EXAMINATION REGULATIONS

for the Master’s Level
of the University of St.Gallen

of 24 February 2003¹ (with amendments of 7 November 2016)

Pursuant to Art. 9(1)(a) of the University of St.Gallen Act of 26 May 1988² (with amendments of 1 January 2016)

the Board of Governors of the University of St.Gallen

hereby issues the following Examination Regulations (ER MA)³:

I. General provisions

Art. 1.¹ These Regulations govern the following aspects of the University of St.Gallen's Master’s Level, which begins with the 7th semester:

a) admission;
b) structure;
c) administration and grading of the examinations;
d) examination passes and failures;
e) the academic degree;
f) organisation, procedures, disciplinary rights and legal protection.

Art. 2.¹ The Master’s Level shall impart technical and interdisciplinary competencies and promote skills which

a) prepare students for the assumption of particular responsibilities at work, in the state and in society;
b) enable students to exercise special activities in their professional practice within the corresponding special field of their chosen Master programmes;
c) enable students to proceed to doctoral studies subject to the provisions of Art. 46 of these Regulations.

Art. 3.¹ The examination shall provide evidence as to whether and to what extent students have attained the objectives of the course.

¹ Amended by resolution of the University’s Board of Governors of 10 June 2011 (partial revision).
² No. 217.11, Consolidated Statutes of the Canton of St.Gallen.
³ Pursuant to Art. 123 of the University Statutes, only the German version of these Regulations shall be legally binding.
⁴ Amended by resolution of the University’s Board of Governors of 8 June 2012; entry into force as from 1 August 2013.
Art. 4. ¹The Master’s degree can be obtained in the following pro-
grammes:
1. ²Business Innovation;
2. Marketing, Services and Communication Management;
3. Accounting and Finance;
4. Banking and Finance;
5. Strategy and International Management;
6. Business Management;
7. Economics;
8. Quantitative Economics and Finance;
9. International Affairs and Governance;
10. Law
11. Law and Economics;
12. ⁶Management, Organization Studies and Cultural Theory;
13. ⁷International Law.

Art. 4bis. ¹The Senate Committee shall be entitled to provide for addi-
tional courses.
²Courses shall be integral components of the Master’s programmes.
³It shall be possible for students to be awarded certificates.
⁴The Senate Committee shall issue implementation provisions.

Art. 5. ¹The Master’s programmes pursuant to Art. 4(4, 5, 8 and 13)
shall be conducted in English, the programmes pursuant to Art. 4(2, 7
and 9) shall be conducted in German and English, whilst the others shall
be conducted in German. In all the programmes, individual core elec-
tives and electives may be offered in another language.
²Examinations shall be conducted in the language in which the pro-
gramme is taught.
³The Senate Committee shall issue implementation provisions con-
cerning the language to be used in teaching and examinations.

Art. 6. ¹The Senate shall decide about the introduction of double
degrees.
²Programmes leading to double degrees shall be conducted in con-
junction with another university or with several other universities.
³Any provisions governing double degrees must be of equal value to
the provisions of these Regulations.

Art. 6bis. ¹Course regulations may provide for a mentoring pro-
grame.
II. Admission

Art. 7. 1 Applicants who have obtained a Bachelor’s degree from the University of St. Gallen shall basically be admitted to any Master’s programme of the same major.
2 The Master’s programmes may demand that students have studied certain subjects of core studies from the Bachelor’s Level.

Art. 8. 1 Applicants who have obtained a Bachelor’s degree in Management shall be admitted to a Master’s programme in Management pursuant to Art. 4(1-6) of these Regulations.

Art. 9. 1 Applicants who have obtained a Bachelor’s degree in Economics shall be admitted to a Master’s programme in Economics pursuant to Art. 4(4, 7 and 8) of these Regulations.

Art. 10. 1 Applicants who have obtained a Bachelor’s degree in International Affairs shall be admitted to the Master’s programme in accordance with Art. 4(9) of these Regulations.

Art. 11. 1 Applicants who have obtained a Bachelor’s degree in Legal Studies shall be admitted to the Master’s programme in accordance with Art. 4(10 and 13) of these Regulations.

Art. 12. 1 Applicants who have obtained a Bachelor’s degree in Law and Economics shall be admitted to the Master’s programme in accordance with Art. 4(11) of these Regulations.

Art. 13. 1 Applicants who have obtained a Bachelor’s degree from the University of St. Gallen shall basically be admitted to any Master’s programme of a different major.
2 Applicants may be asked to satisfy admission conditions.
3 Such admission conditions shall be defined by the Senate Committee.

Art. 14. 1 Applicants who have obtained a degree of equal value from another university or institution of higher education may be admitted to a Master’s programme in analogy with Arts. 7-12 of these Regulations.
2 Repealed.
3 Applicants may be asked to satisfy admission conditions.
4 For the purpose of quality assurance, the Senate Committee may resolve that applicants admitted to certain Master’s programmes be required to complete an integrative course. The examinations of this course may be taken only once. Students who fail to complete this course successfully within the first semester shall not be permitted to continue studies in the Master’s programme they have chosen. Students

9 Amended by resolution of the University’s Board of Governors of 7 May 2012; entry into force as from 1 August 2013.
10 Amended by resolution of the University’s Board of Governors of 8 December 2014; entry into force as from 1 February 2015.
11 Amended by resolution of the University’s Board of Governors of 7 May 2012; entry into force as from 1 August 2013.
12 Amended by resolution of the University’s Board of Governors of 8 December 2014; entry into force as from 1 February 2015.
may apply for a second Master’s programme unless this programme stipulates the same admission conditions.

5 The Senate Committee shall issue implementation provisions concerning the recognition of the various degrees, any further criteria (including practical requirements) and admission conditions to be satisfied.

6 In individual cases, admission shall be reviewed by the University’s Board of Governors in agreement with international treaties and on the basis of the admission guidelines and provisions issued by the Rectors’ Conference of the Swiss Universities (CRUS) and the University of St.Gallen.

7 Foreign certificates shall be checked for their equivalence. Applicants shall provide evidence of satisfying the criteria demanded in individual cases themselves.

Art. 14bis. 1 Master’s programmes which stipulate additional requirements shall draw up admission rules.
2 Such programme-specific admission rules shall be issued by the Senate Committee.

Art. 15. 1 Admission to the Master’s programmes conducted in English or in German and English pursuant to Art. 5(1) of these Regulations may be made subject to standardised tests of the applicants’ proficiency in English.
2 The Senate Committee shall determine such tests and issue implementation provisions concerning the test criteria to be fulfilled and concerning the recognition of the evidence of the applicants’ linguistic proficiency.

Art. 16. 1 Applicants who are admitted to a Master’s programme which is part of a double degree programme in accordance with Art. 6 of these Regulations shall not simultaneously and immediately be entitled to participate in the double degree programme as a whole.
2 Admission may be made subject to the satisfaction of further requirements.
3 The Senate Committee shall issue implementation provisions.

III. Structure of the Master’s Level

Art. 17. 1 The Master’s Level consists of core studies and contextual studies.

Art. 18. 1 The core studies are structured into contact studies and independent studies.
2 They consist of
a) a Master’s core subjects, and
b) elective subjects independent of the Master’s core subjects.

Art. 19. 1 The contextual studies consist of the subjects of
a) areas of concentration, and
b) skills.

13 Amended by resolution of the University’s Board of Governors of 7 November 2016; entry into force as from 1 August 2018.
Art. 20. 1 The Senate shall issue degree course schemes for the individual Master’s programmes.
2 Adaptations that do not result in new course regulations shall be delegated to the Senate Committee.

IV. Structure of the course and examination system

Art. 21. 1 The course is based on the European Credit Transfer System (ECTS credits).
2 The time required for one ECTS credit to be earned shall be estimated at 30 hours.

Art. 22. 1 The programmes of the Master’s Level pursuant to Art. 4(1-10 as well 12 and 13) shall require 90 ECTS credits each, of which at least 60 credits shall be obtained from the University of St.Gallen.
2 The programme of the Master’s Level pursuant to Art. 4(11) shall require 120 credits, of which at least 60 credits shall be obtained from the University of St.Gallen.
3 Course Regulations shall regulate the extent to which credits earned at other universities shall be credited.
4 The Senate Committee shall issue implementation provisions.

Art. 23. 1 A double degree requires a minimum of 120 ECTS credits.
2 All the candidates for a double degree shall obtain a minimum of 60 credits in the corresponding Master’s programme of the University of St.Gallen.

Art. 24. 1 In the programmes pursuant to Art. 4(1-10 as well 12 and 13), the 90 credits shall be divided up as follows:
   a) core studies: 54 credits;
   b) contextual studies: 18 credits;
   c) Master’s thesis: 18 credits.
2 Course Regulations shall determine the number of credits to be awarded for the Master’s thesis.

Art. 25. 1 The credits of the core studies shall be divided up as follows:
   a) Master’s core subjects: 42 credits, of which 18 credits shall be granted for independent studies;
   b) electives: 12 credits.
2 Course Regulations may provide for slight deviations from such distribution of credits.

Art. 26. 1 The 18 credits of the contextual studies shall be earned within the following bandwidth:

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14 Amended by resolution of the University’s Board of Governors of 8 June 2012; entry into force as from 1 August 2013.
15 Amended by resolution of the University’s Board of Governors of 7 May 2012; entry into force as from 1 August 2013.
16 Amended by resolution of the University’s Board of Governors of 7 May 2012; entry into force as from 1 August 2013.
17 Amended by resolution of the University’s Board of Governors of 7 November 2016; entry into force as from 1 August 2018.
a) areas of concentration: 12 credits min. and 18 credits max;  
b) skills: 0 credits min. and 6 credits max.

Art. 27. ¹The distribution of the credits of the Master’s programme pursuant to Art. 4(11) shall be determined by the Course Regulations.  
²The quota of the contextual studies shall extend to a minimum of 18 credits and a maximum of 24 credits, and the quota of the Master’s thesis shall extend to a minimum of 18 credits. 
³If more than 18 credits are required for the Master’s thesis, these supplementary credits shall be subtracted from the number of credits of the Master’s programme’s specific core studies subjects.

Art. 28. ¹The degree course period of the core and contextual studies shall be divided up into individual lecture/seminar courses.  
²One single course shall extend to a minimum of one credit hour and shall not exceed six credit hours.  
³Credit hours of individual courses shall be determined as follows:  
a) the Senate shall determine them for the Master’s core subjects, and  
b) the Senate Committee shall determine them for the electives and the contextual studies.

Art. 29. ¹Credit hours shall be weighted with credits as follows:  
a) the Senate shall weight them for the Master’s core subjects, and  
b) the Senate Committee shall weight them for the electives.  
²In contextual studies, credit hours shall be weighted with a factor of 1.5.

Art. 30. ¹Individual courses shall constitute an examination part.  
²One single examination part shall not extend to more than 9 credits.  
³In justified exceptional cases within the Master’s core subjects, the Senate may approve the granting of more than 9 credits per course.

Art. 31. ¹Course Regulations may provide for the subject-matter of several lecture/seminar courses to be subsumed under one single examination part.  
²Only lecture/seminar courses of the same semester may be subsumed under one single examination part.

Art. 32. ¹Candidates shall write a Master’s thesis.  
²The topic of the Master’s thesis may derive from any constituent of the Master’s degree course.  
³Course Regulations may limit such topic to the core studies or to the core studies plus part of the contextual studies.  
⁴The Senate Committee shall issue implementation provisions in respect of the execution of the Master’s thesis.  
⁵Implementation provisions of double-degree programmes may provide for the Master’s thesis to be written at another university.

Art. 33. ¹Course Regulations shall determine whether other academic work done outside any lecture/seminar courses may be credited to the core studies of a Master’s programme.  
²Such work may be awarded a maximum of 12 credits, and one single work unit shall extend to a minimum of 3 credits.  
³The Senate Committee shall issue implementation provisions concerning any other academic work done independently of any courses.
Art. 34. Course Regulations shall stipulate suitable examination types.

V. Grading

Art. 35. The results of the examination parts shall be graded as follows:

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

2 Quarter grades may be awarded for the Master’s thesis.
3 Specific reasons shall be given for very good and excellent grades for Master’s theses (5.75 to 6.0)
4 Any grade below 4.0 shall be unacceptable.
5 Any part of the examination that a candidate has not sat shall be graded with grade 1.0.

Art. 35bis 1 If students who have validly enrolled for an examination that will have to be sat on a regular or irregular examination date do not appear at such examination part without a valid excuse, they shall be deemed to have failed such examination part.

2 Illness or accident in particular shall be deemed to be valid excuses.
3 They shall be vouched for by means of a medical certificate and shall be notified to the University prior to the examination. Any subsequent notification shall only be accepted if notification was objectively impossible prior to the examination. The University of St. Gallen shall be entitled to stipulate formal requirements regarding such certificates.
4 If an examination has officially started, any candidates who appear late shall have foregone their right to sit such examination.

Art. 35ter 1 Any dishonesty in examinations shall be deemed an infringement of Examination Regulations. Such dishonesty shall include falsifying a candidate’s own or another candidate’s examination paper, using or making available inadmissible aids or information, failing to comply with general or specific instructions for the conduct of the examination or arrogating other people’s intellectual property (plagiarism).

2 Attempted dishonesty within the meaning of Art. 35ter(1) shall also be deemed an infringement of Examination Regulations.
3 The Senate Committee shall issue implementation provisions.

Art. 35quater 1 If any infringement of Examination Regulations has been discovered this shall, depending on the gravity of the candidate’s violation of duty, result in the relevant grade being reduced by the Dean of Studies. In cases of grave infringements of Examination Regulations, the examination or examination part in question shall be regarded as not sat by the candidate, and the Dean of Studies shall award grade 1.0.

2 The Dean of Studies may furthermore issue a reprimand as a result of dishonest behaviour.
Reprimands may be appealed against before the Disciplinary Committee; grades of which candidates have been officially notified can be appealed before the Appeals Committee.

If guilt is contested or if the offence is particularly grave, the President upon application by the Dean of Studies may apply for a disciplinary proceeding before the Disciplinary Committee.

VI. Passes

Art. 36. 1. The grades awarded for individual parts of the examination shall be weighted into weighted credit points.

2. Any credits obtained in accordance with Art. 33 of these Regulations shall be graded and weighted if they are directly connected with the course, such as case solutions or work written at home. Any evidence of linguistic proficiency, campus credits and practice credits obtained externally shall not be converted into weighted credit points.

Art. 37. 1. Negative weighted credit points constitute the difference between an unacceptable grade and grade 4.0, weighted with the credit of that part of the examination in which the candidate has obtained such unacceptable grade.

Art. 38. 1. Candidates have passed the examination in their Master’s programmes if

a) there is evidence of the credits obtained in accordance with Art. 22 of these Regulations and
b) the average of the graded and weighted credits results in a grade no lower than 4.0, such average being determined to an accuracy of two decimal places, and

c) in a Master’s programme pursuant to Art. 4(1-10 as well 12 and 13) the total of 13.5 negative weighted credit points is not exceeded and in a Master’s programme pursuant to Art. 4(11) the total of 18 negative weighted credit points is not exceeded and
d) the Master’s thesis has been awarded at least grade 4.0,
e) any admission conditions have been satisfied.

Art. 39. 1. Examination passes for double degrees are subject to the following provisions:

a) for the degree obtained from the University of St. Gallen, the provisions of Art. 38 of these Regulations, and
b) for the degree obtained from the partner university, the applicable provisions of such university.
VII. Failure and examination resits

Art. 40. 1 Candidates who have failed examinations parts shall not be allowed to resit such examinations at the same attempt within the Master’s Level.

2 The Master’s thesis is the exception to this rule; it must be rewritten with a new topic if it has been awarded a grade below 4.0. Candidates in such a position shall be deemed to have failed their Master’s programme and may start a second time.

3 Candidates who are awarded a grade below 4.0 for the Master’s thesis shall be deemed to have failed their Master’s programme for the second time.

4 A second attempt shall begin with a change of supervisors. If there are objective reasons, the Dean of Studies may grant exceptions.

Art. 41. 1 Candidates who have failed the entire examination for the Master’s Level

a) shall resit the examination parts of such compulsory subjects in which they have been awarded a grade lower than 4.0 and
b) shall either resit such core electives or electives in which they have been awarded a grade lower than 4.0 or replace such subjects with other suitable core electives or electives.

2 Subjects that have been passed cannot be repeated and shall be counted.

Art. 42. 1 Candidates who fail the Master’s examination at their second attempt shall be able to enrol for a second Master’s programme provided that they satisfy the admission criteria.

2 Examination passes achieved in their first Master’s programme shall not be credited.

3 Candidates who fail a second Master’s examination at their second attempt or who decide not to sit such examination a second time shall not be able to continue their studies at the University of St. Gallen.

4 Such candidates shall not be able to enrol for a third Master’s programme.

VIII. Academic degree

Art. 43. 1 Candidates who have successfully completed the Master’s Level shall be awarded the degree of “Master of Arts” (M.A.). This degree may be used with the extension “HSG”.

2 The following supplements are used for the substantial description of the degree:

a) in the programme pursuant to Art. 4(1), “in Geschäftsinnovation / Business Innovation”;
b) in the programme pursuant to Art. 4(2), “in Marketing, Dienstleistungs- und Kommunikationsmanagement / Marketing, Services and Communication Management”;  
c) in the programme pursuant to Art. 4(3), “in Rechnungswesen und Finanzen / Accounting and Finance”;

21 Amended by resolution of the University’s Board of Governors of 7 May 2012; entry into force as from 1 August 2013.
d) in the programme pursuant to Art. 4(4), “in Banken und Finanzen / Banking and Finance”;

e) in the programme pursuant to Art. 4(5), “in Strategy and International Management”;

f) in the programme pursuant to Art. 4(6), “in Unternehmensführung / Business Management”;

g) in the programme pursuant to Art. 4(7), “in Volkswirtschaftslehre / Economics”;

h) in the programme pursuant to Art. 4(8), “in Quantitative Economics and Finance”;

i) in the programme pursuant to Art. 4(9), “in Internationale Beziehungen und Governance / International Affairs and Governance”;

j) in the programme pursuant to Art. 4(10), “in Rechtswissenschaft / Law”;

k) in the programme pursuant to Art. 4(11), “in Rechtswissenschaft und Ökonomie / Law and Economics”;

l) in the programme pursuant to Art. 4(12), “in Management, Organisation und Kultur / Management, Organization Studies and Cultural Theory”;

m) in the programme pursuant to Art. 4(13), “in International Law”.

3 The degree shall be awarded on the occasion of the Graduation Day.

4 Participation in the Graduation Day shall be compulsory.

5 The academic title thus awarded may only be used after graduation.

6 The President’s Board shall issue implementation provisions concerning graduation.

7 In the programme pursuant to j) above, the alternative title of Master of Law may be used.

8 In the programme pursuant to k) above, the alternative title of Master of Law and Economics may be used.

Art. 44. 1 Holders of a licentiate’s degree of the University of St. Gallen are entitled, on request, to use the title of an equivalent Master’s degree instead of their previous title.

2 The Dean of Studies may issue the relevant certificate of equivalence on request.

3 Graduates with a Master’s degree shall be prohibited from using the title of an equivalent licentiate’s degree.

4 To preclude the impression of a double degree, graduates shall not be allowed to use the Master’s degree and the licentiate’s degree at the same time.

Art. 45. 1 The Senate Committee may revoke an academic degree if its holder has obtained it by deception or failed to satisfy essential requirements for the degree to be awarded.

Art. 46. Repealed.

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22 Amended by resolution of the University’s Board of Directors on 10 December 2012; implementation ex tunc as from 1 August 2011.

23 Amended by resolution of the University’s Board of Governors of 7 May 2012; entry into force as from 1 August 2013.
IX. Organisation

Art. 47. 1 All examination parts (central and decentral) shall be sat in the semester in which the course has been taught.
       2 A seminar paper may also be written before or after the term time in which the seminar in question takes place.
       3 Course Regulations may provide exceptions.

Art. 48. 1 Students who are prevented from sitting any examinations on a regular date for valid excuses such as illness or accident shall be entitled to take such examinations on an irregular date.
       2 In such cases the examination type selected for the regular date may be changed.

Art. 49. 1 The topic of the Master’s thesis may be given to students as soon as they start on their Master’s programme, and students may work on the thesis throughout their Master’s programme.
       2 The Senate Committee may limit the time to be spent on writing the Master’s thesis for the individual Master’s programmes, taking into consideration the credits to be obtained by means of the Master’s thesis.

Art. 50. 1 The Senate Committee
       a) shall determine the regular examination dates and
       b) shall issue provisions regarding irregular examination dates as well as the organization and administration of the examinations.

X. Procedure and legal protection

Art. 5124. 1 Candidates shall be notified of their examination results at least once a semester after the central examination dates.
       2 There shall be the possibility of an advance notification of grades. Grades thus notified shall not be definitive and shall not entitle students to inspect their examination papers or lodge an appeal.

Art. 52. 1 Faculty who are responsible for an examination part shall provide candidates with an opportunity to inspect their examination results.

Art. 53. 1 Legal protection shall be governed by the University of St.Gallen Act25 and the Administrative Jurisdiction Act26.

Art. 53bis. 1 If there have been objective mistakes in the grading of an examination, the faculty member in charge of such an examination may submit an application for a correction of grades to the Dean of Studies.
       2 The Dean of Studies shall examine and grant such applications conclusively.

24 Amended by resolution of the University’s Board of Governors of 8 June 2012; entry into force as from 1 August 2013.
25 No. 217.11, Consolidated Statutes of the Canton of St.Gallen.
26 No. 951.1, Consolidated Statutes of the Canton of St.Gallen.
XI. Statistical evaluations, data protection, rights and obligations

Art. 54. 1 Data from examinations, evaluations and personal data may be used for the conduct of statistical panel studies and cross-sectional studies about student behaviour and progress, as well as for administrative purposes, and shall be destroyed on conclusion of the survey or if the purpose of their utilisation is no longer effective.

2 Written documents must be preserved for at least two years before they are destroyed.

3 The following data shall be exempt from destruction:
   a) grades and
   b) data which have been anonymised and whose evaluation serves to improve the Master’s Level.

Art. 55. 1 Any persons who collect, evaluate and manage data shall be obliged to maintain secrecy.

Art. 55bis 27. 1 Students’ rights shall be guaranteed. They may be limited through obligations towards the University and to safeguard the University’s proper working order.

2 Copyright to works that students have written in the context of an examination at the University shall remain with such students provided no relations can be established with the University of St. Gallen.

3 If any publication violates claims by the University of St. Gallen under trademark law, such publication shall be subject to written permission.

4 Copyright and right of use of examination questions, specimen solutions and their further utilisation shall remain with their authors.

5 Students shall assign copyright to the University of St. Gallen when they submit a work to the extent to which this is necessary for administrative purposes such as plagiarism checks, publication or archiving.

6 The Senate Committee shall issue provisions concerning students’ rights and obligations.

XII. Final provisions

Art. 56. 1 Implementation provisions shall be issued by the Senate except as otherwise provided in these Regulations.

2 The implementation of these Regulations shall be incumbent on the President’s Board except as otherwise provided for in these Regulations.

Art. 57. 1 If and when Regulations are amended, the Senate shall bring into effect the transitional regulations drawn up by the programme responsible.

2 The President’s Board shall issue implementation provisions.

27 Amended by resolution of the University’s Board of Governors of 8 June 2012; entry into force as from 1 August 2013.
Art. 58. 1 The maximum period of a degree course at Master’s Level shall be limited to eight semesters (including any admission conditions to be satisfied).

2 Subsequently there shall be no further possibility of taking up studies at the University of St. Gallen. The President may grant exceptions.

3 Students shall bear the risk of a possible inability to attend the last semester personally. There shall be no valid reasons for an extension of the degree course to nine semesters.

4 Both regular semesters and semester leave and exchange semesters shall be counted as semesters. Counting shall be continued on reimmatriuculation.

5 The President’s Board shall issue implementation provisions.

Art. 59. [Repealed.]

Art. 60. [Repealed.]

Art. 61. [Repealed.]

Art. 62. [Repealed.]

Art. 63. 1 These Regulations shall be applicable as from 1 October 2003.

On behalf of the Board of Governors of the University of St. Gallen:

The President:
Stefan Kölliker, Cantonal Minister of Education

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

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Amended by resolution of the University’s Board of Governors of 8 December 2014; entry into force as from 1 February 2015.

The amendments of the University’s Board of Governors of 10 June 2011 shall become effective as from 1 August 2011 (partial revision).