

COURSE REGULATIONS

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

of 30 June 2003 (as amended on 17 October 2016)

Pursuant to Art. 88(1)(h) of the University Statutes of 25 October 2010¹

the Senate of the University of St.Gallen

hereby issues the following Course Regulations (CR MA)²:

I. General provisions

Art. 1. ¹These Regulations govern the following aspects of the University of St.Gallen's Master's Level:

- a) the structure of the course,
- b) the Master's thesis and any other academic work done outside lecture/seminar courses,
- c) the crediting of credits obtained from other universities,
- d) the organisation of the examinations
- e) the mentoring programme.

Scope of application

II. Course structure

Art. 2. ¹The Master's Level is structured into the core studies, the contextual studies, and the Master's thesis.

Structure of the Master's programme

Art. 3. ¹The core studies are structured into contact studies and independent studies.

²They consist of

- a) a Master's core studies, and
- b) electives independent of the Master's core studies.

³Lecture/seminar courses are divided up into compulsory subjects, core electives, and electives.

⁴In the electives independent of the Master's core studies, special electives are offered for all the programmes. However, students may also take compulsory subjects, core electives and electives that are specific to their own programme or to other Master's programmes.

Core studies

¹ No. 217.15, Consolidated Statute Book of the Canton of St.Gallen.

² Pursuant to Art. 123 of the University Statutes, only the German version of these regulations shall be legally binding.

Art. 4. ¹The contextual studies consist of the following parts:³
a) areas of concentration,
b) skills.

Contextual studies

²The contextual studies consist of electives.

³They can only be taken by students of the Master's Level.

⁴It is not possible for students of the Master's Level to attend lecture/seminar courses of the contextual studies at Bachelor level.

Art. 5. ¹Compulsory subjects must be taken by all the students of a Master's programme.

Compulsory subjects, core electives, electives

²The core electives of a Master's programme can be selected from a limited range of subjects.

³Electives can be selected from a wide range of lecture/seminar courses independent of the Master's programme.

Art. 6⁴. ¹ The Senate shall issue curricula for the individual Master's programmes. Any adaptations which will not result in new Course Regulations shall be delegated to the Senate Committee.

Degree course scheme

²If a double degree can be obtained within the framework of a Master's programme, a separate degree course scheme shall be issued for the programme of such double degree.

³The degree course scheme shall be an integral part of these Regulations.

Art. 7. ¹The degree course scheme shall determine

a) All the programmes

- a) the allocation of credits to
 - the Master's core studies,
 - the electives independent of the Master's core studies, and
 - the Master's thesis;
- b) the distribution of the credits of the Master's core studies among the compulsory subjects, core electives and electives;
- c) the individual subjects of the Master's core studies, including the concomitant credit hours and credits;
- d) the examination types for the compulsory subjects;
- e) whether an examination must be taken during term time or during vacation time;
- f) [repealed];⁵
- g) the compulsory subjects that are accessible to students of other Master's programmes within the framework of independent electives;
- h) the limitation of the topic of the Master's thesis in accordance with Art. 10 of these Regulations;
- i) the award of credits for other academic work done outside lecture/seminar courses in accordance with Arts. 12ff. of these Regulations;
- j) the transition regulations when the curriculum of the Master's core studies are changed;
- k) the binding abbreviations which unequivocally designate the programmes.

³ Amended by resolution of the Senate of 17 October 2016 (reform of contextual studies); entry into force as from 1 August 2018.

⁴ Senate Resolution of 19 March 2012.

⁵ Amended by resolution of the Senate of 17 October 2016 (reform of contextual studies); entry into force as from 1 August 2018.

l) The Administration shall define a binding terminology.

Art. 8. ¹Students of the Law programme shall attend the “General European History of Law” course to be admitted to the Master’s programme in Law.

b) Law and Economics programme

²To be admitted to the Master’s programme in Law and Economics, students shall attend the “Law in an Economic Context: Business Administration” and “Law in an Economic Context: Economics”.

Art. 9. ¹The range of lecture/seminar courses for the core electives and electives of the core studies shall be determined by the competent School.

Core electives/electives

²The range of lecture/seminar courses for the contextual studies shall be determined by the directors of contextual studies.

³The range of lecture/seminar courses shall be determined for one semester.⁶

⁴The requirements of all the Master’s programmes shall be taken into account.

III. The Master’s thesis and other academic work done outside lecture/seminar courses

Art. 10. ¹The topic of the Master’s thesis may derive from any constituent of the Master’s degree course.

Master’s thesis
a) Topic

²Course Regulations may limit such topic to the core studies or to the core studies plus part of the contextual studies.

Art. 11. ¹The Supervisor shall be chosen from among (full) professors, associate professors, the habilitated lecturers, the visiting professors in residence, the permanent lecturers, the assistant professors and the retired faculty members of the University of St.Gallen, the latter up to their 67th year.

b) Supervisor and Co-Supervisor

²If students want to write a Master’s thesis on a subject that is mainly dealt with by a faculty member, this shall require the consent of the competent academic director.

³The Supervisor shall determine the definitive topic of the Master’s thesis and provide students with appropriate assistance while work is in progress.

⁴The implementation provisions of double-degree programmes may provide that the Supervisor may be chosen from another university.

⁵The President shall designate the Co-Supervisor from among the teaching staff in accordance with Art. 38 of the University Statutes of 25 October 2010⁷. The Supervisor shall have the right of presentation.

⁶The Supervisor shall assess the thesis. The Co-Supervisor shall comment on the Supervisor’s opinion. The Supervisor and the Co-Supervisor shall jointly grade the thesis.

⁶ Amended by resolution of the Senate of 17 October 2016 (reform of contextual studies); entry into force as from 1 August 2018.

⁷ No. 217.15, Consolidated Statute Book of the Canton of St.Gallen.

Art. 11^{bis}. ¹If there is a suspicion of partial or full plagiarism, the Supervisor may invite the student concerned to an oral defence of his/her work.

²A Master's thesis cannot be returned to a student for revision.

³The Senate Committee shall issue guidelines.

Further regulations concerning the Master's thesis

Art. 12. ¹The degree course scheme of the Master programme may provide for the award of credits for other academic work done outside lecture/seminar courses.

Other academic work done outside lecture/seminar programmes:
a) Principle
b) Types

Art. 13. ¹Other academic work done outside lecture/seminar courses may be
a) written work (seminar papers, term papers, etc.);
b) project work, field studies and similar work;
c) outstanding student work done in the interest of the University as a whole (campus credits);
d) internships specific to the Master's degree, and similar work (practice credits).

Art. 14. ¹Only 6 credits may be awarded for practice credits and only 12 credits may be awarded for campus credits, with every work unit having to amount to a minimum of 3 credits.

c) Credits and grading

²Credits that have been obtained by work in accordance with Art. 13(a) and (b) shall be graded.

³Credits that have been obtained by work in accordance with Art. 13(c) and (d) shall be credited to skills in the first priority and to the electives independent of the Master's degree in the second priority.⁸

⁴Credits that have been obtained by work in accordance with Art. 13(a) shall be credited to the Master's core studies.

⁵The Senate Committee shall issue implementation provisions for campus and practice credits.

Art. 15. ¹The Senate Committee shall issue implementation provisions in respect of the execution of the Master's thesis and any other work done outside lecture/seminar courses.

Implementation provisions for the Master's thesis

IV. Crediting credits obtained from other universities

Art. 16. ¹Credits obtained within the framework of a recognised exchange term shall be credited provided they are of equal value.

Exchange term

²To obtain a Master's degree from the University of St.Gallen, students shall have to obtain from the University of St.Gallen

- a) a minimum of 60 credits in programmes with a total of 90 credits;
- b) a minimum of 60 credits in programmes with a total of 120 credits;
- c) a minimum of 60 credits in programmes which lead to a double degree.

³Individual courses and summer school courses of other universities may be credited to a limited extent.

⁸Amended by resolution of the Senate of 17 October 2016 (reform of contextual studies); entry into force as from 1 August 2018.

⁴The Senate Committee shall issue implementation provisions.

Art. 17. [Repealed.]

V. Organisation of examinations

Art. 18. ¹Examinations shall be divided up into examination parts.

²An examination part shall be a unit to which examiners award one grade.

³Individual examination parts shall be weighted with credits.

Art. 18^{bis9}. ¹The form of the examination shall be determined by

- a) the Senate Committee for the compulsory subjects;
- b) the programme directors for the core electives and the electives at the request of the faculty members in charge of the Master's programmes and the Schools;
- c) the management of contextual studies for the electives of contextual studies at the request of the faculty members responsible for these courses. The management of contextual studies shall issue guidelines.

²All the participants in a course shall have to sit the examination in the same examination form.

Art. 18^{ter}. ¹Examination forms shall be (grading: individual):

- a) individual examinations:
 - 1) written examination,
 - 2) written work (seminar paper, term paper, etc.),
 - 3) oral examination (including presentation),
 - 4) oral examination in groups;
- b) group examination (grading: same grade for everyone):
 - 1) term paper,
 - 2) oral examination (including presentation);
- c) Master's thesis;
- d) further examination forms:
 - 1) active participation (max. 50% of the overall grade, only with small groups),
 - 2) microteaching,
 - 3) moot court.

²In small groups, an assessment of students' active participation in class may in exceptional cases be an examination form.

³Examination forms in accordance with a) and b) above may be used individually or in conjunction with other examination forms. The examination form "students' active participation in class" may only be chosen in conjunction with other examination forms and may not be weighted with more than 50% of the grade of an examination part.

⁴The President's Board shall regulate any other examination forms.

Art. 19. ¹For examinations that are sat on an irregular date in accordance with Art. 48 of the Examination Regulations for the Master's Degree awarded by the University of St.Gallen of 24 February 2003, the examination type may be changed.

²The Senate Committee shall determine the principles for the selec-

Type of examination

a) Principle

b) Responsibility

c) Possible examination forms

d) Examination dates

⁹ Amended by resolution of the Senate of 17 October 2016 (reform of contextual studies); entry into force as from 1 August 2018.

tion of the examination types to be offered by way of substitutes.

Art. 20. ¹Written examinations shall have the following duration per part of an examination:

- a) up to 2.5 credits: 1.0 hour;
- b) from 2.51 to 5 credits: 1.5 hours;
- c) from 5.01 to 7.5 credits: 2.0 hours;
- d) from 7.51 to 9 credits: 2.5 hours.

e) Duration of written examinations

Art. 21. ¹Oral examinations shall have the following duration per part of an examination:

- a) if an oral examination is the sole type of examination:
 - up to 4 credits: 20 minutes;
 - above 4 credits: 30 minutes;
- b) if an oral examination is set in conjunction with other examination types, the duration of the examination shall be 15 minutes.

f) Duration of oral examinations

²In group examinations, the duration of the examination shall increase by 10 minutes for each additional candidate.

Art. 21^{bis}. ¹Oral examinations shall be conducted either in groups of three to five students or as individual examinations. Individual examination must be minuted by an expert person.

g) Group examinations, presence of an expert in oral exams
h) Students' active participation in class

Art. 22. ¹The examination form "student's active participation in class" may only be applied in examination parts with a minimum of 2 credits and with a course size of a maximum of 30 students.

²It may also be combined with examination types that are applied during vacation time.

³The sole combination of this examination form with an oral examination shall not be admissible.

Art. 23. ¹The organisation of examinations shall lie within the competence of

- a) the Secretary of Studies for examinations during vacation time;
- b) the faculty in charge of the lecture/seminar courses during term time.

Organisation of examinations
a) Competencies

²The Dean of Studies shall issue guidelines for the organisation of decentral examinations and monitor compliance with them.

Art. 24. ¹The Senate Committee shall issue implementation provisions for regular and alternative examination dates.

b) Implementation provisions

Art. 24^{bis}. ¹The Dean of Studies shall issue guidelines for electronic semester enrolment, the allocation of students to courses, and application for and withdrawal from examinations.

VI. Mentoring programme

Art. 25. ¹The University shall offer a mentoring programme in order to provide participating students with information about their trans-disciplinary and social competencies, leadership skills, ability to assume personal responsibility and ability for self-reflection, and to encourage all these, in a suitable form.

Principle

Art. 25^{bis}. ¹Student participation shall be voluntary and shall take place on request. Participation

Art. 25^{ter}. ¹The office in charge of the mentoring programme shall regulate the application procedure and allocate the places available. Admission

²No one shall be entitled to a mentoring place or a special mentor.

³There shall be no legal remedy to appeal against admission and allocation.

⁴The University of St.Gallen shall be entitled to reject applications to the mentoring programme without stating any reasons and to expel participants from the mentoring programme at a later date.

Art. 25^{quater}. ¹Students who complete the mentoring programme may be awarded a certificate. Certificate

Art. 25^{quinquies}. ¹The configuration of the mentoring process shall be the mentors' and mentees' responsibility; they may conclude a mutual mentoring agreement. Rights and obligations

²The University shall not be held liable for the contents and consequences of a mentoring process.

³The mentors and mentees shall undertake to

- a) pursue all their activities without any payment in kind,
- b) refrain from introducing any topics into their mentoring relationship that might discriminate against or violate other persons.

Art. 25^{sexies}. ¹The Senate Committee may issue provisions concerning the organisation of the mentoring programme. Implementation provisions

VII. Final provisions

Art. 26. [Repealed.]

Art. 27. [Repealed.]

Art. 28. ¹These Regulations shall be applicable as from 1 October 2003¹⁰. Effectiveness

On behalf of the Senate:

The President:
Prof. Dr. Thomas Bieger

The General Counsel:
lic. iur. Hildegard Kölliker

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¹⁰ The amendments of the Senate of 23 May 2011 shall become effective as from 1 August 2011.