The Council of the Università della Svizzera italiana

further to the University Law of 3 October 1995 (art.8, paragraph 1, letter a, 12 section 3),
the Enforcement Procedures of 18 February 2014 and the Statutes of the Università della
Svizzera italiana (hereinafter USI) of 2 May 2003 (art.42-47),

hereby resolves:

Chapter 1 - General principles

Art. 1 Scope

1 These regulations are applicable:

a. to students intending to follow a study programme resulting in the award of
   a degree from USI (Bachelor, Master, PhD, Master of Advanced Studies,
   Executive Master or other diploma);

b. to auditing students that intend to follow courses without the award of a
   degree;

c. to incoming students completing part of their studies at USI.

2 The names of the categories of students used in these regulations refer to
   both male and female students.  

3 The procedures for enrolment to basic study programmes in the Faculty of
   Biomedical Sciences, Institute of Human Medicine are defined in separate
   regulations (Regulations for Limitation on admission to Medical Studies at
   USI of 26.11.2016)  

Art. 2 Students

The status of USI student is granted to enrolled students that have met the
admission requirements laid down in articles 5-14 of these regulations.

Art. 3 Auditing students

Auditng student must be aged 18 years or over to be admitted to one or
several courses at USI.

Art. 4 Incoming students

1 The following are considered to be incoming students:

a. mobility students;

b. mobility fellows;

c. free mover students;

d. PhD visiting students.  

Chapter II - Students

Art. 5 Admission

Students that meet the general admission requirements and, if necessary, the additional admission requirements, are admitted to USI study programmes.

Art. 6 Impediments

Students that have been assigned a definitive failure in another university or school in Switzerland or abroad cannot be admitted to the same Faculty or study area.

This rule is applicable in particular to students that have been assigned a definitive failure in:

a. a Faculty or Academy of Architecture;

b. a Faculty or degree course in Economics and Social Sciences;

c. a Faculty or degree course in Communication Sciences;

d. a Faculty or degree course in Informatics;

e. a Faculty or degree course in Medicine or Biomedicine.

If a student assigned a definitive fail in USI or in another Swiss or foreign university or institute of higher education wishes to follow another study programme at USI, all the results previously achieved in the study programme in which the student has been assigned a definitive fail, including those that the student has passed, are not taken into consideration in the study plans at USI.

Art. 7 Admission requirements for Bachelor’s programmes

1. Swiss diplomas, awarded in Switzerland

Applicants in possession of the following qualifications are admitted to the Bachelor’s programmes:

a. Maturità federale (federal upper secondary school-leaving certificate);

b. Maturità cantonale (cantonal upper secondary school-leaving certificate) recognised by the appropriate Federal Commission;

c. Maturità commerciale cantonale (cantonal business school-leaving certificate);

d. …

e. …

f. Maturità professionale (professional upper secondary school-leaving certificate) complete with certificate of supplementary examinations issued by the Federal Committee.

g. final diploma of a professional university institute;

h. Diploma of a technical school recognised by the appropriate federal authorities.

For the cases referred to in letters c) and d), the individual Faculties can set additional prerequisites (e.g. requirement to achieve certain grades or to sit additional examinations).

For the cases referred to in letters g) and h), the individual Faculties may recommend the admission of students to an advanced level of the programme and exempt them from some exams or from the internship, if the chosen field of study is the same as that previously completed.

Upper secondary school-leaving certificates issued by Swiss schools abroad are also accepted.

Upper secondary school-leaving certificates issued by Italian schools in Switzerland are also accepted, provided these schools are listed in the Italo-Swiss agreement signed in 1996 and supplemented in 1999. (*)

The qualifications stated in Paragraph 1, letters a), b), f) and g) and Paragraph 4 are applicable to admissions to the Faculty of Biomedical Sciences, Institute of Medicine.
Art. 8
a) General Principles

2. Foreign diplomas
1 Students in possession of a foreign secondary education and/or of a foreign university diploma considered to be equivalent are admitted to the undergraduate programme.
2 As a rule, reference is to be made to the guidelines issued by the Admissions Committee of the new Rector's Conference of Swiss Universities.
3 Any doubts concerning the equivalence of a foreign qualification can be resolved by means of an interview or exam; language requirements and/or supplementary courses may also be required.

Art. 9
b) Italy

1 The following Italian upper secondary school-leaving certificates are considered equivalent:
a. upper secondary school-leaving certificate specialising in classical studies awarded by a classical lyceum (diploma di liceo classico)
b. upper secondary school-leaving certificate specialising in scientific studies awarded by a scientific lyceum (diploma di liceo scientifico);
c. upper secondary school-leaving certificate specialising in languages awarded by a languages lyceum (diploma di liceo linguistico);
d. upper secondary school-leaving certificate specialising in humanities studies awarded by a social sciences/humanities lyceum (diploma di liceo delle scienze umane);

2 The following Italian upper secondary school-leaving certificates are also considered equivalent:
a. upper secondary school-leaving certificate specialising in art subjects awarded by an arts lyceum (diploma di liceo artistico), limited to the Bachelor's programmes in Architecture and in Italian language, literature and civilisation;
b. upper secondary school-leaving certificate specialising in "Administration, Finance and Marketing" studies awarded by a vocational high school, limited to the Bachelor's degrees in Economics, Communication Sciences and Informatics;
c. upper secondary school-leaving certificate in "Informatics and Telecommunications" studies awarded by a vocational high school, limited to the Bachelor's programme in Informatics.

3 Other upper secondary school-leaving certificates awarded by lyceums and vocational schools are not considered equivalent. Exceptions can be taken into consideration for similar subject areas of study and upon fulfilment of the guidelines issued by the Admissions Committee of the new Rector's Conference of Swiss Universities.

4 With regard to degrees awarded prior to the implementation of the current set of rules and regulations, the convergence tables for upper secondary education programmes, as provided for in the previous regulatory system for the upper secondary and vocational secondary school system, will be applicable. However, diplomas awarded by teacher-training schools, professional art schools and all other four-year upper secondary education schools will not be recognised.

5 For admission to the Faculty of Biomedical Sciences, Institute of Human Medicine, the qualifications referred to in Paragraph 1 are considered equivalent, with the prerequisite that the applicants must fall into the categories defined in art.2 of the separate regulations referred to in Art.1, Paragraph 3. (Limitation on admission to Medical Studies at USI of 26.11.2016).

Art. 10
c) Other special cases

1 The "European Baccalaureat" is considered to be equivalent to the Swiss school-leaving certificate, whereas the "International Baccalaureate" is considered equivalent only when certain conditions are met.
2 A US High School final diploma is not considered equivalent. US applicants seeking admission to USI must submit evidence of having studied for two years in a recognised university or have passed five APT (Advanced
Placement Tests) with a minimum mark of 3, in two languages, mathematics or calculus, a natural science subject and a social science subject. For admission to the Faculty of Biomedical Sciences, Institute of Human Medicine, the agreements made with the partner universities regarding the Bachelor’s programme in question will be applicable.

Art. 11
Admission on a case-by-case review

1 Applicants aged 25 and above lacking the required secondary education certificates stated above may be admitted to Bachelor’s programmes if their previous training and experience (appropriately documented in their application file) is considered to be sufficient and relevant.

Art. 11a
Admission requirements for Master’s programmes

1 Applicants in possession of the following qualifications are admitted to the Master’s programmes:
   a. a Bachelor’s degree from a Swiss University or Federal Institute of Technology;
   b. a Bachelor’s degree from a foreign University or Institute of Technology, provided it is state-recognised and accredited;
   c. a four- or five-year degree awarded under the previous academic degree system;
   d. a Bachelor’s degree from a university of applied sciences, in a comparable or compatible disciplinary area.

2 For the cases referred to in letters a) and b), admission is unconditional if the subject areas match, while admission may be subject to levelling-up in other cases.

3 For the cases referred to in letter c), the individual Faculties may authorise a reduced study plan, which can be completed in less time than legally prescribed, although 60 ECTS is the minimum number of credits to be obtained.

4 For the cases referred to in letter d), applicants are admitted with a learning shortfall of 30 to 60 ECTS points.

5 For enrolment to the Master’s degree of the Institute of Human Medicine, the provisions of the separate regulations will be applicable.

Art. 11b
Admission requirements for PhD programmes

1 The individual faculties set the admission requirements for PhD studies.

2 Applicants in possession of the following qualifications are admitted to PhD programmes at USI:
   a. a Master’s degree from a Swiss University or Federal Institute of Technology;
   b. a Master’s degree from a foreign University or Institute of Technology, provided it is state-recognised and accredited;
   c. a four- or five-year degree awarded under the previous academic degree system;

3 Exceptions may be made by the individual Faculties based on their specific regulations.

Art. 12
Additional requirements

1 The individual Faculties can apply supplementary admission requirements to certain study programmes, where necessary due to the organisational demands of the study plan (see USI Act, art.11, paragraph 3) or specific programme requirements.

Art. 13
Matriculation

1 Students that intend to follow courses, group projects or seminars, submit papers, enrol for exams, make use of USI services or use its infrastructure must be enrolled at USI.

2 Matriculation must be renewed each semester.
Art. 14  
Procedure  
1 Matriculation applications must be sent to the Faculty Secretariat by the deadline established by the University or the Faculty.  
2 Late applications may be accepted only if compatible with the capacity of the facilities and the availability of the teaching resources.  
3  
Art. 15  
Fees  
a) Bachelor’s and Master’s programmes  
1 Tuition fees are CHF 4000 per semester.  
2 For students legally domiciled in Switzerland at the time of award of the secondary school-leaving certificate, tuition fees will amount to CHF 2000.  
3 The above provision is also applicable to students domiciled in the Principality of Liechtenstein.  
4 Reduced tuition fees can be applied in accordance with art. 15, paragraph 2:  
   a. to Swiss students domiciled abroad at the time of award of the upper secondary school-leaving certificate, provided that their financial situation falls within the parameters that entitle them to a scholarship in Canton Ticino;  
   b. to students that during the matriculation period acquire Swiss citizenship starting from the semester following the date of matriculation, provided that their financial situation falls within the parameters that entitle them to a scholarship in Canton Ticino;  
   c. students with the status of refugee, permit F-holders.  
5 For students that spend a study period abroad of at least 3 months during the academic year, the semester fees stated in paragraphs 1-3 are reduced by 50%. The University’s administration department can apply a further reduction in special circumstances; in any case semester fees can be no lower than CHF 500.  
   a. Exceptions to the standard application of the provisions of the previous paragraphs may be made within the context of international student exchange agreements.  
   b.  
   c. For internships forming part of the Bachelor’s or Master’s programme in architecture, lasting for a period of 9 months, reference is to be made to the specific guidelines issued by the Academy of Architecture.  
   d. Only one reduction in fees is permitted for study periods abroad or internships during the minimum period prescribed to complete the same study programme (6 semesters for the Bachelor’s programme; 4 semesters for the Master’s programme).  
6 Students that have attended courses according to the prescribed study programme, respectively 6 semesters for the Bachelor’s programme and 3 or 4 semesters for the Master’s programme, and that have not taken all the required examinations and/or written the final paper for the Bachelor’s programme or the Master’s thesis respectively, must pay CHF 500 for each of the first two semesters “out-of-course” and CHF 1000 for the subsequent semesters.  
7  
8 In the case where a student enrolled in a two-year Master’s programme (Master’s degree) wishes to acquire the required number of credits in a greater number of semesters than the minimum required by following a study programme agreed with the Faculty, tuition fees are charged in proportion to the agreed attendance period.
In the event of withdrawal from a semester that has already started and if this withdrawal is within the fourth week from the start of the courses, the amount paid as tuition fees for the semester will be refunded as follows:

a. with a deduction of CHF 500 during the first week of courses;

b. with a deduction of half the tuition fees within the time limits indicated above;

c. in the event of withdrawal for reasons considered serious that are notified within the time limits stated above, the Administration department may refund the entire amount paid, with a deduction of CHF 200 for administration costs;

d. after the time limits stated above no refund will be due.

In the event of withdrawal prior to the start of the semester or in the event of the failure to obtain a visa, the amount paid is refunded with a deduction of CHF 200 for administration costs.

Requests to withdraw or to cancel enrolment must be notified in writing within four weeks from the start of the semester.

The administrative bodies are responsible for the decisions concerning the tuition fees to be paid in individual cases.

The enrolment fee for PhD studies is CHF 4000 per semester.

PhD students are fully exempt from paying the tuition fees for the entire duration of a remunerated collaboration with USI (assistant or scientific assistant contracts in general).

PhD students enrolled in the PhD programme of the Faculty of Biomedical Sciences are also exempt from paying the tuition fees for the entire duration of a remunerated collaboration with an affiliated or associated institute or programme partner.

PhD students that are not obliged to attend or do not attend courses at USI pay half of the normal tuition fees. The attendance of individual courses which do not require exams to be taken, equivalent to the requirement of being an auditing student, is not taken into consideration in this regard. In cases of doubt (e.g. limited attendance of seminars for PhD students), lower tuition fees than normal are applied, but in any case this amount will exceed half the tuition fees. Assessments are made on a case-by-case basis.

Courses taken at other universities (e.g. inter-university seminars for PhD students, etc.) are not taken into consideration within the scope of the provisions of the previous paragraph, if the PhD student takes on, at least, a predominant share of the related travel and accommodation costs.

The administrative bodies are responsible for the decisions concerning the tuition fees to be paid in individual cases. The Faculty Dean - and the lecturer of reference for PhD students - is entitled to express an opinion in this regard.

The enrolment fee per semester for the PhD in medicine (Dr.med.) is CHF 500.

Art. 16
b) PhD programmes

Art. 17
Leave of absence

Students can be granted a leave of absence for one or several semesters on serious grounds, such as maternity, compulsory military or civil service, illness and other circumstances at the Faculty's discretion.

Students on leave remain enrolled at the University by paying a reduced fee of CHF 100 per semester and retain the benefits connected with student status, but are excluded from attending any classes or any other degree-related activity and taking examinations, with the exception of those for the session prior to returning from the leave of absence.

During maternity leave students can, in any case, take the examinations for courses they have already attended.

Please refer to the Study Regulations of each Faculty for further details.
Art. 18
Ex-matriculation

1 Students that communicate their intention to withdraw from their studies at USI are issued with an ex-matriculation certificate and their original certificate of attendance is returned.

2 Ex-matriculation requests cannot be submitted from the first day until the thirtieth day of the exam session (according to the Faculty calendar) starting from the date of the last disclosure of the exam results.\(^{50}\)

3 The ex-matriculated student, by virtue of letter a) of art. 45 of the Statutes, may request to be re-matriculated only after one year has elapsed from the confirmation date of the ex-matriculation. Re-matriculation requirements are defined by the individual faculties and signed by the student. This paragraph does not apply to students conditionally admitted, until the same is withdrawn.\(^{19}\)

4 In the event of the late payment of tuition fees, the student is ex-matriculated automatically if he/she fails to remedy this default by the expiry of the payment deadline of the tuition fees for the next semester.\(^{19}\)

5 The student is ex-matriculated also in the cases provided for in art. 45 of the USI Statutes.\(^{19}\)

Chapter II - Auditing students

Art. 19
Admission

1 The admission of auditing students is dependent upon the availability of organisational resources in compliance with art.11, paragraph 3 of the Uni Act.

2 Each Faculty defines the courses and seminars open to auditing students at the beginning of each semester. Auditing students are not permitted to participate in group projects involving the use of computer equipment or language courses.

3 To be admitted as an auditing student to USI Master's courses, the student is required to have completed an academic study programme.

Art. 20
Conditions

1 Auditing students, as a rule, are not authorised to take exams.

2 The individual faculties have the authority to make exceptions to this rule.

Art. 21
Fees

1 The fees for attending a Bachelor's or Master's course are as follows:

- 1.5 ECTS: 200 CHF/person
- 3 ECTS: 400 CHF/person
- 4.5 ECTS: 600 CHF/person
- 6 ECTS: 800 CHF/person\(^{51}\)

2 For recipients of OASI (old-age and survivor's insurance) this fee is reduced by 50%.

3 Auditing students regularly enrolled at other Swiss universities are exempt from paying this fee.

4 Exceptions may be granted by the University's Administration department.

Chapter IV - Incoming Students

Art. 22
Mobility Students

1 Students that have been enrolled for at least two semesters at a Swiss or foreign university and that are participating in a mobility programme recognised by an USI Faculty can be admitted as mobility students.

2 Mobility students are admitted to the study programme in which they have enrolled in their university of origin.

Art. 23
Requirements

1 Mobility students remain enrolled in their universities of origin where they pay the prescribed tuition fees.

2 Mobility students can follow courses, group projects or seminars, submit papers, enrol for exams, make use of USI services or use its infrastructure.
Art. 24 Duration

1 The length of a period of study at USI is, as a rule, limited to two semesters. This period may be extended in certain circumstances with the agreement of both the universities participating in the related mobility programme.

Art. 25 Enrolment

1 Admission requests for mobility students must be sent to the International Relations Office within the established time limits. 23

Art. 26 Mobility Scholarships

1 Students that benefit from a mobility scholarship awarded by the Federal Commission for Scholarships can enrol in the same study programme for which they have obtained the scholarship.

2 Students with mobility scholarships can follow courses, group projects or seminars, submit papers, enrol for exams, make use of USI services and use its infrastructure.

3 Students with mobility scholarships pay reduced tuition fees.

Chapter V - Bodies

Art. 27 Competent Bodies

1 The university bodies in charge of admissions and matriculations are:

a. the Matriculation Committee of the USI Council - for questions concerning admission to the Bachelor's programmes;

b. the individual Faculties - for questions concerning admission to the Master's and PhD programmes. 24

Art. 28 Matriculation Committee

1 The Matriculation Committee is appointed by the University Council.

2 It consists of 7 members in compliance with art.21, paragraph 1, of the USI Statutes. 25

3 The Committee assesses admission criteria and matriculation procedures, deciding on special cases and disputes. The Secretariats of the individual Faculties are responsible for the cases defined in art.5. 25

Art. 29 Grievances and appeals

1 A student may appeal against Faculty and Matriculation Committee decisions by lodging a formal complaint to the Cantonal Administrative Court.

2 … 30

3 … 35

Chapter VI - Final provisions

Art. 30 Effectiveness

1 These Regulations, approved by the Council on 14 April 2000, shall enter into force immediately.

* The following schools are included in this category:

1. Liceo linguistico moderno, Basel
2. Liceo scientifico, Liceo linguistico, Istituto tecnico commerciale “Vilfredo Pareto”, Lausanne
4. Liceo scientifico con sperimentazione linguistica, Istituto tecnico commerciale “Istituto sul Rosenberg”, St. Gallen
5. Liceo tecnico per il Turismo “Scalabrini Gmur”, St. Gallen
6. Liceo scientifico “Istituto internazionale Montana” del Zugerberg, Zug
7. Liceo linguistico “Pier Martire Vermigli”, Zurich
8. Liceo internazionale, Istituto Elvetico, Lugano.
List of updates:
1) paragraph 2 introduced with UC decision of 11.07.08;
2) letter d) introduced with UC decision of 11.07.08;
3) letter e) repealed with UC decision of 11.07.08;
6) paragraph 2 amended with UC decision of 11.07.08;
7) former article 12 moved and amended title with UC decision of 11.07.08;
8) paragraph 2 repealed with UC decision of 11.07.08;
9) articles introduced with UC decision of 11.07.08;
10) former article 11, paragraph 1 moved and amended with UC decision of 11.07.08;
11) paragraph 2 repealed with UC decision of 11.07.08;
12) paragraph 3 repealed with UC decision of 11.07.08;
13) paragraph 1 amended with UC decision of 11.07.08;
14) paragraph 3 repealed with UC decision of 11.07.08;
15) paragraphs 4, 7, 8 and 9 introduced with UC decision of 11.07.08;
16) paragraphs 5 and 6 amended with UC decision of 11.07.08;
17) paragraphs 1 and 2 amended with UC decision of 11.07.08;
18) paragraph 2 amended with UC decision of 11.07.08;
19) paragraphs 2 and 3 amended with UC decision of 11.07.08;
20) paragraph 4 repealed with UC decision of 11.07.08;
21) paragraph 3 introduced with UC decision of 11.07.08;
22) paragraph 1 amended with UC decision of 11.07.08;
23) article amended with UC decision of 11.07.08;
24) letter b) amended with UC decision of 11.07.08;
25) paragraphs 2 and 3 amended with UC decision of 11.07.08;
26) paragraph 3 repealed with UC decision of 20.02.09;
27) paragraph 4 amended with UC decision of 20.02.09;
28) paragraph 1, letters f, introduced with UC decision of 20.02.09;
29) paragraph 1 amended with UC decision of 20.02.09;
30) paragraph 2 repealed with UC decision of 20.02.09;
31) paragraph 3 introduced with UC decision of 20.02.09;
32) letter d) repealed ex-ufficio by the General Secretariat on 14.03.11;
33) letter e) and letter f) amended with UC decision of 14.02.14;
34) article 9 b) amended by the General Secretariat on 13.01.15;
35) paragraph 3 repealed ex-ufficio by the General Secretariat on 07.05.15;
36) paragraph 3 added by the General Secretariat on 21.02.17;
37) paragraph 2 e) added by the General Secretariat on 21.02.17;
38) paragraph 7 added by the General Secretariat on 21.02.17;
39) paragraph 5a added with UC decision of 12.05.17;
40) paragraph 3 added by the Rectorate on 05.03.18;
41) paragraph 2a) added by the Rectorate on 05.03.18;
42) paragraph 7 added by the Rectorate on 05.03.18;
43) second part added by the Rectorate on 26.11.18;
44) paragraph 4, letter c) added by the Rectorate on 16.05.19;
45) paragraph 5 amended by the Rectorate on 16.05.19;
46) paragraph 5b) added by the Rector on 16.05.19;
47) paragraph 5c) amended by the Rectorate on 16.05.19;
48) paragraph 7 repealed by the Rectorate on 16.05.19;
49) paragraph 9 amended by the Rectorate on 10.02.20;
50) paragraph 2 amended by the Rectorate on 10.02.20;
51) paragraph 1 amended by the Rectorate on 10.02.20;

1.1.1.1.
1.1.1.2.
1.1.1.3.

Disclaimer:
These Regulations for admission and matriculation have been drawn up in Italian. A non-legally binding English translation has been provided for information purposes only. The Italian version shall prevail over the English translation.