



SWISS TCM UNI
瑞士中医药大学

Regulation on the Contractual Conditions for Study and Continuing Education



(For 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 Purpose and Scope

¹ This Regulation on the General Contractual and Business Conditions for Study and Continuing Education (GTC) governs the contractual framework for

- a) students enrolled in regular degree programs (Bachelor, Master, Doctor, PhD) at SWISS TCM UNI (STU), and
- b) participants in continuing education, further education, and additional programs (CAS, DAS, MAS, certificate and individual courses).

² For students, these GTC apply in a supplementary manner to the valid study regulations, examination regulations, and other academic regulations of STU. In the event of inconsistencies, the academic regulations shall prevail.

³ For continuing education programs, these GTC constitute the primary contractual basis unless specific contractual provisions apply.

II. Registration and Conclusion of Contract

§2 Registration

¹ Registration for study and continuing education programs is carried out in written or electronic form via the channels provided by STU.

² By submitting a registration, students or participants accept the applicable regulations and these GTC.

³ The study or continuing education contract enters into force upon written confirmation of registration by STU.

⁴ Admission to regular degree programs is governed by the respective study regulations.

III. Financial Provisions

§3 Tuition and Program Fees

¹ Tuition and program fees are published transparently and invoiced in due time.

² For students, the fee regulations set out in the study regulations apply.

³ For continuing education programs, the fees stated in the respective program announcement apply.

⁴ Any fee adjustments are communicated to the persons concerned in due time.

§4 Late Payment

¹ In the event of late payment, STU may charge reasonable reminder fees and default interest.

² Any restriction of academic rights of students (e.g. admission to examinations) may only occur in accordance with the applicable study and examination regulations.

IV. Implementation and Organization

§5 Postponements and Cancellations by STU

¹ STU reserves the right to cancel or postpone study, continuing education, and further education programs in the event of an insufficient number of students or participants.

² This also applies if courses must be cancelled or discontinued for important reasons or due to force majeure.

³ Important reasons may include, in particular, accident or illness of lecturers who are substantially involved in the course and for whom no adequate replacement can be found.

⁴ In such cases, fees already paid shall be refunded in full or proportionally.

⁵ The reasons for cancellation or discontinuation shall be disclosed and communicated transparently to the students or participants.

⁶ Any further liability claims are excluded, subject to mandatory statutory rights.

§6 Content-Related and Personnel Changes

STU reserves the right to adapt the content of study and continuing education programs and to have courses conducted by other lecturers or external experts, or to reschedule them, provided that the objectives of the program are maintained.

V. Deregistration, Withdrawal, and Interruption

§7 Deregistration Before the Start of the Program

7.1 Regular Degree Programs

¹ Deregistration from a degree program prior to the start of studies must be submitted in writing.

² If deregistration is submitted

- a) at least 30 calendar days before the start of the semester, no tuition fees are charged; an administrative deregistration fee of CHF 250 is charged;
- b) less than 30 calendar days before the start of the semester, a deregistration fee amounting to 50% of the tuition fee of the first semester is charged.

³ In justified hardship cases (e.g. illness, pregnancy, visa refusal), the University Management may approve a further refund.

7.2 Continuing Education Programs

¹ Deregistration must be submitted in writing and is subject to the following conditions:

- a) up to 45 calendar days before the start: free of charge
- b) 44–30 days before the start: administrative fee of CHF 200
- c) 29–15 days before the start: 50% of the program fee
- d) 14 days or less before the start: 100% of the program fee

² Substitute participants may be accepted with the prior consent of STU.

§8 Withdrawal After the Start of the Program

8.1 Degree Programs

¹ Withdrawal from a degree program is possible at the end of a semester.

² Notice of withdrawal must be submitted in writing no later than 30 calendar days before the start of the next semester.

³ Tuition fees for the current semester are not refunded; fees for subsequent semesters are waived.

⁴ In justified cases, an individual assessment is carried out.

8.2 Continuing Education Programs

¹ In the event of withdrawal during a continuing education program, the current semester or module fee remains payable.

² Further claims are excluded, subject to hardship cases.

§9 Interruption and Leave of Absence

¹ Students may apply for a justified interruption (leave of absence) of up to two semesters.

² During the leave of absence, there is no entitlement to attend courses or examinations.

³ If the maximum duration of studies is exceeded due to the interruption, this shall be treated as a withdrawal or new registration.

VI. Visa Regulations

§10 Visas

- ¹ Students and participants are solely responsible for applying for and obtaining a valid visa in due time.
- ² If a visa is demonstrably and formally refused by the competent authority, STU will refund:
 - a) for degree programs: tuition fees paid, less an administrative fee of CHF 250;
 - b) for continuing education programs: refunds in accordance with the deregistration rules.
- ³ Delays or failures attributable to the student or participant do not give rise to a refund claim.
- ⁴ Upon refund, all claims against STU are settled, subject to mandatory statutory rights.

VII. Deregistration by STU

§11 Deregistration

- ¹ STU may deregister students or participants in cases of serious unlawful, improper, or disciplinary misconduct.
- ² Deregistration is carried out with due regard to the principle of proportionality and the procedural rights of the persons concerned.
- ³ Upon deregistration, the study or continuing education contract terminates.
- ⁴ Confirmation of completed academic achievements shall be issued.

VIII. Insurance and Liability

§12 Liability

- ¹ STU is liable only for damages caused by intent or gross negligence.
- ² Any further liability is excluded to the extent permitted by law.
- ³ Mandatory statutory claims remain unaffected.
- ⁴ Students and participants are responsible for ensuring adequate insurance coverage.

IX. Image and Video Material

§13 Image and Video Recordings

- ¹ Image and video recordings may be made and used for communication and promotional purposes.
- ² A written objection must be submitted no later than two weeks after the start of the study or continuing education program.
- ³ Data processing is carried out in accordance with the data protection policy of STU.

X. Copyright and Usage Rights

§14 Intellectual Property

- ¹ Students retain the rights to their final theses.
- ² Other academic work may be used for teaching and research purposes provided that no legitimate interests are infringed.

XI. Data Protection

§15 Data Protection

- ¹ Personal data are processed in accordance with the revised Swiss Federal Act on Data Protection (revFADP) and the data protection policy of STU.
- ² The rights of data subjects remain guaranteed.

XII. Legal Remedies

§16 Objections and Appeals

- ¹ For students, the study and examination regulations of STU apply.
- ² For participants in continuing education programs, the civil law legal process applies.

XIII. Final Provisions

§17 Applicable Law and Entry into Force

- ¹ Swiss law applies.
- ² The place of jurisdiction is the registered seat of STU.
- ³ This Regulation on the General Contractual and Business Conditions for Study and Continuing Education was adopted by the administration on 28 March 2025.
- ⁴ It was approved by the University Management on 31 March 2025.
- ⁵ This document enters into force on 1 April 2025 and replaces all previous versions.