.0 is achieved.

<sup>9</sup> For particularly high weighted final grades in Bachelor's and Master's programs, STU awards the following distinctions:

<sup>9.1</sup> From 5.5: summa cum laude (excellent)

<sup>9.2</sup> From 5.0: magna cum laude (very good)

<sup>10</sup> For Doctoral and PhD programs, the following distinctions are awarded after rounding pursuant to §5.2 para. 11:

<sup>10.1</sup> 6,0 summa cum laude (excellent)

<sup>10.2</sup> 5,5 insigni cum laude (very good)

<sup>10.3</sup> 5,0 magna cum laude (good)

<sup>10.4</sup> 4,5 cum laude (satisfactory)

<sup>10.5</sup> 4,0 rite (sufficient)

<sup>11</sup> The following rounding rules apply:

<sup>11.1</sup> 5.25 to <5.75      Grade 5.5

<sup>11.2</sup> 4.75 to <5.25      Grade 5

<sup>11.3</sup> 4.25 to < 4.75      Grade 4.5

<sup>11.4</sup> 4.00 to <4.25      Grade 4

<sup>11.5</sup> 3.25 to <4.00      Grade 3.5

<sup>11.6</sup> 2.75 to <3.25      Grade 3

<sup>11.7</sup> 2.25 to <2.75      Grade 2.5

<sup>11.8</sup> 1.75 to <2.25      Grade 2

<sup>11.9</sup> 1.25 to <1.75      Grade 1.5

<sup>11.10</sup> 1.00 to <1.25      Grade 1

The grading scale for graded modules is as follows:

Leistung/ Performance	Notenskala CN/ Grading scheme CN (Pkt./Pts.) <sup>1</sup>	Exakte Note/ Exact grading	Notenskala CH/ Grading scheme CH(Pkt./Pts.) <sup>2</sup>	Prädikat/ Grade	Wertung/ Grading
Ausgezeichnet/ Excellent	98 - 100	5.875 - 6	6      6	summa cum laude	Bestanden/ Pass (erfüllt/ fulfilled)
	95 - 97				
Sehr gut/ Very good	90 - 94	5.375 - 5.624	5.5      5.75 -	magna cum laude	
	85 - 89				
Gut/ Good	80 - 84	4.875 - 5.124	5      5	cum laude	
	75 - 79				
Durchschnittlich/ Average	70 - 74	4.375 - 4.624	4.5      4.75 -	rite	
	65 - 69				

Genügend/ Pass	60 - 64	E	3.875 - 4.124	4	4		
Ungenügend/ Fail	50 - 59	FX	3.25 - 3.874	3.5	4 -		Nicht bestanden/ Fail (nicht er- füllt/ not fulfilled)
	40 - 49		2.75 - 3.24	3	3		
Schlecht/ Poor	30 - 39	F	2.25 - 2.74	2.5	3 -		
	20 - 29		1.75 - 2.24	2	2		
Sehr schlecht/ Very poor	10 - 19		1.25 - 1.74	1.5	2 -		
	0 - 9		1 - 1.24	1	1		

**Legende / Legend:**

<sup>1</sup> Notenskala CN/ Grading scheme CN (Pkt./Pts.): Nach dem chinesischen Notensystem ist eine Maximalpunktzahl von 100 Punkten zu erzielen. / According to the Chinese grading system, a maximum score of 100 points can be achieved.

<sup>2</sup> Notenskala CH/ Grading scheme CH (Pkt./Pts.): Nach dem schweizerischen Notensystem ist die Höchstnote 6 zu erzielen. / According to the Swiss grading system, the highest possible grade is 6.

<sup>3</sup> Note für schriftliche Arbeiten: Die Note für schriftliche Arbeiten ergibt sich aus dem Durchschnitt der Noten aller schriftlichen Arbeiten im Semester. / The grade for written work is calculated as the average of the grades for all written assignments completed during the semester.

<sup>4</sup> Praktikumsnote: Die Praktikumsnote ergibt sich aus dem Durchschnitt aller Praktikumsleistungen im Semester. / The internship grade is calculated as the average of all internship performances completed during the semester.

**VI. Assessments**

**§6.1 Graded Modules and Courses**

<sup>1</sup> Assessments in graded modules and courses may be completed in various forms (see the guideline “Forms of Study, Examination Formats and Qualifications”).

<sup>2</sup> Assessments may take the form of continuous performance evaluation by the lecturer during the course.

<sup>3</sup> The examination format shall be communicated to students in writing by the lecturer.

<sup>4</sup> Grading is carried out in accordance with Section V: Assessment of Academic Performance.

<sup>5</sup> The lecturer determines and communicates whether, and under what conditions, failed assessments may be revised or repeated in accordance with Section XII: Repetition Rules.

<sup>6</sup> Students who are unable to sit or complete an examination for serious reasons may repeat the examination following assessment by STU in accordance with Section XII: Repetition Rules.

**§6.2 Ungraded Modules and Courses**

<sup>1</sup> Assessments in ungraded modules and courses may be completed in various forms (see the guideline “Forms of Study, Examination Formats and Qualifications”).

<sup>2</sup> Assessment is carried out by awarding “passed” or “failed”.

<sup>3</sup> The assessment criteria shall be communicated to students in writing by the lecturer at the beginning of the course.

<sup>4</sup> The lecturer determines and communicates whether, and under what conditions, failed courses may be revised or repeated in accordance with Section XII: Repetition Rules.

<sup>5</sup> Students who are unable to sit or complete an examination for serious reasons may repeat the examination following assessment by STU in accordance with Section XII: Repetition Rules.

**§6.3 Recognition of ECTS Credits**

<sup>1</sup> Students are obliged to declare all completed assessments, whether passed or failed. Failed assessments are counted as failed attempts by STU.

<sup>2</sup> Only ECTS credits obtained within the past eight years may be recognized.

<sup>3</sup> The decisive date is the date of the transcript of records.

- <sup>4</sup> After exmatriculation, ECTS credits already obtained remain valid for five years.
- <sup>5</sup> If §3.2 Modules and ECTS Credits is not fulfilled, the corresponding modules are deemed “failed” and may not be repeated.
- <sup>6</sup> STU reserves the right to extend the recognition period.

### §6.4 Transcript of Records

- <sup>1</sup> At the end of each semester, each student receives a Transcript of Records listing all modules attended to date, whether passed or failed, together with the ECTS credits or grades awarded.
- <sup>2</sup> Objections to newly recorded achievements on the Transcript of Records may be submitted within 30 days of receipt of the transcript.
- <sup>3</sup> Each objection is subject to appeal in accordance with §14.2 Objections and Appeals.

## VII. Completion of Studies

### §7.1 Recognition of Modules for the Degree

- <sup>1</sup> If more modules are completed than required for the degree, these modules shall not be counted toward the Bachelor's, Master's, Doctoral, or PhD degree. They shall be listed exclusively in the Academic Record as “achievements not credited toward the degree”.
- <sup>2</sup> A module is considered surplus if its ECTS credits are not required to complete the degree.
- <sup>3</sup> As a rule, completed modules are credited in chronological order.
- <sup>4</sup> If not all modules can be credited, modules completed in the same semester shall be credited according to the student's selection.

### §7.2 Limited Validity Period

The validity period for ECTS credits is regulated in §6.3 Recognition of ECTS Credits.

### §7.3 Application for Degree Completion

- <sup>1</sup> A degree program is deemed successfully completed once all requirements have been fulfilled.
- <sup>2</sup> After fulfilling §7.3 para. 1, students are obliged to submit an application for degree completion to the administration, including the following documents:
- <sup>2.1</sup> the completed application form
  - <sup>2.2</sup> proof of enrolment
  - <sup>2.3</sup> the most recent Transcript of Records and any confirmations of recognition and credit transfer.

### §7.4 Final Examination

Further information on final examinations is provided by the Rectorate of STU.

### §7.5 Graduation Documents

- <sup>1</sup> Graduation documents consist of:
- <sup>1.1</sup> the degree certificate
  - <sup>1.2</sup> the Diploma Supplement, and
  - <sup>1.3</sup> the Academic Record.



- <sup>2</sup> Upon successful completion of the degree program, graduates receive a degree certificate signed by the Rector, stating the academic degree achieved in accordance with §1.2 and bearing the seal of STU.
- <sup>3</sup> The weighted final grade, subject grades, and distinction are stated on the degree certificate.
- <sup>4</sup> The degree certificate is issued in German and English.
- <sup>5</sup> The Diploma Supplement is a standardized explanation of the degree.
- <sup>6</sup> The Academic Record lists all credited and recognized ECTS credits and modules in accordance with §5 para. 1, as well as the title and grade of the Master's thesis or dissertation.
- <sup>7</sup> Recognized ECTS credits and modules are listed as "achievements not credited toward the degree".
- <sup>8</sup> The Academic Record is issued in German and English.
- <sup>9</sup> If studies are discontinued or not successfully completed, a transcript will be issued upon request.

### VIII. Recognition and Credit Transfer of Prior Academic Achievements

- <sup>1</sup> If STU recognizes academic achievements completed at another institution equivalent to STU, the corresponding ECTS credits are added to the credits already obtained toward the degree, provided that:
  - <sup>1.1</sup> the ECTS credits/academic achievements were obtained at an accredited higher education institution.
  - <sup>1.2</sup> enrolment in the STU Bachelor's program for at least two semesters.
  - <sup>1.3</sup> enrolment in the STU Master's program for at least two semesters.
  - <sup>1.4</sup> at least 60 ECTS credits were earned in a Bachelor's or Master's program at STU.
  - <sup>1.5</sup> the Bachelor's or Master's thesis was completed at STU and graded at least 4.0.
  - <sup>1.6</sup> different provisions may apply under cooperation agreements.
- <sup>2</sup> Only grades achieved through academic work completed at STU are counted toward the STU degree. Grades from prior academic achievements are not included.
- <sup>3</sup> Applications for recognition must be submitted in writing to the administration no later than the beginning of the semester.
- <sup>4</sup> All application documents must be submitted either in original form together with a copy or as certified copies.
- <sup>5</sup> Applications for recognition of compulsory elective modules may also be submitted at a later date.
- <sup>6</sup> The Study Commission of STU decides whether ECTS credits not obtained at STU are recognized.

### IX. Recognition of Previously Obtained Diplomas

The University Management decides whether previously obtained diplomas are recognized.

### X. Examination Regulations

#### §10.1 General Provisions

- <sup>1</sup> All regulations concerning examinations are governed by this guideline, the documents "Studies in the Bachelor's Degree Program in TCM", "Studies in the Master's Degree Program and Master+ Elective Study Year in TCM", "Studies in the DSc and PhD Degree Programs in TCM", and the guideline "Forms of Study, Examination Formats and Qualifications".
- <sup>2</sup> If an examination consists of several parts, the grades are combined into an overall grade after completion of all partial examinations.
- <sup>3</sup> The Rectorate of STU determines all examination dates and regulates examination procedures.

### §10.2 Examination Officers and Examination Committee

- 1 The Rectorate may delegate the organization and conduct of examinations to examination officers.
- 2 Examination officers are subject to the authority of the Rectorate.
- 3 The examination officer chairs the Examination Committee appointed by the Rectorate.
- 4 The Examination Committee supervises grading and determines the pass thresholds.

### §10.3 Registration and Deregistration (Examinations)

#### 1 Registration:

- 1.1 Registration must be completed within the prescribed registration period, at the latest four weeks after the start of courses in the respective semester.
- 1.2 Registration deadlines are published on the STU website.
- 1.3 Late registrations will not be considered.
- 1.4 Students wishing to withdraw their examination registration must deregister from the corresponding modules.

#### 2 Deregistration:

- 2.1 Deregistration must be submitted in writing to the administration within the prescribed deadline, at the latest four weeks before the examination.
- 2.2 Deregistration within the deadline is possible without stating reasons.
- 2.3 Deregistration after the deadline is only possible for valid reasons (e.g. prolonged illness) and upon submission of supporting documents or exmatriculation.
- 2.4 Failure to comply with deregistration requirements results in the examination being graded as “failed” (grade 1).

### §10.4 Registration and Deregistration (Repeat Examinations)

- 1 Registration for repeat examinations must be submitted using the prescribed form.
- 2 Registration deadlines are published on the STU website.
- 3 Applications must be submitted in person or by post (postmark date applies).
- 4 Late registrations will not be considered.
- 5 Final registration for the module is carried out by STU.
- 6 Deregistration rules follow §10.3 para. 2.

### §10.5 Eligibility for Examinations

- 1 Students may only be admitted to examinations if they:
  - 1.1 have fulfilled attendance requirements.
  - 1.2 have completed all academic requirements of the module.
  - 1.3 have passed all prerequisite modules.
  - 1.4 have registered within the deadline.

### §10.6 Examination Venue

- 1 Examinations are generally held in the course room of the respective module.
- 2 Changes are announced in due time.
- 3 Final examination venues are published on the STU website.

### §10.7 Examination Materials

- <sup>1</sup> Only answers written on official STU examination papers are assessed.
- <sup>2</sup> Unofficial papers are not accepted.
- <sup>3</sup> Answers must be written in pen or felt-tip pen.
- <sup>4</sup> Ambiguous or multiple answers are graded as failed or awarded zero points.
- <sup>5</sup> All papers must be submitted at the end of the examination.
- <sup>6</sup> Required personnel and equipment are provided by STU.

### §10.8 Permitted Aids

- <sup>1</sup> Permitted aids are communicated in writing in advance.
- <sup>2</sup> Special aids are provided by STU if required.
- <sup>3</sup> For final examinations, permitted aids are listed on the STU website.

### §10.9 Examination Procedure

- <sup>1</sup> Personal items not permitted as aids must be handed in.
- <sup>2</sup> Electronic devices must be switched off.
- <sup>3</sup> Examination papers may only be opened upon authorization.
- <sup>4</sup> Leaving the room is only permitted for restroom use.
- <sup>5</sup> Students must signal permission requests by raising their hand.
- <sup>6</sup> Exit times are recorded.
- <sup>7</sup> No changes may be made after time has expired.
- <sup>8</sup> Students remain seated until all papers are collected.
- <sup>9</sup> Early submission is permitted without disturbing others.
- <sup>10</sup> Submission is final.

### §10.10 Examination Evaluation

- <sup>1</sup> Examinations are evaluated by examiners or authorized institutions.
- <sup>2</sup> Uniform grading standards apply.
- <sup>3</sup> The Rectorate is informed of results.

## XI. Absence and Fraud

### §11.1 Prevention, Interruption, Unexcused Absence

- <sup>1</sup> Examination participation is mandatory.
- <sup>2</sup> Absence due to illness, accident, or pregnancy must be reported immediately and documented within two working days.
- <sup>3</sup> Serious personal circumstances are assessed individually.
- <sup>4</sup> Interrupted examinations must be justified in writing.
- <sup>5</sup> The examination must be completed at the next possible date.
- <sup>6</sup> Late withdrawals are graded as failed.
- <sup>7</sup> Unexcused absence results in a definitive failure.

## §11.2 Fraudulent Conduct

- <sup>1</sup> Proven or suspected fraud results in immediate failure. Fraud includes unauthorized aids, prohibited communication, plagiarism, or deception in admission.
- <sup>2</sup> This applies to all written work, including theses and dissertations.
- <sup>3</sup> Disciplinary proceedings may be initiated.
- <sup>4</sup> Degrees awarded based on invalid assessments become void.
- <sup>5</sup> Further disciplinary and legal action is reserved.

## XII. Repetition Rules

- <sup>1</sup> Passed assessments may not be repeated.
- <sup>2</sup> Written examinations may be repeated twice; a third failure results in exclusion from the program.
- <sup>3</sup> Exceptions are defined in the respective program regulations.
- <sup>4</sup> Repetitions due to justified absence occur at the next possible date.
- <sup>5</sup> Failed compulsory and compulsory elective modules may be repeated twice.
- <sup>6</sup> Failed elective modules follow the module coordinator's rules.
- <sup>7</sup> Rules are communicated in writing at the beginning of the semester.
- <sup>8</sup> Failure to repeat renders the grade final.

## XIII. Final Exclusion

- <sup>1</sup> Failure of a repeat examination leads to exclusion from the program.
- <sup>2</sup> Expired ECTS credits resulting in non-repeatable modules lead to exclusion.
- <sup>3</sup> Permanent exclusion from practical training leads to program exclusion.
- <sup>4</sup> Final exclusion is communicated in writing.

## XIV. Record Retention, Access, Objections, and Appeals

### §14.1 Record Retention

- <sup>1</sup> Examination documents are retained at least until the end of the objection period.
- <sup>2</sup> Written assignments are retained for at least one year.
- <sup>3</sup> Theses and dissertations are retained for at least ten years.
- <sup>4</sup> Diplomas and Diploma Supplements are retained for at least twenty years.

### §14.2 Right of Inspection

- <sup>1</sup> Students may inspect assessed examinations within 30 days.
- <sup>2</sup> Special declarations apply to final examinations.
- <sup>3</sup> Oral and practical examination evaluations may be inspected.
- <sup>4</sup> Documents may not be copied or removed.
- <sup>5</sup> Examiner notes and other students' records are excluded.
- <sup>6</sup> Third parties have no access rights.

### §14.3 Objections and Appeals

- <sup>1</sup> Objections are governed by §6.4 Transcripts of Records.
- <sup>2</sup> Objections must be submitted in writing within 30 days.



- <sup>3</sup> The members of the Appeals Committee are elected by the Senate for a four-year term.
- <sup>4</sup> Objections are limited to legal or procedural violations and calculation errors.
- <sup>5</sup> Objections based on appropriateness are excluded.

## **XV. Transitional and Final Provisions; Entry into Force**

### **§15.1 Transitional and Final Provisions**

- <sup>1</sup> This guideline is binding for all students and visiting students.
- <sup>2</sup> Deviations may be granted in cases of hardship.
- <sup>3</sup> Unregulated matters are decided by the University Management.
- <sup>4</sup> Complaints may be submitted in writing.

### **§15.2 Entry into Force**

- <sup>1</sup> This guideline was adopted by the Study Commission on 28 March 2025.
- <sup>2</sup> It was approved by the University Management on 31 March 2025.
- <sup>3</sup> It enters into force on 1 April 2025 and replaces all previous versions.