



SWISS UMEF
UNIVERSITY
Campus de Genève

Admissions Regulations

CHATEAU D'AIRE
SWISS UMEF UNIVERSITY
185-187 Route d'Aire - 1219 Aire
Geneva – Switzerland
T: +41 (0) 22 732 07 12 – E: info@umef-university.ch
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Table of Contents

| | |
|---|---|
| A Brief History of Umef: | 3 |
| Vision, Mission and Values: | 3 |
| Article 1: Scope of the Regulations | 4 |
| Article 2: Compliance with Regulations and Procedures | 4 |
| Article 3: Award and revocation of Degrees and other awards | 4 |
| Article 4: Admissions Policy | 4 |
| Article 5: Age on entry | 4 |
| Article 6: Personal data of applicants | 5 |
| Article 7: Admission process | 5 |
| Article 8: Language requirements | 5 |
| Article 9: Conditions of admission | 6 |
| Article 10: Continuation of studies | 8 |
| Article 11: Programmes of study | 8 |
| Article 12: Tuition fees | 8 |
| Article 13: Outstanding liability | 8 |
| Article 14: Interruption of study | 8 |
| Article 15: Credit transfer | 8 |
| Article 16: Programme change | 9 |
| Article 17: Awarding degree | 9 |
| Article 18: Awarding certificates | 9 |
| Contact: | 9 |

A Brief History of Umef:

A brief history of SWISS UMEF UNIVERSITY appears under the following link:
www.umef-university.ch

Vision, Mission and Values:

The Vision, Mission and Values appear under the following link:
www.umef-university.ch

Admission Regulations are designed to fulfil SWISS UMEF's vision mission and values as described in the strategic plan and are in compliance with Swiss and European standards

Article 1: Scope of the Regulations

The present admission regulations have been written by the Academic and Research Director and Faculty Council and approved by the Academic and Research Board of SWISS UMEF.

All and any modification may only be carried out by the Academic and Research Board.

These regulations concern students who are applying or registering initially at the time of the issue of the present regulations. These regulations do not have retroactive effect. They apply to students registering for degree programmes or for executive education programmes.

These regulations must be read and signed by all students. They are also published on the SWISS UMEF website.

Article 2: Compliance with Regulations and Procedures

Students are personally responsible for ensuring they are aware of these regulations and comply with them.

Failure to comply will lead to termination of the status of student with no reimbursement. SWISS UMEF reserves the right to report the applicant or student to the relevant authorities.

Article 3: Award and revocation of Degrees and other awards

The Academic and Research Board is the sole authority to award degrees, diplomas or certificates.

The Academic and Research Board may also revoke degrees or certificates if it receives information that was not available at the time of issuing the degree or is aware of misrepresentation of personal information.

Article 4: Admissions Policy

The conditions for admission are published on the website of SWISS UMEF.

All applications must follow the procedures laid out in the documents posted. All files must be complete failing what they will not be considered.

Should certain documents be missing, SWISS UMEF may grant, for a period of time, a conditional admission. This lapse of time will expire if the applicant does not supply the missing documents.

The offers for admission are affected for a specific date which cannot be changed unilaterally by the student.

Article 5: Age on entry

Candidates must be at least 18 years of age on the date of entry.

Article 6: Personal data of applicants

Applicants have to certify that their personal data is correct and that all documents provided carry the exact name of the applicant. The name under which the student is registered will be the name under which the degree is awarded.

Article 7: Admission process**The admission process is divided into nine steps:**

1. the candidate receives information from the Admissions Officer of SWISS UMEF
2. he/she fills in the application form and supplies the requested documents. SWISS UMEF may request to see the original documents
3. a complete file and a fee of 150 Swiss francs, non-refundable, as registration fee are submitted to SWISS UMEF
4. the documents are verified by the Admissions Officer to ensure it is complete and that entrance requirements are checked
5. the admission officer conducts an interview whose main purpose is to check language mastery and possible orientation. Information regarding the study programme and other issues that may be of use to the applicant is provided
6. SWISS UMEF issues either an acceptance or a rejection letter. No justification is given in case of rejection
7. in case of acceptance the candidate must pay tuition fees
8. once the tuition fee is received, a final attestation is issued
9. Candidates requiring a visa may apply for a visa together with other documents that may be required by the Swiss authorities. Providing these documents is the responsibility of applicants.

Students are automatically registered for the following year of the study programme in which they have been admitted, provided that they have successfully passed the evaluations of the current year as per the Study Regulations.

Students may de-register provided they confirm they do not wish to continue their studies. This must be done no later than July 31 of the year in which they are studying.

Article 8: Language requirements

All candidates who want to study in their native language (English or French), or who have followed a minimum of three years of studies in the language in which they wish to follow courses at SWISS UMEF, are exempted of the requirement of a language test.

Other applicants need to present evidence of having passed the following language tests with requirements of levels as indicated:

English section: IELTS 6.0 / TOEFL 70/ Cambridge exam (official English exam results) or proof of studying previously in an English programme for a minimum of 3 years.

SWISS UMEF may also organize its own internal English Language examination, with the approval of the Academic and Research Board.

Article 9: Conditions of admission

SWISS UMEF reserves the right to postpone a program if less than five students are enrolled. Students may be offered alternatives among the programmes opened that have more than 5 students

Bachelor Programmes entry requirements:

Admission Requirements:

- 1 Baccalaureate (Maturité), Vocational Baccalaureate (Maturité Professionnelle) and with a Federal VET diploma, or any foreign secondary education diploma as per the following national requirements:
<https://www.swissuniversities.ch/en/topics/studying/admission-to-universities/foreign-certificates>
<https://www.swissuniversities.ch/en/topics/studying/admission-to-universities/countries>
- 2 Minimum average pass grade
- 3 One-year professional experience or admission to the Preparation programme
- 4 18 years old minimum
- 5 English required level for the English section unless the student is of English mother tongue or has completed his secondary studies in English.

Admission Supporting Documents:

1. Application Form
2. Copies of official certificate
3. Copies of Transcripts
4. Copy of Identity Card or Passport
5. 4 Passport Photos
6. Motivation Letter

Should the candidate be accepted on the basis of the documents supplied, an interview lasting between 30 and 60 minutes is conducted with a specialist of the field selected. For students not residing in Switzerland, the interview will be conducted through electronic media.

SWISS UMEF is not required to justify any refusal

Master Programmes entry requirements:

Admission Requirements:

- 1 A Bachelor degree or equivalent, from an approved University / College
<https://www.swissuniversities.ch/en/topics/studying/admission-to-universities/foreign-certificates>
<https://www.swissuniversities.ch/en/topics/studying/admission-to-universities/countries>
- 2 Minimum average pass grade

- 3 English required level for the English section unless the student is of English mother tongue or has completed his secondary studies in English.

Admission Supporting Documents:

1. Application Form
2. Copies of official certificate
3. Copies of Transcripts
4. Copy of Identity Card or Passport
5. CV
6. 3 Passport Photos
7. Motivation Letter

Candidates for the MBA programme with a Bachelor degree in a field other than management are admitted into the programme following an interview and/or a test. For the Executive MBA (EMBA) a degree in a field of management or a practical experience of a minimum of 3 years is required. For all other Master degrees, a Bachelor degree in the same field is required.

The candidate's Master degree must be in a field coherent with the topic of his research project. Each candidate's research proposal is studied in depth to ensure coherence and interest in the field.

Recognition of Prior Learning for Taught Programme

SWISS UMEF may, at its discretion, accept candidates who have extensive professional experience acquired in an appropriate field.

Any application that does not meet all entry criteria will be reviewed by the Admissions Panel appointed by the Academic and Research Board, and upon this review the applicant may be offered conditional acceptance or be offered alternatives

Article 10: Continuation of studies

Students graduating but wishing to continue to the next level (master) at SWISS UMEF are only required to present the following documents:

1. Application Form
2. Motivation Letter
3. CV

SWISS UMEF has the right to reject such students even though they may have passed all the necessary evaluations for their degree.

These conditions are not applicable to students having benefited from a scholarship for their previous course at SWISS UMEF. They are considered as new applicants.

Article 11: Programmes of study

SWISS UMEF reserves the right to open new programmes or modify existing programmes or withdraw certain programmes. SWISS UMEF may, at its discretion, offer viable alternatives as specialisations.

Curricula may be altered with prior notice and lectures may be replaced by workshops, seminars, study trips, etc.

Should students not wish, or be unable, to travel, they will be invited to undertake an assignment as replacement.

Article 12: Tuition fees

Tuition fees are published on the [website](#). Should the fees change, students will continue to pay the fees that were posted at the time of enrolment.

Payment is made annually or on a six-months basis or, alternatively, on a staggered basis if they have a guarantor based in Switzerland.

Additional fees may be due by students who need to re-sit exams or redo courses

Article 13: Outstanding liability

Should the student be unable to pay tuition or other fees, SWISS UMEF may withhold the release of grades or diplomas, block access to resources, and exclude the student. It may ultimately start legal proceedings.

Article 14: Interruption of study

SWISS UMEF may agree, at its discretion, to interrupt the study programme of a student due to illness or other causes which may be acceptable. This interruption should be of no longer than one year. Should the interruption appear to be longer, an ad hoc committee may extend the leave for a maximum period of two years.

Article 15: Credit transfer

Applicants having gained ECTS credits from other recognised universities or business schools may request for transfer of credits to one of the SWISS UMEF programmes. Admission Panel evaluates the curriculum of incoming transfer students, and validate credits with SWISS UMEF study program.

SWISS UMEF only accepts a transfer of credits for subjects similar to that in the relevant UMEF programme.

Article 16: Programme change

For students wishing to change from one programme offered by SWISS UMEF to another programme also offered by SWISS UMEF, the only credits that may be transferred, if the programmes are available, are those of courses that are also offered in the programme to which the student requests to transfer to.

Article 17: Awarding degree

All academic programmes lead to a Bachelor, Master, or Executive programme degree, together with a Diploma Supplement and a transcript. The precise title appearing on the diploma depends on the relevant programme followed.

Article 18: Awarding certificates

All continuous education programmes lead to a certificate.

Should students wish to transfer from SWISS UMEF to another institution, SWISS UMEF is not responsible for a refusal of acceptance of credit transfer by the other institution.

The present version is the latest one, updated on July 26, 2021.

Contact:

Admissions Officer
Château d'Aire
SWISS UMEF UNIVERSITY
Route d'Aire 185-187
Aire 1212 Geneva – Switzerland

T: +41 (0) 22 732 07 12

T: +41 (0) 22 732 07 11

E: admission@umef-university.ch

W: www.umef-university.ch