

Requirements for admission to a degree course at Master's Level and for a changeover from an undergraduate major to a different Master's programme

4th revision

1. Scope of application and legal basis

This decree is based on the following legal foundation:

- Examination Regulations for the Master's Level of 24 February 2003 (as amended on 10 June 2011)
- Course Regulations for the Master's Level of 30 June 2003 (as amended on 23 May 2011)
- Examination Regulations for the Bachelor's Level of 6 March 2002 (as amended on 10 June 2011)
- Course Regulations for the Bachelor's Level of 10 June 2002 (as amended on 23 May 2011)
- Regulations governing the admission of applicants with a foreign secondary school leaving certificate to the University of St.Gallen of 23 February 2004
- Admission of applicants with a foreign secondary school leaving certificate or an equivalent qualification for university entrance (Bachelor's/Master's courses) of 3 February 2004, including amendments
- Senate Committee Resolution concerning the criteria for second degree courses, transfer admissions, student suspensions, course and regulation changes of 6 May 2003, including amendments
- Senate Committee Resolution about the treatment of students who have definitively not completed their supplementary work successfully of 1 December 2009

Legal reference to further decrees:

- Implementation provisions concerning languages for the Bachelor's and Master's Levels of 26 October 2004
- Implementation provisions concerning sufficient knowledge of accountancy for the Assessment, Bachelor's and Master's Levels of 12 April 2005
- Admission regulations for the Master's programme in Strategy and International Management of 30 March 2010
- Admission regulations for the Master's programme in Banking and Finance of 26 October 2010
- Admission regulations for the Master's programme in Organizational Studies and Cultural Theory of 30 November 2010

This decree does not deal with the formal admission of foreign students who are subject to the admission procedure pursuant to the Regulations governing the admission to the University of St.Gallen of applicants with a foreign secondary school leaving certificate. Admission of holders of a *Fachhochschule* degree is subject to the provisions of "Admission of *Fachhochschule* graduates to a Bachelor's or Master's programme at the University of St.Gallen" of 15 November 2011.

This decree governs admission to the academic year 2012/2013 and subsequent years.

¹Resolution of 12 April 2005, with revisions of 9 May 2006, of 1 December 2009 and of 14 December 2010

2. Principles

2.1. Admission and requirements

To be admitted to a degree course at the Master's Level, students will have to

- hold a degree awarded by the University of St.Gallen (HSG);
- hold a recognised Master's degree awarded by another university or a Licentiate's degree (diploma) awarded by another university;
- hold a Bachelor's degree in the same or a similar major awarded by another university, i.e. a Bachelor's degree acquired in the same major in which the Master's degree course will be pursued (Business Administration, Economics, International Affairs, Legal Studies). A Bachelor's degree is deemed to have been obtained in a similar major if it runs to a minimum of 60 credits in that major. Admission to the Business Administration Master's programme in Banking and Finance (MBF) is also possible with a Bachelor's degree in Economics; in this case, the deciding criterion is the series of examinations for a Master's programme in Economics;
- hold a recognised *Fachhochschule* degree in an economic subject; admission in such cases is subject to the provisions of "Admission with a degree from a *Fachhochschule*" of 15 November 2011.

To be admitted to the Master's programme in Organizational Studies and Cultural Theory, students must hold a Bachelor's degree in Economics or Business Administration, Law, Social Science, Cultural Studies or Humanities or a Master's degree in a different major. Graduates with Bachelor's or Master's degrees from *Fachhochschulen* or *pädagogische Hochschulen* will not be admitted.

2.2. Definitive admission is subject to the satisfaction of all requirements and conditions:

- a) formal and material admission criteria. In the programmes in Strategy and International Management, Banking and Finance, and Organizational Studies and Cultural Theory, applicants will have to satisfy the admission criteria stipulated in special admission regulations, and admission to the programmes in Economics, Quantitative Economics and Finance, and International Affairs and Governance is subject to the admission criteria stipulated in para. 10 below;
- b) supplementary work pursuant to paras. 3ff below;
- c) evidence of proficiency in two foreign languages in accordance with the implementation provisions on "Languages" issued by the Senate Committee on 26 October 2004;
- d) evidence of adequate knowledge of accounting pursuant to Art. 16 of the Examination Regulations for the Assessment Year of 25 June 2001 and the implementing provisions on "Adequate knowledge of accounting" issued by the Senate Committee on 12 April 2005.

2.3. Applicants of foreign nationality are additionally subject to the provisions of the Regulations governing the admission of applicants with a foreign secondary school leaving certificate to the University of St.Gallen of 23 February 2004.

2.4. External applicants who are not granted admission to the specialised programmes in Strategy and International Management, Banking and Finance or Organization Studies and Cultural Theory may reapply for these programmes in a year. Applicants who want to attend a non-specialised course may apply for the following semester.

3. Supplementary work

- 3.1. The academic directors must define supplementary work amounting to a minimum of 38 credits and a maximum of 69 credits.
- 3.2. The academic directors stipulate bindingly what compulsory subjects from the relevant undergraduate major have to be completed for admission to their Master's programme.

For this purpose, subjects amounting to a minimum of 6 credits have to be selected from at least one of the supplementary core subjects. The Master's programmes in Law and in Law and Economics are exempt from this rule.

- 3.3. Equivalent work may be credited in the programmes designated in para. 4.2.
- 3.4. If no English-language courses are on offer, special examinations may be conducted for applicants of a native language other than German to be admitted to a Master's programme taught in English. Such examinations need not be tied to any given course.
- 3.5. Supplementary work must be successfully completed within one academic year from the point in time at which students take up their studies at Master's Level. Evidence of proficiency in two foreign languages and evidence of adequate knowledge of accounting are exempt from this rule; this has to be provided by students' completion of their Master's programmes. If students fail to complete the supplementary work after a year, even if there have been valid reasons such as illness or accident, thus failing to provide such evidence, their studies at the Master's Level will be suspended. Such students will also be unable to go on an exchange semester. After their studies have been suspended, students will only be able to complete any supplementary work that is still outstanding.

4. Amount and determination of supplementary work

4.1. Basket solution for Master's programmes in Business Administration

For the Master's programmes in Business Administration, i.e. in Information, Media and Technology Management, in Marketing, Service and Communication Management, in Accounting and Finance, and in Banking and Finance, Strategy and International Management, and Business Management, the so-called basket solution is applicable. This means that applicants with degrees from other universities are allocated to baskets depending on the composition of their respective core subjects (baskets A, B or C).

Basket A: no supplementary work

Basket B: 20 credits in supplementary work (18 credits in the programme in Strategy and International Management)

Basket C: 40 credits in supplementary work (38 credits in the programme in Strategy and International Management)

The basis for allocation to one of the three baskets is constituted by the Bachelor's degree in Business Administration from the University of St.Gallen. Graduates with a Bachelor's degree from another university in the same subject as the HSG degree (Major in Business Administration) are allocated to basket A. Graduates with a Bachelor's degree in a similar subject are allocated to basket B. Graduates with a Bachelor's degree in a partially similar subject or in a Master's degree in a different major are allocated to basket C.

Definition of the Bachelor's degree in the same subject: allocation to basket A (same subject as a Bachelor's degree from the HSG) is only possible if the degree has been obtained from a CEMS university or one of a selection of partner universities, and if evidence of work amounting to a minimum of 120 credits from all four core areas can be provided. Minimum and maximum levels of core subjects:

- Business Administration: 60 to 90 credits
- Economics: 15 to 25 credits
- Law: 15 to 25 credits
- Statistics/Mathematics: 10 to 20 credits

Definition of the Bachelor's degree in a similar subject according to type B: allocation to basket B is possible if evidence of work amounting to a minimum of 90 credits from three out of four core areas can be provided. Minimum and maximum levels of core subjects:

- Business Administration: 45 to 90 credits (with a minimum of 45 credits)
- Economics: 15 to 25 credits
- Law: 15 to 25 credits
- Statistics/Mathematics: 10 to 20 credits

Definition of the Bachelor's degree in a partially similar subject according to type C: allocation to basket C is effected if evidence of work amounting to a minimum of 60 credits from two out of four core areas can be provided. Minimum and maximum levels of core subjects:

- Business Administration: 30 to 60 credits (with a minimum of 30 credits)
- Economics: 15 to 25 credits
- Law: 15 to 25 credits
- Statistics/Mathematics: 10 to 20 credits

Applicants who hold a Master's degree in a different major and applicants who hold a HSG Bachelor's degree in a different major are allocated to basket C. HSG students who change majors/programmes are able to have HSG courses credited to them.

Work done extramurally cannot be credited in baskets B and C.

4.2. Admission to the other Master's programmes

The following number of credits are required for admission to the following Master's programmes:

- Banking and Finance (with a degree in Economics):	38 credits
- Economics:	38 credits
- Quantitative Economics and Finance:	38 credits
- International Affairs and Governance:	40 credits
- Law:	64 credits
- Law and Economics:	69 credits
- Organizational Studies and Cultural Theory:	51 credits

Supplementary work for the Master's programme in Organizational Studies and Cultural Theory is divided up into the areas of Business Administration and Humanities & Social Sciences. The amount of supplementary work to be done is determined in accordance with the following criteria:

- Applicants who hold a degree in Business Administration will not have to do any supplementary work in that subject. Courses in the areas of Humanities & Social Sciences may be credited provided that the subject-matter is in line with that of the Contextual Studies taught at the University of St.Gallen.

- Applicants who hold a degree in Social Sciences, Cultural Studies or the Humanities will not have to do any supplementary work in those fields. Applicants who hold a minor (= a minimum of 40 credits) in Business Administration will not have to do any supplementary work in that subject. Applicants who provide evidence of fewer than 40 credits may apply for credits to the list of the Business Administration catalogue in accordance with para. 3.3.
- Applicants who hold a degree in Law will have to do supplementary work in Business Administration and Humanities & Social Sciences. Work may be credited to both areas.
- Applicants who hold a Bachelor's degree from the University of St.Gallen will not have to do any supplementary work in Humanities & Social Sciences. The law course on "Introduction to Private Law (MOK)" will be credited. Credits to the catalogue of supplementary work in Business Administration are possible; graduates of the Major in Business Administration will not have to do any supplementary work in that subject.

4.3. The subjects are listed in para. 10.

5. Provisional admission

- 5.1. Students who have to do supplementary work pursuant to para. 2.2 may be admitted to the Master's Level on a provisional basis.
- 5.2. Definitive admission will be granted if all the credits in accordance with Point 9 below have been earned and adequate knowledge of accounting and proficiency in both languages has been evidenced in accordance with para. 2.2(c and d).

6. Compensation, repetition and definitive failure to complete supplementary work

6.1. The average of all the credits to be earned pursuant to para. 9 must not be below 4.00, such average being determined to an accuracy of two decimal places.

6.2. Grading scale:

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)

6.3. Permitted negative weighted credit points (NWCPs) are the difference between grade 4 and an unsatisfactory grade, weighted with the credits of the examination part.

Example: a grade of 3.5 in Fiscal Law results in 2 NWCPs: 0.5 minus grades x 4 credits' weighting.

Half an NWCP may be achieved per 3 credits to be earned; if an incomplete block of 3 credits remains, half an NWCP will be allowed for this, too.

Example: in supplementary work amounting to 40 credits, a maximum of 7 NWCPs may be used (13 full blocks of three and an incomplete block of three = 14 x 0.5 NWCP).

- 6.4. If a student is given an unsatisfactory grade in an examination part, this examination can be resat once, either during or after completion of the entire examination cycle. The better grade from the two examinations will count.
- 6.5. Supplementary work that has been completed successfully cannot be repeated.
- 6.6. If a student's supplementary work in accordance with 2.2(b) has definitively been graded unsatisfactory, he/she will forfeit any work done in the Master's programme and will not be able to continue studies in the same programme. He/she may take up studies in a second Master's programme (pursuant to Art. 42 of the Examination Regulations for the Master's Level). Successfully completed work at Master's Level may be credited, provided that the second Master's programme allows for such credits.
- 6.7. Any supplementary work that has been completed successfully must be credited to the supplementary work catalogue of the second programme if the second programme also requires such supplementary work. Any supplementary work that has been graded unsatisfactory cannot be credited.

7. Changeover from an undergraduate major to a different Master's programme by students of the University of St.Gallen

7.1. Changeovers from an undergraduate major to a different Master's programme in accordance with Art. 13 of the Examination Regulations for the Master's Level of the University of St.Gallen of 24 February 2003 (as amended on 10 June 2011) are subject to paras. 1-6 in analogy.

7.2. To students who hold a Bachelor's degree in Law and Economics and join the Master's programme in Law, the supplementary work catalogue listed in para. 9(B)(6) is immaterial. Instead, they have to attend the following courses in the Bachelor's programme in Law:

- Private Law, Exercise	6	credits
- Public International Law	3	credits
- European Law	3	credits
- General European History of Law	4	credits

To students who hold a Bachelor's degree in Law and join the Master's programme in Law and Economics, the supplementary work catalogue listed in para. 10(B)(7) is immaterial. Instead, they have to attend the following courses in the Bachelor's major in Law and Economics:

Law in an Economic Context: Business Administration:	4	credits
Law in an Economic Context: Economics:	4	credits

Business Administration

- Financial and Management Accounting	6	credits
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Economics

- Economic Policy (for BLE)	4	credits
- Microeconomics II	4	credits

Statistics (BLE)	2	credits
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8. Beginning of the programmes

- 8.1. The programmes in Information, Media and Technology Management, in Marketing, Service and Communication Management, in Accounting and Finance, in Business Management, in Economics, in Quantitative Economics and Finance, in International Affairs and Governance, in Law and in Law and Economics can be started in the Spring and Autumn Semesters.
- 8.2. The programmes in Banking and Finance, in Strategy and International Management and in Organizational Studies and Cultural Theory can only be started in the Autumn Semester.

9. Information

For further information please contact:

Universität St. Gallen
Admissions and Crediting Office
Dufourstrasse 50
CH-9000 St. Gallen

E-mail: admissions@unisg.ch

10. Canon of subjects for supplementary work

A. The basket solution is applicable to the following programmes:

- Information, Media and Technology Management
- Marketing, Service and Communication Management
- Accounting and Finance
- Banking and Finance
- Business Management

Basket A: no supplementary work

Basket B: 20 credits in supplementary work

- Research Methods	6 credits
- Finance	6 credits
- Macroeconomics II	4 credits
- Business Law	4 credits
Total	20 credits

Basket C: 40 credits in supplementary work

- Research Methods	6 credits
- Finance	6 credits
- Organisation and Leadership	6 credits
- Financial and Management Accounting	6 credits
- Macroeconomics II	4 credits
- Microeconomics II	4 credits
- Business Law	4 credits
- Fiscal Law	4 credits
Total	40 credits

Students who want to attend the Master's programme in Marketing, Service and Communication Management in English have to provide evidence of sufficient proficiency in English:

- English Level II or TOEFL (minimum score paper-based 600, computer-based 250, internet-based 100), or IELTS (minimum score: 7.5, academic version), or an alternative test at Level C2 (GER).

B. Basket solution for the programme in Strategy and International Management

Basket A: no supplementary work

Basket B: 18 credits in supplementary work

- Marketing	6 credits
- Finance	6 credits

- European Economic Law	6 credits
Total	18 credits

Basket C: 38 credits in supplementary work

- Marketing	6 credits
- Research Methods	6 credits
- Finance	6 credits
- Organisation and Leadership	6 credits
- Macroeconomics II	4 credits
- Microeconomics II	4 credits
- European Economic Law	6 credits
Total	38 credits

C. Other Master's programmes

1. Banking and Finance (degree in Economics)

- Macroeconomics II	4 credits
- Microeconomics II	4 credits
- Macroeconomics III	6 credits
- Microeconomics III	6 credits
- Statistics	6 credits
- Empirical Economic Research	6 credits
- Financial and Management Accounting	6 credits
Total	38 credits

2. Economics

- Macroeconomics II	4 credits
- Microeconomics II	4 credits
- Macroeconomics III	6 credits
- Microeconomics III	6 credits
- Statistics	6 credits
- Empirical Economic Research	6 credits
- Financial and Management Accounting	6 credits
Total	38 credits

Admission requirements:

- English Level II or TOEFL (minimum score paper-based 600, computer-based 250, internet-based 100), or IELTS (minimum score: 7.5 academic version), or an alternative test at Level C2 (GER).

4. Quantitative Economics and Finance

- Macroeconomics II	4 credits
- Microeconomics II	4 credits
- Macroeconomics III	6 credits
- Microeconomics III	6 credits
- Statistics	6 credits
- Empirical Economic Research	6 credits
- Financial and Management Accounting	6 credits
 Total	 38 credits

Admission requirements:

- English Level II or TOEFL (minimum score paper-based 600, computer-based 250, internet-based 100), or IELTS (minimum score: 7.5 academic version), or an alternative test at Level C2 (GER).
- GRE with a minimum of 740 points

5. International Affairs and Governance

- Public Management & Governance	6 credits
- International Relations Theory	6 credits
- Comparative Politics	6 credits
- Multilevel Governance	6 credits
- Macroeconomics II	4 credits
- International Economics	6 credits
- Public International Law (BIA)	3 credits
- European Law (BIA)	3 credits
 Total	 40 credits

Admission requirements:

- English Level II or TOEFL (minimum score paper-based 600, computer-based 250, internet-based 100), or IELTS (minimum score: 7.5 academic version), or an alternative test at Level C2 (GER).

6. Law

Swiss Code of Obligations / Swiss Civil Code	(24 credits)
- Private Law, Swiss Code of Obligations, General Part and Special Part	6 credits
- Private Law, Swiss Civil Code	6 credits
- Private Law, Exercise	6 credits
- Private Law, Business Law	6 credits
 Swiss Criminal Code, Special Part	 6 credits
 Administrative Law	 (12 credits)

- Administrative Law I: Fundamentals	6 credits
- Public Law	6 credits
- Labour Law/Social Insurance Law	3 credits
- Procedural Law	6 credits
- General European History of Law	4 credits

A minimum of 9 credits must optionally be earned in the following subjects:

- Public International Law (BLaw)	3 credits
- European Law (BLaw)	3 credits
- Conflict of Laws	3 credits
- Administrative Law II: Public Economic Law	6 credits
- Administrative Law III: Financial Regulations Law and Revenue Law	6 credits
Total	64 credits

7. Law and Economics

Swiss Code of Obligations / Swiss Civil Code	(18 credits)
- Private Law, Swiss Code of Obligations, General Part and Special Part	6 credits
- Private Law, Swiss Civil Code	6 credits
- Private Law, Business Law	6 credits
Swiss Criminal Code, Special Part	6 credits
Administrative Law	(18 credits)
- Administrative Law I: Fundamentals	6 credits
- Administrative Law II: Public Economic Law	6 credits
- Administrative Law III: Financial Regulations Law and Revenue Law	6 credits
- Labour Law/Social Insurance Law	3 credits
- Law in an Economic Context: Business Administration:	4 credits
- Law in an Economic Context: Economics:	4 credits
Business Administration	
- Financial and Management Accounting	6 credits
Economics	(8 credits)
- Economic Policy (for BLE)	4 credits
- Microeconomics II	4 credits
Statistics (BLE)	2 credits
Total	69 credits

8. Organizational Studies and Cultural theory

Business Administration	(31 credits)
- Strategic Management	5 credits
- Marketing	6 credits
- Financial and Management Accounting	6 credits
- Public Governance (BIA course)	6 credits
- Innovation Management (Business Administration: core elective)	4 credits
- Introduction to Private Law (MOK)	4 credits
 Humanities & Social Sciences	 (20 credits)
- Critical Thinking	12 credits
- Cultural Awareness (without foreign languages)	8 credits
 Total	 51 credits

30 November 2011/PIT

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