

Admission Guidelines for the academic year 2022/2023

The Vice Rector for Teaching and International Relations, based upon § 31 para. 2 and § 12 para. 5 lit. b of the Universitätsstatut, decrees:

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I. Introduction

§ 1.1 *General information: deadlines, procedures, sanctions*

All applicants have to apply until the given deadline. The regular deadlines for application are: April 30 for the fall semester and November 30 for the spring semester. For some degree programs it is recommended that students start in the fall semester, for some degree programs it is only possible to start in the fall semester. The faculties / the department and the student advisors provide more detailed information.

The admission procedure is started with the online application via the portal web page (Uniportal). An application fee must be paid with the application, which is due regardless of the outcome of the admission procedure: It will not be reimbursed if the registration is withdrawn or postponed, or if the outcome of the admission procedure is negative, nor can it be credited against other fees.

The Admissions Office and Student Services conduct the admission process, check and decide on formal admission; The faculties and the department are responsible for the subject- or course-specific admission. The University of Lucerne does not conduct any sur-dossier admission procedure.

If it is established that prospective students are attempting to gain admission in a dishonest manner or in a manner that is relevant under criminal law, the application for admission will be rejected. In particular, one acts unfairly and possibly criminally towards the University of Lucerne, if he/she either:

- (1) provides false or incomplete information and/or
- (2) uses forged or falsified documents, certificates or identity documents that are not issued in his or her name

Admission that was wrongly granted due to incorrect information provided by applicants can be revoked (if necessary, exmatriculation ex officio). In such cases, admission for any degree programs at the University of Lucerne may be refused for up to six semesters.

§ 1.2 *Compulsory registration for students*

Students must be registered at the University of Lucerne for the period in which they are taking advantage of university services (e.g. attending courses, completing examinations or having their work assessed). Simultaneous enrollment at two Swiss universities is not allowed. Exceptions require the approval of the competent authorities of both universities concerned (at the University of Lucerne by the Vice Rector for Teaching and International Relations, see [guideline for double matriculation](#)).

§ 1.3 *Compulsory registration for doctoral students*

In principle, doctoral students must be registered/enrolled at the University of Lucerne throughout the entire doctoral program. Anyone not using personal or material services provided by the University of Lucerne may be exempted from compulsory registration. Anyone wishing to be exempted from compulsory registration must submit a request approved and signed by the supervising member of the teaching staff and by the responsible dean's office for exemption from the compulsory matriculation to the Vice Rector for Teaching and International Relations. During the semester in which doctoral students sit their doctoral examinations or in the semester of dissertation defense, doctoral students must be enrolled in any case, even if there are reasons for exemption.

§ 1.4 *Non-admission due to examination failure*

Students having been definitely excluded from further study in a study subject at another university due to examination failure, either in Switzerland or abroad, cannot be admitted anymore to study the same subject at the University of Lucerne. In the case of subjects with overlapping content, admission will be reviewed on a case-by-case basis in cooperation with the faculties / the department concerned.

§ 1.5 *International guest students*

International guest students are students who are on leave from a foreign university and wish to study as guests at the University of Lucerne. They are not studying as part of an internationally recognized exchange program or through a partnership between the University of Lucerne and a foreign university. Applicants need to have studied successfully at least two semesters at a recognized foreign university in order to be admitted as international guest students. The admission is restricted to the field of study of their previous studies and is conferred for a maximum of two semesters. International guest students are authorized to assessments of their academic achievements, in particular examinations with ECTS credit, but they cannot obtain leaving certificates.

§ 1.6 *Listener status*

Persons, who are interested in courses, can be admitted as listeners against the payment of a fee. They can attend courses and obtain an attestation of the courses attended (at most 10 courses per semester), but they can neither take exams nor earn ECTS credits.

§ 1.7 *Legal validity*

These guidelines come into force on February 15, 2022.

Lucerne, February 08, 2022

The Vice Rector for Teaching and International Relations: Prof. Dr. Martina Caroni, LL.M.

II. Admission to Bachelor Studies

§ 2.1 *Swiss educational qualifications*

The University of Lucerne distinguishes between educational qualifications giving general admission to all programs and educational qualifications giving admission only to specific programs. Prospective students need to own the correspondent educational qualification (and if required also the additional documents) at the latest at the time of matriculation.

§ 2.1.1 *General admission*

The following educational qualifications give admission to all Bachelor programs at the University of Lucerne:

- a) Eidgenössische bzw. eidgenössisch anerkannte gymnasiale Maturität
- b) Eidgenössisch anerkannte kantonale gymnasiale Maturität
- c) Maturitätszeugnis der Schweizerischen Maturitätskommission
- d) Eidgenössische Berufsmaturität in Verbindung mit bestandener Ergänzungsprüfung (Passerelle) der Schweizerischen Maturitätskommission
- e) Gesamtschweizerisch anerkannte Fachmaturität in Verbindung mit bestandener Ergänzungsprüfung (Passerelle) der Schweizerischen Maturitätskommission
- f) Bachelordiplom einer schweizerischen universitären Hochschule, Fachhochschule oder pädagogischen Hochschule
- g) Masterdiplom oder Lizenziat einer schweizerischen universitären Hochschule
- h) Eidgenössisch nicht anerkannte kantonale Maturitätsausweise
 1. M-Matur des Kantons Basel-Land

2. Abschlusszeugnis der Maturitätskurse für Berufstätige des Kantons Basel-Stadt (nur mit Abschluss der sprachlich-historischen Abteilung)
 3. Maturité artistique genevoise
 4. Baccalauréat littéraire général neuchâtelois (nur falls sich die Maturitätsprüfung neben Deutsch, Französisch und Mathematik - schriftlich und mündlich - noch über zwei Fächer aus dem Katalog Englisch, Italienisch, Geschichte, Geographie, Biologie, Physik, Chemie erstreckt hat)
 5. Maturité artistique jurassienne: analog 4.
 6. Lehramtsmatura des Kantons Zürich
- i) Certificates from other Swiss educational institutions
1. Primarlehrerpatente mit fünfjähriger Ausbildung
 2. Diplom der Höheren Technischen Lehranstalten: only after conversion to FH-Diplom
 3. Diplom der Höheren Wirtschafts- und Verwaltungsschulen: analog 2.
 4. Sekundar- bzw. Bezirkslehrerpatent, sofern aufgrund einer Hochschulausbildung an einer schweizerischen Hochschule erworben
- j) Entrance and Intermediate Exams of Swiss universities
1. Passed ETHZ or EPFL-Aufnahmeprüfung (provided this is not older than two years, admission for all fields of study)
 2. Passed Hochschulzwischen- bzw. Vordiplomprüfung (admission to the hitherto study subject)

§ 2.1.2 Admission to specific programs

The following educational qualifications only give admission to specific programs:

- a) Handelsmaturität of the Scuola Cantonale di Commercio, Bellinzona: Faculty of Law, Faculty of Economics, Faculty of Humanities and Social Sciences
- b) Abschlusszeugnis of the Kirchlich-Theologischen Schule Bern¹: Faculty of Theology
- c) Diploma of the Religionspädagogisches Institut der Universität Luzern: BA study program of Religious Pedagogics at the Faculty of Theology

§ 2.1.3 Faculty-bound entrance examinations

Applicants without a maturity certificate may be admitted by passing a faculty-bound entrance examination (so-called 5-subjects-exam). The meaning of 'faculty-bound' is that the examination only gives admission to the bachelor studies of the faculty whose entrance examination has been successfully taken. The exams (as well as the preparatory courses) are organized by the AKAD-college.

- a) Faculty of Theology: entrance examination at the AKAD College in Zürich with the subjects German, English, second foreign language (French, Italian or Spanish), History and Mathematics or Biology
- b) Faculty of Humanities: entrance examination at the AKAD College in Zürich with the subjects German, English, second foreign language (French, Italian or Spanish), History and Mathematics
- c) Faculty of Law: entrance examination at the AKAD College in Zürich with the subjects German, English, second foreign language (French, Italian or Spanish), History and Mathematics or Biology
- d) Faculty of Economics: Please contact the study advisor of the Faculty for further information.

The requirements for access to this admission option are a completed apprenticeship (Eidgenössisches Fähigkeitszeugnis / federal certificate of proficiency), at least two years of professional experience (100%) and

¹ The Kirchlich-theologische Schule Basel (KTS) ceased operations in 2001. However, The earned degree from the KTS still entitles the holders to an admission to the Faculty of Theology.

a minimum age of 25 years old at the beginning of the studies. The student advisor of the faculty in question has to be contacted for the preliminary clarifications before applying to the AKAD College.

§ 2.1.4 Continuation of studies

Students from other Swiss universities, who do not have one of the previously listed educational qualifications, can be admitted to continue their studies (without examinations) if they have successfully completed at least four semesters and the respective faculty / department of the University of Lucerne approves the admission (The faculty / department decides on the crediting of already completed study achievements).

§ 2.1.5 Not recognized qualifications

Degrees of further education (or in-service training such as CAS, DAS, MAS, EMBA etc.) do not give admission to the University, even if they have been acquired at a recognized higher education institution.

§ 2.2 Foreign educational qualifications

Prospective students can be admitted to all courses of study without admission restrictions on the basis of a foreign university degree, regardless of their educational background and qualifications, provided that it is a university degree recognised by the University of Lucerne (full-time regular degree program of at least three years' duration). It is up to the applicants themselves, to provide sufficient evidence that they fulfill the admission requirements. The University of Lucerne does not issue recognitions.

§ 2.2.1 General requirements for all countries

A foreign school-leaving certificate must fulfill the following conditions for recognition:

- correspond substantially to the Swiss Maturity Certificate
- be streamed in classical languages, modern languages, humanities and social sciences or mathematics and natural sciences
- be of general educational standard, which means, it must include at least six subjects of general education during the last three years of schooling according to the following list:

	Category	Subject
1	First language	Native language
2	Second language	free choice
3	Mathematics	Mathematics
4	Natural sciences	Biology, chemistry or physics
5	Humanities and social sciences	Geography, history or economics / law
6	Elective	one more subject from category 2, 4 or 5 or computer science or philosophy ²

- have been acquired in an unabbreviated class-based course of study
- be the highest possible secondary school leaving certificate available in the country of issue
- permit admission to all university faculties and fields of study in the country of issue

² These two subjects can only be accepted as a 6th subject, but they cannot be recognized as a subject in the humanities, social sciences or natural sciences.

By request students must proof

- that the admission to the intended course of study in Switzerland would also be granted to them in the country where their certificate was issued under terms no stricter than those in Switzerland
- that a university place has been assigned to them in that country and that proof of admission can be provided (in the same or a similar field of study)
- that they have not been excluded from another university as a result of examination failure or due to any other reason.

§ 2.2.2 *Additional requirements for specific countries*

For some countries the admission is tied to additional requirements. Detailed information of which upper secondary school-leaving certificate from which countries with which additional requirements entitle the holder to an admission can be found on the website of [swissuniversities](#).

Documents to be submitted with the application which are not in German, English, French or Italian must be uploaded to the application portal together with a copy of an officially certified translation. Official certification carried out by a certification officer is equivalent to notarial certification carried out by a notary's office. Furthermore, a translation is also valid as officially certified if it is made by one of the following bodies and provided with stamp and signature³:

- Institution that also issued the original document (e.g. translation of the transcript of records directly from the university, etc.)
- Registered or sworn specialist for translations

§ 2.2.3 *Not recognized qualifications*

The following educational qualifications are not recognized, even if they give admission to a higher education in the country of issue:

- Subject-related upper secondary school-leaving certificate or certificate of entrance to a university of applied sciences
- Leaving certificates and diplomas from "Fachmittelschulen" and university of applied sciences (incl. university of teacher education)⁴ as well as from non-academic courses of study
For example, technical schools, engineering schools, business schools, hospitality and tourism schools, hotel management schools, teacher training colleges, chemistry and metalwork schools, art and agriculture schools, home economics and nutrition high schools, music high schools, foreign language high schools, interpreting schools and the like.
- Long distance learning courses, evening classes and adult maturity certificates
- Certificates from vocational school or extra-occupational upper secondary or grammar schools or schools that provide vocational training as part of the course
- Entrance examination qualifications to foreign universities

In case of non-recognized certificates of the applicants, the Swiss university entrance qualification can be made up for an admission.

³ The University of Lucerne reserves the right to verify the authenticity of the submitted documents directly with the issuing institution and to reject inadequate translations or to have their accuracy verified by the university's own offices.

⁴ Exceptions are certificates from Germany, Austria, France and Italy (see also § 4.4).

III. Proof of Language Proficiency

German is the main language of instruction at the University of Lucerne. For this reason, the University requires future students from all faculties equally to be fluent in German. Prospective students with a university entrance qualification in a language other than German must therefore provide proof of sufficient German language skills, both for admission to the Bachelor's programs, and in principle⁵, for admission to the Master's programs. This proof can be provided either by a language diploma or a successfully completed university degree in German.

The proof of German language skills is not required by a Swiss university entrance qualification.

§ 3.1 *German language certificates*

The following language certificates are recognized as proof of adequate competence:

- Goethe-Zertifikat C1
- Goethe-Zertifikat C2: Grosses Deutsches Sprachdiplom
- Zentrale Oberstufenprüfung des Goethe-Institutes (ZOP)
- Kleines Deutsches Sprachdiplom des Goethe-Institutes (KDS)
- Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber (DSH), Ergebnisklassen 3 und 2
- Deutsches Sprachdiplom der Kultusministerkonferenz (KMK), Zweite Stufe
- Zertifikat telc Deutsch C1 Hochschule
- Test Deutsch als Fremdsprache (TestDaF) mit einem Ergebnis von durchschnittlich TDN 4 und mindestens TDN3 in allen Prüfungsteilen
- Österreichisches Sprachdiplom (ÖSD), Niveau C1
- Österreichisches Sprachdiplom (ÖSD), Wirtschaftssprache Deutsch (WD), Niveau C2

The language certificate does not necessarily have to be available at the time of application, but at the latest at the time of enrollment. It is recommended to submit the language diploma already at the time of the application though, if it is already available.

§ 3.2 *Dispensation*

International guest students and mobility students do not need to prove their language competence in German.

A dispensation from this proof of language competence is possible for doctoral students, if their language skills in German are judged sufficient by their tutor. If the dissertation is written in another language, the dispensation is always granted.

Students of a study program offered in cooperation with other Universities (Joint Degree) and whose main language of instruction is not German, may be exempted from the proof of language competence, in case the language requirements of the participating Universities are different.

§ 3.3 *Other language requirements*

The admission to a program, whose language of instruction is only English, may be tied to a proof of English language proficiency. The correspondent regulations are specified in the Studien- und Prüfungsordnung of the Faculty (or in the Wegleitung to the StuPo).

⁵ Exceptions are the Master's programs, which can be completed entirely in English.

IV. Admission to Master Studies

Precondition

The required qualification for admission to Master studies is a Bachelor's degree (or an equivalent higher education degree) with at least 180 ECTS credits from a university recognized by the University of Lucerne.

§ 4.1 *Swiss academic qualification*

Students with a Bachelor's degree from a Swiss University get admission to the consecutive university Master programs in the same field of study without further conditions. The classification of the field of study is determined by the rendered records within the Bachelor program: the correspondent records need to comprehend at least 60 ECTS credits.

Admission with conditions: The admission of students with a Bachelor's degree in another field of study may be tied to conditions, respectively can be required to acquire additional knowledge and skills prior to admission, in order to assure the compensation of missing subject contents. Conditions are imposed by the faculties / the department if there is a lack of basic or subject-specific knowledge and skills that are required for completing the Master's degree program in question. If conditions are imposed, they must be fulfilled at the beginning of the study and are to be understood as preparation for the Master's program. In the case of professional suitability, the attendance of courses from the regular Master's program can be approved by the faculties / the department. However, entry into the Master's program is only possible after that the conditions have been successfully fulfilled.

For admission to specialized Master's programs, the faculties / department can set additional requirements, which are identical for all applicants.

Admission with obligations: Admission can be made dependent on the acquisition of further knowledge and skills that were not acquired in the completed Bachelor's program. Obligations are imposed by faculties / department if knowledge and skills are missing that are expected of a graduate of the Master's program in question and that can be acquired parallel to the Master's program. The requirements must be fulfilled at the latest before the completion of the Master's program.

The additionally required knowledge and skills are to be defined in terms of content and quantity (scope of ECTS credits) by the receiving faculty / department. In total, the additional requirements (conditions and/or obligations) must not exceed 60 ECTS credits. If these additional requirements exceed a total of 60 ECTS credits, no admission will be granted.

§ 4.2 *Other Swiss qualification*

The admission of students with a Bachelor's degree from a Swiss university of applied sciences is regulated by the Rektorenkonferenz der Schweizer Universitäten (CRUS), the Konferenz der Fachhochschulen der Schweiz (KFH) and the Schweizerischen Konferenz der Pädagogischen Hochschulen (COHEP) about the permeability between the different types of higher education schools. In addition, a minimum final overall grade can be required for admission by the faculty / department of the corresponding Master's program.

In these cases, the admission is always tied to obligations: if the obligations make up more than 60 ECTS credits, the applicant is required to successfully complete the correspondent academic Bachelor's study program before entering the Master's program.

§ 4.3 Foreign academic qualification

A foreign Bachelor's degree⁶ (or an equivalent higher education degree) in an academic subject of studies from a foreign University recognized⁷ by the University of Lucerne may give admission to a Master program only if the contents of the Bachelor's study program are in compliance with the requirements too.

For this purpose, the transcript of records of the applicant's successfully completed foreign Bachelor studies will be compared to the contents of the correspondent Swiss Bachelor's study program. After this proof of equivalence by the concerned faculty the admission may be granted if the contents' adequacy is given.

In these cases, the admission may be tied to obligations: if the obligations make up more than 60 ECTS credits, the admission can only be granted for Bachelor's study program.

§ 4.4 Other foreign qualification

The regulations stated in § 4.2 are also valid for the degrees acquired at foreign universities of applied sciences or foreign universities of teacher education from countries, which have bilateral agreements with Switzerland on the mutual recognition of the equivalence in higher education (Germany, Austria, France and Italy).

§ 4.5 Not recognized qualifications

Degrees acquired at foreign universities of applied sciences or foreign universities of teacher education, as well as degrees of non-academic study subjects, are not recognized (see also § 4.4).

Degrees acquired in distance learning programs are usually not recognized⁸: only if the requirements for admission, the mode of examinations and the academic rights of the distance program are identical to those of the presence learning program may the admission be granted.

Degrees acquired in types of study programs involving different higher education institutions (decentralized study programs, dual degrees, joint degrees, transnational education etc.) are only admissible if both, the teaching institutions and the awarding institutions, are officially recognized Universities.

§ 4.6 Recognized universities

Swiss higher education institutions are considered recognized if they are listed as recognized or accredited universities by [swissuniversities](#).

Foreign higher education institutions are recognized, if their recognition is regulated within a convention with Switzerland or within an agreement with the University of Lucerne. Equally, foreign higher education institutions are recognized, if they are officially approved or accredited by the national education authorities in their country and have the academic right to award doctorates.

⁶ According to the standard curriculum of full-time degree programs, the corresponding study comprises at least three years (180 ECTS credits or equivalent workload) and the diploma as well as all credits credited to the diploma were acquired at a recognised university

⁷ See also § 4.6

⁸ An exception are the degrees of the Universitäre Fernstudien Schweiz in Brig and the Fernuniversität Hagen in Germany, whose diplomas are recognized.

V. Admission to Doctoral Studies

Precondition

The required qualification for admission to Doctoral studies is a Master's degree (or an equivalent university degree of qualification) with a minimum predicate defined by the faculties from a University recognized by the University of Lucerne. Admission to the doctorate with a further education qualification is excluded.

§ 5.1 *Faculty of Theology, Faculty of Law, Faculty of Economics and Department of Health Sciences and Medicine*

- The regulations of the Faculty of Theology are listed in their Doctoral Regulations [Promotionsordnung](#).
- The regulations for the doctorate at the Faculty of Law can be found in the general regulations named [Merkblatt für Doktorandinnen und Doktoranden](#).
- The instructions of the Faculty of Economics and Management can be found in their [Doctoral Regulations](#).
- The doctoral regulations for doctoral studies at the Department of Health Sciences and Medicine can be found in their [PhD regulations](#).

Prospective doctoral students have to contact a member of the academic teaching staff in advance at the relevant faculty / department, in order to present their dissertation project. The formal application to doctoral studies is only possible, if the applicant has found a supervisor at the University of Lucerne, who is willing to supervise the dissertation project. A written confirmation of the supervision has to be submitted with the application documents.

§ 5.2 *Faculty of Humanities and Social Sciences*

Prospective doctoral students at the Faculty of Humanities and Social Sciences need to contact the Graduate School Lucerne (GSL) first, because admission to a doctoral program is regulated by the board of the GSL. Doctoral students at the Faculty of Humanities and Social Sciences automatically become members of the GSL. The detailed admission requirements can be found in the [doctoral regulations](#) of the Faculty of Humanities and Social Sciences.

§ 5.3 *Admission with a Master's degree of another type of higher education institution*

Admission to the doctorate requires generally a university master's degree and the doctoral program is designed on the basis of master's studies from an academic university. However, admission to the doctorate would also be possible with a master's degree of another type of higher education institution (such as university of applied sciences or university of teacher education), if the scientific qualification is judged sufficient. In these cases, the admission would be tied to the acquisition of additional knowledge and skills. These additional requirements have to be determined by the concerned faculty / department, with regards to the exact extent and to the detailed content. In total, the additional requirements must not exceed 60 ECTS credits.