

Admission Guidelines for the academic year 2020/2021

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1. Introduction

1.1 General information

All applicants have to apply until the given deadline. The regular deadlines for application are: April 30 for the autumn semester and November 30 for the spring semester. For some study programs it is recommended that students start in the autumn semester, for some study programs it is only possible to start in the autumn semester. Dean's offices and the academic advisors provide more detailed information.

If it is found that the prospective student is attempting to gain admission by means that are unfair and/or dishonest, or relevant under criminal law, the application for admission will be rejected.

The following, in particular, are deemed to be unfair or relevant under criminal law. Anyone who, in dealings with the University of Lucerne:

(1) Provides false or incomplete information

(2) Uses certificates, transcripts of records, or identity documents that are falsified, manipulated or not issued specifically to them.

The admission, which has been wrongly given due to an error or incorrect information can be revoked (exmatriculation if necessary). Admission for any study program at the University of Lucerne may be refused for up to six semesters in such cases.

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). The simultaneous registration at two Swiss Universities is not allowed. Exceptions have to be approved by both institutions' rectorate.

1.3 Compulsory registration for doctoral students

In principle, doctoral students must be registered/enrolled at the university throughout the 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 written application to the rector. This application form must be approved and signed by the student's supervisor and the dean of the relevant board. Doctoral students must be registered at the university during the semester in which they sit their doctoral examinations, even if they might have grounds 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 cases of study subjects with overlapping content, the admission will be checked and proved in cooperation with the relevant faculties.

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 credit examinations, but they cannot obtain leaving certificates.

1.6 Listener status

Persons, who are interested in University courses, may be admitted as listeners against the payment of a fee. They can attend courses and get attestations, but they can neither take exams nor earn credit points.

1.7 Legal validity

These guidelines come into force on February 1, 2020.

Lucerne, February 1, 2020

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

2. Admission to Bachelor Studies

2.1 Swiss educational qualifications

The University of Lucerne discriminates 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) latest at the moment of matriculation.

2.1.1 General admission

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

- a) **Licentiates, Master and Bachelor degrees of the Swiss Universities and the Swiss Federal Institutes of Technology (ETHZ und EPFL)**
- b) **Eidgenössische bzw. schweizerische gymnasiale Maturität (gemäss MAR bzw. MAV)**
- c) **Eidgenössisch anerkannte kantonale gymnasiale Maturität (gemäss MAR bzw. MAV)**
- d) **Eidgenössisch nicht anerkannte kantonale Maturitätsausweise**
 1. M-Matura des Kantons Basel-Land
 2. Abschlusszeugnis der Maturitätskurse für Berufstätige des Kantons Basel-Stadt (only with the certificate of the linguistic-historic branch)
 3. Maturité artistique genevoise
 4. Baccalauréat littéraire général neuchâtelois (only if the maturity examinations - written and oral - include, in addition to German, French and Mathematics, two other subjects from the following catalogue: English, Italian, History, Geography, Biology, Physics, Chemistry)
 5. Maturité artistique jurassienne: analog 4.
 6. Lehramtsmatura des Kantons Zürich
- e) **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. Bachelor-Diplom einer Fachhochschule
 5. Bachelor-Diplom einer Pädagogischen Hochschule
 6. Sekundar- bzw. Bezirkslehrerpatent: only if acquired within a higher education program

7. Eidgenössische Berufsmaturität in Verbindung mit bestandener Ergänzungsprüfung (Passerelle) der Schweiz. Maturitätskommission
8. Gesamtschweizerisch anerkannte Fachmaturität in Verbindung mit bestandener Ergänzungsprüfung (Passerelle) der Schweiz. Maturitätskommission

f) Entrance and Intermediate Exams of Swiss Higher Education Institutions

1. Aufnahmeprüfung ETH Zürich or EPF Lausanne (general admission)
2. 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 Schulen 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 Facultybound entrance examinations

Applicants without a maturity certificate may be admitted by passing a ‚facultybound entrance examination‘. The meaning of ‚facultybound‘ 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: the entrance examination at the AKAD College Zürich is still in preparation. Please contact the study advisor of the Faculty for further information.

The mandatory preconditions for gaining access to this way of admission are: a successfully terminated apprenticeship (eidg. Fähigkeitsausweis), professional experience (full time, at least two years) and a minimum age of 25. 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 of other Swiss universities, who do not have one of the previously listed educational qualifications, can be admitted for the continuation of their studies, if they have successfully studied at least 4 semesters at their previous University and if the faculty they apply for concedes the admission (the decision on crediting the rendered records is up to the faculty as well).

2.1.5 Not recognized qualifications

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

¹ The Kirchlich-theologische Schule Basel (KTS) stopped operating in 2001. However, the completed degree of this school still entitles to admission to the theological faculty.

2.2 Foreign educational qualifications

It is up to the applicants themselves, to provide evidence that they fulfill the requested admission criteria. The University of Lucerne does not issue recognitions or equivalences.

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	Fach
1	First language	Native language
2	Second language	free choice
3	Mathematics	Mathematics
4	Natural sciences	Biology, chemistry or physics
5	Social sciences / Humanities	Geography, history or economics/law
6	Additionally	1 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

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 (in the same or a similar field of study) can be provided
- 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 about which secondary school leaving certificates from which countries entitle which additional requirements for admission can be found on the website of [swissuniversities](#).

Documents to be submitted with the registration that are not in German, English, French or Italian must be uploaded to the registration portal together with a copy of an officially certified translation. The official attestation, which is carried out by an attorney, is equivalent to the notarization, which is performed by a notary. Furthermore, a translation is also considered to be officially certified if it has been prepared by one of the following bodies and has been stamped and signed³:

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

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

³ The University of Lucerne reserves the right to verify the authenticity of the submitted documents directly at the issuing institution, to reject defective translations or to have their accuracy checked by the university's own bodies.

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 secondary school leaving certificates or leaving certificates from polytechnics
- Leaving certificates and diplomas from specialized middle schools and polytechnics, and universities of applied sciences (incl. teaching colleges)⁴ or from non-academic courses of study. These include technical, engineering and commercial schools, Hotel management schools, teacher training colleges, chemical, metalwork, art and agricultural schools, domestic and food science secondary schools, music colleges, foreign language colleges, translation colleges and similar institutes
- Long distance learning courses, evening classes and non-school-leaving certificates
- Certificates from vocational or extra-occupational secondary or grammar schools or schools that provide vocational training as part of the course
- Entrance examination qualifications to foreign universities

If a certificate is not recognized, the applicant must pass the full Swiss maturity examinations.

3. Proof of Language Proficiency

German is the main language of instruction and the language of administration at the University of Lucerne. Therefore, the University requires a good command of German from its students. Applicants who are not native German speakers must prove their language proficiency in German for admission to Bachelor or to Master studies.

The proof of German language competence is not required if the applicant's educational qualification is a Swiss certificate or the admission certificate has been obtained in the German language.

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 an Deutsche Universitäten (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), Oberstufe Deutsch (OD), Niveau C1
- Österreichisches Sprachdiplom (ÖSD), Wirtschaftssprache Deutsch (WD), Niveau C2

The certificate is not already requested at the moment of application: but prospective students need to hold the certificate for the matriculation at the latest at the beginning of the semester they have applied for. It is recommended to submit the language diploma at the time of the application, if it already exists.

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.

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

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*).

4. 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 points 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 points.

The admission of students with a Bachelor's degree in another field of study may be tied to conditions, in order to assure the compensation of missing subject contents (admission with conditions).

The admission to specialized Master programs may depend upon further additional requirements defined by the faculties, which must be equal for all applicants.

The completion of the Master studies may then in all cases be tied to the acquisition of additional knowledge and skills, which were missing in the Bachelor program (admission with obligations).

All additional requirements are determined by the concerned faculty, with regards to the exact extent and to the detailed content of such a package. The maximum total of the additional requirements (conditions and/or obligations) is 60 ECTS points. If these additional study achievements total more than 60 ECTS points, 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. Additionally, the Faculty of the concerned master program may require a minimal grade for the qualification.

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

4.3 Foreign academic qualification

A foreign Bachelor's degree (or an equivalent higher education degree) in an academic subject of studies from a foreign University recognized by the University of Lucerne may give admission to a Master program only if the contents of the Bachelor 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 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 points, the admission can only be granted for Bachelor studies.

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 Pedagogical Universities in countries, which have bilateral agreements with Switzerland on the mutual recognition of the equivalence in Higher Education (Austria, Germany, France and Italy).

4.5 Not recognized qualifications

Degrees acquired at foreign Universities of Applied Sciences or foreign Pedagogical Universities, as well as degrees of non-academic study subjects, are not recognized.

Degrees acquired in distance learning programs are usually not recognized⁵: 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 recognized, if they are listed as such by the new organization of the Swiss Higher Education Rectors' Conferences [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.

For foreign diplomas and certificates that are not originally in German, English, French or Italian, officially certified translations must be submitted (see also §.2.2.2.).

5. 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.

5.1 Faculty of Theology, School of Law, Faculty of Economics

The detailed admission requirements for the Faculty of Theology are in their *Promotionsordnung*: http://www.unilu.ch/deu/studienreglemente_merkblaetter_42390.html

The regulations concerning the School of Law are in their *Studien- und Prüfungsordnung*: http://www.unilu.ch/deu/reglemente_und_merkblaetter_3342.html

⁵ An exception are the degrees of the *Universitäre Fernstudien Schweiz* in Brig and the *Fernuniversität Hagen* in Germany, whose diplomas are recognized.

The directives for the Faculty of Economics are in their *Promotionsordnung*:

<https://www.unilu.ch/studium/lehrveranstaltungen-pruefungen-reglemente/wirtschaftswissenschaftliche-fakultaet/reglemente-und-merkblaetter/#c50261>

Prospective doctoral students need to contact a member of the academic teaching staff first, in order to present them their thesis project. The formal application to doctoral studies is only possible, if the applicant has found a mentor who is willing to support the thesis project. A written confirmation of mentoring has to be submitted with the application documents.

5.2 Faculty of Humanities and Graduate School

Prospective doctoral students at the Faculty of Humanities need to contact the *Graduate School Lucerne* (GSL) first, inasmuch as the admission into a postgraduate program is directed by its board members. Please check their homepage for further information: http://www.unilu.ch/deu/graduate-school_563386.html

Doctoral students at the Faculty of Humanities automatically become members of the GSL. The detailed admission requirements are in the *Promotionsordnung der Kultur- und Sozialwissenschaftlichen Fakultät* respectively in the *Prüfungsordnung der Graduate School of Humanities and Social Sciences*:
<https://www.unilu.ch/fakultaeten/ksf/institute/graduate-school/doktoratsstudium/>

5.3 Admission with a Master degree of another type of Higher Education Institution

The doctorate is designed on the basis of a master degree from an academic university. However, admission is possible with a master degree of another type of higher education institution (such as University of Applied Sciences or Pedagogical Universities), if the scientific qualification is judged sufficient. In these cases the admission is tied to the acquisition of additional knowledge and skills. These additional requirements have to be determined by the concerned faculty, with regards to the exact extent and to the detailed content. The maximum total of the additional requirements is 60 ECTS points.