

RULES OF ADMISSION TO BACHELOR PROGRAMMES

Swiss International Institute Lausanne - SIIL

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Table of contents

I	GENERAL PROVISIONS	3
	Article 1. Purpose	3
	Article 2. Scope	3
	Article 3. Principles	3
II	GENERAL ENROLLMENT CONDITIONS	4
	Article 4. General provisions	4
	Article 5. Admission	4
	Article 6. Swiss diplomas holders	5
	Article 7. Foreign Diplomas holders	5
III	RECOGNITION OF PRIOR LEARNING	6
	Article 8. Roles and Responsibilities	7
	a). Applicant	7
	b). Study Programme Director and Academic Staff	7
	c). Admissions and Records Team	7
	Article 9. Enrollment	8
	Article 10. Admission procedure	8
IV	TRANSFERS	9
	Article 11. Intra SIIL transfers	9
	Article 12. Transfers from other HEI's	9
	Article 13. Disability	9
V	FOUNDATION YEAR PROGRAMME	9
	Article 14. Purpose and Scope	9
	Article 15. Eligibility for the Foundation Year	9
	Article 16. Admission Procedure and Interview	10
	Article 17. Conditions for Progression to the Bachelor Programme	10
	Article 18. Status of the Foundation Year Certificate	11
VI	LEGAL REMEDIES	11
	Article 19. Bodies	11

Article 20. Decisions and appeals	12
VII FINAL PROVISIONS	12
Article 21. Entry in force	12

I GENERAL PROVISIONS

Article 1. Purpose

These rules govern the admission of students to the Bachelor'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 Master's programmes offered by SIIL are set out in the specific regulations governing the Master's programmes ([Rules of Admission to Master Programmes \(RAMA\)](#)).

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 Bachelor programmes delivered in SIIL.

The rules apply to programmes and modules that carry academic credit.

Article 3. Principles

All higher education Bachelor 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 Bachelor Study Programmes offered by SIIL presupposes the enrollment.

The following persons may be enrolled in bachelor'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. The minimum age for the enrollment to Bachelor Programmes is 16 years old.

Applicants are admitted on the basis of meeting the admission requirements published in the present [*Rules of Admission to Bachelor Programmes*](#) and its Appendices, 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 enrollment 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 diplomas holders

Holders of one of the following Swiss diplomas may be admitted as students for the Bachelor study programme:

- Gymnasium Maturity certificate awarded on completion of the Swiss Maturity examination;
- a cantonal school-leaving certificate recognised by the Federal Department of Internal Affairs and the EDK Board;

Holders of other Swiss diplomas may be admitted as students provided that the diploma obtained is equivalent to those listed in para. 1.

The Rectorate and the Academic Council decided on the equivalence of Swiss qualifications and approved a list of equivalent qualifications for this purpose ([Appendix A to RABA](#)).

Additional admission criteria may be applied to certain courses of study. These must be approved by the Rectorate and the Academic Council and published ([Appendix A RABA](#))

Article 7. Foreign Diplomas holders

Holders of foreign diplomas may be admitted as students provided that the diploma obtained is equivalent to those set out in art. 5, para. 1.

The Rectorate and the Academic Council decided on the equivalence of foreign diplomas and published a list of equivalent diplomas ([Appendix B to RABA](#)).

Additional admission criteria specific to each country may be applied. These must be approved by the Rectorate and Academic Council and then published ([Appendix B to RABA](#)).

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 recognised in accordance with [Appendix B to RABA](#). 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 Bachelor 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.

Students who wish to apply for Recognition of Prior Learning (RPL) are required to inform the Admissions Office at the time of application. The [RPL procedures](#) (available on the SIIL website) will be conducted accordingly.

SIIL recognises up to 150 ECTS (or equivalent credit) in respect of admission to Bachelor programmes of 180 ECTS. Typically, this will require formal prior learning.

Article 8. Roles and Responsibilities

a). Applicant

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

When applying for RPL 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. His/her 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 Bachelor 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 9. 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. The student is considered as enrolled when the enrollment order is issued by the Academic Director on the basis of all documents required by the Admission Office.

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 10. 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 enrollment procedures, students must submit scans of their certificates of complete secondary education from their country and the copy of the ID/passport. The Admissions and Records Office has the right to request the applicant to translate the certificates of complete secondary education or its equivalent into English. The notarized copy (or equivalent) of the Certificate of complete secondary education with translation into English 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. An English translation is not required if the document is issued in the following languages: English, Russian, French, German, Italian. 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 11. 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 12. Transfers from other HEI's

SIIL has procedures that permit to 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 13. 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 Admissions and Records team.

V FOUNDATION YEAR PATHWAY

Article 14. Purpose and Scope

This chapter governs the conditions under which applicants who do not satisfy the standard admission requirements for the Bachelor programme may access higher education studies at SIIL through the completion of a Foundation Year programme.

The Foundation Year is a preparatory academic pathway designed to equip students with the knowledge, skills, and academic competencies required for successful study at Bachelor level. Admission to the Foundation Year does not constitute admission to the Bachelor programme.

Article 15. Eligibility for the Foundation Year

Applicants may be considered for admission to the Foundation Year programme if they do not hold one of the qualifications ordinarily required for direct entry to the Bachelor programme, namely: (a) a secondary school leaving certificate (Certificate of complete secondary education) or its recognised national or international equivalent; or (b) a vocational education and training certificate at level 3 or 4, or their recognised equivalents).

The SIIL reserves the right to set additional eligibility criteria for the Foundation Year, or other academic prerequisites, as specified in the applicable admission guidelines.

Article 16. Admission Procedure and Interview

Applicants wishing to be considered for the Foundation Year shall submit a complete application to the Admissions and Records Office in accordance with the general admission procedures of the SIIL, indicating their intention to follow the Foundation Year pathway.

Enrolment in the Foundation Year programme is subject, in all cases, to a mandatory admission interview. The interview is conducted by an Admission Commission composed of the following members: the Academic Director or their designated representative; the Director of the Professional Education Department; and the Executive Secretary. A quorum requires the presence of at least two members of the Commission.

The purpose of the interview is to assess the applicant's academic motivation, learning capacity, language competence, and general suitability for the Foundation Year programme. The interview may be conducted in person or by distance means (videoconference).

The Admission Commission shall issue a reasoned written decision following the interview. An offer of admission to the Foundation Year is conditional upon a positive decision by the Commission. The decision is communicated to the applicant in writing by the Admissions and Records Office.

An offer of admission to the Foundation Year does not imply or guarantee subsequent admission to the Bachelor programme.

Article 17. Conditions for Progression to the Bachelor Programme

A student who has successfully completed the Foundation Year programme and achieved the required results in the final examinations may apply for admission to the first year of the Bachelor programme at SIIL. The minimum academic requirements for progression shall be specified in the Foundation Year Programme Regulations and communicated to students at the time of enrolment.

Completion of the Foundation Year and satisfaction of the progression requirements shall entitle the student to apply for admission to the Bachelor programme at SIIL only. It does not confer any entitlement to admission to any other higher education institution in Switzerland or abroad.

Article 18. Status of the Foundation Year Certificate – Important Notice

Upon successful completion of the Foundation Year, the Institution shall issue a Certificate of Completion of the Foundation Year.

This certificate is not equivalent to, and shall not be construed as a substitute for, any of the following qualifications: (a) a secondary school leaving certificate (Certificate of complete secondary education) or its recognised national or international equivalent; or (b) a vocational education and training certificate at level 3 or 4, or their recognised equivalents; or (c) any other qualification granting general access to higher education institutions in Switzerland or abroad.

The Foundation Year Certificate is an ***internal institutional credential*** valid solely for the purpose of progression to the Bachelor programme at SIIL, under the conditions set out in Article 17 of these Rules.

SIIL expressly draws the attention of all applicants and enrolled students to the limitations described in this Article. At the time of enrolment in the Foundation Year, each student is required to sign a written declaration confirming full understanding and acceptance of these limitations. This declaration constitutes a mandatory component of the enrolment file.

VI LEGAL REMEDIES

Article 19. 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 20. 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.

VII FINAL PROVISIONS

Article 21. Entry in force

These regulations come in force on 13.11.2025 and supersede all previous regulations.

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