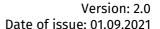# RULES OF ADMISSION TO MASTER PROGRAMMES

Swiss International Institute Lausanne - SIIL

Approved by: Academic Council
Date of Approval: 01.09.2021
Date of Next Review: 01.09.2025
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RULES OF ADMISSION TO MASTER PROGRAMMES

Swiss International Institute Lausanne - SIIL

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I   GENERAL PROVISIONS

Article 1. Purpose

These rules govern the admission of students to the Master's programmes offered by Swiss International Institute Lausanne - SIIL (hereinafter referred to as SIIL).

These rules support the enrollment of suitably qualified students and the creation of a diverse student body.

The purpose of this document is also to outline SIIL overarching framework for admission as well as for transfer procedures.

The conditions of admission to the Bachelor's programmes offered by SIIL are set out in the specific regulations governing the Bachelor's programmes *(Rules of Admission to Bachelor Programmes (BAPA)*.

In case of joint study programmes, students enrolled in a study programme offered jointly by SIIL and a partner university must meet the admission requirements of both institutions developed in separate Rules.

These admission rules do not apply to students following a course of study offered by a partner university and offered by SIIL. These students are subject to the admission conditions of the partner university.

Article 2. Scope

These rules apply to all Master programmes delivered in SIIL.
The rules apply to programmes and modules that carry academic credit.

Article 3. Principles

All higher education Master programmes at SIIL are aligned to the appropriate level of the *Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)* (May 2015 and use the European Credit Transfer System.

Procedures for admission as well as to the transfer are in line with national legislation and support SIIL strategic plans.

SIIL is committed to widening participation, non-discrimination and diversity in its student body, and the protection of the dignity of the student at all stages in the student lifecycle from application to graduation.

SIIL is committed to the highest academic standards in its academic programmes.
SIIL is committed to fair, transparent and consistent admissions practices and procedures.

Requests for the recognition of foreign qualifications will be processed in a fair and timely manner, as required under the European Standards and Guidelines and the Lisbon Recognition Convention.

Student participation in the Master Study Programmes offered by SIIL presupposes the enrollment.

The following persons may be enrolled in Master's degree programmes:
a. students
b. mobility students. Mobility students are defined as students registered at another university who, as part of their mobility, also enroll at SIIL.

II   GENERAL ENROLLMENT CONDITIONS

Article 4. General provisions

Enrolled persons obtain the status of students. To be enrolled, they must meet the conditions for admission set out in articles 4 to 6 of these regulations and have been admitted to the studies.

Article 5. Admission

SIIL welcomes and supports applications from all appropriately qualified students irrespective of disability, social, cultural and educational backgrounds.

Applicants are admitted on the basis of meeting the admission requirements published in the present *Rules of Admission to Master Programmes*, as well as their individual merits, abilities and aptitudes and the extent to which they can make a meaningful contribution to the programme of study (Recognition of Prior Learning).

Enrollment is equivalent to a decision that a person meets the conditions for admission to study and may be enrolled.

Students may be enrolled if they hold a recognised degree/diploma/certificate and meet all the additional admission requirements.

Persons who have failed definitively at a Swiss or foreign university or college *may also be admitted to a SIIL similar study programme.*

SIIL Management, in its absolute discretion, may refuse admission to an otherwise qualified applicant. This may include but is not limited to where the applicant:
- has for any reason been excluded from the University;
- is currently indebted to the Institute;
- has been excluded or had their enrolment cancelled at another Higher Education Institution (HEI);
- is deemed a non-genuine temporary entrant;
- may prejudice the reputation, management, governance or discipline of SIIL;
- has engaged in dishonest and/or deceitful behaviour in the process of applying for admission to the University or any other HEI.

SIIL recognises that it is not in the interest of an applicant to be admitted into a programme of study on which they are unlikely to be successful because of lack of Study Programme language competency or lack of necessary skillset.

Article 6. Swiss and Foreign diplomas holders

Holders of Swiss or foreign Bachelor degree or its equivalent may be admitted as students for the Master's study programmes.

Additional admission criteria specific to each country may be applied. These must be approved by the Rectorate and Academic Council and then published if any.

Admission is also open to holders of a recognised foreign degree from a university. Such a degree is recognised if it has been obtained after a minimum of three years' full-time study at a university. Continuing education courses may be recognized totally or partially on case-by-case basis.

The Applicant can also submit his/her request for the Recognition of the Prior Learning without possessing a formal diploma from a foreign University in order to be enrolled in SIIL.

In addition, students must provide proof that they are able to study in the language of the chosen study programme in case if the language of education is not their mother tongue or the language of secondary education. The minimum required level of the foreign language skills to follow the Bachelor Study programme is B1 CECR. If there is no possibility to present this kind of Certificate, the Student will be obliged to pass the entrance linguistic test in form of the written essay.

III   RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is defined as a process by which prior learning is given a value. The focus of RPL is on the outcome of learning, rather than the experience of learning. It recognises learning that has taken place but has not necessarily been assessed or measured. Such prior learning may have been acquired through formal, informal or non-formal routes.

SIIL is committed to providing recognition of formal, informal and non-formal learning for applicants seeking admission at Master levels where achievement of the relevant learning outcomes can be demonstrated.

SIIL does not permit double counting of credit towards different academic awards.

SIIL provides all stakeholders with clear information on the opportunities for RPL and on RPL procedures. SIIL does not make a full award solely on the basis of RPL.

In formal, non-formal and informal learning, the learning achieved by the applicant will be equivalent to the learning outcomes or performance criteria set down for the

Study Programme and will be supported by satisfactory evidence as required by the Institute and Study Programme Director.

Applicants will demonstrate achievement of required learning outcomes at the prescribed level.

Article 7. Routes of Prior Learning

Formal Learning
Formal Learning takes place through programmes of education or training delivered by education and training providers. It refers to learning which has already attracted formal certification within an education system.

Informal Learning
Informal Learning takes place through life and work experience. It may also be referred to as experiential learning. Often it is learning that is unintentional or unplanned and the learner may not recognise at the time of the experience that it contributed to his or her knowledge, skills and competence. It may be assessed but does not result in formal certification of achieved learning.

Non-Formal Learning
Non-Formal Learning is learning which is acquired through planned activities (e.g., an extramural course), but does not result in formal certification of achieved learning.

Article 8. Maximum Credit recognised by SIIL

SIIL recognises up to 60 ECTS (or equivalent credit) in respect of admission to Master programmes of 90 ECTS. Typically, this will require formal prior learning.

Article 9. Assessment Principles

In assessing evidence of prior formal, non-formal and informal learning, the following criteria will be considered:

Relevance: The evidence will be relevant to the course of study and correspond to the learning outcomes of the module(s) and to the broader programme-level outcomes;
Level: The learning will be at the required level;
Sufficiency: The evidence in support of RPL will support the claim that the learning outcomes have been achieved;
Reliability: The evidence of prior learning will be reliable and it will be possible to verify that it is the learning of the applicant;
Validity: The prior learning will match the required learning outcomes and will be demonstrated by valid mechanisms. These may include, but are not limited to assessment procedures;
Currency: The achieved prior learning will fit with current knowledge and practice.

Suitable documentary evidence of formal learning includes: transcripts of results together with certificates of attendance/completion of courses, syllabi of courses,

completed research reports and professional portfolios. Evidence of non-formal learning includes course descriptions and durations with certificates of attendance (a certificate of attendance or participation does not constitute certification of achievement). Evidence of informal learning may include letters of reference/verification, work-based portfolios, plans, designs and reports.

The Study Programme Director may use alternative/multiple assessment modes to determine whether the criteria mentioned above have been met. Assessment methods may include written examination, interview, viva voce, performance of a task reflecting an acquired competency, an essay or an assignment, or a portfolio.

Article 10. Roles and Responsibilities

a). Applicant

The applicant will state the purpose for which recognition of prior learning is being sought;

When applying for RPL either at the point of entry, the applicant is responsible for all aspects of the application as set down by the relevant Study Programme. In the case of applications for recognition of prior learning following admission, all documentation, i.e., completed form and evidence, will be submitted to the Study Programme Director;

The applicant is responsible for ensuring that s/he adheres to all published deadlines for submission of the application and supporting documentation. Their attention is drawn to the assessment principles when submitting an application.

b). Study Programme Director and Academic Staff

Where the applicant is seeking recognition of prior learning at the point of admission the Study Programme Director in conjunction with relevant academic colleagues will normally conduct the review of the application. In Master Study Programmes the application will be considered by the Study Programme Director or Academic Director or their delegate.

In cases where the applicant is seeking recognition of prior learning at the point of entry, the Study Programme Director, as appropriate, will communicate his/her recommendation to the Faculty Dean or the Academic Director or their delegate for consideration and approval. The Faculty Dean or the Academic Director will communicate the decision to the Study Programme Director and the Academic Registry.

Decisions on RPL by the Faculty Dean or the Academic Director or their delegate are final.

c). Admissions and Records Team

The Admissions and Records Team is responsible for alerting Study Programme Directors/Faculty Deans/Academic Director, as appropriate, to applications for RPL at the point of entry and forwarding all submitted documentation to the relevant Study Programme Director.

Following assessment by the Study Programme Director and approval by the Faculty Dean or the Academic Director or their delegate, the Admissions and Records Team is responsible for making admissions offers to applicants seeking recognition of prior learning at point of entry.

Article 11. Enrollment

Enrollment is the moment when you begin your studies. Enrollment takes place at the beginning of the first semester of study and remains valid until the student is disenrolled.

Only those students who have been admitted to the programme may enroll.

Students must be enrolled for a specific study programme.

All enrolled persons must pay the fees due in accordance with the SIIL *Tuition Fees Regulations* (TFReg).

Simultaneous enrollment at several universities is accepted by SIIL. Simultaneous enrollment in the same field of study is permitted.

Article 12. Admission procedure

An admission procedure is initiated when the application is submitted in due form.

All required documents must be submitted to Student Office (Admissions and Records Team) by the specified deadline. To initiate the enrolment procedures, students must submit scans of their Bachelor diploma or equivalent from their country and the copy of the ID/passport. The notarized copy with apostille (or equivalent) of the Bachelor Diploma or its equivalent must be sent by post to Switzerland to the Student Office during the six months from the moment of the application in order to be considered as a fully enrolled student. Incomplete applications cannot be accepted. The full list of the documents required for the admission file can be found on the SIIL official website – www.siil.ch.

The admission decision makes the application binding. In the event of a positive admission decision, fees are payable in accordance with the SIIL *Tuition Fees Regulations (TFReg)*.

The admission procedure results in enrollment or a negative decision on admission.

IV TRANSFERS

Article 13. Intra SIIL transfers

The Admissions and Records Team may approve, when appropriate, the transfer requests of the SIIL student from one Study Programme to another on the case-by-case basis.

Article 14. Transfers from other HEI's

SIIL has procedures that permit the students who wish to transfer into SIIL from another HEI to proceed via the Recognition of Prior Learning described in the part III of the present Rules.

Article 15. Disability

SIIL welcomes applications from prospective students with disabilities and is committed to enabling students to fully participate in student life. Students with disabilities are encouraged to disclose their disability to the Registrar team.

V LEGAL REMEDIES

Article 16. Bodies

The Student Office, the Academic Director, the Faculty Dean and the Academic Office, the Rectorate and the Appeals Commission are the bodies responsible for decisions relating to these regulations.

The Appeals Commission comprises an Academic Director, a lecturer (responsible for the module or the Bachelor thesis Director), the Programme Director, the Faculty Dean and a member of the Academic Council. It is chaired by the Academic Director. The dean and the lecturer belong to different faculties. If the appeal concerns the subject area of one of the members of the Commission, he or she must recuse himself or herself.

The members of the Appeals Commission are appointed for three years by the Academic Council on the recommendation of the Rectorate. They may be reappointed.

Article 17. Decisions and appeals

Applicants are notified in writing of decisions to reject applications. The reasons for the rejection, the appeal body and the deadline for appeals will be specified in that letter.

Decisions taken by Student Office may be appealed in writing to the Rectorate within 30 days, stating the reasons for the appeal.

The duly motivated appeal against the Student Office decision may be submitted to the Appeal Commission within 30 days after the reception of that decision.

Decisions taken by the Appeals Commission may be appealed to the Council of State of the Canton of Vaud by submitting a complaint within thirty days in accordance with the provisions of the Law on Administrative Procedure and Jurisdiction of 6 October 1976.

VI FINAL PROVISIONS

Article 18. Entry in force

These regulations come in force on 01.09.2021 and supersede all previous regulations.

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