

Admission Policy

Version: 1.0

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1. Purpose

This policy sets out the admission requirements of Trinity College Zurich (hereafter 'the College').

2. Scope

This policy is applicable to all of the College's programmes, and to all current and future students.

3. Policy Statement

- 3.1 The College will conduct admission of students into the College in accordance with this policy. Admission may be by direct application to the College or through recognised Partners.
- 3.2 The college is committed to diversity and equity in its admissions process and welcomes applications from a variety of potential students regardless of age, sexuality, gender, ethnicity, religion or disability or disadvantage.
- 3.3 The President of the College will determine the number of students who will be admitted to a programme offered by the College in any given academic year.
- 3.4 Admission standards for entry into programmes offered by the College will be established in accordance with applicable policies. Programme entry requirements should be clear and publicly available.
- 3.5 Admission requirements, policy and procedures will be applied fairly and consistently to ensure that admitted students have the requisite background required to participate in their intended study and no known limitations that would be expected to impede their progression and completion, given available College support mechanisms.
- 3.6 Admission and other contractual arrangements with students will be in writing and will include any particular conditions of enrolment and participation for undertaking proposed programmes that may not apply to other programmes, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.

3.7 The admission process will ensure that prior to enrolment and before fees are accepted, students are informed of their rights and obligations, including:

- all fees and charges associated with their proposed programmes as known at the time and advice;
- the potential for changes in fees and charges during their studies, policies, arrangements and potential eligibility for credit for prior learning; and
- policies on changes to or withdrawal from offers, acceptance and enrolment.

3.8 A person may seek admission for the non-award study of one or more individual units. Applicants for non-award study must be able to provide evidence of potential academic success and demonstrate reasons for wishing to undertake the non-award study. Applications for non-award study are subject to the approval of the authorised officer and the availability of class places.

4. Procedures

4.1 To be considered for admission, applicants must be eligible for admission as defined in the entry requirements for the proposed programmes and have lodged a complete application for admission to the College (refer to clause 5).

4.2 Upon receiving a completed Application Form, the College will process the application.

4.3 Satisfying the entry requirements may not guarantee admission. For example, if there is high demand for a programme, applicants may need to satisfy a higher than minimum programme entry requirements.

4.4 The College reserves the right to refuse an application, withdraw an offer of admission and cancel admission or enrolment when:

- the applicant or enrolled student has provided untrue, inaccurate or incomplete information;
- the College restricts entry in accordance with clause 4.3; or
- any legislation prohibits the student's admission.

4.5 Applicants who have been excluded from their studies at the College, due to their enrolment having been discontinued on grounds of academic or non-academic misconduct, may not apply for admission during the period of exclusion.

4.6 If an applicant does not fulfil the entry requirements of the proposed programme, the applicant or the representative of the applicant will be notified that the application is declined with a reason for the decision provided.

4.7 An offer will be issued to the applicant or their representative if the applicant meets the entry requirements of the proposed programme.

4.8 In some instances, the College will offer an applicant a conditional offer of admission. Conditional offers are issued subject to the applicant meeting specified requirements for entry. For instance, an applicant may be studying a tertiary preparatory programme and be offered a place in a Bachelor programme subject to satisfactory completion of the tertiary preparatory programme. Once the offer conditions are met, the student can proceed to study.

5. Application for Admission

5.1 A complete application for admission must include:

- a signed Application Form;
- a copy of passport or other acceptable identity documents;
- evidence of meeting programme entry requirements (e.g. Testamur, Provisional Course Completion Letter, Academic Transcripts, Statement of Results and/or evidence of language proficiency);
- evidence of prior study for Recognition of Prior Learning (if applicable);
- evidence of work experience (where appropriate) and supporting letters from respective employers with dates noted; and
- any other supporting documents requested by the authorised officer.

6. Complaints and Appeals

6.1 Students and potential students who are dissatisfied with any aspect of the admission process as it relates to their application, including admission decisions, are entitled to make a complaint in accordance with College's Complaints and Appeals Policy. If still not satisfied with the outcome of the complaint, students and potential students may lodge an appeal in accordance with College's Complaints and Appeals Policy.