

**Implementation Provisions, Bachelor's and Master's Level**

<b>Reference</b>	<b>Course work done by HSG students (outgoing) at other universities</b>
<b>Legal basis</b>	Arts. 32 and 38(IV), Course Regulations for the Bachelor's Level; Art. 22, Examination Regulations for the Master's Level; Art. 16, Course Regulations for the Master's Level
<p><b>1. Definition and scope</b></p> <p>1.1. "Course work done at other universities" shall denote the attainment of ECTS credits during exchange semesters, from participation in individual courses or in summer school courses.</p> <p>1.2. ECTS credits obtained at other universities shall only be credited to a limited extent. At the Bachelor's level, a minimum of 90 credits must be earned at the HSG. In Master's programmes with 90 and 120 ECTS credits, a minimum of 60 ECTS credits must be earned at the HSG.</p> <p>External course work shall have to satisfy the requirements of the level for which a crediting application has been submitted both in terms of subject matter and academic standards.</p> <p>1.3. In order to achieve the status of exchange students, students will first have to enrol for an exchange semester.</p> <p>1.4. Course work done at other universities shall only be credited as exchange semester work if it has been done after the student in question has taken up his or her studies at the HSG.</p> <p>1.5. Credits can only be accepted for results achieved at the respective exchange university.</p>	
<p><b>2. Admission requirements for exchange semester work at a partner university</b></p> <p>2.1. The following requirements for application, selection and admission shall be valid for both levels:</p> <ul style="list-style-type: none"> <li>• At the time of the application, students must be matriculated at the HSG.</li> <li>• Students must submit evidence of proficiency in English that does not date back to more than two years by the deadline of the application period. In the case of exchanges to a German-speaking country or a Swiss university, this provision may be derogated from.</li> <li>• At the time of the start of the exchange semester, all the course work from the preceding level must have been completed. However, students must already have earned credits for that level of which the exchange semester is part, with an appropriate</li> </ul>	

<sup>1</sup>Resolution dated 12 October 2010.<sup>2</sup>Amended on 13 December 2011 and 11 December 2012.

number of credits still left to be acquired.

- Students can only spend one exchange semester at a partner university per level.
- Students who are native speakers of English (and who are therefore subject to the HSG's implementation provisions concerning languages) only have to provide evidence of proficiency in English if the host university demands such evidence.

2.2. The following additional requirements for application, selection and admission shall be valid for the Bachelor's Level:

- On completion of the Assessment Year, the minimum grade average must be 4.50, with this grade average being rounded to two decimal places. A higher grade average may be required for admission to individual exchange programmes.
- Students who have been admitted to Assessment examination resits in the 3rd semester and whose grade average in the 1st and 2nd semesters amounted to at least 4.50, are admitted to the application procedure on a provisional basis.
- Assessment students with the extension variants B and C must first successfully complete the Assessment Year before they can apply for an exchange semester.
- At the Bachelor's Level, an exchange is only possible from the fourth semester onwards. A semester leave does not count as a regular degree course semester.

2.3. The following additional requirements for application, selection and admission shall be valid for the Master's Level:

- Students must have obtained a Bachelor's or Master's degree with a minimum grade average of 4.50.
- HSG students can already apply for an exchange at the Master's Level during the Bachelor's Level. At the time of application, they must provide evidence of a minimum of 50 ECTS credits from the Bachelor's Level and a minimum grade average of 4.50. A higher grade average may be required for admission to individual exchange programmes.
- If students still have to do supplementary work or have failed to provide it successfully, they cannot apply for an exchange. Evidence of proficiency in a foreign language at levels I and II, as well as evidence of proficiency in accounting, are exempt from this rule.
- At the Master's Level, an exchange is only possible from the second semester onwards. A semester leave does not count as a regular degree course semester. Students who have obtained their Bachelor's degree from another university may not go on an exchange before the 3rd semester.

2.4. When students have enrolled for an exchange semester, the implementation provisions for alternative examination dates shall be applicable.

2.5. The Administration shall regulate the admission requirements in detail.

### **3. Admission requirements for exchange course work in a free-mover exchange or a Swiss Mobility exchange**

3.1. A "free-mover exchange" shall denote an exchange, organised by a student himself/herself, at universities other than partner universities of the University of St.Gallen. A "Swiss Mobility exchange" shall denote an exchange within the Swiss university network, with the exception of the Swiss Federal Institute of Technology Zurich (ETHZ), the Swiss Federal Institute of Technology Lausanne (EPFL) and The Graduate Institute in Geneva

(IHEID).

- 3.2. The following requirements for application, selection and admission shall be valid for both levels:
- Students must have enrolled for an exchange semester by a date designated by the Administration.
  - An exchange at a partner university is ruled out, except for being admissible at those degree-course levels for which no partner agreement has been concluded.
  - In addition, the provisions of para. 2 are applicable.
- 3.3. For a free-mover exchange, the recognition of the host university and the degree course in question shall be verified in advance with the competent office at the HSG. Without this verification, no exchange course work shall be credited.

#### **4. Individual course attendance**

- 4.1. "Individual course attendance" shall denote course work done during a regular HSG semester at another university with which a partner agreement for individual course attendance has been concluded.
- 4.2. A maximum of 8 ECTS credits per level may be credited for such work. In individual cases, the number of credits to be credited shall be decided on by the Administration. Credits may only be credited in independent electives and in Contextual Studies. Whether credits may be credited in core electives shall be decided on by the academic director concerned.

#### **5. Summer school courses**

- 5.1. "Summer school courses" shall denote course work done at another university in the context of additional courses on offer during a summer term.
- 5.2. A maximum of 8 ECTS credits per level may be credited for such work. Credits may only be credited in independent electives and in Contextual Studies. Only 4 ECTS credits may be credited for any one summer school course.
- 5.3. For a summer school course, the recognition of the host university and the course in question shall be verified in advance with the competent office at the HSG and approved by the respective Admissions and Crediting Office of the University of St.Gallen. Without advance approval of this Office, no course work shall be credited.
- 5.4. Attendance at a summer school does not entitle students to make use of alternative examination dates at the University of St.Gallen.

#### **6. Admission procedure**

- 6.1. The Administration shall regulate the admission procedure and define the documents to be submitted.

## 7. Crediting guidelines for the forms of exchange referred to in paras. 2 and 3

- 7.1. Exchange course work shall only be credited if a student has enrolled for an exchange semester in advance. In principle, exchange course work cannot be credited to compulsory subjects at the Master's Level.
- 7.2. For any credits to be credited, evidence shall be provided of a minimum of 16 creditable ECTS credits. The following requirements shall have to be satisfied:
- The work must have been awarded a satisfactory grade (work which in a positive case was only awarded a "Genügend", "Pass" or "Bestanden" grade shall not be credited).
  - The work must correspond to HSG work in terms of subject matter and size.
  - The grade to be credited must be able to be converted into the HSG grading scale.
  - At the Bachelor's Level, a maximum of 32 ECTS credits per exchange semester and at the Master's Level, a maximum of 30 ECTS credits per exchange semester may be credited to the HSG degree course.
  - A maximum of 9 ECTS credits per course may be credited to a course or to an account at the HSG.
- 7.3.<sup>3</sup> Special provisions for evidence of proficiency in a foreign language to be credited:
- If a student has earned at least 16 ECTS credits in the same foreign language, evidence of proficiency in that foreign language may be accepted at level I.
  - If a student has earned at least 20 ECTS credits in the same foreign language, evidence of proficiency in that foreign language may be accepted at level II.
- In both cases, evidence of proficiency in a foreign language shall be accepted without ECTS credits being credited.
- 7.4. Transfer possibilities for ECTS credits:
- Surplus ECTS credits that have been credited to compulsory subjects (Bachelor's Level) or core electives (Bachelor's and Master's Level) may be transferred to electives.
  - Surplus ECTS credits may be used to make up for a deficit in another subject in quantitative terms (standard plus/minus 1 ECTS credit).
  - A blanket number of credits may be credited to subjects in Contextual Studies.
- 7.5. Students who are attempting to obtain their degree in a major/Master's programme for the second time shall not be able, in an exchange semester, to do any work that was not awarded a satisfactory grade at the first attempt.
- 7.6. Provisions for special exchange programmes of the HSG
- Work done in specially designated courses completed at the HSG, such as ISP or CEMS courses, shall be treated like exchange course work. However, such courses shall be deemed examination work done at the HSG and shall thus not be governed by the provisions stipulated in para. 1.2.

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<sup>3</sup> Article 7.3 will be repealed as per 13 July 2015. Any evidence of proficiency that is submitted after 1 August 2015 will only be credited if the student concerned has completed the exchange semester by the end of Spring Semester 2015.

7.7. Special provisions for individual majors and Master's programmes:

The crediting of credits earned in core studies courses shall be subject to the supplementary provisions of the major or Master's programme concerned.

## 8. Crediting procedure and competencies

8.1. The modalities for courses to be credited shall be defined before the start of the exchange semester.

8.2. The competence for the assessment of the subject matter equivalence of exchange course work shall be with the faculty concerned (academic director of the major or Master's programme or the Executive Director of Contextual Studies). This assessment of subject matter equivalence may be carried out directly by the Administration in consultation with the faculty concerned.

8.3. Evidence of work done in an exchange semester shall be submitted immediately but no later than the end of term time of the subsequent semester. Credits for work submitted at a later date shall no longer be credited.  
Credits shall not be credited before the experience report and confirmation of representation have been received.

8.4. Students shall be notified of any credits that have been credited. Any credits for course work done at the HSG prior to the exchange notification and credited at an earlier date shall remain intact.

8.5. Any credits which a student has already been notified of as having been credited for exchange course work shall not be cancelled at a later date.

8.6. In addition, the "Course work crediting rules" and the "Crediting rules for course work done intramurally and extramurally" shall be applicable.

## 9. Tuition fees and enrolment

9.1. During an exchange semester, students shall remain regularly matriculated at the HSG and shall pay their tuition fees.

9.2. The fee regulations shall stipulate any additional fees to be paid.

9.3. Students who attend individual summer school courses shall not be given exchange student status and, in particular, shall not be entitled to make use of alternative examination dates.

## 10. Special provisions

10.1. An exchange semester between 1 July and 31 December shall be deemed an absence in the Autumn Semester. An exchange semester between 1 January and 30 June shall be deemed an absence in the Spring Semester.

- 10.2. By way of supplementary provisions, these provisions shall also be applicable to students in a double degree programme. They shall be applied if a student cuts short his/her studies at the foreign university.
- 10.3. The crediting of credits may be refused if a student was simultaneously matriculated as a regular student at the foreign university.
- 10.4. If exchange places allocated at partner universities are not used, the Administration shall be entitled to charge an administration fee pursuant to fee regulations. Any student who fails to take up such a place shall no longer be entitled to apply for a further exchange or double degree programme at the same level.