



SWISS TCM UNI
瑞士中医药大学

Statute

This statute is based on the document 'Relevant laws and regulations'.

(For the sake of simplicity, the masculine form is used throughout the text; the feminine form is always included).

0 Preamble

- ¹ Form of expression: For simplicity and ease of reading, only the masculine form is used in these Statutes. It applies to both genders.
- ² TCM stands for Traditional Chinese Medicine.
- ³ SACM stands for Swiss Academy of Chinese Medical Sciences Ltd.
- ⁴ QSE stands for Quality Assurance and Development.

I. Core tasks of SWISS TCM UNI

- ¹ The core tasks of SWISS TCM UNI are research and teaching at university level in the field of TCM.
- ² The freedom of research and teaching is guaranteed.
- ³ Research shall be based on the current state of knowledge in the individual branches of TCM research.
- ⁴ Teaching shall be geared towards the completion of the respective courses with the corresponding academic degree in accordance with the Bologna Guidelines and the Accreditation Ordinance HFKG Switzerland.
- ⁵ SWISS TCM UNI awards Bachelor's, Master's and Doctoral degrees
- ⁶ SWISS TCM UNI organises further education and training to disseminate TCM knowledge.
- ⁷ Further details are regulated in the "Mission Statement of SWISS TCM UNI".

II. Organs and university members

§2.1 Organisation chart and function diagram

The organisation chart and function diagram are part of the statute and are listed as an appendix (see appendix 1 and 2).

§2.2 Organisational structure of the SACM/SWISS TCM UNI

	Function	Organisational Unit	Basic task
Super-Superordinate level	Sponsor & Supervision Principal	SACM	- Ensures the operation of the SWISS TCM UNI, - Provides any necessary funding.
	Organ & Supervision	University Council SWISS TCM UNI	- Oversees the use of any funds made available by the funds made available by the sponsor, - Supervises the operation of SWISS TCM UNI.
Operational level General	General Responsibility	University management	Responsibility University management Responsible for teaching, research, services and QSE.
	Administration & Service	Administrative management	Administration, service, organisation.

§2.3 Swiss Academy of Chinese Medical Sciences Ltd (SACM)

- ¹ The SACM has the following purpose: "To enable, promote and disseminate integrative medicine (TCM and conventional medicine) and the associated knowledge at university level".
- ² The SACM is the sponsor of the SWISS TCM UNI, which carries out this task on its behalf.
- ³ The SACM is responsible for maintaining the aforementioned purpose.



⁴ The SACM shall delegate the supervision of the content of the SWISS TCM UNI to the independent university council of the SWISS TCM UNI.

⁵ The other tasks of the SACM AG and its committees are described in the statutes of the SACM AG.

§2.4 University Council

2.4.1 Tasks

The University Council is the supervisory body of SWISS TCM UNI. It has the following tasks:

¹ Responsibility for the formulation of the mission statement of SWISS TCM UNI.

² To guarantee the freedom of teaching and research.

³ Issuing the statute.

⁴ Participation in the overall strategy.

⁵ Approval of the budget.

2.4.2 Election and term of office

¹ The members of the University Council shall be elected by the SACM on the proposal of the University Council.

² The Rector and the Vice-Rector may not be members of the University Council.

³ The University Council shall elect its own President.

⁴ The term of office of the President and the members of the University Council shall be four years; re-election shall be possible.

2.4.3 Organisation

¹ The University Council shall organise itself.

² The Presidential Board of the University Council shall invite the members to regular meetings, which shall be held at least once a year.

³ The Rector or the Prorector shall attend the meetings of the University Council as a guest in an advisory capacity.

§2.5 Senate

2.5.1 Composition and organisation

The Senate shall be composed of:

¹ a member of the University Executive Board.

² the head of the department.

³ one employee representative in the area of science.

⁴ a staff representative in the area of administration.

⁵ a student representative.

⁶ The administrative management shall attend the meetings as a guest in an advisory capacity.

⁷ The Senate shall elect its own leadership.

⁸ The Senate shall meet at least once a year.

2.5.2 Tasks

¹ The Senate shall submit proposals to the University Council for the election and dismissal of the Rector and Prorector. If the Rector or Prorector is a member of the Senate, he/she shall not have the right to vote, as the election or dismissal concerns him/herself.

² The Senate shall elect the members of the permanent and temporary commissions.

³ It may take a position on issues of importance to the university as a whole.

2.5.3 Commissions

SWISS TCM UNI shall set up permanent and temporary commissions to fulfil its tasks.

Permanent Commissions:

2.5.3.1 Study Commission

¹ Preliminary consultation of business in connection with the study programme.

² Submitting corresponding proposals to the university management.

³ The Rector and the Prorector shall be members of the Study Commission.

⁴ Determination of admission requirements and recognition of foreign Matura examinations and other non-standard qualifications.

⁵ Determination of possible expulsion in the event of gross misconduct.

2.5.3.2 QSE Commission

¹ Determination of quality criteria in accordance with the requirements of the Executive Board.

² Review of quality in accordance with the set criteria with reference to teaching, research and service.

³ Carrying out the evaluation.

⁴ Communicate the findings and any recommendations to the Executive Board.

2.5.3.3 Appeals Commission

¹ Advising and final assessment of student appeals in connection with admission issues, exclusions and the assessment of academic performance.

² The Rector and the Prorector as well as the professors concerned may not be members of the Appeals Commission.

³ The members of the Appeals Commission shall be elected by the Senate every four years.

Temporary commissions:

2.5.3.4 Appeals Commission

¹ Tasks in accordance with the Staff and Equal Opportunities Regulations and the Regulations on Appointments for Academic Staff.

2.5.3.5 Research Commission

¹ The Research Commission shall consist of one representative each from the Executive Board, the Faculty, the Finance Division and, if required, one external member.

2.5.3.6 Other commissions

¹ Appointed by the Executive Board as required.

§2.6 University Management

2.6.1 Tasks

The tasks of the Executive Board shall include all activities necessary for the management of SWISS TCM UNI:

- 1 Deciding on the strategic direction of SWISS TCM UNI in order to achieve the goals set by the University Council (mission statement), in particular with regard to the operation of studies and quality assurance and development.
- 2 Approval of the organisational structure.
- 3 Issuing and approving the regulations, rules and concepts as well as the general terms and conditions.
- 4 Determination of the research direction in accordance with the mission statement.
- 5 Determination of the criteria for the recognition of academic achievements obtained at other institutions.
- 6 Deciding on cooperations with other institutions of higher education.
- 7 Development, preparation and approval of the staffing plan for the area of "Teaching and Research".
- 8 Appointment of new members of the teaching staff (professors and permanent lecturers).
- 9 Awarding the titles of "professor" and "professor emeritus".
- 10 Definition, promotion and assurance of the quality of education.
- 11 Appointment of the administrative management.
- 12 Appointment of the head of department.

2.6.2 Election and term of office

- 1 The Executive Board shall consist of the Rector, the Vice-Rector and the Head of Administration. If necessary, experts may be called in.
- 2 The Rector shall head the Executive Board.
- 3 The Vice-Rector shall be the Vice-Rector's deputy.
- 4 The term of office of the Rector and the Vice-Rector shall be four years.
- 5 Re-election shall be possible.
- 6 The term of office ends with retirement.

§2.7 Rector

The Rector shall lead SWISS TCM UNI. He shall be assisted by the Vice-Rector, the Head of Department and the Head of Administration. The Rector has the following main tasks:

- 1 Implementation of the performance mandate according to the statutes and the mission statement.
- 2 Responsibility for the development of the organisation and strategy.
- 3 Responsibility for and decision on the budget.
- 4 Supervisor of the professors.
- 5 Management of the department management and the other teaching staff.
- 6 Management of the administration.
- 7 External representation of SWISS TCM UNI.
- 8 Promotion of international networking and cooperation with researchers outside SWISS TCM UNI.

§2.8 Prorector

The Prorector shall be the Rector's deputy. He shall support the Rector in the performance of his duties. The tasks of the Prorector include:

- 1 Administration and control of the management of funds, use of posts and planning of resources.
- 2 Responsibility for the continuing education of all staff.
- 3 Maintaining the website.
- 4 Regulation of the attendance of individual modules (auditors).

- ⁵ Responsibility for personnel and appointment procedures.
- ⁶ QSE Officer and Head of the QSE Commission.
- ⁷ Support of members in the implementation of joint research projects and the conception of cooperative applications for the acquisition of third-party funding, in particular self-active research for funding opportunities at national and international level.
- ⁸ Support of activities for young scientists.

§2.9 Administrative management

The administrative management has the following main tasks:

- ¹ Advising the university management in matters of labour law.
- ² Contributing to strategic planning with regard to organisational and administrative matters.
- ³ Promoting and ensuring quality in the organisational and administrative area.
- ⁴ Active participation in the QSE Commission.
- ⁵ Appointment of administrative staff with the approval of the Rector.
- ⁶ Management of administrative staff.
- ⁷ Responsibility for operational accounting.
- ⁸ Preparation of the staffing plan and budget for the attention of the relevant departments.
- ⁹ Responsibility for caretaking and technical services.
- ¹⁰ Responsibility for and decision-making on property maintenance within the budget.
- ¹¹ Maintaining the inventory and library registers.
- ¹² Organisation of administration and further education.
- ¹³ Regular training in all areas of administration.
- ¹⁴ If no head of administration has been appointed or if the head of administration is unable to attend, the above-mentioned duties shall fall to the Rector.

§2.10 Head of department

As a rule, each professor represents and heads his or her department. The head of department coordinates the teaching and research activities in his or her department. In particular, they are responsible for the following main tasks:

- ¹ Coordinating the content and didactics of the courses offered.
- ² Formulation of proposals for the attention of the university management for personnel planning in the department with regard to permanent lecturers and other academic personnel in accordance with the personnel and appointment regulations.
- ³ Networking of the teaching staff involved in the respective department.
- ⁴ Chairing the departmental meetings.
- ⁵ Promotion of internal and interdisciplinary research.
- ⁶ Supervision and support of research projects.
- ⁷ Supervision of doctoral students and research assistants.
- ⁸ Management of research assistants.
- ⁹ Active participation in the Senate and in the commissions.
- ¹⁰ Preparation and implementation of courses within the framework of the teaching assignment.

§2.11 QSE management

The QSE leadership has the following main tasks:

- ¹ Maintaining an effective QSE system.
- ² Maintain and improve an effective management system.
- ³ Maintain evaluation and accreditation.
- ⁴ Promote and develop the quality culture.
- ⁵ Actively participate in the QSE Commission.

§2.12 Academic staff

- ¹ The academic staff includes professors, visiting professors, temporary and permanent lecturers, academic assistants and academic assistants (tutors).
- ² Professors are responsible for teaching and research in their subject area. As a rule, they are employed for an indefinite period.
- ³ Assistant professors are employed for a limited period of time. Their main task is to take on professorial tasks in teaching. In addition, they work on their academic qualification (e.g. habilitation).
- ⁴ Visiting professors are current or former professors of other TCM universities who have a teaching or research assignment at SWISS TCM UNI.
- ⁵ Lecturers participate in teaching within the framework of a temporary or permanent teaching contract and in agreement with the responsible head of department.
- ⁶ Research assistants support the research and teaching of the professors responsible and carry out their own research work, particularly with a view to obtaining a doctorate or habilitation. They may take on teaching assignments on their own responsibility in accordance with their qualifications.
- ⁷ Each department may engage students as research assistants within the framework of the staffing plan.
- ⁸ Academic staff shall publish the results of their research in an appropriate form. All persons who have collaborated scientifically or whose work has been used must be named. The copyright to research results remains with the authors.

§2.13 Equal Opportunities Office

- ¹ The "Equal Opportunities" office can be called upon by all students as well as all employees of SWISS TCM UNI.
- ² It deals with the problems presented to it and decides.
- ³ This office is responsible for equal opportunities in recruitment, promotion of junior staff, career paths, choice of profession and studies as well as gender and diversity aspects at SWISS TCM UNI.
- ⁴ The office "Equal Opportunities" reports to the Rector and prepares a report on its work for his attention.

§2.14 Office "Sustainability"

- ¹ The "Sustainability" office is responsible for the implementation, control and continuous improvement of sustainability activities at all levels and in all areas.
sustainability activities at all levels and in all areas at SWISS TCM UNI.
- ² The "Sustainability" office reports to the university management and prepares an activity report for its attention.

§2.15 Employee representation



- ¹ The employees shall elect two representatives from among themselves, one each from the academic staff and the administrative staff.
- ² The term of office of the staff representatives is two years. Re-election is possible.
- ³ They shall attend the meetings of the bodies in which the employees have a right of participation.
- ⁴ The staff representatives shall consult with each other about attendance at meetings and any substitutions and inform the committee management accordingly.

§2.16 Students

2.16.1 Admission and enrolment

- ¹ For admission to the Bachelor's, Master's and PhD degree programmes in TCM, please refer to the admission regulations.
- ² The assessment of other Swiss and foreign qualifications is carried out by the Study Commission.
- ³ The decision on admission is made by the Study Commission.

2.16.2 Student representation

- ¹ The students enrolled at SWISS TCM UNI shall elect two representatives.
- ² The election shall be prepared by the Senate.
- ³ The term of office of the student representatives is two years. Re-election is possible. The term of office shall end without further ado upon exmatriculation.
- ⁴ One of the two members of the student representatives shall attend the meetings of the Senate with voting rights and shall sit on the appeals committee.
- ⁵ The student representatives shall agree on attendance at meetings and any substitutions and inform the Senate accordingly.
- ⁶ It shall receive students' concerns and present them in an appropriate form to the university management, in particular within the framework of the discussion forum.
- ⁷ Active participation in the QSE Commission.

2.16.3 Discussion forum

- ¹ In the discussion forum, the student representatives meet regularly with the Rector.
- ² The forum serves as an open exchange of ideas on issues relating to the operation of the degree programme.
- ³ The student representatives have the right to ask questions and submit proposals.
- ⁴ The meetings are organised by the university management and must be recorded in minutes by the student representatives.
- ⁵ The meetings shall take place at least once during the semester.

§2.17 Participation rights of students and employees

- ¹ The students and staff of SWISS TCM UNI have a right to participate, which they can exercise in the form of the right to make proposals or/and in the form of the right to vote.
right of proposal and/or in the form of the right to a consultative vote themselves and/or by proxy through their representation.

III Programmes of study



- ¹ The university management shall decide on the range of courses offered, the curriculum as well as curricula and examination regulations.
- ² The planning of courses, the distribution of credit points and the validation of courses are the final responsibility of the Executive Board.
- ³ The members of the Executive Board shall have the right to propose changes to the courses offered.
- ⁴ Concerns regarding the courses offered by academic staff shall be communicated to the relevant departmental management, the Rector or the Prorector, who shall bring them to the attention of the Executive Board.
- ⁵ Students' concerns regarding the courses offered shall be brought to the attention of the university management via the student representatives.
- ⁶ The Studies Commission evaluates the proposals and formulates a recommendation for approval or rejection or a counterproposal for the attention of the university management.
- ⁷ At the request of the Studies Commission, the Executive Board of the University shall issue a procedure for adjusting the courses offered.

IV. Entry into force

- ¹ This Statute shall enter into force on Sep 1, 2024.

SACM and University Council SWISS TCM UNI