SUPSI

Admission and matriculation regulations:
SUPSI Bachelor’s (undergraduate) degree programmes

Approved by the SUPSI Board on 13 December 2013.
Version 1 – 13.06.2014
Version 3 – 19.06.2015
Version 4 – 24.06.2016
Version 5 - 05.07.2017 (approved by the SUPSI Direction)
Version 6 – 01.09.2021 (approved by the President of the SUPSI Board)
Version 7 – 01.01.2022 (approved by the President of the SUPSI Board)
Version 8 – 21.11.2022 (approved by the President of the SUPSI Board)
Art. 1 Field of application

1.1 These regulations pertain to the admission and matriculation procedures for the Bachelor's (undergraduate) degrees awarded by the Departments of the University of Applied Sciences and Arts of Southern Switzerland (SUPSI), including the Bachelor’s degree programme in Physiotherapy conducted by the Departement Gesundheit, Landquart.

1.1 bis Should SUPSI affiliated Schools lack their own specific regulations, the Bachelor's degrees they award are regulated by similar principles.1

1.2 These regulations apply to:

a) students attending Bachelor's programmes;
b) students asking to be readmitted to Bachelor's programmes;
c) auditors who plan to attend a selected number of Bachelor's modules, without aiming to obtain a degree;
d) guest students who conduct part of their studies at SUPSI (mobility students).

1.3 These regulations are supplemented by implementation directives approved by the Direction of Undergraduate and Graduate Studies SUPSI and issued by all SUPSI Departments, including the Departement Gesundheit, Landquart. The aim of these additional implementation directives is to define the specific conditions of the degree programmes conducted by each Department.2

1.4 The masculine form is used to designate persons, professional titles and functions, regardless of sex.

Art. 2 Admission

2.1 Requirements

2.1.1 SUPSI admissions are governed by the Federal Act on Funding and Coordination of the Swiss Higher Education Sector (LPSU) of 30 September 2011, by the Ordinance regarding the Federal Act on Funding and Coordination of the Swiss Higher Education Sector (O-LPSU) of 23 November 2016,18 by the Ordinance of the Federal Department of Economic Affairs, Education and Research (DEFR) regarding admission to universities of applied sciences and arts of 2 September 2005, and by the Regulations regarding the recognition of teaching qualifications for primary, lower secondary and upper secondary school teachers issued by the Swiss Conference of Cantonal Ministers of Education (CDPE) of 28 March, 2019.34

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1 Adopted with CSUPSI decision of 12.12.2014.
2 Modified with CSUPSI decision of 13.06.2014.
3 Modified with CSUPSI decision of 13.06.2014.
4 Adopted with CSUPSI decision of 12.12.2014.
5 Introduced with CSUPSI decision of 13.06.2014.
6 Modified with CSUPSI decision of 13.06.2014.
7 Modified with CSUPSI decision of 13.06.2014.
8 Modified with CSUPSI decision of 13.06.2014.
9 Revoked with CSUPSI decision of 13.06.2014.
10 Modified with CSUPSI decision of 13.06.2014.
11 Introduced with CSUPSI decision of 13.06.2014.
12 Introduced with CSUPSI decision of 13.06.2014.
13 Article numbering change (from art. 9 to art. 10), on 13.06.2014.
14 Modified with CSUPSI decision of 12.12.2014.
15 Modified with CSUPSI decision of 19.06.2015.
16 Modified with CSUPSI decision of 19.06.2015.
17 Introduced with CSUPSI decision of 24.06.2016.
18 Modified with DIRSUPSI decision of 05.07.2017.
2.1.2 ..... 
2.1.3 The Departments may stipulate further admission conditions specific to certain degree programmes.
2.1.4 Applicants coming from degree programmes conducted by a University of Applied Sciences and Arts (SUP), a Teacher Training Institution or a University, and who have not managed to complete their studies within the maximum timeframe, may be refused admission.
2.1.5 The Departments may potentially validate any ECTS credits acquired in other educational programmes or in other institutions.
2.1.6 Admission of auditors and mobility students is regulated by each degree programme.

2.2 Competent authorities

2.2.1 The authority nominated by the Department in question is responsible for the implementation of these regulations. Should no specific authority be nominated for this purpose, this responsibility lies with the Director of the Department.
2.2.2 In particular, under the supervision of the Direction of Undergraduate and Graduate Studies, the Department confirms the admission conditions and coordinates the admission procedure.

Art. 3 Procedure

3.1 Degree course applications
3.1.1 Applications must be sent before the specified deadlines published annually on the website www.supsi.ch. Applications received after the specified deadlines are assessed and accepted in accordance with the departmental directives and depending on availability.
3.1.2 Applications must be made online, at www.supsi.ch, upon payment of the administration fee specified in Art. 4.1.
3.1.3 Since some degree courses have only a limited number of available places, the Department in question may require applicants not only to meet the admission requirements, but also to take a ranking examination and/or one or more supplementary examination/s.
3.1.4 Departments may adopt different procedures in terms of the administration of applications and related communications, notably also in electronic form.

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19 Introduced with DIRSUPSI decision of 05.07.2017.
20 Modified with PresCSUPSI decision of 20.08.2021.
21 Modified with PresCSUPSI decision of 20.08.2021.
22 Introduced with PresCSUPSI decision of 20.08.2021.
23 Introduced with PresCSUPSI decision of 20.08.2021.
24 Modified with PresCSUPSI decision of 20.08.2021.
26 Introduced with PresCSUPSI decision of 20.08.2021.
27 Introduced with PresCSUPSI decision of 20.08.2021.
28 Introduced with PresCSUPSI decision of 20.08.2021.
29 Introduced with PresCSUPSI decision of 20.08.2021.
30 Modified with PresCSUPSI decision of 20.08.2021.
31 Introduced with PresCSUPSI decision of 20.08.2021.
32 Modified with PresCSUPSI decision of 20.08.2021.
33 Modified with PresCSUPSI decision of 20.08.2021.
34 Modified with PresCSUPSI decision of 20.08.2021.
35 Modified with PresCSUPSI decision of 25.01.2022.
36 Modified with PresCSUPSI decision of 21.11.2022.
3.1.5 Applicants with impairments or with specific learning disabilities that may significantly affect their educational progress should notify the Department Direction or the Head of Bachelor's and Master's courses about this issue when making their application. The Direction reserves the right to ask these applicants to provide a certificate specifying the impact on the educational programme, and the accommodations and compensatory measures previously implemented, and/or potentially ask the applicant in question to undergo a specialist assessment in order to prove the need for the support measures. No measures will be implemented unless the applicant gives this information, provides this certificate, or undergoes any specialist assessment that might be requested.17

3.2 Matriculation

3.2.1 Applicants whose applications have been accepted, and who have passed any ranking examination and/or any supplementary examinations that might be required, will be instructed on the procedure to follow in order to confirm their enrolment and matriculate. Enrolment confirmation can only be completed online, on the SUPSI Student Portal.37

3.2.2 The required matriculation documentation must be completed, signed and sent to SUPSI before the specified deadlines, following the instructions found on the SUPSI Student Portal. Documentation arriving after the specified deadlines may be accepted in accordance with departmental directives and depending on remaining availability.38

Art. 3bis Cancellation of enrolment / abandonment of studies
The implementation Directives drawn up by the Departments specify the deadlines within which matriculated students may give written notification of their decision to cancel their enrolment or abandon their studies.22

Art. 4 Fees

4.1 Application fee

4.1.1 When making an application within the deadline specified on www.supsi.ch, a fee payment of CHF 200.- must be made online. This applies to applications for all Departments except the Departement Physiotherapie Graubünden di Landquart, affiliated with the Department of Business Economics, Health and Social Care SUPSI, for which the application fee is CHF 250.-.39
Applications will be considered as complete and officially recognised only if this fee has been paid.42

4.1.2 Some degree courses allow applications to be made after the deadlines specified on www.supsi.ch. In these cases, the application fee is CHF 300.-.40

4.1.3 The fee due for applications to more than one degree course in the same academic year is CHF 300.-.41

4.1.4 This fee is not reimbursable in any way, and cannot be deducted from the semester fee. Applications will only be assessed if this fee has been paid42.

37 Modified with PresCSUPSI decision of 21.11.2022.
38 Modified with PresCSUPSI decision of 21.11.2022.
39 Modified with PresCSUPSI decision of 21.11.2022.
40 Introduced with PresCSUPSI decision of 21.11.2022.
41 Modified with PresCSUPSI decision of 21.11.2022.
42 Modified with PresCSUPSI decision of 21.11.2022.
4.2. **Semester fee and contribution to didactic costs**

4.2.1 Semester fees amount to CHF 1,600.-. This sum is reduced to CHF 800.- for students who benefit from the implementation of the ASUP Intercantonal Agreement for Vocational Universities from 2005 (Swiss nationality, or civil and fiscal domicile in Switzerland or in Liechtenstein). Specific agreements apply for students residing in Campione d’Italia. Semester fees are due in full, even for students who are repeating a semester. Under no circumstances will the semester fees be reimbursed (e.g. cancellation of enrolment, abandonment, expulsion from the study programme). Any foreign student holding a category (B) Residence Permit may apply for these fees to be reduced. Requests of this type must be sent to the Direction of Undergraduate and Graduate Studies to the email address amministrazione.studenti@supsi.ch by 1 December at the latest. Requests arriving after this deadline cannot be processed.23

4.2.2 The Departments decide the amount students are charged for didactic costs (educational materials, charges for visits, etc.), and these sums are usually collected together with the semester fees.

4.2.3 Students who cancel their enrolments or abandon their studies after the notification deadline (art. 3bis) will not be entitled to reimbursement of either the semester fee or the contribution to didactic costs. However, students who have already paid for the subsequent semester and who, before the start of the new semester, are notified that they have been expelled, will receive full reimbursement of the amount paid.24

4.2.4 With regard to leave of absence periods (art. 5), the Department may arrange that any semester fee already paid will be considered in the calculation of the semester fee for the first semester in which the student returns to their studies.

4.3 **Payment arrears: semester fee and contribution to didactic costs**

4.3.1 Any student in payment arrears is suspended from their study programme, until such time as these payments have been made.

4.3.2 Any student in arrears is not issued any accreditation, certificate, or diploma, and is suspended from using their SUPSI account.

4.3.3 Failure to pay within the specified deadline may result in expulsion from the study programme.

4.3.4 Semester fees must in any case be paid, even in the case of expulsion from or abandonment of studies. The Department decides if the contribution to didactic costs must also be paid.

4.3.5 Having considered a student’s personal circumstances, the Department may grant payment in instalments.

**Art. 5 Leave of absence**

5.1 For verified work-related, health or family reasons, or due to compulsory military service, or for some other reason, the Department may grant leave of absence to students making this request. Students on leave of absence remain matriculated and pay a semester fee amounting to CHF 50.-. They may not take certification examinations.

5.2 The procedure for leave of absence applications is specified in the Departmental Implementation Directives.25

5.3 The minimum duration of a leave of absence is one semester. The aggregate maximum leave of absence duration is 4 semesters.26
5.4 Leave of absence is not generally granted for the first semester of studies.\(^{27}\)

5.5 Should the aggregate maximum leave of absence period be exceeded, and should the student fail to respond within thirty (30) days to a request for information sent by the Department regarding when the student plans to return to their studies, the student is expelled ex officio from the study programme.\(^{28}\)

5.6 Leave of absence semesters are not included in the calculation of the maximum number of semesters permitted in order to acquire the credits specified by the study programme, unless individual Departments have adopted different regulations governing leave of absence periods.

5.7 Attendance at other Institutions for the purpose of acquiring credits recognised by SUPSI is not considered as leave of absence.

Art. 6 Guest students, auditors

6.1 Guest students

6.1.1 Students matriculated at other Universities of Applied Sciences and Arts, or at other Swiss or foreign universities, may be admitted as guest students, usually for a maximum of two semesters. Decisions regarding this form of admission are taken by the Departments, in compliance with any agreements with the Home Institution and in compliance with the regulations governing the European mobility programmes in which SUPSI participates.\(^{15}\)

6.1.2 Guest students remain matriculated at their Home Institutions for administrative purposes. Payments between SUPSI and the Home Institution are decided on in accordance with the reciprocity agreements – between the Swiss Universities of Applied Sciences and Arts – on the basis of the Intercantonal Agreement of Universities of Applied Sciences and Arts (Accordo intercantonale delle Scuole Universitarie Professionali - ASUP).

6.1.3 Guest student study programmes are arranged in agreement with the Home Institution. The academic results achieved by guest students are certified in compliance with SUPSI regulations and assessment methods.

6.2 Auditors

6.2.1 Departments may accept auditors for one or more courses / modules. Auditors may not take any related certification examinations.

6.2.2 The semester fee for auditors amounts to CHF 150.- for each course or activity, plus any extra costs.

Art. 7 Readmission to a Bachelor’s programme

7.1 After having left a study programme

7.1.1 Students who have left a degree programme may at any time apply to the Department in question for readmission. This request must be made in writing, with due indication of the reasons.

7.1.2 The Department Direction makes a decision regarding the request, and specifies the related readmission conditions, taking into particular consideration the reasons behind the student’s previous decision to abandon their degree programme. Should the student be readmitted to the same degree course, any fail assessments accumulated prior to abandonment are calculated.\(^{19}\)
7.1.3 A readmission application is made on the assumption that any arrears semester fees and contributions to didactic costs have been paid in full. Should this not be the case, the Department Direction will not consider the application.

7.1.4 The readmission procedure follows the same process and procedure as that specified for admission applications, in accordance with art. 3.5

7.2 Following exclusion from a study programme

7.2.1 5 academic years after having been expelled from a Bachelor’s programme, students may apply to be readmitted to the same programme. A request in writing, with due indication of the reasons, must be sent to the General Director14 of SUPSI, within the deadlines specified by the implementation directives of these regulations issued by the various Departments.

7.2.2 The appropriate procedure is the following:

- The General Director14 of SUPSI forwards the application to the Department in question, requesting an opinion in writing16.
- The Department examines the file, and, if appropriate, gives advance notification to the General Director14 of SUPSI regarding their favourable opinion, putting forward the related conditions to be met and establishing the credits that can be recognised, taking into consideration the current study programme.6
- The General Director14 of SUPSI notifies the student of the readmission proposal, subject to acceptance of the conditions drawn up by the Department, setting a deadline for the student to notify acceptance of this proposal.
- Readmission to the Bachelor’s programme and re-matriculation are confirmed when the student signs the conditions, including those related to the recognition of credits, drawn up by the Department. However, Departments where student numbers are limited may operate otherwise, and their readmission conditions may specify a new admission application, in compliance with art. 3.

7.2.3 Departments may establish specific provisions related to dossier assessment, which may include meeting the student in person in order to discuss the reasons for readmission, and asking for additional documentation to complete the dossier.

7.2.4 A readmission application is made on the assumption that any arrears semester fees and contributions to didactic costs have been paid in full. Should this not be the case, the General Director14 of SUPSI will not consider the application.

7.2.5 Advance notification from the Department in question regarding their unfavourable opinion, or failure by the student to accept the conditions drawn up by the Department, will result in a decision against readmission.
Art. 8 Disputes

8.1 Applicants whose applications are rejected are entitled to ask for the reasons for this decision, unless the rejection is the result of failure to pass any ranking examinations held for programmes with limited numbers of participants, or any supplementary examinations.

8.2 Appeals against admission decisions may be made to the Department. These appeals should be made in writing, and the reasons for the appeal briefly described, within 15 days from notification of the decision.7

8.3 Regarding Departmental decisions related to admission, and that entail irreversible prejudice, appeals may be made to the Director General14 of SUPSI. These appeals should be made in writing, and the reasons briefly described, within 15 days from notification of the decision.8

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8.5 Appeals against decisions taken by the General Director14 of SUPSI should be made to the Cantonal Administrative Court of the Appeal. The applicable Law is that on administrative procedure.10

8.6 Deadlines specified by law or set by the Authorities shall not be suspended during judicial vacations.11

Art. 9 Exmatriculation12

9.1 SUPSI exmatriculates any student who:

a) has been awarded a three-year degree (Bachelor);

b) at the time of application provided inaccurate or incomplete information which, during the verification process, is considered to be serious;30

c) has been permanently expelled as a result of failing to achieve academic objectives;

d) has been expelled as a result of disciplinary measures;

e) is in arrears with payments for semester fees, contributions to didactic costs and any other expenses;

f) has notified their intention to discontinue their studies definitively, after having notified this decision in writing, with due indication of the reasons, to the Department in question (exmatriculation statement);

g) has been excluded ex officio from their studies having failed to respond to a request for information from the Department or Affiliated school affected by these Regulations, regarding resumption of studies after having exceeded the maximum cumulative leave of absence period.29

Ex officio exclusion shall also apply in the cases specified in letters (b) and (e).31

9.2 In the cases specified in letters b), c) and d) of paragraph 1 of this Article, readmission to studies is possible only after a period of 5 academic years (details stipulated in Art. 7.2),32

9.3 In the cases specified in letters e), f) and g) of paragraph 1 of this Article, students may reapply at any time, in accordance with Art. 7 of these regulations (which stipulate the details).33

9.4 If requested by the student in question, SUPSI will issue an exmatriculation certificate, and will return to the student their original admission certificate. This exmatriculation certificate will be issued on the assumption that any arrears semester fees and contributions to didactic costs have been paid in full.
Art. 10 Entry into force

10.1 These Regulations shall enter into force on 21 November 2022, and annul and replace the previous version of 01 January 2022.

This document is the English translation of the original text written in Italian. In the event of any doubt or dispute, the original Italian version is the one that shall be considered as valid and official.

Approved by the President of the SUPSI Board on 21.11.2022.

The President of the SUPSI Board, Alberto Petruzzella

The General Director of SUPSI, Franco Gervasoni