

ADULT EDUCATION

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1. Studies

Switzerland is part of the international Bologna system, so university studies culminate in a **bachelor's or master's degree** or a **doctorate**. Studies can be undertaken at a higher college of education (a university or federal institute of technology), a specialist college or a pedagogic university faculty.

A comprehensive overview is offered by the portal for choice of profession, studies and career matters (berufsberatung.ch). An overview of **studies at universities** can be found on the website of the Conference of Rectors of Universities in Switzerland (CRUS), and an overview of all the Swiss **specialist colleges** on the website of the Conference of Specialist Colleges ("KFH"). The Canton of Zug has its own educational facility for teaching professions, the **Pedagogic College Zug** ("PHZ").

The **Federal Matriculation** enables access without further examination to all universities and higher colleges of education (although there are special regulations for studies of medicine). However, access to various types of studies can also be achieved via a **vocational matriculation**. At a few universities in French- and Italian-speaking Switzerland, **entry is also possible without matriculation** under certain circumstances. Entry to the higher colleges of education is via the vocational matriculation, a **specialist intermediate school graduation** or the Federal Matriculation, sometimes accompanied by a certain degree of practical experience. The **National Academic Recognition Centre** (the Swiss section of the ENIC - European Network of Information Centres) is part of the Conference of Rectors of Universities in Switzerland (CRUS) and is responsible for the recognition of matriculations and university degrees and entries to university studies. The individual institutes can also provide you with information about the entrance conditions.

The **Vocational Advisory and Information Centre (Berufsberatungs- und Informationszentrum biz)** in Zug has a specialised consultant who is responsible for answering questions regarding the choice of studies and careers in the academic field. Persons resident in Zug can apply telephonically for free advice.

Offices: Studien- und Laufbahnberatung, Tel. 041 728 32 18, biz zug,
Berufsberatungs- und Informationszentrum, Baarerstr.21, 6300 Zug
Nationale Informationsstelle für akademische Anerkennungsfragen, Tel. 031 306 60 41 or 42,
Rektorenkonferenz der Schweizer Universitäten CRUS, Swiss ENIC, Postfach 607, 3000 Bern 9

Links: www.berufsberatung.ch
www.crus.ch
www.kfh.ch
www.zug.phz.ch
www.crus.ch/deutsch/enic/index.htm (Search-words "Anerkennung" and "Zulassung")
www.enic-naric.net
www.zug.ch/biz/

2. German courses and further education

There are several commercial and non-profit providers of **German courses** in the Zug region. The courses differ in duration and intensity, in price as well as the groups of people interested in learning the language. There is a particular range of courses available for foreign-language women. In those courses, not only the language is taught, but there is also a great deal of information on various social and everyday themes.

You received with our invitation an overview, issued by Caritas Switzerland, Canton of Zug, regarding all the **German course possibilities** in our region.

There is a broad range of opportunities available for the **further education** of adults. The links below provide you with access to all the providers of further education in Zug, as well as further education opportunities in the whole of Switzerland and those of the higher colleges of education.

Apart from this wide range of possibilities, which also includes various **hobby courses**, there is the legally regulated opportunity as an adult to catch up with a **professional diploma** if certain preconditions are fulfilled. Information about how to approach the certification of that sort of subsequent education is provided by the **Department for Vocational Education of the Canton of Zug (Amt für Berufsbildung des Kantons Zug)**.

The cantonal scholarship advisory office (Stipendienstelle des Kantons Zug) will provide you with information about financial help.

Offices: Caritas Schweiz, Kanton Zug, Fachstelle für Integrationsfragen, Tel. 041 726 07 70, info@zg.caritas.ch, Baarerstrasse 11, Postfach 4129, 6304 Zug
Amt für Berufsbildung, Aabachstrasse 1, 6300 Zug, Tel. 041 728 51 50, berufsbildung@vd.zg.ch
Stipendienstelle des Kantons Zug, info.stip@dbk.zg.ch, Tel. 041 728 31 90, Baarerstrasse 19, Postfach, 6304 Zug

Links: www.integration-zentralschweiz.ch
www.weiterbildungzug.ch/
www.w-a-b.ch/
www.swissuni.ch/
www.zug.ch/berufsbildung/82_62.htm
www.zug.ch/stipendien/

3. Recognition of foreign diplomas for professional activity

To carry out many professional activities (so-called "regulated professions"), you must have a recognized education. The **National Contact Centre for Professional Diplomas**, which is part of the Federal Department for Vocational Education and Technology (Bundesamt für Berufsbildung und Technologie (BBT)) is responsible for matters concerning the **recognition of foreign diplomas**.

The BBT assesses **equivalences** in the **entire field of vocational education and the higher colleges of education**. It decides upon the equivalence in value of foreign diplomas and certificates which are comparable with the professional attestation, certificate of competence, professional matriculation certificate, the Federal certificate for the professional examination, the diploma of the higher specialist examination, the diploma of a higher college of education and the university diploma. In some cases, recognition depends on an examination or additional education. For citizens of EU states, the regulations of the EU agreement on the recognition of diplomas issued by member states apply.

For the following professional fields, the BBT is not responsible but, in its place:

- for recognition of **education in non-academic health professions**: the Swiss Red Cross (SRC);
- for recognition of **education in academic health professions**: the Federal Department of Health (Bundesamt für Gesundheit (BAG)), Section Medical Examinations;
- for recognition of **education in the teaching field**: The Swiss Conference of Cantonal Educational Directors (Schweizerische Konferenz der kantonalen Erziehungsdirektoren (EDK)).

Offices: Nationale Kontaktstelle für Berufsdiplome, Bundesamt für Berufsbildung und Technologie, Effingerstrasse 27, 3003 Bern, kontaktstelle@bbt.admin.ch, Tel. 031 322 28 26
Schweizerisches Rotes Kreuz, Berufsbildung, Anerkennung Ausbildungsabschlüsse, Postfach, 3084 Wabern, Tel. 031 960 75 75
Bundesamt für Gesundheit BAG, 3003 Bern, Tel. 031 322 21 11
Schweizerische Konferenz der kantonalen Erziehungsdirektoren (EDK), Tel. 031 309 51 31, Zähringerstrasse 25, Postfach 5975, 3001 Bern.

Links: www.bbt.admin.ch/themen/hoehere/00169/
www.srk.ch/activities/health/hocc/
www.bag.admin.ch/themen/berufe/
www.edk.ch

Info: Leaflet (E1) Recognition of foreign diplomas and certificates, available from the Bundesamt für Berufsbildung und Technologie, Kontaktstelle für Berufsdiplome, Effingerstrasse 27, 3003 Bern, and under www.bbt.admin.ch/themen/hoehere/00169/.
Educational field: Leaflet on the evaluation of foreign professional diplomas by the EDK; Leaflet Language recognition of foreign teachers. These are both available from the Generalsekretariat der Schweizerischen Konferenz der kantonalen Erziehungsdirektoren, Tel. 031 309 51 11, edk@edk.unibe.ch, and under www.edk.ch.
Brochüre "EU diplomas in Switzerland", published by the Integrationsbüro EDA/EDV, available in German, French, Italian and English from the BBL, Vertrieb Bundespublikationen, 3003 Bern, www.bundespublikationen.admin.ch, order number 201.350.d.