

Implementation provisions for the Assessment Year, Bachelor studies, the Master's Level and the Doctoral Level

Senate Committee of 15 May 2012

Issue to be regulated	Extension of the Assessment Year and extension of examination time at all Levels¹
Legal basis	Art. 22 and 24 ² ER AY
<p>1. Scope of application</p> <p>These implementation provisions shall govern:</p> <ul style="list-style-type: none"> -for the Assessment Year: <ul style="list-style-type: none"> ○ its extension for students whose native language is foreign, who have a disability or have to fulfil family obligations; ○ an extension of examination time for students whose native language is foreign and/or who have a disability. -for all other Levels: <ul style="list-style-type: none"> ○ an extension of examination time for students with a disability. 	
<p>2. Definitions:</p> <p>2.1. Native language: Upon application, students whose native language is foreign may be granted an extension of the time they spend studying at the Assessment Year level if there is evidence that their command of German is not adequate to the task and that their successful completion of the Assessment Year is doubtful owing to their inadequate command of German alone.</p> <p>2.1.1. The notion of native language is defined in the implementation provisions concerning languages.</p> <p>2.1.2. Such special arrangements for students whose native language is foreign may be granted for students whose native language is not German but who are in the German-language track of the Assessment Year.</p> <p>2.2. Disability: Upon application, students with a physical/psychological disability without any implications for their cognitive faculties may be granted an extension of the time they spend studying at the Assessment Year level and/or an extension of examination time at all Levels if there is evidence that the disability seriously impairs their ability to study. The Dean of Studies/Head of Examinations may ask the University of St.Gallen's independent medical examiner for a medical estimate.</p>	

¹ Pursuant to Art. 123 of the University Statutes of 25 October 2010 (No. 217.15, Consolidated Statute Book of the Canton of St.Gallen), only the German version of these implementation provisions shall be legally binding.

² Amended by resolution of the University's Board of Governors of 7 May 2012; effective since 1 August 2013.

2.3. Family obligations:

Upon application, students with family obligations may be granted an extension of the time they spend studying at the Assessment Year level if there is evidence that they have to fulfil breadwinning duties through gainful employment or if they are single parents. The Head of Examinations may undertake further investigations.

3. Extension of the Assessment Year

3.1. Principles:

- The Assessment Year lasts one year.
- Students in the English-language track cannot have the Assessment Year extended.
- If certain premises pursuant to Point 3.2 of these implementation provisions are fulfilled, the German-language Assessment Year can be extended.

3.2. Reasons for an extension

Reasons for an extension may be:

- non-German native language;
- disability;
- family obligations.

The list is conclusive; no further reasons for an extension may be asserted; in particular, gainful employment without breadwinning duties, a business of one's own, etc., are no reasons for an extension.

3.3. Concretisation

- 3.3.1. If an extension is granted, the Assessment Year can be extended to a maximum of two years.
- 3.3.2. In connection with this, certain combinations of examinations are defined (cf. Appendix).
- 3.3.3. The reason for an extension must be proved. This evidence must be submitted along with the application for an extension.
- 3.3.4. The Dean of Studies makes the final decision about applications.
- 3.3.5. If an extended Assessment Year is not successfully completed at the first attempt, no extension will be possible for the second attempt. If the Assessment Year is not extended for the first attempt, an extension may be granted for the second attempt.
- 3.3.6. Students who have been granted an extension must study in accordance with the curriculum specified in the Appendix, with a distinction made between an Assessment Year with the core elective Mathematics and an Assessment Year with Law II.
- 3.3.7. Provisional admission to Bachelor studies is possible but is limited to two semesters. Even if there are valid reasons, Bachelor studies will be suspended (interrupted) if a student has not sat all the examinations of the Assessment Year by the fourth semester.
- 3.3.8. If a student fails to complete the Assessment Year successfully, Bachelor studies will be suspended (interrupted) and cannot be resumed until the student has completed the As-

assessment Year successfully. If a student fails to complete the Assessment Year successfully at the second attempt, any examination results he/she achieved in Bachelor studies will be null and void. Students start their Bachelor studies at their own risk.

3.4. Procedure and administration

3.4.1 The Dean of Studies issues regulations concerning the procedure and administration of extending the Assessment Year.

4. Extension of examination time

4.1. Extension of examination time in written examinations for students whose native language is foreign

4.1.1. Students in the English-language Assessment Year cannot be granted any extension of examination time because their native language is foreign (= not English).

4.1.2. Students in the German-language Assessment Year whose native language is foreign (= not German) can be granted an additional 15 minutes per examination hour in written central examinations, except in foreign language examinations and in Mathematics.

4.2. Extension of examination time in written examinations for students with physical disabilities or in the case of an accident (Assessment Year, Bachelor studies, Master's Level and Doctoral Level)

4.2.1. Students who suffer from a physical/psychological disability and/or a chronic illness, but whose cognitive faculties are not impaired, or who are disabled owing to an accident, may be granted up to 15 additional minutes per examination hour in written central examinations upon application.

4.2.2. Further adjustments in accordance with Art. 2(5)(b) of the Disability Act can be worked out and granted in cooperation between the applicant and the Head of Examinations.

4.3. Procedure and administration

4.3.1. The Dean of Studies issues regulations concerning the procedure and administration of extending examination time.

5. Cognitive impairment

5.1.1. If there are any doubts about a student's ability to do academic work, the Dean of Studies may demand a medical certificate concerning this ability and to initiate investigations.

5.1.2. The Dean of Studies may issue regulations for cases of cognitive impairment and make decisions in individual cases.

6. Entry into force

6.1.1. These implementation provisions come into force as from 1 August 2012.

6.1.2. The implementation provisions "Special regulations concerning foreign-language students" of 28 October 2003 are abrogated as from 1 August 2012. The transitional arrangement defined in Appendix II is applicable.

Appendix I: Subject combinations for extensions of the Assessment Year from Autumn Semester 2013

For the economic and legal specialisation areas		
1st Semester	a) b) c) d)	Management A Economics A Mathematics A (for the economic specialisation area) / Law II A (for the legal specialisation area) Leadership Skills: Introduction to academic writing (EWS)
2nd Semester	a) b) c) d) e)	Management B Economics B Mathematics B (for the economic specialisation area) / Law II B (for the legal specialisation area) Leadership Skills: Integration Project Foreign language, Level 1
3rd Semester	a) b)	Law I A Critical Thinking A
4th Semester	a) b) c)	Law I B Academic term paper Critical Thinking B

Appendix II: Subject combinations for extensions of the Assessment Year from Autumn Semester 2013 (transitional arrangement)

For Autumn Semester 2012, students of both the economic and legal specialisation areas who have been granted an extension to their Assessment Year can only start their studies in the extension variant described below. Students who took up their studies in the previous variants A, B and C (in either the economic or legal specialisation areas) may complete their studies in their respective variants.

Students who are in an extended Assessment Year as at 1 August 2013 will be rebooked into the new Assessment Year regulations. Examinations passed by that date will be credited to the relevant courses according to a new crediting formula.

Principles:

- All the results must be rebooked into the new regulations as from the beginning of Autumn Semester 2013.
- Students who attended the course Case Study Management (2 credits) and Interdisciplinary Problem Solving (2 credits) will be credited with the Integration Project course (4 credits).
- Students who attended Management A (5 credits) and Management B (5 credits) will be credited with the courses Management A (5.5 credits) and Management B (5.5 credits), thus benefiting from an “upgrade” of 0.5 credits in either case.
- Students will not be able to write the academic term paper any time before the Autumn Semester, and it must be completed according to the new regulations, where it will be awarded 5 credits.
- Students who fail to complete the attempt successfully because they have been rebooked may resit examinations Management A and Management B.

For the economic and legal specialisation areas			
AS 12	1st Semester = previous variant C	a) b) c) d) e)	Management A Economics A Mathematics A (for the economic specialisation area) / Law II A (for the legal specialisation area) Leadership Skills: Forms and Methods of Learning and Scientific Work (LWA) Critical Thinking A (seminar paper)
SpS 13	2d Semester = old regulations, previous variant C	a) b) c) d) e) f)	Management B (financial management/integration case study) Management case study (group work including presentation) Economics B (Microeconomics I / Macroeconomics I) Mathematics B (for the economic specialisation area)/ Law II B (for the legal specialisation area) Interdisciplinary Problem Solution Critical Thinking B (examination)

		g)	Foreign language, Level 1
AS 13	3rd Semester (new regulations)	a)	Law I A (Private Law)
SpS 14	4th Semester (new regulations)	a) b)	Law I B (Constitutional Law) Academic term paper