

## Implementation provisions

### concerning admission, enrolment, transfer admissions and second degree courses, change in subjects, degree course combinations, academic results and student suspensions (reference points)<sup>1</sup>

Senate Committee Meeting of 9 December 2014 (with amendments of 22 June 2018)

#### **Purpose**

This document serves the purpose of defining certain concretisations within the sphere of competence of the Senate Committee (Art. 93 of the University Statutes of 25 October 2010 [Consolidated Statute Book of the Canton of St.Gallen, Nr. 217.15]). The document is applicable to all the educational levels of the University of St.Gallen (HSG): the Assessment Year, the Bachelor's Level, the Master's Level and the Doctoral Level.

#### **1 Matriculation, re-matriculation, renewed matriculation, provisional matriculation and double matriculation**

##### 1.1 Definition: matriculation

A student is matriculated in a semester if he/she has paid the semester invoice and has enrolled in a programme.

##### 1.2 Definition: re-matriculation

A student is re-matriculated if he/she enrolls in the same degree course programme before graduation and after an interruption of at least one semester.

##### 1.2.1 Principle

If at the time of re-matriculation, a new curriculum has been adopted for the degree course programme, the relevant transitional regulations will be applicable.

##### 1.3 Definition: renewed matriculation

A student has renewed his/her matriculation if he/she exmatriculates and, after an interruption of at least one semester, applies for a new degree course programme and then matriculates again.

##### 1.4 Definition: provisional matriculation

At the stage when a student has been promised admission to a degree course at the HSG but has not submitted all the documents required for definitive admission, matriculation is provisional.

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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.

### 1.5 Definition: double matriculation

A student is doubly matriculated if he/she is simultaneously matriculated at two Swiss universities.

#### 1.5.1 Principles

- a) Double matriculations at more than one university in the same or a different subject are only possible if there is written confirmation from the other university that the other university waives any contribution payments pursuant to the Intercantonal University Agreement of 20 February 1997 [Consolidated Statute Book of the Canton of St.Gallen, Nr. 217.81].
- b) Only the Book and Publishing Studies programme can be attended by extramural students who are matriculated at two Swiss universities without such confirmation by the other university.

## 2 Transfer admission and second degree course

### 2.1 Definition: transfer admission

A transfer admission occurs if a student continues his/her studies at a higher level at the HSG on the strength of a degree obtained from another university or from a *Fachhochschule*.

### 2.2 Definition: second degree course

This term denotes studies in a different major/programme at the same level started by a student after obtaining a degree for a first degree course at the HSG, another university or a *Fachhochschule/ pädagogische Hochschule*.

### 2.3 Admission requirements

- a) Admission to a degree course (second degree course/transfer admission) – including the determination of possible admission conditions – is governed by the relevant examination regulations and admission regulations.
- b) By the time a student starts his/her studies at the HSG (second degree course/transfer admission), he/she must have obtained the degree for the first degree course. Admission to a degree course (second degree course/transfer admission) without a degree for the first degree course is not possible (no provisional admission).
- c) A second degree course at the Bachelor's or Master's Level can only be started with a completed degree course at the Bachelor's or Master Level in a different major/programme.

### 2.4 Crediting options

- a) External academic results can only be credited to admission conditions. Students with a degree from another university who attend a second degree course at the Bachelor's Level are generally credited with the work from the Assessment Year (excluding evidence of an adequate knowledge of accountancy and foreign languages).

The following credits are generally granted for a second degree course in law:

Major in Law (BLaw):

- Core electives, written work / law electives / Swiss Moot Court: 12 credits (students must submit at least one written paper)
- Contextual studies: 18 credits (students must attend the course in "General European History of Law" (6 credits)).<sup>2</sup>

Major in Law and Economics (BLE):

- Core electives, seminar paper: 6 credits
- Contextual studies: 12 credits (students must attend the courses in "Law in an Economic Context, Business Administration" (6 credits) and "Law in an Economic Context, Economics (6 credits))<sup>3</sup>

- b) HSG students who want to enrol for a second degree course can have their academic results credited. The following academic results from the first HSG degree course can be credited:
- the core subjects, core electives and electives of the core studies which have to be or can be attended in the second degree course;
  - Contextual Studies as a whole, with the exception of practice credits;
  - work that is unrelated to lectures and seminars and moot events can basically be credited; practice credits have to be checked for creditability by the programme management of the second degree course;
  - credits which were acquired in an exchange semester during the first degree course are taken into consideration if they can be credited in accordance with the way in which they were credited to the first degree course. In the second degree course, they are at the expense of the maximum of 30 ECTS credits that can be acquired in an exchange semester.
- c) In a second degree course at the Master's Level, a maximum of 30 ECTS credits can be credited to the second Master's programme; in the Master's programme in Law and Economics (MLE), this maximum amounts to 60 ECTS credits. In a second degree course at the Master's Level, a minimum of 60 ECTS credits must thus be earned at the HSG.
- d) Bachelor's or Master's theses are not credited.
- e) Academic results of the Bachelor's Level cannot be credited to the Master's Level.
- f) The determination of the creditability of academic results is contingent on the time at which a student starts on the second degree course.
- g) Academic results are only credited on request. Crediting requests must be submitted by calendar week 15 (Spring Semester) or calendar week 45 (Autumn Semester) of that semester in which the second degree course was started. Requests received later will no longer be considered.
- h) The Dean of Studies regulates the administrative processes for second degree courses.

<sup>2</sup> Amended by resolution of the Senate Committee of 22 June 2018, in force as from 1 August 2018.

<sup>3</sup> Amended by resolution of the Senate Committee of 17 May 2016; in force as from 1 August 2016.

### 3 Change in subjects

#### 3.1 Definition: change in subjects

Studies at the HSG that are continued in a different subject. A distinction is made between three types of changes in subjects:

- at the Bachelor's Level (change in majors),
- at the Master's Level (change in programmes),
- change at two levels (change in majors/programmes).

#### 3.2 Principle

- a) With regard to change options, a distinction is made between a voluntary change and a change owing to definitive failure in a major or programme.
- b) Students who fail a major or programme twice have failed definitively and cannot continue their studies in this major or programme. They can change over to another major or programme, with no academic results of the original major being credited with the exception of evidence of proficiency in foreign languages. At the Master's Level, students can only change programmes if they satisfy the admission conditions stipulated by the individual admission regulations.
- c) If a student changes subjects before being notified of the academic results that led to a failure in the first major or programme, he/she can continue his/her studies in the second major or programme in the 2nd attempt.

#### 3.3 General conditions for a voluntary change

- a) A change of majors or programmes can only be effected once. Consequently, students must either complete the new major or the new programme or change back to the original major or the original programme.
- b) If students change back, their original academic results are again taken over provided that a change back to the same course regulations is possible; otherwise, the relevant transitional regulations will be applicable. In addition, academic results that have been additionally achieved in the new major or programme can be credited if their creditability is given. This also applies to optional academic work done by students.
- c) A change in majors or programmes is basically possible at the beginning of both the Autumn Semester and the Spring Semester, although at the Master's Level, in particular, the provisions about the commencement of studies stipulated in their respective admission regulations have priority.

### 3.4 Crediting options

#### 3.4.1 Principles

- a) The following must be credited from the original major or programme: the academic results and the written work of whose grades a student has been officially notified (Bachelor's and Master's theses, seminar papers) that have to be done both in the original and in the new major programme, as well as Contextual Studies in their entirety. This applies irrespective of the grades awarded for any of this work.
- b) A Bachelor's or Master's thesis can only be credited if it satisfies the thematic requirements of the new major or programme. Written work that has not been submitted will be forfeited. The new topic must be registered again in the second major or programme.
- c) Any other work such as electives can be credited on request. The crediting of work that is unrelated to any lectures/seminars is governed by the relevant implementation provisions.
- d) Academic results from an exchange semester in the original major or programme are taken into consideration if they can be credited in accordance with the way in which they were credited to the original major or programme. In the second degree course, they are at the expense of the maximum of 30 or 90 ECTS credits that can be acquired in an exchange semester.
- e) Academic results that predate the start of the new major or programme but of which a student has not been officially notified yet, are deemed definitive.
- f) A maximum of 30 ECTS credits is credited for the new Master's programme, a maximum of 60 ECTS credits is credited for the Master's programme in Law and Economics (MLE).

#### 3.4.2 Crediting in a change of major

- a) The Assessment Year is credited in its entirety.
- b) Students who originally majored in Business Administration, Economics, International Affairs or Law and Economics and who now intend to major in Law have to take the two examinations in Law II A and II B of the Assessment Year in the context of admission conditions (supplementary work). In converse cases, students will have to take the examinations in Mathematics A and B.
- c) In the Assessment Year examination parts to be taken later, students must achieve a grade average of at least 4.0. They can avail themselves of two attempts.
- d) Admission conditions must be satisfied within a year after the change of majors, otherwise studies at the Bachelor's Level will be suspended.

## **4 Degree course combination**

### 4.1 Definition: degree course combination

Degree course combinations occur when students are enrolled in several HSG programmes.

### 4.2 Principles

Students who hold an HSG degree may be enrolled in a maximum of two undergraduate and Master's programmes at different levels, as well as in a supplementary course.

- a) Students who study at a higher level cannot simultaneously be enrolled in the same subject at the lower level.
- b) Students who have been admitted to a programme at a higher level can no longer change over to the same subject at the lower level.
- c) Students who study at a lower level although they satisfy the admission requirements for the higher level can change over to the higher level at the beginning of the next semester, with the commencement of studies being defined by the relevant admission regulations. In such cases, the academic results of the lower level must be credited as admission conditions (both positive and negative results). If evidence of the satisfaction of all the admission conditions cannot be provided, studies can only be started at the higher level when all the admission conditions have been satisfied.
- d) Students are not permitted to start a second degree course in the same subject (Business Administration, Economics, Law and International Affairs). Exception: students can study both a German-language Master's programme in Law (MLaw or MLE) and the Master's programme in International Law (MIL).
- e) Students who have completed a Master's programme are not permitted to start a second degree course in the same subject at the Bachelor's Level.

## **5 Academic results**

### 5.1 Definition: academic results

Academic results are results achieved in connection with a degree course at a university or *Fachhochschule*.

### 5.2 Principle

Academic results achieved at the HSG cannot be forfeited as a matter of principle. The relevant crediting guidelines apply.

## 6 Student suspension

### 6.1 Definition: student suspension

Students are suspended when they are unable to continue or start their studies owing to insufficient academic results or have exceeded the maximum number of terms in a major or a programme. Such a suspension is applicable to studies at the HSG or at another university/ *Fachhochschule*.

### 6.2 Principles

- a) Students who satisfy the requirements pursuant to Art. 35(1) ER AY, Art. 27(4) ER BA , Art. 42(4) ER MA or Art. 27 Award Regulations for Doctor's Degrees 07 cannot continue or start their studies at the University of St.Gallen. They are not permitted to renew their matriculation at any level and in any major or programme. A degree from another university will not remedy the suspension.
- b) Students who are suspended from studying Business Administration, Economics, Law or International Affairs at another university or *Fachhochschule* cannot be admitted to a degree course at the HSG. A degree in the corresponding subject from another university will not remedy the suspension.
- d) For students who change majors or programmes in accordance with Art. 27(2) ER BA and Art. 42(1) ER MA, respectively, the semesters relevant to the limitation of the number of terms pursuant to Art. 40 ER BA and Art. 58 ER MA, respectively, continue to count.
- e) Students who already hold an external degree in a subject are suspended from studying the same subject at the same level (exception: para. 3.2).