

EXAMINATION REGULATIONS

for the Bachelor's Studies of the University of St.Gallen

of 6 March 2002¹ (as at 2 February 2018)

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

the Board of Governors of the University of St.Gallen

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

I. General provisions

Art. 1⁴. ¹These Regulations govern the following aspects of the
3rd to 6th semesters of the University of St.Gallen's six-semester Bache-
lor's Level:

- 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.

Scope of applica-
tion

Art. 2. ¹Bachelor's studies shall impart technical and interdiscipli-
nary competencies and promote skills which

- a) prepare students for the assumption of particular responsibilities at
work, in the state and in society;
- b) constitute the prerequisite for studies at the Master's Level.

Objectives of the
course

Art. 3. ¹The examination shall provide evidence as to whether
students satisfy the criteria for the subsequent Master's Level.

Objectives of the
examination

Art. 3^{bis}. ¹Examinations shall exclusively be conducted in the lan-
guage of instruction used in the course.

²The Senate Committee shall issue implementation provisions con-
cerning the language of instruction and examination.

Language of in-
struction and ex-
amination

¹ Amended by resolution of the University's Board of Governors of 10 June
2011 (partial revision), 8 June 2012, 3 March 2014, 20 June 2014 and as of 7
November 2016.

² No. 217.11, Consolidated Statutes of the Canton of St.Gallen.

³ Pursuant to Art. 123 of the University Statutes of 25 October 2010, 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;
effective from 1 August 2013.

Art. 3^{ter}. ¹The Senate shall make any decisions concerning double degrees. Double degrees

²Programmes leading to double degrees shall be conducted jointly with another university or with several other universities.

³Any provisions governing such double degrees shall be equivalent to those of these Regulations.

Art. 3^{quater}. ¹Course regulations may provide for a mentoring programme. Mentoring programme

II. Admission

Art. 4. ¹Students who have successfully completed the Assessment Year of the University of St.Gallen or equivalent studies shall be admitted to Bachelor's studies. Requirements

²The Senate Committee shall issue implementation provisions concerning equivalence.

III. Structure of Bachelor's studies

Art. 5. ¹Bachelor's studies consist of core studies and contextual studies. Structure of the course
a) General

Art. 6. ¹Core studies are structured into contact studies and independent studies. b) Core studies

Art. 7. ¹Contextual studies consist of the subjects of⁵
a) areas of concentration,
b) skills and language,
c) [repealed]. c) Contextual studies

²This two-part structure may be dispensed with for certain focal fields of study.

Art. 7^{bis}. ¹The Senate Committee may provide for supplementary programmes. Supplementary programmes

²Such courses shall be an integral component of the Bachelor's programme.

³Certificates may be awarded for them.

⁴The Senate Committee shall issue implementation provisions.

Art. 8. ¹Bachelor's studies may be pursued in the following majors: Majors

- a) Business Administration,
- b) Economics,
- c) International Affairs,
- d) Law,
- e) Law and Economics.

⁵ Amended by resolution of the University's Board of Governors of 7 November 2016 (reforms of contextual studies); effective from 1 August 2018.

Art. 9⁶. ¹The Senate shall issue curricula for the individual majors. Degree Course Schemes Purpose
²Any adjustments that do not lead to new Course Regulations shall be delegated to the Senate Committee.

Art. 10. ¹The Supplementary Course in Business Education shall consist of Supplementary course in Business Education
a) parts of the core and contextual studies at the Bachelor's and Master's Levels designated by the Senate, which shall constitute the curriculum of Business Education (1st part of the teaching diploma);
b) parts of the core studies designated by the Senate and practical teacher training for the attainment of the teaching diploma for vocational colleges and academic-stream secondary schools.
²The Senate Committee shall issue implementation provisions.

IV. Structure of the course and examination system

Art. 11. ¹The course is based on the European Credit Transfer System (ECTS credits). European Credit Transfer System
²The time required for one ECTS credit to be earned shall be estimated at 30 hours.
³The three-year Bachelor's Level shall extend to 180 ECTS credits, with 120 credits to be earned during Bachelor's studies.
⁴The crediting of credits shall be regulated by Course Regulations.
⁵The Senate Committee shall issue implementation provisions.

Art. 12. ¹The entire study period shall be divided up into individual lecture/seminar courses. Division into courses
²One single course shall extend to a minimum of one credit hour and shall not exceed four credit hours.
³Course Regulations shall define the courses in credits hours and their weighting in credits for the individual majors.

Art. 13. ¹Individual courses shall constitute an examination part. Examination parts
²Course Regulations may provide for the subject-matter of several lecture/seminar courses to be subsumed under one single examination part. In such cases, the examination part in question shall not extend to more than 12.5 credits.
³Only lecture/seminar courses of the same semester may be subsumed under one single examination part.

Art. 14.⁷ ¹The examination shall be structured in accordance with the following proportions: Proportions
a) core studies: 80 credits, of which two thirds shall be completed in contact studies and one third in independent studies;
b) contextual studies: 24 credits to be earned within the following bandwidth:
i. areas of concentration: 12 credits min. and 24 credits max;
ii. skills and languages: 0 credits min. and 12 credits max;

⁶ Amended by resolution of the University's Board of Governors of 8 June 2012; effective from 1 August 2013.

⁷ Amended by resolution of the University's Board of Governors of 7 November 2016 (reforms of contextual studies); effective from 1 August 2018.

c) Bachelor's thesis and/or other work independent of the course.
²[repealed].

Art. 15.⁸ ¹In principle, one credit hour shall be weighted with one credit.

Weighting of credit hours

²Credit hours of certain courses may be weighted with the higher factors of 1.25 or 1.5 or 2.0.

³Any higher weighting of core studies shall be done at the expense of the credits mentioned in Art. 17 (1)(a and b).

⁴Course Regulations shall define the weighting factors for the individual majors.

Art. 16. ¹Course Regulations may provide that campus credits can be credited for extraordinary student services provided in the interest of the University as a whole, and define a maximum number of creditable credits that is equally applicable in all majors.

Crediting of campus credits for student services

²The Senate Committee shall issue implementation provisions concerning such credits as may be credited.

Art. 17. ¹Course Regulations shall define whether, in a major, students shall

Bachelor's thesis and other non-course-related work

- a) write a Bachelor's thesis and/or
- b) do other non-course-related work.

²Any work done in accordance with Art. 17(1)(a and b) shall be weighted with credits in whole numbers.

³A Bachelor's thesis shall be weighted with at least 12 credits.

Art. 18. ¹The topic of a Bachelor's thesis may derive from core studies or contextual studies.

Topic of the Bachelor's thesis

Art. 19. ¹Course Regulations shall provide for suitable examination types.

Examination types

V. Grading of the examinations

Art. 20. ¹The results of the examination parts shall be graded as follows:

Grades

- 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

²Quarter grades may be awarded for the Bachelor's thesis.

³Specific reasons shall be given for very good and excellent grades for Master's theses (5.75 to 6.0)

⁸ Amended by resolution of the University's Board of Governors of 7 November 2016 (reforms of contextual studies); effective from 1 August 2018.

⁴Any grade below 4.0 shall be unacceptable.

⁵Any part of the examination that a candidate has not sat shall be graded with grade 1.0.

Art. 20^{bis}. ¹If 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.

Non-appearance
at examination
and late arrival

²Illness or accident in particular shall be deemed to be valid excuses.

³They 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.

⁴If an examination has officially started, any candidates who appear late shall have forgone their right to sit such examination.

Art. 20^{ter}. ¹Any 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).

Dishonesty

²Attempted dishonesty within the meaning of Art. 20^{ter}(1) shall also be deemed an infringement of Examination Regulations.

³The Senate Committee shall issue implementation provisions.

Art. 20^{quater}. ¹If 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.

Downgrading, disciplinary
measures and applica-
tion for a discipli-
nary proceeding

²The Dean of Studies may furthermore issue a reprimand as a result of dishonest behaviour.

³Reprimands may be appealed against before the Disciplinary Committee; grades of which candidates have been officially notified can be appealed against before the Appeals Committee.

⁴If 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. Passes⁹

Art. 21. ¹The grades awarded for individual parts of the examination shall be weighted into weighted credit points.

²Credits earned in accordance with Art. 16 shall not be graded and shall consequently not be weighted into credit points.

³Any credits obtained in accordance with Art. 17(1)(b) shall be graded and weighted if they are directly connected with the course, such as

Weighting of partial
grades into
weighted credit
points

⁹ Amended by resolution of the University's Board of Governors of 8 June 2012; effective from 1 August 2013.

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. 22. ¹Negative 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.

Negative weighted credit points

Art. 23. ¹Candidates have passed the examination in their majors if

Examination success

- a) they have earned the 120 credits in accordance with Art. 11ff. and
- b) the graded and weighted credits result in an average grade of at least 4.0, such average being calculated to two decimal places;
- c) they have not been awarded more than 18 negative weighted credit points, with no more than 10 negative weighted credit points awarded in the compulsory subjects of the major in Business Administration¹⁰;
- d) their Bachelor's thesis has been awarded at least grade 4.0 and
- e) they have provided evidence of two different foreign languages at different levels and
- f) have successfully submitted any necessary supplementary work.

²From Autumn Semester 2014, the new regulations of the curricula for the majors in Business Administration, Economics and International Affairs require a minimum number of ECTS credits in German and English as an additional criterion for a successful completion of Bachelor's studies¹¹.

³Candidates have also passed the examination in the major of Law in accordance with Art. 8(1)(d) of these Regulations if they have successfully submitted all the supplementary work required of them for the Master's Level on admission to studies in the Master's programme pursuant to Art. 4(1) No. 10 Law and No. 11 Law and Economics and if they have passed the overall final BLaw examination offered by the Law School in the amount of 43 ECTS. Candidates must pass the overall final BLaw examination before completing their Master's programme. The degree certificate will be awarded along with the Master's degree certificate¹².

VII. Failure and examination resits

Art. 24. ¹Candidates who have failed examination parts shall not be allowed to resit such examinations during Bachelor's studies.

Examination resits

Art. 25. ¹Candidates who fail Bachelor's studies as a whole shall

- a) resit the examination parts of the compulsory subjects in which they were not awarded at least grade 4.0 and

a) Individual examination parts

b) Entire Bachelor's studies

¹⁰ Amended by resolution of the University's Board of Governors of 12 February 2018 (reform major in Business Administration; effective from 1 August 2019).

¹¹ Amended by resolution of the University's Board of Governors of 3 March 2014; effective from 1 August 2014.

¹² Amended by resolution of the University's Board of Governors of 20 June 2014; effective from 1 August 2014.

- b) either resit the core electives and electives in which they were not awarded at least grade 4.0 or replace them with other core electives and electives.

²Subjects which have been passed cannot be resat and shall be credited.

Art. 26. ¹Examination parts with fail grades cannot be resat in the same attempt at the Bachelor's Level.

c) Bachelor's thesis

²The Bachelor's thesis shall be exempt from this; it must be rewritten with a new topic if it has been awarded a grade below 4.0. In such a case, Bachelor's studies shall be deemed to have been failed, and a second attempt may be made.

³If a Bachelor's thesis is awarded a grade below 4.0 for a second time, Bachelor's studies as a whole shall be deemed to have been failed at the second attempt.

⁴A change of supervisors shall signal the beginning of a second attempt. If there are valid reasons, the Dean of Studies may grant exemptions.

Art. 27. ¹Candidates who fail their Bachelor's studies at the second attempt shall be unable to continue their education in the same major.

Failure at the second attempt

²They may continue their studies in a different major provided that they satisfy the admission criteria.

³Examination parts from a preceding major cannot be credited.

⁴Admission to a third Bachelor's programme shall be precluded.

VIII. Academic degree

Art. 28. ¹Candidates who have successfully completed the Master's Level shall be awarded the degree of "Bachelor of Arts" (B.A.). This degree may be used with the extension "HSG".

Academic degree

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

- a) in the major in Economics pursuant to Art. 8(1)(a), the degree of "Bachelor of Arts in Betriebswirtschaftslehre / Bachelor of Arts in Business Administration";
- b) in the major in Economics pursuant to Art. 8(1)(b), the degree of "Bachelor of Arts in Volkswirtschaftslehre / Bachelor of Arts in Economics";
- c) in the major in Economics pursuant to Art. 8(1)(c), the degree of "Bachelor of Arts in Internationale Beziehungen / Bachelor of Arts in International Affairs";
- d) in the major in Economics pursuant to Art. 8(1)(d), the degree of "Bachelor of Arts in Rechtswissenschaft / Bachelor of Arts in Law";
- e) in the major in Economics pursuant to Art. 8(1)(e), the degree of "Bachelor of Arts in Rechtswissenschaft mit Wirtschaftswissenschaften / Bachelor of Arts in Law and Economics".

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

⁴Participation in the Graduation Day shall be compulsory.

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

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

Art. 29. ¹The 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.

Revocation of a degree

IX. Organisation

Art. 30. ¹All examination parts (central and decentral) shall be sat in the semester in which the course has been taught.

Examination dates

²A seminar paper may also be written before or after the term time in which the seminar in question takes place.

a) Regular

³Course Regulations may provide exceptions.

Art. 31. ¹Students 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.

b) Irregular

²In such cases the examination type selected for the regular date may be changed.

Art. 32. ¹The topic of the Bachelor's thesis may be given to students as soon as they start on their Bachelor's studies, and students may work on the thesis throughout their Bachelor's studies.

c) Master's thesis

²The Senate Committee may limit the time to be spent on writing the Bachelor's thesis for the individual majors, taking into consideration the credits to be obtained by means of the Bachelor's thesis.

Art. 33. ¹The Senate Committee
a) shall determine the regular examination dates and
b) shall issue provisions regarding irregular examination dates as well as the organisation and administration of the examinations in accordance with Art. 19 of these Regulations.

Organisation of examinations

X. Procedure and legal protection

Art. 34¹³. ¹Candidates shall be notified of their examination results at least once a semester after the central examination dates.

Notifications

²There 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. 35. ¹Faculty who are responsible for an examination part shall provide candidates with an opportunity to inspect their examination results.

Inspection

Art. 36. ¹Legal protection shall be governed by the University of

Legal protection

¹³ Amended by resolution of the University's Board of Governors of 8 June 2012; effective from 1 August 2013.

St.Gallen Act¹⁴ and the Administrative Jurisdiction Act¹⁵.

Art. 36^{bis}. ¹If 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.

Correction of grades

²The Dean of Studies shall examine and grant such applications conclusively.

XI. Statistical evaluations, data protection, rights and obligations

Art. 37. ¹Data from examinations, evaluations and personal data may be used for conducting 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.

Treatment of examination data and evaluation of personal data

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

³The 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. 37^{bis}. ¹Any persons who collect, evaluate and manage data shall be obliged to maintain secrecy.

Obligation to maintain secrecy

Art. 37^{ter} ¹⁶. ¹Students' rights shall be guaranteed. They may be limited through obligations towards the University and to safeguard the University's proper working order.

Limitation of rights; copyright

²Copyright 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.

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

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

⁵Students 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.

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

XII. Final provisions

Art. 38. ¹Implementation provisions shall be issued by the Senate except as otherwise provided in these Regulations.

Implementation

²The implementation of these Regulations shall be incumbent on the

¹⁴ No. 217.11, Consolidated Statutes of the Canton of St.Gallen.

¹⁵ No. 951.1, Consolidated Statutes of the Canton of St.Gallen.

¹⁶ Amended by resolution of the University's Board of Governors of 8 June 2012; effective from 1 August 2013.

President's Board except as otherwise provided for in these Regulations.

Art. 39. ¹If and when Regulations change, the Senate shall bring into effect the transitional regulations drawn up by the programme responsible for such change.

Change in Regulations

²The President's Board shall issue implementation provisions.

Art. 40. ¹The maximum period of Bachelor's studies shall be limited to ten semesters (including any supplementary work that may have to be submitted).

Limitation of number of semesters

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

³Students 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 eleven semesters.

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

⁵The President's Board shall issue implementation provisions.

Art. 41. Repealed.

Art. 42. Repealed.

Art. 43. Repealed.

Art. 44. ¹ These Regulations shall be applicable as from 1 October 2002¹⁷.

Effectiveness

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

¹⁷ The amendments of the University's Board of Governors of 10 June 2011 shall become effective as from 1 August 2011 (partial revision).