



SWISS TCM UNI
瑞士中医药大学

Examination Regulations

These Examination Regulations 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.)



Table of Content

I. General Provisions 2

II. Conditions for Obtaining Academic Credit..... 2

III. Examinations 2

IV. Examination Modalities 2

 4.1 Examination Officers and Examination Commission..... 2

 4.2 Registration and Deregistration 3

 4.3 Examination Venue..... 3

 4.4 Examination Materials 3

 4.5 Permitted Aids 4

 4.6 Examination Procedure 4

 4.7 Examination Assessment 4

V. Consequences of Absence and Fraud 4

 5.1 Prevention, Interruption, Unexcused Absence 4

 5.2 Fraudulent Conduct 5

VI. Record Retention, Right of Inspection, Objections and Appeals 5

 6.1 Record Retention..... 5

 6.2 Right to Inspect Records 5

 6.3 Objections and Appeals..... 5

VII. Transitional and Final Provisions, Entry into Force..... 6

 7.1 Transitional and Final Provisions..... 6

 7.2 Entry into Force 6



I. General Provisions

¹ These Examination Regulations are governed by the Teaching Regulations and the Qualifications Framework for the Swiss Higher Education Area (nqf.ch-HS).

² They set out the provisions for the completion of written, oral, practical, and combined examinations at SWISS TCM UNI (STU).

³ These Regulations are binding on all examination candidates, examination officers, and the Examination Commission of STU.

⁴ The language of examination may be German, English, or Chinese.

II. Conditions for Obtaining Academic Credit

Students must demonstrate regular and active participation in lectures, practical courses, excursions, and other events of STU, with no more than 20% absence. Further details are provided in the respective course descriptions.

III. Examinations

¹ SWISS TCM UNI conducts interim and final examinations in accordance with the requirements defined in the Qualifications Framework for the Swiss Higher Education Area, assessing the following competencies:

- a) Knowledge and understanding
- b) Application of knowledge and understanding
- c) Judgment
- d) Communication skills
- e) Independent learning ability

² Lecturers may announce examinations and conduct them at the time specified by them.

³ The examination content and examination duration are determined by the lecturer and communicated to the students.

⁴ Participation in examinations is mandatory.

⁵ Students who are absent from classes are responsible for independently obtaining information about examination dates and content.

⁶ Students who are unable to participate in the regular examination may complete the academic assessment in a substitute examination.

⁷ The content of the substitute examination may differ from that of the original examination.

IV. Examination Modalities

4.1 Examination Officers and Examination Commission

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

² The Examination Committee is a permanent, operational body of STU and is responsible for the proper conduct, supervision, and quality assurance of examinations.

³ The examination officer acts as Chair of the Examination Committee. The examination officer is subject to the authority of the University Management.

⁴ The members of the Examination Committee are appointed by the University Management. The composition is function-based and may vary depending on the degree program or examination format.

⁵ The Examination Committee shall in particular comprise:

- a) the examination officer;
- b) lecturers of the respective degree program who are authorized to conduct examinations;
- c) where necessary, additional professionally qualified persons appointed by the University Management.

⁶ The Examination Committee is in particular responsible for:

- a) supervising the conduct of examinations;
- b) ensuring uniform, fair, and transparent assessment;
- c) overseeing the correction of examinations and the awarding of grades;
- d) determining pass thresholds in accordance with the examination regulations;
- e) contributing to the quality assurance of examination procedures.

⁷ The Examination Committee is not responsible for:

- a) the recognition or credit transfer of external academic achievements;
- b) the handling of objections and appeals.

⁸ Objections and appeals against examination decisions are governed by the section “Objections and Appeals” of these Examination Regulations and fall within the competence of the authorities designated therein.

4.2 Registration and Deregistration

¹ Registration:

- ^{1.1} Registration for examinations must take place within the prescribed registration period.
- ^{1.2} Registrations submitted after the deadline cannot be considered.
- ^{1.3} Students wishing to revise their examination registration must deregister from the relevant courses.

² Deregistration:

- ^{2.1} Deregistration must be submitted in writing within the prescribed deregistration period and filed with the administration.
- ^{2.2} Deregistration within the prescribed period may be made without stating reasons.
- ^{2.3} Deregistration after the deadline is only possible for valid reasons (e.g. prolonged illness) if appropriate documentation (e.g. medical certificate) is submitted to STU or if exmatriculation has occurred.
- ^{2.4} Any examination is deemed failed (equivalent to grade 1) if the above deregistration requirements are not met or only partially met.

4.3 Examination Venue

- ¹ As a rule, examinations take place in the classroom of the relevant course.
- ² Any changes are communicated in good time by the lecturer.

4.4 Examination Materials

- ¹ Only answers written on examination papers and note sheets provided by STU are assessed.
- ² Submitted paper sheets not officially distributed by STU will not be recognized or evaluated.
- ³ Only answers written in ballpoint pen or felt-tip pen are assessed.
- ⁴ Unclear or multiple answers are generally assessed as “failed” or awarded zero points.
- ⁵ All examination papers and note sheets must be submitted at the end of each examination, even if unused.
- ⁶ Any personnel, equipment, or materials required for the examination are provided by STU.

4.5 Permitted Aids

- ¹ The lecturer informs students in writing and in good time which aids are permitted and must be brought to the examination.
- ² Any special aids required for an examination are provided by STU.

4.6 Examination Procedure

- ¹ All personal items not classified as permitted aids under section 4.5 must be handed over to the examination supervisors upon entering the examination room.
- ² All electronic devices must be switched off.
- ³ Examination tasks are distributed face down and may only be viewed once permission has been given by the examination supervisors.
- ⁴ After entering the examination room, students may leave only for restroom breaks.
- ⁵ A student wishing to leave the examination room must raise their hand and remain seated until permission is granted by the examination supervisors.
- ⁶ Exit times are recorded on the examination paper by the examination supervisors.
- ⁷ After the examination time has expired, no further entries may be added to or removed from the examination papers or note sheets.
- ⁸ Students must remain seated quietly until all examinations have been collected by the supervisors.
- ⁹ Students who finish early may submit their examination papers and note sheets to the supervisors and leave the room without disturbing other candidates.
- ¹⁰ Submission of examination papers and note sheets is final

4.7 Examination Assessment

- ¹ Examinations are assessed by examiners or by an institution commissioned to do so, based on the evaluation criteria defined by STU.
- ² Corrections are carried out using a uniform and consistent assessment system to ensure consistent examination quality.
- ³ The University Management of STU is informed of the examination results by the examination officer.

V. Consequences of Absence and Fraud

5.1 Prevention, Interruption, Unexcused Absence

- ¹ Participation in examinations is mandatory.
- ² If a student is prevented from attending a scheduled examination due to illness, accident, or pregnancy, this must be reported immediately to the administration by email, fax, or telephone and supported by a medical certificate within two working days. In this case, the examination may be retaken in accordance with the repetition rules. Medical certificates submitted later will not be considered.
- ³ In the event of serious reasons (e.g. death or severe hardship in the family), the Head of Department decides on further action in consultation with the module coordinator. Immediate notification to the administration is also required.
- ⁴ If a student cannot complete an examination already commenced for valid reasons, the examination supervisors must be informed immediately. A written justification with supporting documents must be submitted to the



examination officer within two working days. Late submissions will not be considered. STU reserves the right to consult a physician if there are doubts regarding submitted certificates.

⁵ The academic assessment must be retaken or completed at the next possible date. Studies continue as normal, and all partial assessments completed up to that point are evaluated.

⁶ Late deregistration requests are not considered. In such cases, the examination is assessed as “failed” (grade 1).

⁷ Unexcused absence from an examination results in a “failed” assessment (grade 1) and may not be repeated under any circumstances.

5.2 Fraudulent Conduct

¹ In cases of evident fraud or justified suspicion of fraud, the examination is terminated immediately and assessed as “failed” (grade 1). Fraud includes, in particular, the use of unauthorized aids, prohibited communication during examinations, submission of plagiarized work, and deception during admission to studies.

² This also applies to all written assignments, bachelor’s and master’s theses, and dissertations.

³ The competent authority decides, in consultation with the Examination Commission, whether disciplinary proceedings will be initiated.

⁴ If a degree has already been awarded on the basis of an invalid assessment, the degree becomes legally void and the certificate must be returned to STU.

⁵ Further disciplinary measures and criminal prosecution remain reserved.

VI. Record Retention, Right of Inspection, Objections and Appeals

6.1 Record Retention

¹ All examination documents (examination questions, protocols, etc.) are retained by STU at least until the expiry of the objection period.

² Retention periods depend on the type of education and continuing education documents.

6.2 Right to Inspect Records

¹ Students have the right to inspect their current and already assessed written examinations, including tasks and grading criteria, within 30 days of notification of the result.

² For final examinations, a declaration must be signed prior to inspection.

³ For oral or practical examinations, students may inspect the overall assessment within 30 days of notification of the result.

⁴ Examination documents may not be removed, copied, photographed, or reproduced.

⁵ The right of inspection does not include access to examiners’ handwritten notes, internal correction guidelines, or examination records of other students.

⁶ Third parties have no right to inspect students’ records or examinations.

6.3 Objections and Appeals

¹ Students wishing to lodge an objection must submit it in signed form, together with a written justification or legal request, to the Appeals Commission within 30 days of receipt of the grade or academic assessment.

² The second instance of appeal is the University Council. Members of the Appeals Commission are elected by the Senate every four years.

³ Objections may only be based on violations of law, procedural errors, or calculation and transcription errors.



⁴ Claims of inappropriateness are excluded.

VII. Transitional and Final Provisions, Entry into Force

7.1 Transitional and Final Provisions

¹ Matters not regulated in these Examination Regulations are decided by the University Management.

² Complaints may be submitted in writing to the University Management.

7.2 Entry into Force

¹ These Examination Regulations were adopted by the Study Commission on 28 March 2025.

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

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