

# Implementation provisions of the Regulations governing the admission of applicants to the University of St.Gallen [IP AR]

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## Implementing provisions

### of the Regulations governing the admission of applicants to the University of St.Gallen [IP AR]

of 14 May 2019

Pursuant to the Regulations governing the admission of applicants to the University of St.Gallen (AR) of 21 June 2019

the Senate Committee of the University of St.Gallen

hereby issues the following implementation provisions<sup>1</sup>:

#### A. General provisions

##### Art. 1 *Object and scope of application*

<sup>1</sup> This document describes the principles and processes followed by the University of St.Gallen to select and admit new students, in accordance with the scope of application of the Admission Regulations [AR].

<sup>2</sup> The Dean of Studies may issue directives.

##### Art. 2 *Quality assurance*

<sup>1</sup> On conclusion of the admission procedure, the Dean of Studies submits a report to the Senate Committee about the experiences gained in the process and makes proposals for the further development of the procedures.

##### Art. 3 *Start of studies*

<sup>1</sup> In principle, students are admitted at the beginning of the autumn semester.

<sup>2</sup> The following courses of study can also be started in the spring semester:

- a) Bachelor's Studies (without selection procedure),
- b) Master's programmes in law,
- c) non-specialised Master's programmes for students with a degree from the University of St.Gallen,
- d) any courses of study in the case of a resumption of studies (re-matriculation).

##### Art. 4 *Linguistic admission requirements*

<sup>1</sup> Depending on the course of study, German and/or English are deemed to be the course languages.

<sup>2</sup> It is the responsibility of the students to ensure that they have a sufficient command of the course languages.

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<sup>1</sup>Pursuant to Art. 123 of the University Statutes, only the German version of these Regulations shall be legally binding.

#### Art. 5 *Grades and grade conversion*

<sup>1</sup> The University of St.Gallen converts foreign grades of previous educational qualifications according to the Swiss grading system.

<sup>2</sup> Grades are rounded to two decimal places.

#### Art. 6 *Crediting*

<sup>1</sup> Unless explicitly stated otherwise, crediting is only possible with coursework done at the University of St.Gallen.

<sup>2</sup> No crediting is possible in the Assessment Year.

## **B. Admission with further conditions**

### **I. General provisions**

#### Art. 7 *Distinction between further conditions*

<sup>1</sup> Further conditions imposed upon an admitted student are divided up into evidence of proficiency in accountancy, linguistic conditions, and subject-specific conditions.

<sup>2</sup> The character and extent of the subject-specific conditions are regulated at the level of individual courses of study.

#### Art. 8 *Graduation*

<sup>1</sup> Graduation is only possible when the imposed further conditions have been satisfied.

### **II. Evidence of proficiency in accountancy**

#### Art. 9 *Knowledge of accountancy*

<sup>1</sup> Applicants admitted to the Bachelor's Studies (in case of a second degree) or to a Master's programme must provide evidence of sufficient proficiency in accountancy.

#### Art. 10 *Recognition of external evidence of proficiency in accountancy*

<sup>1</sup> Evidence of proficiency in accountancy may only be credited if an application is accompanied by evidence of coursework completed in the context of a Bachelor's and/or Master's degree course in law or economic sciences at a university or university of applied sciences (*Fachhochschule*) and if its equivalence with the accountancy examination of the University of St.Gallen can be evidenced.

<sup>2</sup> For an examination to be recognised as evidence of a corresponding course, the subject must be reported with the clear designation such as accountancy, financial accounting, financial management, (internal) accounting, etc., in the grade transcript and must be accompanied by a single grade (minimum grade of 4.00 or equivalent).

<sup>3</sup> Upon commencing their studies, students can provide the evidence of proficiency in accountancy only through the examination offered by the University of St.Gallen; students have to pass this examination with a minimum grade of 4.00.

### III. Linguistic conditions

#### Art. 11 *Linguistic conditions*

<sup>1</sup> Students who do not know any German when they start their studies have to do the relevant coursework as stipulated by the implementing provisions pertaining to their degree course.

<sup>2</sup> Students who start their studies at the University of St.Gallen at the Master's level have to do coursework in two foreign languages in order to be able to obtain their Master's degree.

#### Art. 12 *Crediting options*

<sup>1</sup> The crediting options are regulated in the implementing provisions concerning studies.

## C. Bachelor's level (Assessment Year and Bachelor's Studies)

### I. General provisions

#### Art. 13 *Recognised qualifications*

<sup>1</sup> Applicants who satisfy the admission requirements in accordance with Arts. 9ff AR may be admitted to studies at the Bachelor's level.

#### Art. 14 *Admission to Bachelor's Studies*

<sup>1</sup> Applicants will be admitted if they

- a) have successfully completed the Assessment Year of the University of St.Gallen,
- b) hold a recognised university degree in a different subject (second degree).

#### Art. 15 *Subject-specific conditions*

<sup>1</sup> Students who have successfully completed the Assessment Year without having sat the examinations in Law II A and B and who want to major in Law have to sit these examinations in order to satisfy the subject-specific conditions.

<sup>2</sup> Students who have successfully completed the Assessment Year without having sat the examinations in Mathematics A and B and who want to major in Business Administration, Economics, International Affairs or Law and Economics have to sit these examinations in order to satisfy the subject-specific conditions.

<sup>3</sup> Any subject-specific conditions have to be satisfied within one year.

<sup>4</sup> Subject-specific conditions are satisfied if the grade average of the two examination parts amounts to a minimum of 4.00. Two attempts are available for each examination part.

<sup>5</sup> Students who fail to satisfy these subject-specific conditions will not be admitted to those majors for which these subject-specific conditions have been specified.

### II. Selection procedure with admission test

#### Art. 16 *Selection procedure for foreign students*

<sup>1</sup> Foreign students applying for admission to study at Bachelor's level have to undergo the admission test of the University of St.Gallen.

<sup>2</sup> The Dean of Studies fixes the dates for the admission test.

<sup>3</sup> The Dean of Studies may determine in consultation with the Vice-President for Studies & Academic Affairs in what cases other tests are accepted as equivalent to the admission test.

#### Art. 17 *Test results*

<sup>1</sup> The Dean of Studies determines the score with which applicants sitting the admission test of the University of St.Gallen or other tests in accordance with Art. 16 can be admitted to study at Bachelor's level.

<sup>2</sup> After the evaluation of the admission test, the Dean of Studies decides on the basis of the test result who will

- a) definitively be admitted to studies,
- b) definitively not be admitted to studies,
- c) be placed on the waiting list until definite notification,
- d) be invited to an interview.

#### Art. 18 *Non-appearance and discontinuation*

<sup>1</sup> Applicants who fail to appear for the admission test without cancelling their participation in advance or who discontinue the test without a valid reason are deemed to have failed the admission test.

#### Art. 19 *Exclusion*

<sup>1</sup> Applicants who commit a dishonest act are excluded from the test by the supervisors and are deemed to have failed the test. Applicants concerned may request a written notification from the Dean of Studies within five days.

#### Art. 20 *Resit*

<sup>1</sup> Applicants who are not admitted to studies on the basis of the admission test may resit the test no more than once and no earlier than for admission to the following academic year.

## **D. Master's level: general provisions**

### **I. Recognition of university degrees**

#### Art. 21 *Recognition of university degrees*

<sup>1</sup> The university degree and the university have to be officially recognised or officially accredited in the country in which the degree was obtained.

<sup>2</sup> At least 80% of the coursework has to be done at universities which are officially recognised in the country where the degree was obtained.

<sup>3</sup> At least half of the coursework has to be done in on-campus studies at the university which has awarded the degree.

<sup>4</sup> In the case of transnational degrees, paras. 1-3 are applied in analogy.

<sup>5</sup> In the case of foreign Bachelor's degrees, the Bachelor's degree requiring the highest number of years for successful degree attainment within the discipline in the country in question is required. Thus, depending on the educational system, a four-year degree may be required.

<sup>6</sup> In the case of countries where the educational system does not distinguish between the types of institutions of tertiary education as it is done in Switzerland, the degree is attributed to an institution of tertiary education corresponding to the comparable course of study in the Swiss educational system.

<sup>7</sup> A Bachelor's degree has to entitle the applicant to have access to an equivalent on-campus Master's degree course at an officially recognised university in the country where the degree was obtained. The University of St.Gallen may request evidence of this.

<sup>8</sup> Minimum grades may be required for admission.

<sup>9</sup> An external Master's degree can only be recognised if it has been obtained in the same discipline as the Bachelor's degree (consecutive).

## II. Subject-specific conditions

### Art. 22 *Subject-specific conditions*

<sup>1</sup> Subject-specific conditions can be fulfilled by completing the following:

- a) the Integration Week,
- b) Master's preparatory courses,
- c) additional courses.

<sup>2</sup> These conditions share the principles stipulated in Art. 23 below, whereas they differ from each other in the points listed in Art. 24ff.

### Art. 23 *Principles*

<sup>4</sup> Subject-specific conditions are deemed to have been fulfilled if the average of all the examinations to be sat is at least 4.00.

<sup>2</sup> If subject-specific conditions are not fulfilled at the first attempt, a second attempt will be possible. If the subject-specific conditions are not fulfilled at the second attempt, the applicant will be unable to continue the Master's programme of their choice.

<sup>3</sup> Students seeking admission to a Master's programme in another discipline may be admitted if they fulfil the admission conditions (Art. 55 Examination Regulations for the Master's Level, ER ML). If the subject-specific conditions of the new Master's programme are not fulfilled at the second attempt, or if no second attempt is made, the student will be unable to continue their studies at the University of St.Gallen.

<sup>4</sup> Subject-specific conditions have to be fulfilled within a defined period of time. Failing to fulfil them within the defined period of time renders a student suspended from the Master's degree programme. This is also applicable if a student has failed to fulfil subject-specific conditions owing to valid reasons such as illness or accident.

### Art. 24 *Integration Week*

<sup>1</sup> The Integration Week presents and assesses selected fundamentals specific to the programme in question.

<sup>2</sup> It has to be successfully completed by no later than the end of the first semester of the programme.

<sup>3</sup> If a student fails at the first attempt, the Integration Week may be repeated once in its entirety. The Dean of Studies may define substitute work.

### Art. 25 *Master's preparatory courses*

<sup>1</sup> Master's preparatory courses must be completed before a Master's degree programme can be commenced. The maximum number of semesters for the Master's programme, including the Master's preparatory courses, is limited in accordance with Art. 7(2) ER ML.

<sup>2</sup> Successful completion of the Master's preparatory courses is governed in analogy with the provisions of Arts. 49ff ER ML.

<sup>3</sup> Students may incur half a negative weighted credit point (NWCP) per three credits that they have to earn in order to satisfy the subject-specific conditions; if an incomplete block of 3 credits remains, half an NWCP will be allowed for this, too.

#### Art. 26 *Additional courses*

<sup>1</sup> Additional courses are imposed on students upon admission to a particular Master's programme as subject-specific conditions and may be taken in parallel with regular programme courses.

<sup>2</sup> Equivalent work completed as part of a prior degree may be credited.

<sup>3</sup> If a student is awarded an unsatisfactory grade in one examination, this examination may be resat during or after completion of the entire examination cycle. The better grade of the two examinations counts. Examinations that have been passed at the first attempt cannot be resat.

<sup>4</sup> Students may incur half a negative weighted credit point (NWCP) per three credits to be earned for subject-specific conditions; if an incomplete block of 3 credits remains, half an NWCP will be allowed for this, too.

<sup>5</sup> Failure to satisfy subject-specific conditions within two semesters renders a student suspended from their programmes until the complete fulfilment of all subject-specific conditions.

## **E. Master's level: specialised Master's programmes**

#### Art. 27 *Definition of specialised Master's programmes*

<sup>1</sup> Specialised Master's programmes are degree courses which stipulate a selection procedure. Admission is contingent on the satisfaction of conditions that are identical for all applicants<sup>2</sup>.

#### Art. 28 *Admission committees*

<sup>1</sup> Admission committees consist of the Dean of Studies and programme directors of the programme in question. The Dean of Studies may designate further members.

<sup>2</sup> The admission committee defines the score required for admission in the relevant academic year.

<sup>3</sup> The admission committee assesses the application dossiers received, awards points in accordance with the programme-specific admission criteria and makes the admission decision based on the number of available places on the programme.

<sup>4</sup> The Dean of Studies has the casting vote.

<sup>5</sup> If a student is refused admission, re-application for a programme with the same admission procedure will only be possible once and no earlier than the following year.

## **I. Admission to the specialised Master's programme in Banking and Finance**

#### Art. 29 *Admission requirements*

<sup>1</sup> Admission to the Master's programme in Banking and Finance can be granted to applicants who hold

- a) a Bachelor's degree from the University of St.Gallen;
- b) a recognised external university degree in a similar subject with at least 180 ECTS credits, with an external degree being deemed in a partially similar subject if a minimum of

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<sup>2</sup> Cf. Art. 3(3) of the Directives of the University Council for the coordinated renewal of teaching at universities in Switzerland in the context of the Bologna Process (SR 414.205.1).

- 60 ECTS credits was earned in the core subjects of business administration and economics, with evidence of at least 6 ECTS credits in mathematics/statistics;
- c) a recognised degree in Business Administration from a *Fachhochschule* or a degree equivalent to such a degree, with a minimum grade average of 5.00;
  - d) a recognised Master's degree from a university (or an equivalent degree) in an unrelated subject (second degree).

#### Art. 30 *Admission criteria*

<sup>1</sup> In the decision-making process, the admission committee takes into consideration the following criteria, evidence of which has to be submitted at the time of application by way of an admission requirement:

- a) the grade average of the certificates submitted with the application with a weighting of 30%;
- b) the result of the Graduate Management Admission Test (GMAT) or the "quantitative reasoning" part of the Graduate Record Examination (GRE) with a weighting of 30%;
- c) extracurricular activities, including practical experience, with a weighting of 15%;
- d) motivation and aptitude for the chosen degree course as expressed in a binding letter of motivation/essay with a weighting of 25%.

<sup>2</sup> In the case of applicants with a Bachelor's degree from the University of St.Gallen or another Swiss university, the GMAT/GRE requirement may be waived. In this case, the points awarded for the grade average are multiplied by a factor of 2 when the overall score is calculated.

#### Art. 31 *Subject-specific conditions*

<sup>1</sup> All admitted applicants have to complete the programme-specific MBF Integration Days.

## **II. Admission to the specialised Master's programme in Strategy and International Management**

#### Art. 32 *Admission requirements*

<sup>1</sup> Admission to the Master's programme in Strategy and International Management can be granted to applicants who hold

- a) a Bachelor's degree from the University of St.Gallen;
- b) a recognised external university degree in a similar subject with at least 180 ECTS credits, with an external degree being deemed in a similar subject if a minimum of 60 ECTS credits was earned in the core subjects of business administration and economics, with evidence of at least 6 ECTS credits in mathematics/statistics;
- c) a recognised degree in business administration from a *Fachhochschule* or a degree equivalent to such a degree, with a minimum grade average of 5.00;
- d) a recognised Master's degree from a university (or an equivalent degree) in an unrelated subject (second degree).

#### Art. 33 *Admission criteria*

<sup>1</sup> In the decision-making process, the admission committee takes into consideration the following criteria, evidence of which has to be submitted at the time of application by way of an admission requirement:

- a) the result of the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE) with a weighting of 20%;



- b) the grade average of the certificates submitted with the application with a weighting of 20%;
- c) extracurricular activities, including practical experience, with a weighting of 20%;
- d) an essay with a weighting of 10%;
- e) an interview with a weighting of 30%.

Art. 34 *Subject-specific conditions*

<sup>1</sup> All admitted applicants have to complete the programme-specific SIM Start Professional integration week.

### III. Admission to the specialised Master's programme in Quantitative Economics and Finance

Art. 35 *Admission requirements*

<sup>1</sup> Admission to the Master's programme in Quantitative Economics and Finance can be granted to applicants who hold

- a) a Bachelor's degree from the University of St.Gallen;
- b) a recognised external university degree in a similar subject with at least 180 ECTS credits. An external degree is deemed in a similar subject if a minimum of 60 ECTS credits was earned in economics;
- c) a recognised Master's degree from a university (or an equivalent degree) in an unrelated subject (second degree).

<sup>2</sup> Degrees from *Fachhochschulen* and Universities of Teacher Education (*Pädagogische Hochschulen*) do not enable their holders to be admitted.

Art. 36 *Admission criteria*

<sup>1</sup> In the decision-making process, the admission committee takes into consideration the following criteria, evidence of which has to be submitted at the time of application by way of an admission requirement:

- a) result of the Graduate Record Examination(GRE) or Graduate Management Admission Test (GMAT) with a weighting of 20%;
- b) the grade average of the Bachelor's examinations submitted with the application with a weighting of 30%;
- c) writing sample, as a rule the Bachelor's thesis, with a weighting of 20%;
- d) in the case of applicants with a Bachelor's degree in Economics from the University of St.Gallen or in a similar subject from other universities which use the same pass mechanism with negative weighted credit points as the University of St.Gallen for the Bachelor's examinations, the GRE or GMAT requirement may be waived. In this case, the points awarded for the grade average are multiplied by a factor of 1.7 when the overall score is calculated;
- e) professional experience, extracurricular activities and letter of motivation with a weighting of 30%.

Art. 37 *Subject-specific conditions*

<sup>1</sup> Admitted students may have to meet subject-specific conditions in order to graduate from the chosen programme:

- a) admitted applicants with an external university degree in a similar subject have to complete the programme-specific Economics Integration Week. Depending on their

educational backgrounds, they may also be asked to sit examinations in the context of the Economics Integration Week;

- b) admitted applicants with a Bachelor's degree from the University of St.Gallen in a major other than in Economics or with a Master's degree in a different subject have to complete the Master's preparatory courses in economics. This is made up of the following subjects:

i. Macroeconomics II	4 ECTS credits;
ii. Microeconomics II	4 ECTS credits;
iii. Macroeconomics III	6 ECTS credits;
iv. Microeconomics III	6 ECTS credits;
v. Data Analytics I: Statistics (Economics)	6 ECTS credits;
vi. Data Analytics II: Empirical Economic Research	6 ECTS credits;
vii. Accounting, Controlling, Auditing	4 ECTS credits.

It is possible for internal work to be credited.

#### **IV. Admission to the specialised Master's programme in International Affairs and Governance**

##### *Art. 38 Admission requirements*

<sup>1</sup> Admission to the Master's programme in International Affairs and Governance can be granted to applicants who hold

- a) a Bachelor's degree from the University of St.Gallen;
- b) a recognised external university degree in an at least partially similar subject with at least 180 ECTS credits, with an external degree being deemed in an at least partially similar subject if it has been obtained in economic, social or legal sciences and if the applicant has earned a compulsory minimum of 30 ECTS credits in economic, legal, political or administrative sciences or in international affairs;
- c) a recognised Master's degree from a university (or an equivalent degree) in an unrelated subject (second degree).

<sup>2</sup> Degrees from *Fachhochschulen* and Universities of Teacher Education (*Pädagogische Hochschulen*) do not enable their holders to be admitted.

##### *Art. 39 Admission criteria*

<sup>1</sup> In the decision-making process, the admission committee takes into consideration the following criteria, evidence of which has to be submitted at the time of application as an admission requirement:

- a) the grade average of the Bachelor's examinations submitted with the application with a weighting of 40%;
- b) the result of the GMAT (Graduate Management Admission Test) or the GRE (Graduate Record Examination) with a weighting of 30%;
- c) professional experience and extracurricular activities, as well as evidence of intercultural mobility, with a weighting of 20%;
- d) writing sample with a weighting of 10%;
- e) in the case of applicants with a Bachelor's degree in Economics from the University of St.Gallen or in a similar subject from other universities which use the same pass mechanism with negative weighted credit points as the University of St.Gallen for the Bachelor's examinations, the GRE or GMAT requirement may be waived. In this case, the

points awarded for the grade average are multiplied by a factor of 1.75 when the overall score is calculated.

Art. 40 *Subject-specific conditions*

<sup>1</sup> All admitted applicants have to complete the programme-specific integration week, MIA Fundamentals Week. The programme directors may grant exceptions only in justified individual cases.

## V. Admission to the specialised Master's programme in Management, Organization Studies and Cultural Theory

Art. 41 *Admission requirements*

<sup>1</sup> Admission to the Master's programme in Management, Organization Studies and Cultural Theory can be granted to applicants who hold

- a) a Bachelor's degree from the University of St.Gallen;
- b) a recognised external university degree in an at least partially similar subject with at least 180 ECTS credits in economic sciences, social sciences, humanities, cultural sciences or law;
- c) a recognised Master's degree from a university (or an equivalent degree) (second degree).

<sup>2</sup> Degrees from *Fachhochschulen* and Universities of Teacher Education (*Pädagogische Hochschulen*) do not enable their holders to be admitted.

<sup>3</sup> At the close of the application window, applicants have to provide evidence of a grade average of at least 5.00 in the Bachelor's or comparable degree course.

Art. 42 *Admission criteria*

<sup>1</sup> The following documents have to be submitted along with the application:

- a) an essay on a set topic,
- b) a letter of motivation.

Art. 43 *Subject-specific conditions*

<sup>1</sup> Admitted external applicants may be required to take the following additional courses, with crediting being possible:

- |   |                  |
|---|------------------|
| a) Strategic Management                                     | 4 ECTS credits;  |
| b) Marketing  | 4 ECTS credits;  |
| c) Innovation Management                                    | 4 ECTS credits;  |
| d) Fundamentals of Financial Management (MOK)               | 6 ECTS credits;  |
| e) Economics and Economic Policy (MOK)                      | 6 ECTS credits;  |
| f) Introduction to Private Law (MOK)                        | 4 ECTS credits;  |
| g) Cultural and Social Sciences (without foreign languages) | 18 ECTS credits. |

<sup>2</sup> Individual sets of additional courses are specified in accordance with the following criteria:

- a) applicants who hold an external degree in business administration or a minor (= a minimum of 40 ECTS credits in business administration) do not have to work on the subjects in economic sciences pursuant to para.1(a-d),
- b) applicants who hold an external degree in social sciences, cultural sciences or humanities do not have to work on any cultural science subjects pursuant to para. 1(g),
- c) individual instances of crediting are possible.

## **F. Master's level: non-specialised Master's programmes**

### **I. *Sur dossier* selection procedure**

#### *Art. 44 Procedures*

<sup>1</sup> The admission of all foreign applicants defined in Art. 7 AR to the non-specialised programmes is contingent on the *sur dossier* (case-by-case review) selection procedure.

#### *Art. 45 Admission committee*

<sup>1</sup> The admission committee consists of the Vice-President for Studies & Academic Affairs, the Dean of Studies and the Deans of the Schools (or their delegates) that offer non-specialised Master's programmes.

<sup>2</sup> The admission committee determines the score required for admission to the individual programmes.

<sup>3</sup> The admission committee assesses the submitted application dossiers and awards points in accordance with the admission criteria.

<sup>4</sup> The Dean of Studies has the casting vote.

<sup>5</sup> If a student is refused admission, re-application for a programme with the same admission procedure will only be possible once and no earlier than the following year.

#### *Art. 46 Admission criteria*

<sup>1</sup> In the *sur dossier* selection for the non-specialised Master's programmes, the admission committee takes into the consideration the following admission criteria:

- a) the grade average of the qualifications submitted with the application;
- b) the curriculum of the first degree course;
- c) the result of an internationally recognised academic aptitude test, which can be submitted on an optional basis;
- d) extracurricular activities, including exchange semesters completed during the degree course, as well as evidence of intercultural mobility and practical professional activities;
- e) letter of motivation.

<sup>2</sup> The admission committee specifies how the admission criteria are to be weighted.

### **II. Admission to the Master's programmes in Accounting and Finance, Business Management, Business Innovation, and Marketing Management**

#### *Art. 47 Admission requirements*

Admission can be granted to applicants who hold

- a) a Bachelor's degree from the University of St.Gallen;
- b) a recognised external university degree in a similar subject. An external degree is deemed in a similar subject if a minimum of 90 ECTS credits was earned in at least three of the four disciplines business administration, economics, law and mathematics/statistics, of which at least 45 ECTS credits were accumulated in business administration;
- c) a recognised external university degree in a partially similar subject. An external degree is deemed in a partially similar subject if a minimum of 60 ECTS credits was earned in the core discipline business administration and in one of the core disciplines economics or in law, and, additionally, at least 6 ECTS credits in mathematics/statistics. The

following minimum limits are applicable to the core disciplines: business administration, at least 30 ECTS credits; economics, at least 15 ECTS credits; and law, at least 15 ECTS credits;

- d) a recognised degree in business administration from a *Fachhochschule* or an equivalent degree with a minimum grade average of 5.00. A *Fachhochschule* degree in business administration requires work for a minimum of 90 ECTS credits in the core disciplines of business administration, economics, law and mathematics/statistics, of which at least 45 ECTS credits are in business administration;
- e) a recognised Master's degree from a university (or an equivalent degree) in an unrelated subject (second degree).

#### Art. 48 *Subject-specific conditions*

<sup>1</sup> Admitted students may be required to satisfy subject-specific conditions:

- a) Admitted applicants with an external university degree in a similar subject have to complete the Business Administration Integration Week.
- b) The Master's preparatory courses have to be completed by admitted applicants who hold one of the following degrees:
  - i. an external university degree in a partially similar subject;
  - ii. a Master's degree from a university (or an equivalent degree) in a different subject;
  - iii. a Business Administration degree from a Swiss *Fachhochschule* or an equivalent degree;
  - iv. a Bachelor's degree from the University of St.Gallen in a major other than Business Administration.

The Master's preparatory courses in Business Administration consists of the following subjects:

i. Marketing	4 ECTS credits;
ii. Methodology: Statistics	4 ECTS credits;
iii. Methodology: Empirical Social Research	4 ECTS credits;
iv. Corporate Finance	4 ECTS credits;
v. Leadership & Human Resource Management	4 ECTS credits;
vi. Accounting, Controlling, Auditing	4 ECTS credits;
vii. Fundamentals and methods of IT for economists	8 ECTS credits;
viii. Introduction to Operations Management	4 ECTS credits;
ix. Strategic Management	4 ECTS credits;
x. Macroeconomics II	4 ECTS credits;
xi. Microeconomics II	4 ECTS credits;
xii. Business and Fiscal Law	8 ECTS credits.

Admitted internal applicants with a Bachelor's degree other than in Business Administration have to take a reduced set of subjects excluding "Marketing", "Introduction to Operations Management" and "Strategic Management".

It is possible for internal work to be credited.

### III. Admission to the Master's programme in Economics

#### Art. 49 *Admission requirements*

<sup>1</sup> Admission to the Master's programme in Economics can be granted to applicants who hold

- a) a Bachelor's degree from the University of St.Gallen;

- b) a recognised external university degree in a similar subject worth at least 180 ECTS credits, with an external degree being deemed in a similar subject if at least 60 ECTS credits were earned in economics;
- c) a recognised Master's degree from a university (or an equivalent degree) in an unrelated subject (second degree).

<sup>2</sup> Degrees from *Fachhochschulen* and Universities of Teacher Education (*Pädagogische Hochschulen*) do not enable their holders to be admitted.

#### Art. 50 *Subject-specific conditions*

<sup>1</sup> Admitted students may be required to satisfy subject-specific conditions:

- a) admitted applicants with an external degree in a similar subject have to complete the Economics Integration Week. Depending on their educational backgrounds, they may also be asked to sit examinations in the context of the Economics Integration Week.
- b) admitted applicants with a Bachelor's degree from the University of St.Gallen other than in Economics or with a Master's degree in a different subject have to complete the Master's preparatory courses in economics. These include the following subjects:
  - i. Macroeconomics II 4 ECTS credits;
  - ii. Microeconomics II 4 ECTS credits;
  - iii. Macroeconomics III 6 ECTS credits;
  - iv. Microeconomics III 6 ECTS credits;
  - v. Data Analytics I: Statistics 6 ECTS credits;
  - vi. Data Analytics II: Empirical Economic Research 6 ECTS credits;
  - vii. Accounting, Controlling, Auditing 4 ECTS credits;
  - viii. Core elective Economics 18 ECTS Credits.

Admitted internal applicants with a Bachelor's degree from the University of St.Gallen other than in Economics have to take a reduced set of subjects excluding the Economics core elective.

It is possible for internal coursework and examinations to be credited.

## IV. Admission to the Master's programmes in Law, Law and Economics, and International Law

#### Art. 51 *Admission requirements*

<sup>1</sup> Applicants who hold a Bachelor's degree in law from a Swiss university may be admitted to the Master's in Law or to the Master's programme in Law and Economics. Applicants with other recognised university degrees may only be admitted to a second degree in law at the Bachelor's level.

<sup>2</sup> Applicants who hold a recognised university degree and are able to provide evidence of at least 30 ECTS credits earned in law courses during their Bachelor's or Master's studies may be admitted to the Master's programme in International Law.<sup>3</sup>

<sup>3</sup> Degrees from *Fachhochschulen* and Universities of Teacher Education (*Pädagogische Hochschulen*) do not enable their holders to be admitted.

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<sup>3</sup> Evidence of 30 ECTS credits is provided if they have been earned in courses in law. Partial crediting of credits from individual courses is ruled out.

Art. 52 *Subject-specific conditions for the Master's programme in Law*

<sup>1</sup> Admitted students may be required to satisfy subject-specific conditions:

- a) admitted applicants with a Bachelor's degree in Law from the University of St.Gallen have to attend the General History of European Law course;
- b) admitted applicants with a Bachelor's degree in Law and Economics from the University of St.Gallen have to take the following additional courses:
  - i. Private Law Exercises 6 ECTS credits;
  - ii. International Law 3 ECTS credits;
  - iii. European Law 3 ECTS credits;
  - iv. General History of European Law 6 ECTS credits.

It is possible for internal work to be credited.

<sup>2</sup> Holders of a Bachelor's degree in law from another Swiss university do not have to satisfy any subject-specific conditions.

Art. 53 *Subject-specific conditions for the Master's programme in Law and Economics*

<sup>1</sup> Admitted students may be required to satisfy subject-specific conditions:

- a) admitted applicants with a Bachelor's degree in Law and Economics from the University of St.Gallen have to take the following additional courses:
  - i. Law in an Economic Context, Business Administration 6 ECTS credits;
  - ii. Law in an Economic Context, Economics 6 ECTS credits.
- b) admitted applicants with a Bachelor's degree in Law from the University of St.Gallen or a Bachelor's degree in law from another Swiss university have to take the following additional courses:
  - i. Law in an Economic Context, Business Administration 6 ECTS credits;
  - ii. Law in an Economic Context, Economics 6 ECTS credits.
  - iii. Accounting, Controlling, Auditing 4 ECTS credits.
  - iv. Economic Policy (BLE) 4 ECTS credits;
  - v. Microeconomics II 4 ECTS credits;
  - vi. Statistics (BLE) 2 ECTS credits.

It is possible for internal work to be credited.

Art. 54 *Subject-specific conditions for the Master's programme in International Law*

<sup>1</sup> Students admitted to the Master's programme in International Law may be required to satisfy subject-specific conditions:

- a) admitted applicants with a Bachelor's degree in a different subject have to take the following additional courses:
  - i. Business and Fiscal Law 8 ECTS credits;
  - ii. Public International Law 3 ECTS credits;
  - iii. European Law 3 ECTS credits;
  - iv. Law courses from the BLaw according to their choice 6-24 ECTS credits;
- b) Admitted applicants with a Bachelor's degree in International Affairs from the University of St.Gallen have to attend the courses pursuant to para. 1(a)(iv.) to the extent of 6 ECTS credits.
- c) Admitted applicants with a Bachelor's degree in Law and Economics from the University of St.Gallen have to attend the courses pursuant to para. 1(a)(ii. and iii.).

It is possible for internal work to be credited.

<sup>2</sup> The admission of applicants with a law degree from a foreign university can be made contingent on subject-specific conditions.

<sup>3</sup> Holders of a Bachelor's degree in Law from the University of St.Gallen or a law degree from another Swiss university do not have to satisfy any subject-specific conditions.

## **G. Supplementary qualifications**

### **I. Business Journalism**

#### *Art. 55 Admission requirements*

<sup>1</sup> Admission to the Business Journalism programme can be granted to applicants who

- a) are studying at the Master's level at the University of St.Gallen,
- b) obtained a Master's or Licentiate's degree from the University of St.Gallen at an earlier point in time,
- c) hold a recognised Master's degree in economic sciences from another university (or an equivalent degree).

#### *Art. 56 Admission criteria*

<sup>1</sup> The following documents have to be submitted with the application:

- a) concise one-page curriculum vitae,
- b) concise one-page letter of motivation,
- c) current Bachelor's-level grade transcript or Bachelor Diploma Supplement.

<sup>2</sup> The decision concerning admission is made on the basis of the documents that have been submitted. The programme director may also conduct an interview with applicants.

#### *Art. 57 Subject-specific conditions*

<sup>1</sup> Students of the University of St.Gallen who are enrolled in a Master's programme in law can be asked to take the following additional courses:

- |  |           |
|--|-----------|
| a) Accounting, Controlling, Auditing       | 4 credits |
| b) Strategic Management (for BLE students) | 2 credits |
| c) Microeconomics II                       | 4 credits |
| d) Macroeconomics II                       | 4 credits |

It is possible for internal examinations to be credited.

#### *Art. 58 Admission with a time limit*

<sup>1</sup> Students who fail to attend "Medien/Media: LWJ Einführung" und "Medien/Media: LWJ Werkstatt I" in the first semester of the course will be excluded from the course. It is incumbent on the programme director to check on this.

### **II. Data Science Fundamentals**

#### *Art. 59 Admission requirements*

<sup>1</sup> Admission to the Data Science Fundamentals programme can be granted to applicants who are studying at the Bachelor's Studies level at the University of St.Gallen.



#### Art. 60 *Admission criteria*

<sup>1</sup> The following documents have to be submitted with the application:

- a) curriculum vitæ,
- b) letter of motivation,
- c) current Assessment Year grade transcript.

<sup>2</sup> The programme directors determine the maximum number of achievable points per admission criterion in accordance with para.1. If necessary, they may stipulate further criteria for application, such as passing an examination.

<sup>3</sup> The applicants with the highest scores are admitted according to the course places available.

#### Art. 61 *Admission with a time limit*

<sup>1</sup> Students who fail to attend “Workshop Fundamentals of Data Science” in the first semester of the programme will be excluded from the programme. It is incumbent on the programme director to check on this.

## **H. Change of course of study, second degree, degree combination**

### **I. Change of course of study**

#### Art. 62 *Main principles*

<sup>1</sup> A change of course of study occurs if a student continues their studies at the University of St.Gallen at the same degree level but following a different course of study.

<sup>2</sup> Students are matriculated in a different course of study upon request.

<sup>3</sup> Students can only be admitted if they satisfy the admission requirements and conditions of the chosen course of study.

<sup>4</sup> If credits from prior study at the University of St.Gallen do not suffice for satisfying the admission requirements and conditions, an application is possible on the basis of an external degree, with the admission conditions being re-examined in their entirety.

<sup>5</sup> A distinction is made between a change owing to definitive failure in a course of study and a voluntary change.

#### Art. 63 *Change of course of study after definitive failure*

<sup>1</sup> After a course of study has been failed twice, the provisions of Art. 79 ER BL or Art. 55 ER ML become applicable.

#### Art. 64 *Voluntary change of course of study*

<sup>1</sup> The following provisions are applicable:

- a) a course of study can only be changed once. After a change, the student has to complete the new course or definitively return to the original course.
- b) In the case of a return, the coursework from original course will be credited towards the requirements of that course, provided that regulations of the previous course are still applicable; otherwise the relevant transitional provisions are applicable. Additionally, coursework from the new course can be credited, provided that their creditability is given. This also applies to coursework and examinations completed on a voluntary basis.

## Art. 65 *Crediting in cases of a voluntary change of course of study*

### <sup>1</sup> Principles:

- a) The following components of the original degree course must be credited: contextual studies in their entirety, as well as the examinations and the requisite written work (Bachelor's or Master's theses, seminar papers) which have to be passed and written, respectively, both in the original degree course and in the new degree course, provided that para. b does not preclude crediting. This applies irrespective of the grades that have been awarded to such work.
- b) A Bachelor's thesis can only be credited if it satisfies the formal requirements of the new degree course, and a Master's thesis can only be credited if it satisfies the topic-related requirements of the new degree course. The new topic must be registered anew in the second degree course.
- c) Other work, such as electives, can be credited upon request. The crediting of work that has been done independently of any courses is governed by the relevant implementing provisions. The Dean of Studies may fix a deadline for the submission of crediting requests.
- d) Work that was done in an exchange semester during the original degree course is taken into consideration in accordance with the way it was credited in the original degree course if its creditability is given; in the new degree course, this work will be at the expense of the maximum number of ECTS credits which may be earned externally pursuant to Art. 72 ER BL or Art. 46 ER ML.
- e) Examinations which have been passed at the time at which the student starts the new degree course but which the student has not yet been notified of are deemed completed and will be credited in accordance with the usual criteria.
- f) In the case of a change of course of study, the Assessment Year will be credited in its entirety, with the possible exception of subject-specific conditions to be satisfied in accordance with Art. 15.
- g) A maximum of 30 ECTS credits can be credited to a new Master's programme; a maximum of 60 ECTS credits can be credited to a Master's programme in Law and Economics (MLE).

## II. **Second degree course**

### Art. 66 *Second degree course*

<sup>1</sup> Students who have been admitted to a second degree course in accordance with Art. 13 or Art. 15 AR can have work credited in accordance with Art. 67.

### Art. 67 *Crediting*

<sup>1</sup> The work done in the Assessment Year (excluding the evidence of proficiency in accounting and foreign language examinations) is credited generally.

<sup>2</sup> In the case of applicants with a degree in a different major from the University of St.Gallen or with an external university Master's degree in a different discipline (or an equivalent degree), the following credits can generally be granted to a second degree course in law ("abridged second degree course"):

- a) Major in Law:
  - i. core elective Written Work / legal electives / Swiss Moot Court: 12 ECTS credits (students must have produced at least one piece of written work);

- ii. contextual studies: 18 ECTS credits (students must attend the General History of European Law course (Allgemeine Europäische Rechtsgeschichte) (6 ECTS credits)).
- b) Major in Law and Economics:
  - i. core elective seminar paper: 6 ECTS credits;
  - ii. contextual studies: 12 ECTS credits (compulsory courses Recht im ökonomischen Kontext BWL (Law in Economic Context) (6 ECTS credits) and Recht im ökonomischen Kontext VWL (Law in Economic Context Economics) (6 ECTS credits)).

Internal work that was completed previously is credited to these courses as a matter of priority.

<sup>3</sup> Students who want to start a second degree course at the University of St.Gallen can have internal work credited.

- a) The following components from the first degree course at the University of St.Gallen can be credited:
  - i. The compulsory subjects, core electives and electives of the core studies which must or can be attended in the second degree course;
  - ii. contextual studies in their entirety;
  - iii. work done independently of courses and moot events can generally be credited; practice credits have to be checked for their creditability by the programme directors of the second degree course;
  - iv. Credits which were earned in an exchange semester during the original degree course are taken into consideration in accordance with the way they were credited in the original degree course if their creditability is given; in the second degree course, these credits will be at the expense of the maximum number of ECTS credits which may be earned externally.
- b) In the case of a second degree course at the Master's level, a maximum of 30 ECTS credits can be credited to a second Master's programme; a maximum of 60 ECTS credits can be credited to a Master's programme in Law and Economics
- c) The Bachelor's or Master's thesis cannot be credited.
- d) Bachelor's level work done at the Master's level cannot be credited.
- e) The determination of the creditability of any previous work depends on the point in time at which the second degree course is started.
- f) The Dean of Studies may set a deadline for the submission of crediting requests.

### III. Course of study combinations

#### Art. 68 *Main principles*

<sup>1</sup> Graduates of the University of St.Gallen may enrol simultaneously at the Bachelor's and at the Master's levels in a maximum of two courses of study:

- a) Students enrolled at a higher degree level cannot be enrolled in a course of study within the same discipline at a lower degree level.
- b) Students who have been admitted to a course of study at a higher degree level can no longer change over to a course of study within the same discipline at the lower degree level.
- c) Students who are studying within a particular discipline at a lower degree level despite satisfying the admission requirements for studying at a higher degree level, can change over into the higher level at the beginning of the following semester, with the provisions of Art. 3 being applicable. In this case, any coursework completed at the lower level

(both positive and negative grades) must be credited towards possible further conditions imposed upon admission. Studies at a higher degree level can be commenced only when all further conditions have been fulfilled.

## **I. Impediments to admission**

### *Art. 69 Student dismissal*

<sup>1</sup> Applicants who are dismissed from studying in a particular discipline or at a particular degree level cannot be admitted to courses at University of St.Gallen within the same discipline at the same degree level. Applicants who are dismissed from a discipline and have obtained a recognised degree in this discipline from another university may be admitted to a higher level.

<sup>2</sup> A suspension at one degree course level is applicable to all the lower levels in analogy.

## **J. Matriculation**

### *Art. 70 Re-matriculation*

<sup>1</sup> Upon request, exmatriculated students can resume their matriculation by re-enrolling in the same degree course after a period of at least one semester after their exmatriculation, provided that they were definitively admitted to the degree course before and that there are no impediments to admission.

<sup>2</sup> If the degree course is governed by new degree course regulations at the time of re-matriculation, the relevant transitional provisions will be applicable.

### *Art. 71 Renewed matriculation*

<sup>1</sup> Students renew their matriculation if they exmatriculate after graduating from the University of St.Gallen and enrol in or apply for a new course of study after an interval of at least one semester.

<sup>2</sup> The admission requirements, conditions and further conditions of the individual degree courses are applicable.

<sup>3</sup> If a renewed matriculation results in a change of course of study, the rules governing changes of course of study will also be applicable.

## **K. Final provisions**

### *Art. 72 Entry into force*

<sup>1</sup> These implementation provisions shall come into force as from 1 October 2019 and shall first be applicable to applications/enrolments for Autumn Semester 2020.

### *Art. 73 Repeal of current regulations*

<sup>1</sup> The following regulations and implementation provisions are repealed with effect as of 1 August 2020:

- a) Implementation provisions for the admission of foreign applicants of 15 June 2015;
- b) Implementation provisions concerning admission, enrolment, transfer admissions and second degree courses, change in subjects, degree course combinations, academic results and student suspensions (reference points) of 9 December 2014;
- c) Admission regulations for the Master's programmes in Business Administration (MAccFin, MUG, MSC und MBI) of 27 September 2016;

- d) Admission regulations for the Master's programmes in Law (MIL, MLaw und MLE) of 17 May 2016;
- e) Admission regulations for the specialised Master's programme in Strategy and International Management (SIM) of 21 June 2016;
- f) Admission regulations for the specialised Master's programme in Banking and Finance (MBF) of 2 May 2017;
- g) Admission regulations for the Master's programme in Economics (MEcon) of 9 December 2014;
- h) Admission regulations for the specialised Master's programme in Quantitative Economics and Finance (MiQE/F) of 16 May 2017;
- i) Admission regulations for the specialised Master's programme in Management, Organization Studies and Cultural Theory (MOK) of 29 March 2016;
- j) Admission regulations for the specialised Master's programme in International Affairs and Governance (MIA) of 21 June 2016.