



SWISS SCHOOL  
OF HIGHER EDUCATION

# Student's conditions

## Art. 1 General Information

Swiss School of Higher Educations – SSHE SA is a private University in Switzerland in Montreux (Canton Vaud). SSHE offers an education in different levels – Pre Bachelor, Bachelor (BBA), Pre Master, Master (MBA), Doctorate (DBA) and languages courses. Various individual and on-line programs are also available.

Everyone who has required documents has the right to be admitted to study at SSHE.

## Art. 2 Admission requirements

Future student needs to present these documents:

- Completed SSHE application form
- Photocopy of all academic diplomas or certificates obtained.
- For Bachelor: High School Diploma or equivalent
- For Masters: Bachelor degree or equivalent
- For Doctorate: Master degree or equivalent
- Passport photo scan (2 passport photographs if sent by post)
- Photocopy of valid passport or permit.
- English certificate<sup>1</sup>

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<sup>1</sup> If the future student doesn't have English certificate, he can pass an exam at SSHE



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- CV or Resume

If these documents are enough, future student receives Preliminary Acceptance Letter and Invoice. Future student needs to contact SSHE and to pay the tuitions fees. Once the payment is settled, SSHE issues an Admission letter confirming the payment and Attestation, which is a confirmation of admission.

A student who needs visa type D needs to contact Embassy of Switzerland in their country as soon as possible, because the process of obtaining the visa can be long.

When student receives his visa type D ant when he is in Switzerland, he must be present at school for final steps of his Admission process and for further steps about obtaining his B study permit. SSHE can help the students with all questions about the legal stay in the country, but the school does not responsible for this process. Student bears full responsibility for any given documents for his visa and permit.

### **Art. 3 Education process**

The educational process is organized in accordance with the program<sup>2</sup>. The academic year contents 2/3 semesters (Fall, Spring or/and Summer) and 2 sessions of exams. Student can begin his program in Fall, Spring or Summer Semester. In the end of semester student will have an exam session in accordance of the program.

### **Art. 4 Exam sessions**

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<sup>2</sup> For the detailed program, student needs to address SSHE Administration.



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Student needs to pass all exams in the program. Passing score is 3.5 points. The maximal score is 6 points. Student has a right to retake an exam one time if he has a minimum of 2.5 points. If first exam resulted in less than 2.5 points or retake results in less than 3.5 points leads to student suspension.

### **Art. 5 Causes of suspension**

Student can be suspended if:

- Student doesn't respect the rules of school
- Student doesn't respect the period of payment of tuitions fees
- Student doesn't present in classes more than 1 time without a good reason and without warning the teacher in writing before the start of the class
- Student doesn't pass the exams<sup>3</sup>

If student is suspend because these reasons, the tuitions fees are not reimbursable. For the complete information about tuition refund policy, please check document "General Conditions" in web site of school.

### **Art. 6 Additional information**

This document contain just general information and general rules of Swiss School of Higher Education – SSHE SA, for all additional information please contact administration of SSHE.

By being accepted by Swiss School of Higher Education – SSHE SA a student hereby automatically accepts all rules of the school.

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<sup>3</sup> For details see Art. 4