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Regulations

governing the admission of applicants to the University of St.Gallen [Admission Regulations, AR]

of 21 June 2019

Pursuant to Art. 30^{bis} and Art. 31(1)(b) of the University of St.Gallen Act of 26 May 1988 [No. 217.11, Consolidated Statute Book of the Canton of St.Gallen, UA], and Arts. 69(2), 72 and 82(2)(b) of the University Statutes of 25 October 2010 [No. 217.15, Consolidated Statute Book of the Canton of St.Gallen, US]

the Board of Governors of the University of St.Gallen

hereby issues the following Regulations¹:

A. General provisions

Art. 1 Object and scope of application

¹ These Regulations govern access and admission to studies at the University of St.Gallen.

² These Regulations shall be applicable to

- a) applicants to courses at the Bachelor's and Master's level,
- b) students of the University of St.Gallen,
- c) applicants to supplementary courses and further course formats (guest students and auditing students).

³ Admission to doctoral studies, the Joint Medical Master, double degree programmes and executive education courses (particularly courses offered by the Executive School and the institutes) is governed by separate regulations.

Art. 2 Implementing provisions

¹ The Senate Committee shall issue implementing provisions for these Regulations, including change of study course, second degrees and coursework.

Art. 3 Definitions

- a) *Access*: the right of qualified candidates to apply for admission to tertiary education and to be taken into consideration.
- b) *Admission*: entitlement to matriculate for a specific course of study in a specific semester.
- c) *Admission requirements* : generally applicable criteria to be satisfied for admission to studies.
- d) *Admission conditions*: additional knowledge and skills which applicants require to be admitted to studies.

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

- e) *Further conditions*: additional knowledge and skills which applicants have to acquire within a period of time specified by the University of St.Gallen.
- f) *University*: officially recognised or state-accredited institution of tertiary education which is entitled to award nationally recognised degrees. Institutions of tertiary education shall be deemed to be universities when they are entitled to award doctor's degrees and primarily conduct basic research.
- g) *Coursework and examinations*: work and examinations completed by students in the context of a degree course.
- h) *Degree level*: refers to one of the three sequential levels identified by the Bologna Process (Bachelor's, Master's, doctorate) within which all European higher education qualifications are located.
- i) *Discipline*: groups study courses with related subjects in accordance with the classification of the Rectors' Conference of Swiss Universities (swissuniversities). It refers to the subject matter of a course of study.
- j) *Course of study*: a formal, structurally delimited disciplinary unit of a degree. According to examination regulations, at undergraduate level it is referred to as "track" in the Assessment Year, and as "major" during the subsequent period of study leading to a Bachelor's degree. At the Master's degree level, it is referred to as "Master's programme".
- k) *Student dismissal*: when students are unable to continue or resume their studies within a discipline and/or at at least one degree level owing to inadequate academic performance, or because they have exceeded the permitted number of semesters, or on account of other substantial grounds (such as disciplinary measures).

Art. 4 Admission procedure

¹ The admission procedure shall be opened by means of an application that is submitted in due time and in due form.

² The deadlines shall be determined by the Dean of Studies and published on the website of the University of St.Gallen.

³ An application submitted in due form shall consist of the submission of all documents listed on the website of the University of St.Gallen. The University shall be entitled to request originals and certified translations.

⁴ Consent to the University of St.Gallen's Code of Conduct shall be an integral part of an application.

⁵ When an application is submitted, the applicant shall pay a non-refundable fee².

⁶ Applicants shall be admitted to the course of study for which they have applied as per the beginning of the autumn semester of a specific academic year. In individual cases, admission may be possible as per the spring semester.

⁷ Applicants shall submit all school-leaving certificates or degree certificates relevant to admission by the time they start their studies. Admission shall only be granted conditionally until such certificate has been submitted.

Art. 5 Acceptance of the university place

¹ In the case of admission on the basis of a selection procedure, students shall accept the university that has been offered by paying the tuition fee within the specified period of time.

² Art. 5, Fee Regulations of the University of St.Gallen [Chronological Statute Book of the Canton of St.Gallen, 41-41].

² In the case of a cancellation, this fee shall not be refunded.

Art. 6 Admission principles

¹ The following admission principles shall apply:

- a) evidence of the requisite educational background;
- b) command of the course language in accordance with the implementation provisions of the AR;
- c) there must not be any impediments to admission.

² Individual examinations of admission shall be conducted by the University of St.Gallen in agreement with international treaties and on the basis of admission directives and provisions issued by swissuniversities and the University of St.Gallen.

³ Admission may be refused if there is an essential difference³ from the requisite Swiss educational background in accordance with Art. 9 or Art. 14 (2)(a)/(3)(a) of these Regulations.

⁴ Depending on applicants' educational backgrounds, they may be requested to satisfy admission conditions and/or further conditions.

⁵ Decisions concerning admission are made by the Dean of Studies.

B. Selection procedure for foreign applicants

Art. 7 Foreign applicants

¹ Applicants shall be deemed to be foreign when they are not of Swiss or Liechtenstein nationality. Foreign applicants who

- a) hold a Swiss or Liechtenstein university entrance qualification (*Maturitätszeugnis*) or have passed the Complementary Examination of Swiss Universities (ECUS), or
- b) hold a degree from a recognised Swiss university, or
- c) hold a Swiss residence permit C.

shall be exempt from the selection procedure.

² The Dean of Studies may provide further exemptions in justified cases. She or he shall keep a list of precedents.

Art. 8 Selection procedure

¹ The University of St.Gallen is not obliged to accept foreign applicants.

² The number of university places available for foreign applicants who seek admission to study courses at the Bachelor's and Master's levels, as well as to additional qualification programmes, is limited⁴. If the number of applicants exceeds the places available, a selection procedure is conducted.

³ The satisfaction of the admission principles pursuant to Art. 6 is a prerequisite for participation in a selection procedure.

⁴ Master's programmes may provide a specialised admission procedure ("specialised Master's programmes"). This admission procedure shall replace the selection procedure for foreign applicants.

³ In the case of signatory states, cf. Convention on the Recognition of Qualifications concerning Higher Education in the European Region (SR 0.414.8; Lisbon Convention).

⁴ Art. 30^{bis}(3), University Act [Consolidated Statute Book of the Canton of St.Gallen, No. 217.11; UA].

⁵ The Senate Committee shall regulate the distribution of the university places available among the foreign applicants.

C. Admission to studies at Bachelor's level

Art. 9 Swiss qualifications

¹ The following applicants shall be admitted to study at the Bachelor's level⁵: holders of a

- a) Swiss university entrance qualification (*Maturität* certificate) recognised by the Confederation or by a canton;
- b) diploma from a recognised Swiss university, a university of applied sciences (*Fachhochschule*) or a university of teacher education (*Pädagogische Hochschule*) within the meaning of the HEdA⁶;
- c) federal vocational baccalaureate (*Berufsmaturität*) or a specialised baccalaureate recognised throughout Switzerland (*Fachmaturität*) in conjunction with a pass certificate of the complementary examination (*Passerelle*)⁷.

Art. 10 Foreign qualifications

¹ In essence, foreign qualifications have to correspond to a Swiss university entrance qualification in terms of subjects, number of lessons and school years. They have to

- a) constitute the highest possible level of academic-stream secondary school certificate in the issuing country;
- b) provide applicants with general access to university studies without any limitations in terms of subjects;
- c) have been earned in a full-length period of schooling, as a rule in classes;
- d) have a special focus on classical languages, modern languages, humanities/social sciences or mathematics/natural sciences;
- e) provide a general education.

² Assessments shall be governed by the recommendations of the Committee for Admission and Equivalences (Chamber of Universities). The Senate Committee shall issue the list of foreign qualifications recognised as equivalent. In particular, this list will be published on the website of swissuniversities.

³ Minimum grades may be required, as are evidence of a current university place in the issuing country in the discipline to which the applicant seeks admission and a pass grade in the complementary examination of the Swiss universities (ECUS).

⁴ Applicants shall have to provide evidence of their satisfaction of the requirements stipulated in individual cases.

Art. 11 Complementary conditions for qualifications from signatory states⁸

¹ Recognition⁹ may be refused if there is an essential difference from the Swiss university entrance qualification.

⁵ Cf. Art. 69(2)(a)(1-3), University Statutes [Consolidated Statute Book of the Canton of St.Gallen, No. 217.15; US].

⁶ Federal Act on Funding and Coordination of the Swiss Higher Education Sector (SR 414.20; HEdA)

⁷ Complementary examination for the admission to universities of holders of a federal vocational baccalaureate or a specialised baccalaureate recognised throughout Switzerland.

⁸ Signatory states of the Lisbon Convention which have ratified the treaty.

⁹ Access in accordance with the Lisbon Convention.

² If a country of origin requires applicants to pass an entrance examination or another selective admission procedure, applicants may be required to provide evidence of a current university place in the issuing country in the discipline to which they seek admission. Evidence of a university place may be compensated for by passing the complementary examination of the Swiss universities (ECUS).

Art. 12 Complementary conditions for qualifications from non-signatory states

¹ Recognised qualifications which provide general knowledge in accordance with Art. 10 from a non-signatory state shall have to satisfy the following requirements:

- a) evidence of grades that exceed a specific minimum defined by the Senate Committee, and
- b) passing the complementary examination of the Swiss universities (ECUS).

Art. 13 Second degree

¹ Applicants who hold a university degree recognised by the University of St.Gallen may be admitted to study for a second Bachelor's degree in a discipline different from their first degree.

D. Admission to programmes at Master's level

Art. 14 Admission requirements

¹ Admission to programmes at Master's level is contingent on a Bachelor's degree in a similar subject. Exemptions are regulated in the implementing provisions of these Regulations.

² Applicants may be admitted on the basis of the following degrees:

- a) Bachelor's degree or equivalent degree from a Swiss university within the meaning of the HEdA;
- b) Bachelor's degree or equivalent degree from an officially recognised foreign university with a minimum of 180 ECTS credits.

³ The implementing provisions of these Regulations stipulate the Master's programmes to which admission shall be possible on the basis of a degree of another type of institution of tertiary education, for which further admission requirements may be formulated:

- a) Bachelor's degree from a Swiss *Fachhochschule* or *Pädagogische Hochschule* within the meaning of the HEdA;
- b) Bachelor's degree with a minimum of 180 ECTS credits from a foreign *Fachhochschule* or *Pädagogische Hochschule* which is accredited by a state that has ratified the Lisbon Convention.

⁴ A minimum grade average may be required.

⁵ The grading scale of foreign degrees shall be translated into the Swiss scale.

⁶ Any supplementary programme-specific admission requirements, conditions and further conditions are regulated in the implementing provisions of these Regulations.

Art. 15 Second degree

¹ In justified individual cases, applicants may be admitted who hold a university Master's degree recognised by the University of St.Gallen (or an equivalent degree) in a different subject. The implementing provisions of these Regulations regulate details and exemptions.

Art. 16 Specialised admission

¹ Programme-specific specialised admission procedures shall be equally applicable to all applicants irrespective of their nationalities or educational backgrounds.

E. Admission to additional qualification programmes and further course formats

Art. 17 Teaching diplomas for vocational colleges and academic-stream secondary schools

¹ The specific requirements for admission to training for and obtaining teaching diplomas for vocational colleges and academic-stream secondary schools are regulated in the individual regulations and implementing provisions.

Art. 18 Further additional qualification programmes

¹ The requirements for admission to other additional qualification programmes are regulated in the implementing provisions of these Regulations.

Art. 19 Guest students

¹ Applicants who are matriculated at a university with whom the University of St.Gallen has an exchange agreement may be admitted to exchange studies at the University of St.Gallen. The modalities shall be governed by the agreement with the partner university.

² Applicants who are matriculated at an officially recognised university entitled to award doctor's degrees with whom the University of St.Gallen has no exchange agreement may be admitted as the so called *free movers*. They shall not be entitled to be admitted to guest studies.

³ Admission to guest studies shall be granted at the relevant degree course level. Admission shall be granted for a maximum of two semesters. Guest students shall have to earn a minimum of 16 ECTS credits per semester.

⁴ With the exception of students in double degree programmes, exchange students shall not be entitled to obtain an academic degree from the University of St.Gallen.

Art. 20 Auditors

¹ The Dean of Studies may admit non-matriculated participants as auditing students to selected non-public lectures/seminars, provided that they have the necessary educational background.

² Faculty members shall have to consent to such visits. Auditing students shall not be matriculated, nor shall they be entitled to sit examinations, earn credits or obtain a degree.

³ Auditors shall not be entitled to be admitted.

F. Impediments to admission

Art. 21 Student dismissal

¹ Applicants who have definitively failed to obtain a degree from the University of St.Gallen pursuant to examination regulations shall be deemed by the University of St.Gallen as dismissed.

² Applicants who have been excluded by another university from a degree course in a discipline that is also offered by the University of St.Gallen shall not be admitted to a comparable degree course at the University of St.Gallen. Exemptions are regulated in the implementing provisions of these Regulations.

Art. 22 Equivalent course of study

¹ Applicants may not be admitted to a course of study in a discipline in which they already hold an officially recognised equivalent degree.

Art. 23 Disciplinary measures

¹ Applicants who have been excluded from their course of study by the University of St.Gallen or another university owing to a disciplinary measure that is still applicable at the time of application cannot be admitted.

Art. 24 Pending proceedings

¹ If at the time of admission, proceedings are pending which on their conclusion may have an influence on the decision concerning admission, applicants shall have to declare this in their application. Admission may be refused or only granted provisionally.

Art. 25 Dishonest behaviour

¹ If an applicant is suspected of having attempted to be granted admission by dishonest or criminally relevant means, the Dean of Studies shall suspend the admission request or ban the student from continuing their studies, and the necessary disciplinary or criminal steps shall be initiated¹⁰. If such suspicion is confirmed, admission shall not be granted or be retroactively revoked.

² Applicants who

- a) provide false or incomplete information and/or
- b) make use of documents, certificates and ID papers which have been falsified and/or distorted or have not been issued in their name

shall be deemed to have acted in a dishonest and possibly criminally relevant manner.

G. Matriculation and exmatriculation

Art. 26 Matriculation

¹ Applicants shall be provisionally matriculated when the University of St.Gallen has received confirmation that they will take up their studies. Matriculation shall become definitive when

- a) the documents required for definitive admission have been submitted and
- b) the semester invoice has been paid.

² Once applicants are matriculated, the rights and obligations defined in the implementing provisions concerning studies shall be applicable to them.

Art. 27 Matriculation in multiple courses of study / at multiple Swiss universities

¹ As a rule, students cannot be matriculated into several degrees at the University of St.Gallen or at several Swiss universities at the same time.

² Exemptions require the consent of the Dean of Studies. An administrative charge¹¹ may be levied.

³ This rule shall not be applicable to any simultaneous matriculation in an additional qualification course at the University of St.Gallen.

¹⁰ Arts. 34ff., University Act [Consolidated Statute Book of the Canton of St.Gallen, No. 217.11; UG].

¹¹ Art. 3, Schedule of Administrative Fees.

Art. 28 Exmatriculation

¹ As a rule, students exmatriculate at the end of an academic semester. With exmatriculation, any rights arising from matriculation shall expire.

H. Legal protection

Art. 29 Legal protection

¹ Legal protection shall be governed by the Act on the University of St.Gallen and the Administrative Jurisdiction Act.

Art. 30 Notifications and documents

¹ The Dean of Studies shall notify applicants of their admission, admission with further conditions or non-admission.

² With the students' consent, notifications and decisions may be sent through a designated platform in digital form. Irrespective of the place of access, digital notifications or decisions shall be deemed to have been delivered in Switzerland.

³ Other documents may also be sent through a platform in digital form. Irrespective of the place of access, digital notifications or decisions shall be deemed to have been delivered in Switzerland.

Art. 31 Data protection

¹ The University of St.Gallen shall be entitled to check any data submitted to it for the purpose of admission and matriculation for correctness and completeness and to continue to use such data after matriculation for administration purposes.

I. Final provisions

Art. 32 Entry into force

¹ These Regulations shall enter into force as from 1 October 2019 and shall first be applicable to applications/matriculations for Autumn Semester 2020.

Art. 33 Repeal of current law

¹ The Regulations governing the admission of applicants with foreign university entrance qualifications to the University of St.Gallen (Admission Regulations [AR] shall be repealed as from 1 August 2020.