

Directives on the Implementing provisions of the Regulations governing the admission of applicants to the University of St.Gallen [Directives AR]

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Directives

on the Implementing provisions of the Regulations governing the admission of applicants to the University of St.Gallen [Directives AR]¹

of 4 October 2019

Pursuant to Art. 1 of the Implementation provisions of the Regulations governing the admission of applicants to the University of St.Gallen [IP AR] of 14 May 2019

the Dean of Studies of the University of St.Gallen

hereby issues the following directives:

A. General provisions

I. Documents to be submitted

Art. 1 Original documents and officially certified copies

¹ Originals or officially certified copies (upper secondary school leaving certificate, interim transcripts, university degree certificate or diploma, transcripts) may be required for definitive matriculation.

² A copy is accepted as officially certified if one of the following institutions confirms that its contents correspond exactly to those of the original document:

- a) the applicant's home university;
- b) the local government offices in Switzerland responsible for authentication (e.g. Staatskanzlei) or a Swiss notary public;
- c) the consulate or embassy of the applicant's home country in Switzerland or in another country;
- d) governmental offices in the applicant's home country which are allowed to issue authenticated copies using the Hague Apostille.

Art. 2 Documents to be submitted before commencement of studies (Master's admission, admission to second degree)

¹ The final degree documents must be presented or submitted no later than the start of the programme (calendar week 38 for autumn semester, calendar week 8 for spring semester).

² The final degree documents include the degree certificate, the full academic transcript and Diploma Supplement (if issued by the university). The full academic transcript contains a complete list of all the courses and grades achieved on a degree course, as well as the final grade. If at the moment of submission of the full academic transcript the actual degree certificate is still unavailable, the wording of the full academic transcript must unequivocally demonstrate the objective fact of the graduation together with the academic degree (e.g. degree awarded, graduated, degree

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

granted). If the university hands over the transcript in a sealed envelope, the envelope must be submitted unopened. Printouts from an online account or student account and electronic transcripts will not be accepted.

³ Certified copies will become the property of the University of St.Gallen and will not be returned.

II. Translations

Art. 3 Principles concerning translations

¹ If the original documents are issued in a language other than German, French, Italian or English, the officially certified copies of the original document must be accompanied by a recognised translation either in German, English, French or Italian as specified in the Art. 4 or 5 of these Directives.

² The following rules apply to the recognition of translations:

- a) the translation must be based on an officially certified copy and must be handed in together with that copy;
- b) the following terms should be translated literally followed by their original designation in brackets: foreign diplomas, academic degrees and titles, the names of the higher education institutions or universities and the names of schools;
- c) any changes made to original documents or their copies – especially crossings-out, additions or handwritten notes – must always be signed and dated by the person responsible for the authentication.

³ In cases of doubt, the applicant can be asked to have the translation confirmed by a second expert at the expense of the applicant.

Art. 4 Translations issued in Switzerland

¹ Examples for recognised translation offices:

- a) ASTTI members (Schweizerischer Übersetzer-, Terminologen- und Dolmetscherverband): www.astti.ch;
- b) Translation offices such as, for example, Textraplus AG: www.textra.ch.

Art. 5 Translations issued abroad

¹ Translations from foreign sworn translators are accepted if an authentication by one of the following institutions can be presented:

- a) the applicant's home university;
- b) the consulate or embassy of the applicant's home country in Switzerland or in another country;
- c) governmental offices in the applicant's home country which are allowed to issue authenticated copies using the Hague Apostille.

B. Bachelor's level

I. Selection procedure with admission test

Art. 6 Test language

¹ Applicants for the Assessment Year shall sit the test in the language which they specified in their application.

² Second degree applicants who wish to enter directly into a Bachelor's programme at the Bachelor's Studies level, surpassing the Assessment Year, shall sit the test in the language of correspondence specified in the application.

II. Recognised foreign qualifications

Art. 7 General education subjects

¹ Only the general education subjects defined in the recommendations of the Committee for Admission and Equivalences (Chamber of Universities, swissuniversities) are considered.

² Supplementary information for the International Baccalaureate Diploma and (British or international) A-Levels with details (e.g. recognised and examples of non-recognised subjects) are published on the website of the University of St.Gallen.

C. Master's level

Art. 8 Institutional distinction for higher education degrees

¹ A degree is considered a university degree if both the course of study is classified as university course of study pursuant to Art. 21(6) IP AR and at least 80% of the academic work has been completed at an institution of higher education with university status (i.e. not Fachhochschule / University of Applied Sciences).

Art. 9 Fachhochschule degrees with internship

¹ In addition to the provisions stipulated in the IP AR, degrees from Fachhochschulen may be recognised if the extent of internship work amounts to a maximum of 20 ECTS credits.

Art. 10 Degrees with a dual character

¹ Holders of a degree with a dual character (from cooperative state universities or Fachhochschulen) can only be admitted to a Master's programme in business administration and only through the Master's preparatory courses. An application will therefore only be considered for a non-specialised Master's programme in business administration.

Art. 11 Degrees with a classification system

¹ For degrees with a classification (e.g. United Kingdom) at least "second class, upper division" is required.

Art. 12 Minimum duration of study required for the recognition of Master's degrees

¹ Master's degrees can be recognised if they have a workload of at least 90 ECTS credits.

Art. 13 Specific admission requirements for selected countries

¹ A selection of additional country-specific requirements for the recognition of higher education qualifications is listed in the Annex.

D. Change of course of study and second degree

Art. 14 Deadline for submission of a crediting request

¹ In the case of a voluntary change of course of study in accordance with Art. 64 IP AR or a second degree in accordance with Art. 66 IP AR, the following deadline shall apply to the submission of a crediting request within the semester in which the new course of study begins:

- a) calendar week 45 when starting in the autumn semester;
- b) calendar week 15 when starting in the spring semester.

² Requests submitted later will not be considered.

Art. 15 Creditings to the second Bachelor's degree course in law pursuant to Art. 67(2) IP AR

¹ Previously completed BLaw or BLE courses as well as courses in Contextual Studies are credited 1:1. Creditings of externally earned credits from exchange, summer school or individual courses are not possible for the second degree course in law.

E. Final provisions

Art. 16 Entry into force

¹ These directives shall come into force as from 1 October 2019 and shall first be applicable to applications/enrolments for Autumn Semester 2020

Art. 17 Repeal of current regulations

¹ The following regulations are repealed with effect as of 1 August 2020:

- a) Fact Sheet "Officially Authenticated Documents and Translations" of 1 August 2015;
- b) Fact Sheet "External Bachelor's and Master's Degrees recognised for Admission to the University of St.Gallen" of 29 September 2017;
- c) Merkblatt "Zulassung MLaw/MLE mit fachfremdem Erstabschluss" of 1 August 2016;
- d) Merkblatt: Zulassung von MLaw- und MIL-Absolvierenden zum Lehrprogramm in Wirtschaftsjournalismus of 25 September 2018.

F. Annex: Selection of additional country-specific requirements for the recognition of higher education qualifications

Art. 18 Australia

¹ For admission to the Master's level programmes, a Bachelor's degree with Honours with a classification of at least "second class, upper division" is required.

Art. 19 China

¹ Only degrees awarded by "211 Universities" can be recognised.

² For definitive admission, students have to submit an APS certificate.

Art. 20 Germany

¹ The recognised German higher education institutions are listed under www.hochschulkompass.de. Only the universities listed within the category "Universitäten und Hochschulen mit Promotionsrecht" can be recognised as such.

² Accredited courses of studies from Fachhochschulen are listed under www.akkreditierungsrat.de.

Art. 21 France

¹ The degree must have been awarded by a tertiary institution that is a member of one of the following three conferences:

- a) Conférence des Présidents d'Université (CPU): www.cpu.fr;

- b) Conférence des Directeurs des Ecoles Françaises d'Ingénieurs (CDEFI): www.cdefi.fr;
- c) Conférence des Grandes Ecoles (CGE): www.cge.asso.fr;
- d) Ecoles et formations visée: www.cefdg.fr.

² Bachelor's degrees awarded by the Grandes Ecoles have to be fully accredited by the French state (diplômes visés par l'Etat).

Art. 22 India

¹ Only degrees awarded by UGC accredited universities are considered. A NAAC accreditation with "grade A" is accepted.

² A recognised Bachelor's programme must have a duration of at least four years. Three-year programmes can be recognised on the basis of an individual assessment.

³ For admission to the Master's level, an average grade of at least 60% is required.

Art. 23 Liechtenstein

¹ For admission to the Master's level programmes, a Bachelor's degree with an average grade of at least 5.00 is required.

Art. 24 New Zealand

¹ For admission to the Master's level programmes, a Bachelor's degree with Honours with a classification of at least "second class, upper division" is required.

Art. 25 Singapore

¹ For admission to the Master's level programmes, a classification of at least "second class, upper division" is required.

Art. 26 USA

¹ Only degrees awarded by universities that are accredited by a "Recognised Regional Accreditation Organization" can be recognised.

² Bachelor's degrees from colleges can be recognised on the basis of an individual assessment.

Art. 27 United Kingdom

¹ Only degrees awarded by, and course work completed at, tertiary institutions that are listed as "recognised bodies" (www.gov.uk/check-a-university-is-officially-recognised/recognised-bodies) can be recognised.

² "Cross-registrations" and "Open University Validation Services" are not recognized.

³ For admission to the Master's level programmes, a classification of at least "second class, upper division" is required.