

# Admission Regulations

## for the specialised Master's programme in Banking and Finance (MBF)

of 9 December 2014

Pursuant to Art. 70(1) in conjunction with Art. 93(1)(c) of the University Statutes (Consolidated Statute Book of the Canton of St.Gallen No. 217.15; US), the Examination Regulations of the Master's and Bachelor's Levels, and as a complement to the Regulations governing the admission of applicants with a foreign secondary school leaving certificate to the University of St.Gallen,

the Senate Committee of the University of St.Gallen hereby issues the following Regulations<sup>1</sup>:

### I. Scope of application

Art. 1. <sup>1</sup>These Regulations shall govern admission to the specialised Master's programme in Banking and Finance (MBF).

Scope of application

<sup>2</sup>The criteria to be satisfied for admission shall be applicable to all applicants.

### II. Admission criteria

Art. 2. <sup>1</sup>Pursuant to Arts. 7 ff. of the Examination Regulations for the Master's Level, applicants may be admitted if they

General admission criteria

- a) hold a degree from the University of St.Gallen;
- b) hold a recognised Bachelor's degree from another university in a major that is at least partially similar with a minimum of 180 ECTS credits. A degree from another university shall be considered to be a major that is at least partially similar to a Bachelor's degree if a minimum of 60 ECTS credits has been earned in the economic core areas of Business Administration and Economics and if an additional minimum of 6 ECTS credits has been earned in Mathematics/Statistics.

<sup>2</sup>Pursuant to Art. 14 of the Examination Regulations for the Master's Level, applicants may also be admitted if they

- a) hold a recognised university Master's degree from another university (or equivalent degree);
- b) hold a Degree in Business Administration from a recognised

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<sup>1</sup> Pursuant to Art. 123 US, only the German version of these Regulations shall be legally binding.

Swiss *Fachhochschule (FH)* or an equivalent degree with a minimum grade average of 5.00. Degrees in Business Administration obtained from a German or Austrian *Fachhochschule* shall be considered to be equivalent degrees.

Art. 3. <sup>1</sup>In addition to the criteria laid down in the Examination Regulations for the Master's Level, the following criteria shall be applicable:

Further admission criteria

- a) Application documents shall be submitted formally correctly and in due time.
- b) Evidence of a GMAT (Graduate Management Admission Test) with a minimum score of 680 points or a GRE (Graduate Record Examination) with a minimum score of 160 in the "Quantitative Reasoning" part of the test.
- c) Evidence of proficiency in English in accordance with the implementation provisions concerning "Languages".

### III. Admission requirements

Art. 4. <sup>1</sup>Admission decisions shall be based on the following requirements:

Requirements

- a) A maximum of 50 points can be awarded for the result of the GMAT (Graduate Management Admission Test) or the GRE (Graduate Record Examination). Test results may not be older than five years. The following rating scale for GMAT shall be applied by the Admission Committee:
  - a. GMAT 680-690 shall be equivalent to 35 points,
  - b. GMAT 700-710 shall be equivalent to 40 points,
  - c. GMAT 720-730 shall be equivalent to 45 points,
  - d. GMAT 740-800 shall be equivalent to the maximum of 50 points.

GMAT & GRE

The grading scale GRE (Graduate Record Examination) is analogously equivalent to the GMAT and adapted to the current GRE score scale:

- a. GRE 160-162 shall be equivalent to 35 points,
  - b. GRE 163-165 shall be equivalent to 40 points,
  - c. GRE 166-168 shall be equivalent to 45 points,
  - d. GRE 169-170 shall be equivalent to the maximum of 50 points.
- b) A maximum of 30 points can be awarded for the grade average of examination results for the Bachelor's degree submitted on application. The Admission Committee shall apply the following rating scale:
    - a. grade 4.0 shall be equivalent to 10 points,
    - b. grade 4.1 shall be equivalent to 11 points,
    - c. grade 4.2 shall be equivalent to 12 points,
    - d. grade 4.3 shall be equivalent to 13 points,
    - e. grade 4.4 shall be equivalent to 14 points,
    - f. grade 4.5 shall be equivalent to 15 points,

Grade average

- g. grade 4.6 shall be equivalent to 16 points,
  - h. grade 4.7 shall be equivalent to 17 points,
  - i. grade 4.8 shall be equivalent to 18 points,
  - j. grade 4.9 shall be equivalent to 19 points,
  - k. grade 5.0 shall be equivalent to 20 points,
  - l. grade 5.1 shall be equivalent to 21 points,
  - m. grade 5.2 shall be equivalent to 22 points,
  - n. grade 5.3 shall be equivalent to 23 points,
  - o. grade 5.4 shall be equivalent to 24 points,
  - p. grade 5.5 shall be equivalent to 25 points,
  - q. grade 5.6 shall be equivalent to 26 points,
  - r. grade 5.7 shall be equivalent to 27 points,
  - s. grade 5.8 shall be equivalent to 28 points,
  - t. grade 5.9 shall be equivalent to 29 points,
  - u. grade 6.0 shall be equivalent to the maximum of 30 points.
- c) A maximum of 10 points can be awarded for the letter of motivation. Letter of motivation
  - d) A maximum of 15 points can be awarded for extracurricular activities, semesters spent abroad during undergraduate studies and for ascertainable intercultural mobility. Extracurricular activities / semesters spent abroad / intercultural mobility
  - e) Applicants with a Bachelor's degree from the University of St.Gallen or another Swiss university may be admitted without the GMAT/GRE requirement of Art. 3(b). In such cases, the points awarded for the grade average in accordance with Art. 4(b) shall be multiplied by a factor of 3 for the calculation of the overall score. Admission without the GMAT/GRE requirement

#### IV. Admission process

- Art. 5. <sup>1</sup>Studies in this programme can only be started in an autumn semester. Commencement
- Art. 6. <sup>1</sup>Admission decisions shall be made by an Admission Committee made up of the Programme Management (Academic Director and Administrative Director) and the Dean of Studies. Admission Committee
- <sup>2</sup>The Admission Committee may conduct additional interviews with applicants to verify the admission criteria.
- <sup>3</sup>The Dean of Studies shall have the casting vote.
- Art. 7. <sup>1</sup>The Admission Committee shall make the selection from the applications received on the basis of the admission requirements listed under III. For this purpose, the Committee shall add up the scores to be awarded. Selection
- a) Applicants who score a minimum total of 70 points in accordance with the requirements of Art. 4(a and b) shall be admitted.
  - b) Applicants who score a minimum total of 80 points in accordance with the requirements of Art. 4(a to d) shall also be admitted.

Art. 8. <sup>1</sup>The Dean of Studies shall notify applicants of the admission decision on behalf of the Admission Committee.

Decision

<sup>2</sup>Applicants who are not admitted shall be able to apply once more, but not before the following year.

## V. Admission conditions

Art. 9. <sup>1</sup>On admission to a Master's programme, the award of a Master's degree may be made contingent upon the satisfaction of the following admission conditions:

Admission conditions

- a) evidence of additional work in accordance with Art. 10;
- b) evidence of language proficiency in accordance with the implementation provisions concerning "Languages";
- c) evidence of an adequate knowledge of accountancy in accordance with the implementation provisions concerning "Adequate knowledge of accountancy".

Art. 10. <sup>1</sup>Admitted applicants with a recognised university degree from another university or with a degree from the University of St.Gallen (with the exception of the majors in Business Administration and Economics) shall complete the programme-specific integration week pursuant to Art. 9(1)(a).

Determination and satisfaction of admission conditions

<sup>2</sup>The average grade of the results to be achieved in the programme-specific integration week shall amount to a minimum of 4.00. The examination parts may be resat once.

<sup>3</sup>Applicants who fail to achieve a grade average of at least 4.00 shall not be permitted to continue their studies in the Master's programme in Banking and Finance.

## VI. Quality assurance

Art. 11. <sup>1</sup>On conclusion of the admission process, the Admission Committee shall report to the Senate Committee on the experience derived from it and make proposals for the further development of the process.

Quality assurance

## VII. Final provisions

Art. 12. <sup>1</sup>These Regulations shall be applicable to students who want to start their studies in the Master's programme in Banking and Finance (MBF) from Autumn Semester 2015.

Effectiveness

Art. 13. <sup>1</sup>These Regulations shall be effective as from 1 February 2015 and replace the Regulations of 26 October 2010.