

EXAMINATION REGULATIONS

for the Assessment Year of the University of St.Gallen

of 7 May 2012 (as at 7 November 2016)

Pursuant to Art. 9(1)(a) of the University of St.Gallen Act
of 26 May 1988¹

the Board of Governors of the University of St.Gallen

hereby issues the following Examination Regulations (ER
Assessment Year 13)²:

I. General provisions

Art. 1. ¹These Regulations govern the following aspects of the
two-semester Assessment Year of the University of St.Gallen:

- a) admission;
- b) structure;
- c) administration and grading of the examinations (general Assessment
Year examinations);
- d) passes and failures in examinations;
- e) organisation, procedures, disciplinary law and legal protection.

Scope of applica-
tion

Art. 2. ¹In the Assessment Year, subject-related and non-
subject-related competencies shall be imparted, which are relevant for
further studies and a later assumption of responsibility at work, in the
state and in society.

Subject-matter of
the courses

Art. 3. ¹The Assessment Year shall be divided up into tracks and
areas of specialisation.

Terms

²A track shall be determined by the language in which a student
completes the Assessment Year.

³An area of specialisation shall denote the subject in which a stu-
dent completes the Assessment Year.

Art. 4. ¹The Assessment Year shall be taught in a German-
language track and an English-language track.

Tracks and areas
of specialisation

²The tracks shall be taught in complete separation from each other.
They shall be divided up into cohorts. A cohort shall denote a deter-
mined group of persons of an Assessment Year age group with the
same language and specialisation.

³In the German-language track, students shall be able to pursue

¹ No. 217.11, Consolidated Statutes of the Canton of St.Gallen.

² Pursuant to Art. 123 of the University Statutes, only the German version of
these regulations shall be legally binding.

their studies in an economic or a legal area of specialisation.

⁴In the English-language track, only the economic area of specialisation shall be offered.

⁵The German-language track shall be organised in two cohorts.

Art. 5. ¹Prospective students shall enrol either for the German-language or the English-language track, as well as for the area of specialisation.

Enrolment

²Changing tracks and areas of specialisation in the course of the Assessment Year shall be precluded.

³Students shall be allocated to their cohorts by the Administration and shall be unable to change such allocation.

⁴The President's Board shall be entitled to limit the number of students in the English-language track.

⁵If the number of enrolments for the English-language track in the first year of its realisation is below 30 applicants or in the following years below 50 applicants, the President's Board may decide to cancel the English-language Assessment Year.

Art. 6. ¹Examination parts shall take place exclusively in the language of the course.

Classroom and examination language

²The Senate Committee shall issue implementation provisions concerning the classroom and examination language.

Art. 7. ¹The Assessment Year shall be the President's Board's responsibility.

Responsibility

²The President's Board shall appoint the overall management and the management of Freshman Week.

³The overall management of the Assessment Year shall bear the academic responsibility and ensure the operation and further development of the Assessment Year.

⁴The management of Freshman Week shall be responsible for the organisation and realisation of Freshman Week.

⁵The faculty members responsible for the core subjects shall be appointed by the President's Board. They shall ensure in cooperation with the overall management of the Assessment Year that identical quality requirements and the equivalence of examination and teaching materials are guaranteed in both tracks.

Art. 8. ¹The Assessment Year is part of the Bachelor's Level, and a pass grade in the examination is a prerequisite for a student's commencement of Bachelor studies. It shall not be a degree course in its own right, and no degree shall be awarded.

Classification and purpose of the examination

²The general Assessment Year examination shall provide evidence of whether students satisfy the requirements for the subsequent Bachelor studies.

³The Assessment Year shall constitute an orientation frame for the choice of the later major.

II. Admission

Art. 9. ¹Persons who hold a Swiss higher education entrance qualification such as a Swiss or Liechtenstein *Maturitätszeugnis*, a degree from a recognised Swiss university, *Fachhochschule* or *pädagogische Hochschule* or a primary school teacher's diploma of the Canton of St.Gallen shall be admitted to studies in the Assessment Year on principle.

General admission requirements

²Persons who hold an equivalent foreign qualification may be admitted to studies in the Assessment Year on certain conditions. Details shall be provided by rules issued by the University's Board of Governors.

³Foreign higher education entrance qualifications shall be checked for their equivalence. Prospective students shall provide evidence of their satisfying requirements stipulated in individual cases themselves.

Art. 10. ¹One admission requirement shall be the provision of evidence of proficiency in the track language at level B2 according to the Common European Framework of Reference for Languages (CEFR) or of evidence of proficiency in the track language in the Swiss or Liechtenstein *Maturitätszeugnis*.

Language requirements

Art. 11. ¹Admission tests in individual cases shall be conducted by the University in agreement with international treaties and on the basis of the admission guidelines issued by the Rectors' Conference of the Swiss Universities (CRUS) and the University of St.Gallen.

Test in individual cases

III. Structure of the Assessment Year

Art. 12. ¹Studies in the Assessment Year shall be structured into core studies and contextual studies.

Structure of studies

Art. 13. ¹Core studies shall be taught separately in both tracks.

²They shall be conducted as contact studies and independent studies and consist of the subjects Management, Economics, Law and methodological subjects.

a) Generally
b) Core studies

Art. 14. ¹Contextual studies shall be taught separately in both tracks.

²They shall consist of the following elements³:

- a) skills;
- b) cultural and social sciences;
- c) foreign language.

³With regard to foreign languages, exceptions to the principle of separation shall be possible.

⁴The Senate Committee shall issue implementation provisions.

f) Contextual studies

Art. 15. ¹The Senate shall issue the curriculum.

²Any adjustments that do not result in new Course Regulations shall be delegated to the Senate Committee.

Curriculum

Art. 16. ¹Course Regulations may provide for a coaching pro-

Coaching programme

³ Amended by resolution of the University's Board of Governors of 7 November 2016; entry into force as from 1 August 2018.

gramme.

Art. 17. ¹Course Regulations shall regulate the organisation of Freshman Week.

IV. Structure of the overall examination

Art. 18. ¹Studies are based on the European Credit Transfer System (ECTS credits).

Credits

² The time required for one ECTS credit to be earned shall be estimated at a minimum of 30 hours.

³60 credits shall be available for the overall examination. The following credits shall be awarded for the examination parts:

- a) in core studies, a total of 45 credits, of which:
 1. 11 credits for Management;
 2. 11 credits for Economics;
 3. 11 credits for Law I;
 4. 7 credits for Mathematics or Law II;
 5. 5 credits for an academic term paper;
- b) in contextual studies, a total of 15 credits, of which⁴:
 1. 7 credits for skills;
 2. 4 credits for cultural and social sciences;
 3. 4 credits for the foreign language.

⁴The provision of evidence of an adequate knowledge of accountancy shall be part of the overall examination.

Art. 19. ¹The examination parts pursuant to Art. 18(3)(a)(4) shall be sat as follows:

Choice between
Mathematics and
Law II

- a) Mathematics by students who intend to pursue one of the following majors in Bachelor studies:
 - Management,
 - Economics,
 - International Affairs,
 - Law and Economics;
- b) Law II by students who intend to pursue a major in Law in Bachelor studies.

Art. 20. ¹Examination parts shall be of the following types:

Examination
types

- a) written examination;
- b) oral examination;
- c) academic term paper;
- d) oral and/or written group work;
- e) seminar paper.

Art. 21. ¹The examination shall be structured into examination parts. One part shall amount to a maximum of 6 credits.

Examination
parts

²The Senate shall define the examination parts, the Senate Committee their examination types.

Art. 22. ¹Course Regulations shall define the foreign languages on offer.

Foreign language

⁴ Amended by resolution of the University's Board of Governors of 7 November 2016; entry into force as from 1 August 2018.

²Students shall not be able to attend courses in their native languages as foreign language courses. A student's native language shall be that language in which he/she has received the greatest part of his/her education.

³The Senate Committee shall issue implementation provisions. It may introduce further languages into the range or discontinue existing ones.

Art. 23. ¹The Assessment Year shall be completed within one academic year and cannot be interrupted or extended to more than one academic year.

Duration

Art. 24. ¹Exceptions shall be possible for special reasons.

²The Senate Committee shall define such special reasons.

³A provisional entry into Bachelor studies shall be precluded on principle.

⁴If the Assessment Year is aborted, a new attempt may be made. No examination results shall be carried over to such an attempt.

⁵The Senate Committee shall issue implementation provisions.

Extension of the Assessment Year and interruption

Art. 25. ¹To study at the University of St.Gallen, students shall provide evidence of an adequate knowledge of accountancy by passing the accountancy examination of the University of St.Gallen.

²The accountancy examination shall be offered separately in both tracks outside the central examination block.

³No credits shall be awarded for this examination.

⁴Any extramural examination results shall not be credited as such evidence for the Assessment Year.

⁵The Senate Committee shall issue implementation provisions.

Adequate knowledge of accountancy

V. Grading of the examination

Art. 26. ¹The results of the examination parts shall be graded as follows:

Grades

6.0 = excellent

5.5 = very good

5.0 = good

4.5 = satisfactory

4.0 = marginal

3.5 = unsatisfactory

3.0 = poor

2.5 = poor to very poor

2.0 = very poor

1.5 = very poor to useless

1.0 = useless

²Any grade below 4.0 shall be unacceptable.

³Any part of the examination that a candidate has not sat shall be graded with grade 1.0.

Art. 27. ¹If students who have validly enrolled for an examination that will have to be sat on a regular or irregular examination date do not appear at such examination part without a valid excuse, they shall be deemed to have failed such examination part.

No or late appearance for an examination

²Illness or accident in particular shall be deemed to be valid excuses.

³They shall be vouched for by means of a medical certificate and shall be notified to the University prior to the examination. Any subsequent notification shall only be accepted if notification was objectively impossible prior to the examination. The University of St.Gallen shall be entitled to stipulate formal requirements regarding such certificates.

⁴ If an examination has officially started, any candidates who appear late shall have foregone their right to sit such examination.

Art. 28. ¹ Any dishonesty in examinations shall be deemed an infringement of Examination Regulations. Such dishonesty shall include falsifying a candidate's own or another candidate's examination paper, using or making available inadmissible aids or information, failing to comply with general or specific instructions for the conduct of the examination or arrogating other people's intellectual property (plagiarism).

Dishonesty

²Attempted dishonesty within the meaning of Art. 28(1) shall also be deemed an infringement of Examination Regulations.

³The Senate Committee shall issue implementation provisions.

Art. 29. ¹ If any infringement of Examination Regulations has been discovered this shall, depending on the gravity of the candidate's violation of duty, result in the relevant grade being reduced by the Dean of Studies. In cases of grave infringements of Examination Regulations, the examination or examination part in question shall be regarded as not sat by the candidate, and the Dean of Studies shall award grade 1.0.

Downgrading, disciplinary measures and application for a disciplinary proceeding

²The Dean of Studies may furthermore issue a reprimand as a result of dishonest behaviour.

³Reprimands may be appealed against before the Disciplinary Committee; grades of which candidates have been officially notified can be appealed against before the Appeals Committee.

⁴If guilt is contested or if the offence is particularly grave, the President upon application by the Dean of Studies may apply for a disciplinary proceeding before the Disciplinary Committee.

Art. 30. ¹The grades of the examination parts and the credits are together weighted into weighted credit points.

Weighting

Art. 31. ¹Negative weighted credit points constitute the difference between an unacceptable grade and grade 4.0, weighted with the credits of that part of the examination in which the candidate has obtained such unacceptable grade.

Negative weighted credit points

VI. Overall examination passes

Art. 32. ¹Students shall have passed the examination if they

- have been awarded a total of 240 weighted credit points and
- have not been awarded more than 12 negative weighted credit points, with no more than 4 negative weighted credit points having been awarded in contextual studies, and
- have provided evidence of an adequate knowledge of accountancy.

Examination pass

²Grade averages are calculated to two decimal points.

Art. 33. ¹Successful completion of the Assessment Year shall entitle students to continue their studies in their major at the Bachelor's Level.

Admission to Bachelor studies

VII. Failure and resits

Art. 34. ¹Candidates shall not be able to resit examination parts with unacceptable results, with the exception of the accountancy examination.

Resits
a) Individual examination parts

Art. 35. ¹In cases of failure, the Assessment Year may be resat one more time.

b) Change

²In the second attempt, students may change areas of specialisation and/or tracks provided that they satisfy the relevant admission requirements.

Art. 36. ¹All examination parts shall be resat.

c) Crediting

²Crediting shall not be possible, with the exception of the accountancy examination.

VIII. Organisation

Art. 37. ¹The Senate Committee shall determine whether the examination parts have to be sat during term time or during the inter-term break.

Examination dates
a) Regular

Art. 38. ¹Students who are prevented from sitting an examination on a regular date for unexpected reasons such as illness or accident shall be entitled to sit such examination on an alternative date.

b) Alternative

²On alternative dates, the examination type applicable on the regular date may be changed.

Art. 39. ¹Upon advance request, the Dean of Studies may permit students who do not attend the German-language Assessment Year in their native language and students with a disability or a chronic illness to have an extension of their examination time and/or to sit the examination in a separate room.

Extension of examination time

²Evidence of a disability or chronic illness shall be provided by a medical opinion. The Dean of Studies shall be entitled to ask for a second opinion from an independent medical examiner or other person designated by the University at the applicant's expense.

³The Senate Committee shall issue implementation provisions.

Art. 40. ¹The Senate Committee shall
a) determine the regular examination dates. At least three examination dates per year shall be specified for the accountancy examination;
b) issue provisions concerning alternative examination dates and concerning the organisation and administration of examinations.

Organisation of examinations

IX. Procedure and legal protection

Art. 41. ¹Candidates shall be notified of their examination results at least once a semester after the central examination dates. Notifications

²There shall be the possibility of an advance notification of grades. Grades thus notified shall not be definitive and shall not entitle students to inspect their examination papers or lodge an appeal.

Art. 42. ¹Faculty who are responsible for an examination part shall provide candidates with an opportunity to inspect their examination results. Inspection

Art. 43. ¹Legal protection shall be governed by the University of St.Gallen Act⁵ and the Administrative Jurisdiction Act⁶. Legal protection

Art. 44. ¹If there have been objective mistakes in the grading of an examination, the faculty member in charge of such an examination may submit an application for a correction of grades to the Dean of Studies. Request for correction of grades

²The Dean of Studies shall examine and grant such applications conclusively.

X. Statistical evaluations, data protection, rights and obligations

Art. 45. ¹Data from examinations, evaluations and personal data may be used for the conduct of statistical panel studies and cross-sectional studies about student behaviour and progress, as well as for administrative purposes, and shall be destroyed on conclusion of the survey or if the purpose of their utilisation is no longer effective. Treatment of examination data and evaluation of personal data

²Written documents must be preserved for at least two years before they are destroyed.

³The following data shall be exempt from destruction:

- a) grades and
- b) data which have been anonymised and whose evaluation serves to improve the Assessment Year.

Art. 46. ¹Any persons who collect, evaluate and manage data shall be obliged to maintain secrecy. Obligation to maintain secrecy

Art. 47. ¹Students' rights shall be guaranteed. They may be limited through obligations towards the University and to safeguard the University's proper working order. Rights and obligations

²Copyright to works that students have written in the context of an examination at the University shall remain with such students provided no relationship can be established with the University of St.Gallen.

³If any publication violates claims by the University of St.Gallen under trademark law, such publication shall be subject to written permission.

⁴Copyright and right of use of examination questions, specimen solutions and their further utilisation shall remain with their authors.

⁵Students shall assign copyright to the University of St.Gallen when they submit a work to the extent to which this is necessary for adminis-

⁵ No. 217.11, Consolidated Statutes of the Canton of St.Gallen.

⁶ No. 951.1, Consolidated Statutes of the Canton of St.Gallen.

trative purposes such as plagiarism checks and archiving.

⁶The Senate Committee shall issue provisions concerning students' rights and obligations.

XI. Final provisions⁷

Art. 48. ¹Implementation provisions shall be issued by the Senate except as otherwise provided for in these Regulations.

Implementation

²The implementation of these Regulations shall be incumbent on the President's Board except as otherwise provided for in these Regulations.

Art. 49. ¹The maximum period of the Assessment Year shall be limited to eight semesters.

Limited duration of studies

²Students shall bear the risk of a possible inability to attend the last semester personally. There shall be no valid reasons for an extension of the degree course to seven semesters. The President may grant exceptions.

³ The President's Board shall issue implementation provisions concerning transition regulations.

Art. 50. ¹ These Regulations shall be applicable as from 1 August 2013, the Regulations of 25 June 2001 (with amendments of 10 June 2011) shall be repealed as at 31 July 2013.

Beginning of implementation

On behalf of the Board of Governors of the University of St.Gallen,

The Chairman:
Stefan Kölliker, Education Minister

The General Counsel:
lic. iur. Hildegard Kölliker, General Counsel

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⁷ Pursuant to Art. 123 of the University Statutes, only the German version of these Regulations shall be legally binding.