

Admission Regulations

for the Business Administration Master's Programmes MAccFin, MUG, MiMM and MBI

of 27 September 2016 (with amendments of 22 June 2018)

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 Regulations¹:

I. Scope of application

Art. 1. ¹These Regulations shall govern admission to the following Business Administration Master's programmes:

- Master's programme in Accounting and Finance (MAccFin),
- Master's programme in Business Management (MUG),
- Master's programme in Marketing Management (MiMM),
- Master's programme in Business Innovation (MBI).

²The criteria to be satisfied for admission shall be applicable to all applicants.

Scope of application

II. Admission criteria

Art. 2. ¹Pursuant to Arts. 7 ff. of the Examination Regulations for the Master's Level, applicants may be admitted to a Business Administration Master's programme (MAccFin, MUG, MiMM, MBI) if they

- a) hold a degree from the University of St.Gallen (HSG);
- b) hold a recognised Master's degree or a Licentiate's degree (university degree) from another university;
- c) hold a recognised Bachelor's degree from another university in a major that is at least partially similar to a Bachelor's degree from the HSG with a minimum of 180 ECTS credits. A Bachelor's degree from another university shall be considered to be a major that is at least partially similar if a minimum of 60 ECTS credits

General admission criteria

¹ Pursuant to Art. 123 of the University Statutes, only the German version of these Regulations shall be legally binding.

has been earned in two of the core areas of Business Administration², Economics and Law and if an additional minimum of 6 ECTS credits has been earned in Mathematics/Statistics. The following minimum limits shall be applicable to the core subjects: Business Administration, at least 30 ECTS credits; Economics, at least 15 ECTS credits; and Law, at least 15 ECTS credits;

- d) hold a degree in Business Administration from a recognised 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.

Art. 3. ¹In addition to the criteria laid down in the Examination Regulations for the Master's Level, the following criteria shall have to be satisfied to gain admission to the non-specialised economic Master's programmes:

Further admission criteria

- a) Application documents shall be submitted formally correctly and in due time.
- b) Evidence of proficiency at CEFR reference level C1 in the language in which the applicant will attend the course. In addition, the implementation provisions concerning "Languages" shall be applicable.
- c) Applicants with foreign university entrance qualifications shall also be subject to the implementation provisions concerning "Admission of applicants with a foreign secondary school leaving certificate or an equivalent qualification for university entrance (Bachelor's/Master's courses)".

III. Admission conditions

Art. 4. ¹On 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 admission conditions in accordance with Art. 5;
- 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. 5. ¹The following shall be applicable to applicants who have been admitted:

Determination of admission conditions

- a) Admitted applicants with a university degree in a similar major shall complete the integration week in accordance with Appendix para 1. A degree from another university shall be considered to be a major that is similar to an HSG Bachelor's degree in Business Administration if a minimum of 90 ECTS credits have been earned

² The core area of business administration shall be present.

from at least three of the four core areas of Business Administration, Economics, Law and Mathematics/Statistics, with a minimum of 45 ECTS credits in Business Administration.³

- b) Admitted applicants with a Bachelor's degree in a major that is at least partially similar from another university, with a *Fachhochschule* degree or with a Master's degree in a different major from another university shall complete the Master's preparatory level in accordance with Appendix para. 2. External course work and examination results cannot be credited.
- c) Admitted applicants of the HSG who do not hold a Bachelor's degree in Business Administration from the HSG (change of majors/programmes) or hold a Master's degree from the HSG in a different major and thus want to change majors shall complete the Master's preparatory levels in accordance with Appendix para. 2. Internal course work and examination results may be credited

Art. 6. ¹The following shall be applicable to admitted applicants who have to complete an integration week:

Successful completion of the integration week

- a) The integration week shall be passed if cumulatively the average grade amounts to a minimum of 4.00 and each examination is not graded less than 3.5.
- b) The examinations are weighted as follows:
 - o Business Law and Financial Management 50%
 - o Business Administration, Economics and Contextual Studies 30%
 - o Essay and group presentation Integration Case 20%.
- c) The work to be done during the integration week can only be repeated in its entirety and once.
- d) Applicants who fail to complete the integration week successfully within the first semester shall not be permitted to continue their studies. This shall also apply if they were unable to complete the integration week owing to valid reasons such as illness or an accident.
- e) Applicants who fail the integration week for the second time shall not be permitted to continue their studies in the Master's programme they have chosen. They may apply for a second Master's programme (in accordance with Art. 42 of the Examination Regulations for the Master's Level) unless this second programme stipulates the same admission conditions.

²The Dean of Studies shall issue guidelines for the integration week.

Art. 7. ¹Successful completion of the Master's preparatory level in accordance with Appendix para. A.2 shall basically be governed by the conditions pursuant to Arts. 36 ff. of the Examination Regulations for the Master's Level.

Successful completion of the Master's preparatory level

²Applicants have completed the Master's preparatory level successfully if

- a) they are able to provide evidence of the ECTS credits in Appendix para A.2;

³ Linguistic specification as of Resolution of the Senate Committee of 22 June 2018.

- b) their graded and weighted ECTS credits yield a minimum average of 4.00, with the average being calculated to two decimals;
- c) they are not awarded more than 10 negative weighted credit points in total;
- d) they are able to provide any necessary evidence of proficiency in a foreign language and of adequate knowledge of accountancy in accordance with Arts. 4(1)(b) and (c).

³Students shall only be able to start the Master's programme if they have satisfied the criteria pursuant to letters a)-c); they shall be able to provide the evidence in accordance with letter d) by the end of their studies at the Master's Level.

⁴Examination parts with unsatisfactory results cannot be repeated in the same attempt at the Master's preparatory level.

⁵Applicants who fail the Master's preparatory level as a whole shall repeat the examination parts of the core subjects in which they were not awarded a grade of at least 4.0.

⁶Subjects which applicants have passed cannot be repeated and are credited.

⁷Applicants who fail the Master's preparatory level at the second attempt shall not be permitted to start their studies at the Master's Level in the major they have chosen (except specialised Master's programmes).

⁸Applicants who fail to satisfy the admission conditions of a second Master's programme at the second attempt or who waive the second attempt shall not be permitted to continue their studies at the University of St.Gallen.

Art. 8. ¹Admitted applicants who on admission to an English-language programme do not have a command of German may be offered special examinations if no English-language course is on offer. These examinations need not be related to any specific course.

Language-related exception

IV. Commencement of studies

Art. 9. ¹Students with a degree from another university can only start the Business Administration Master's programmes MUG, MAccFin, MiMM and MBI in an autumn semester.

Commencement of studies

V. Final provisions

Art. 10. ¹These Regulations shall be applicable to students who want to start their studies in a Business Administration Master's programme from Autumn Semester 2017.

Effectiveness

²These Regulations shall be put into effect as from 1 October 2016 and replace the provisions of the Regulations of 9 December 2014.

Appendix: Range of subjects for admission conditions⁴

A.1. Integration week

The integration week is organised by the University's Subject Group and combines work from Business Administration, Economics, Business Law and Contextual Studies.

A.2. Master's preparatory level

The Master's preparatory level consists of the following subjects:

– Marketing	4 credits
– Methods: Statistics	4 credits
– Methods: Social Science Research Methods	4 credits
– Corporate Finance	4 credits
– Leadership & Human Resource Management	4 credits
– Accounting, Controlling, Auditing	4 credits
– Fundamentals of Informatics for Business Studies / Methods: Methods of Informatics for Business Studies	8 credits
– Introduction to Operations Management	4 credits
– Strategic Management	4 credits
– Macroeconomics II	4 credits
– Microeconomics II	4 credits
– Business and Fiscal Law	8 credits
Total	56 credits

Students of the University of St.Gallen who change majors shall complete the following subjects:

– Methods: Statistics	4 credits
– Methods: Social Science Research Methods	4 credits
– Corporate Finance	4 credits
– Leadership & Human Resource Management	4 credits
– Accounting, Controlling, Auditing	4 credits
– Fundamentals of Informatics for Business Studies / Methods: Methods of Informatics for Business Studies	8 credits
– Macroeconomics II	4 credits
– Microeconomics II	4 credits
– Business and Fiscal Law	8 credits
Total	44 credits

Pursuant to Art. 7(2)(c), students may not acquire more than 7.5 negative weighted credit points.

⁴ Resolution of the Senate Committee of 22 June 2018; in force as from 1 August 2019.