

Implementation provisions¹

in respect of the Regulations governing the admission of applicants with foreign university entrance qualifications to the University of St.Gallen (Admission Regulations [AR])

of 15 June 2015

Pursuant to the Regulations governing the admission of applicants with foreign university entrance qualifications to the University of St.Gallen

the Senate Committee of the University of St.Gallen

hereby issues the following implementation provisions:

I. Scope of application and principle

Art. 1. ¹These provisions shall govern the procedures for the admission of foreign nationals applying for a degree course at the Bachelor's and Master's Levels on the basis of a fully recognised foreign university entrance qualification or equivalent qualifications.²

Scope of application

Art. 2. ¹Foreign applicants for the Bachelor's Level (Assessment Year and Bachelor studies) shall sit an academic aptitude test in accordance with Art. 8 AR.

Principle

²Pursuant to Art. 12(1), selection procedures for foreign applicants for the Master's Level shall be conducted *sur dossier*.

II. Academic ability tests

Art. 3. ¹ Pursuant to Art. 8 of the ZLR, the following shall be accepted as academic aptitude tests:

Academic ability tests

- a) the admission test for foreign applicants of the University of St.Gallen,
- b) internationally recognised academic aptitude tests for admission to a degree course.

Art. 4. ¹The following tests shall be recognised as academic aptitude tests:

Internationally recognised academic aptitude tests

- a) the Graduate Management Admission Test (GMAT),
- b) the Graduate Record Examinations (GRE),
- c) the Law School Admission Test (LSAT).

² Internationally recognised academic aptitude tests shall be accepted if the foreign applicant has passed all the examination parts of

¹ Pursuant to Art. 123 of the University Statutes of 25 October 2010 (No. 217.15, Consolidated Statute Book of the Canton of St.Gallen), only the German version of these regulations shall be legally binding.

² Hereinafter called "foreign applicants".

the individual tests.

³An internationally recognised academic ability test may not be older than five years.

⁴Foreign applicants shall sit an internationally recognised academic aptitude test before the expiry of the enrolment period for the degree course. They shall not be able to submit an internationally recognised academic aptitude test after the expiry of such enrolment period.

Art. 5. The Dean of Studies may, in consultation with the Vice-President, Teaching, define the minimum scores which foreign applicants have to achieve in the test results of internationally recognised academic aptitude tests.

Minimum scores

²To the extent to which student places are available for foreign students, the Dean of Studies may, in consultation with the Vice-President, Teaching, define the minimum scores which particularly gifted applicants have to achieve in the test results of an internationally recognised academic aptitude test to gain early admission to a degree course.

III. Provisions for admission to the Bachelor's Level

1. Structure of the admission test

Art. 6. ¹The admission test in accordance with Art. 3(1)(a) above shall consist of a test which measures fundamental cognitive skills required for academic work.

Structure of the admission test

²The test shall be structured into different parts and last three to four hours.

³Individual applicants may additionally be invited to an interview in accordance with Art. 9 below.

Art. 7. ¹The admission test shall be offered in German and English.

Test language

²Applicants for the Assessment Year shall sit the test in the track or programme language for which they have enrolled.

³Applicants for Bachelor studies may sit the test in English or German. They shall indicate their preference bindingly on registration.

Art. 8. ¹On the day of the admission test, the scores achieved in the internationally recognised academic aptitude tests pursuant to Art. 3(1)(b) above shall be converted to the scale of the admission test pursuant to Art. 3(1)(a). In the case of internationally recognised academic aptitude tests, the minimum scale level must not be below the minimum values pursuant to Art. 5(1).

Test results

²The Dean of Studies determines the scores with which applicants with an international academic aptitude test and applicants who have passed the admission test of the University of St.Gallen may be admitted to studies at the Bachelor's Level (Assessment Year and Bachelor studies).

³After the conversion of the test values, the Dean of Studies shall decide on the strength of the test results who

- a) will be definitively admitted to a degree course;
- b) will definitively not be admitted to a degree course;
- c) will be invited to an interview in accordance with Art. 9.

Art. 9. ¹An invitation to an interview shall be extended to those applicants whose test results from the admission test in accordance with Art. 3(1)(a) just exceed or just fall short of the required score.

Interview

²The interview shall last between 20 and 30 minutes and shall be conducted by a faculty member.

³In particular, it shall be intended to provide applicants with an opportunity to explain the nature of and reasons behind their motivation to study at the University of St.Gallen.

⁴The Test Conference pursuant to Art. 21 below shall decide which applicants will be admitted to a degree course after the interview.

2. Organisation of the admission test

Art. 10. ¹The admission test shall be conducted no later than eight weeks before the beginning of the Autumn Semester.

Date

Art. 11. ¹Applicants shall submit all the application documents required for enrolment for a degree course within the University's enrolment period.

Registration

²Applications which are submitted after this deadline shall generally no longer be considered.

³After the application documents have been examined, the applicant shall be notified of the decision regarding participation in the admission test.

⁴Foreign applicants (Art. 8(4) AR) who want to be admitted on the basis of an internationally recognised academic aptitude test in accordance with Art. 4(1) above shall submit the test prior to the expiry of the enrolment period for the degree course. If the University has not received an internationally recognised academic aptitude test by that deadline, the decision shall be made in accordance with Art. 11(3). Applicants shall not be able to submit an internationally recognised academic aptitude test later than this point in time.

Art. 12. ¹Applicants who satisfy the requirements for participation in the admission test shall be sent confirmation.

Confirmation

²Such confirmation shall include

- a) information about the date, time and place of the test;
- b) instructions for the payment of the test fee³.

Art. 13. ¹The test fee shall be determined by the University's Board of Governors.

Test fee

²Applicants who fail to pay the fee by the specified point in time shall not be admitted to the test.

Art. 14. ¹If an applicant fails to appear at the admission test without previously cancelling his/her participation or if he/she terminates the test without a valid reason, then the applicant shall be deemed to have failed the test.

Non-appearance
or termination

Art. 15. ¹Applicants who are found to be dishonest shall be disqualified from the test by oral order issued by the person responsible for the test. Applicants concerned may demand a written order within five days.

Disqualification

³ Fee regulations of the University of St.Gallen of 21 June 1999.

Art. 16. ¹Applicants shall be notified of the result and the decision concerning admission to a degree course in writing. Notification of the result

Art. 17. ¹Applicants who are not admitted to a degree course on the basis of the admission test shall be able to resit the test once again only. Resit

Art. 18. ¹Applicants who are admitted to a degree course on the basis of the test results shall start their studies within an academic year. Validity of the admission
²Applicants who start their studies at a later date shall undergo the special admission procedure once again. a) Principle

Art. 19. ¹In the event of important reasons and an outstanding test result, foreign applicants can be admitted early to the next academic year without having to sit the admission test again. b) Early admission

3. Execution

Art. 20. ¹The test management and organisation shall be incumbent on the Dean of Studies. Test organisation

Art. 21. ¹The Test Conference shall consist of Test conference
a) the Dean of Studies as chair,
b) the faculty members who conduct the interviews.
²It shall make the decisions concerning the applicants' admission to a degree course.

IV. Provisions for admission at the Master's Level

Art. 22. ¹Pursuant to Art. 12(1) AR, decisions regarding the admission of foreign applicants to a non-specialised Master's programme shall be made *sur dossier*. *Sur dossier* selection procedure at the Master's Level

Art. 23. ¹In addition to the requirements laid down in the examination regulations of the Master's Level and the admission regulations of the non-specialised Master's programmes, the *sur dossier* selection procedure shall take into consideration the following additional admission criteria: Admission criteria

- a) the grade average of the course work and examination results submitted with the application;
- b) the curriculum of the completed previous studies;
- c) the result of an internationally recognised academic aptitude test, which can be optionally submitted in accordance with Art. 4(1) above;
- d) extracurricular activities, including semesters spent abroad during previous studies, as well as evidence of intercultural mobility and practical professional activities;
- e) letter of motivation.

Art. 24. ¹Prior to the beginning of the application period, the Admission Committee shall determine the maximum score to be achieved and the way in which it is weighted per admission criterion in accordance with Art. 23(1) above. Admission committee

- ²The Admission Committee shall consist of
- a) the Vice-President, Teaching;
 - b) the Dean of Studies;
 - c) the Deans of the Schools or any other specialists delegated by a

Dean. Only such Deans (or their delegates) shall be members of the Admission Committee as are also providers of non-specialised Master's programmes.

Art. 25. ¹The Admission Committee shall rate the application dossiers submitted in accordance with the admission criteria laid down in Art. 23(1).

Selection

²It shall award points for each admission criterion in accordance with Art. 24(1) above, which points shall be added up.

³The Admission Committee may conduct interviews with applicants for the purpose of verification.

Art. 26. ¹The Admission Committee shall draw up a ranking based on the total score achieved in accordance with Art. 25. The best applicants shall be admitted. Admissions are made on the basis of the number of student places that are available to foreign students.

Decision regarding admission

²The Dean of Studies shall have the casting vote.

³The Dean of Studies shall notify applicants of the decision regarding admission on behalf of the Admission Committee.

⁴Applicants who fail to be admitted may re-apply only once. Re-application is possible in the following year at the earliest.

V. Reporting and quality assurance

Art. 27. ¹The Dean of Studies shall submit a report on the admission of applicants with a foreign university entrance qualification or equivalent qualifications to the Senate Committee.

Reporting

Art. 28. ¹On conclusion of the admission procedure, the criteria and the process shall be evaluated. On behalf of the Admission Committee, the Dean of Studies shall submit an annual report on the experience gained and offer proposals for the further development of the admission criteria and the process.

Quality assurance

VI. Final provisions

Art. 29. ¹These implementation provisions shall come into effect as from 1 October 2015.

Effective date

Art. 30. ¹Applicants who enrol for a degree course at the University of St.Gallen that begins in Spring Semester 2016 shall continue to be subject to the Regulations of 2 June 2014 until 1 August 2016.

Transitional law

Art. 31. ¹ The Implementation provisions concerning the admission of applicants with a foreign secondary school leaving certificate or an equivalent qualification for university entrance (Bachelor's/Master's courses) of 2 June 2014 shall be repealed as from 1 August 2016.

Repeal of previous law

The President:
Prof. Dr. Thomas Bieger

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