Università
della
Svizzera
italiana

General regulations for admission and matriculation[1]

dated 14.04.2000 (status as of 23.05.2025)

Disclaimer: These General 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.

The Council of the Università della Svizzera italiana

Further to the Legge sulle scuole universitarie (LSU) of 3 October 1995; the Regolamento di applicazione of 18 February 2014 and the Statutes of the Università della Svizzera italiana (hereinafter USI) of 20 March 2020,

hereby resolves:

Chapter I – 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, PhD in medicine, advanced study degrees (CAS, DAS, MAS, Executive Master);

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 Students, auditing students and incoming students are subject to the applicable university regulations, including the Code of Ethics and its implementing Regulations[1].

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

4 The procedures for enrolment to basic study programmes in the Faculty of Biomedical Sciences, Institute of Human Medicine are defined in separate Sectoral regulations for limitation of admission to medical studies at the Università della Svizzera italiana of 02.12.2016 (hereinafter referred to as the Sectoral Regulations).

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.

[1] Past version known as *Regulations for admission and matriculation*.

Art. 3
Auditing students

Auditing 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

1 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.

2 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.

3 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

1 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.

	[2] 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). [3] 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. [4] Upper secondary school-leaving certificates issued by Swiss schools abroad are also accepted. [5] 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. (*) [6] 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] In general, the Swissuniversities Commission's guidelines for admissions and equivalences apply. [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 may be considered if it is a related subject and the guidelines laid down by the Swissuniversities Commission for Admissions and Equivalences are met. 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, subject to the prerequisite that applicants fall within the categories defined in Article 2 of the Sectoral Regulations.
Art. 10 c) Other special cases	1 The "European Baccalaureat" is considered to be equivalent to the Swiss school-leaving certificate, whereas the "International Baccalaureat" 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. 3 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	Candidates over 25 years of age who do not possess the qualifications listed in the previous articles may be admitted if they are deemed to have significant training and work experience in terms of their aptitude for learning as attested by their application.
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), faculties define a learning shortfall between 30 ECTS and 60 ECTS.

	5 For enrolment to the Master's degree of the Institute of Human Medicine, the provisions of the separate Sectoral 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	If the organisation of studies or specific programme requirements so require, faculties may apply additional admission conditions for certain study programmes.
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 Student Administration Service 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.
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 Director of Operations 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. During the 9-month externship period as part of the Bachelor's or Master's degree programme in Architecture, 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 For students who have completed course attendance according to the planned 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.

9 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 deemed compelling and communicated within the aforementioned time limits, the Director of Operations may grant a refund of the amount paid with a deduction for administrative costs of CHF 200;

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

10 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.

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

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

Art. 16
b) PhD programmes

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

2 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).

3 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.
	4	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.
	5	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.
	6	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.
	7	The enrolment fee per semester for the PhD in medicine (Dr.med.) is CHF 500.-
Art. 17 Leave of absence	1	For serious reasons, such as maternity, military or civilian service, serious illness and other circumstances that in the opinion of the faculty constitute major difficulties for the proper conduct of studies, the student may be granted leave of absence for one or more semesters.
	2	Students on leave of absence maintain their matriculation by paying a reduced fee of CHF 100 per semester and continue to enjoy student status.
	3	The individual faculties determine the obligations arising from a leave of absence with regard to admission to examinations and courses, examinations or semesters to be repeated.
	4	During maternity leave or military or civilian service it is possible, in any case, take the examinations for courses already attended.
	5	Please refer to the Study Regulations of each Faculty for further details.
Art. 18 Ex-matriculation	1	Students who communicate their wish to terminate their studies at USI are issued with a confirmation of ex-matriculation.
	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.
	3	The ex-matriculated student, by virtue of Article 47 of the Statute, 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.
	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.
	5	The student is ex-matriculated also in the cases provided for in art. 47 of the USI Statute.

Chapter III – Auditing students

Art. 19 Admission

1 The admission of auditing students is limited in accordance with Art. 11(3) LUni.

2 Faculties establish courses and seminars open to auditing students. 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

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 Director of Operations.

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

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

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

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 – Competent Bodies and Disputes		
Art. 27 **Competence**		Competence for admission and enrolment lies with the Student Administration Service.
Art. 28 **Disputes**	1	Appeals against decisions of the Student Administration Service may be submitted to the Rectorate, in accordance with Art. 63 (4 and 5) of the USI Statutes.
	2	Appeals against the decisions of the Rectorate may be submitted to the Cantonal administrative court, in accordance with Art. 63 (5) of the USI Statutes.

Chapter VI – Final provisions	
Art. 29 **Entry into force**	These General regulations 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
3. Liceo scientifico sperimentale “Leonardo da Vinci”, Lugano
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.

[1] Paragraph inserted by decision of the University Council of May 23th 2025