

# Admission Regulations

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

of 2 May 2017

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).

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

Scope of application

### II. Admission requirements

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

- 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.

General admission requirements

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

- a) hold a recognised university Master's degree from another university (or equivalent degree);

---

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

- b) hold an economic degree from a recognised Swiss *Fachhochschule (FH)* or an equivalent degree with a minimum grade average of 5.00. Economic degrees from a German or Austrian *Fachhochschule* shall be considered to be equivalent degrees.

Art. 3. In addition to the conditions laid down in the Examination Regulations of the Master's Level, students must provide evidence of their command of the programme language, English, at Competence Level C1 (CEFR). The recognition of such evidence is regulated in the implementation provisions concerning languages.

Further admission requirements

### III. Admission criteria

Art. 4. <sup>1</sup>The decision shall be contingent on the satisfaction of the following criteria:

Criteria

- a) the grade average of the certificates submitted on application;
- b) the result of the internationally recognised academic aptitude test (Graduate Management Admission Test (GMAT) or the quantitative reasoning part of the Graduate Record Examination (GRE));
- c) extracurricular activities, including practical experience;
- d) motivation and aptitude for the degree course as expressed in a binding letter of motivation/essay.

<sup>2</sup>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. 4(b). In such cases, the points awarded for the grade average in accordance with Art. 4(b) shall be multiplied by a factor of 2 for the calculation of the overall score (grading scale in the Appendix).

<sup>3</sup>The Admission Committee may conduct additional interviews with applicants to verify the admission criteria.

Art. 5. <sup>1</sup>The Admission Committee shall define the maximum score and the way it is weighted per admission criterion pursuant to Art. 4(1). The currently valid grading scales per criterion are listed in the Appendix to these Regulations.

<sup>2</sup>The Admission Committee shall be constituted by the Programme Management and the Dean of Studies.

### IV. Admission process

Art. 6. <sup>1</sup>Applications shall invariably be submitted for studies to begin in the autumn semester.

Commencement

Art. 7. <sup>1</sup>The Admission Committee shall evaluate such application dossiers as have been submitted on time and are formally correct in accordance with the admission criteria defined in Art. 4(1).

It shall award points for each admission criterion in accordance with Art. 5(1). The points shall be added up.

Art. 8. <sup>1</sup>The Admission Committee shall draw up a ranking of applicants on the basis of the total scores attained in accordance with Art. 7. The best applicants shall be admitted in an ongoing process.

Selection

<sup>2</sup>The Dean of Studies shall notify successful applicants of their admission on behalf of the Admission Committee.

<sup>3</sup>Applicants who are not admitted shall be able to apply for admission to the Master's degree programme in Banking and Finance once more, but not before the following year.

## V. Admission conditions

Admission conditions

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

- a) evidence of completion of the programme-specific integration week by way 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 must complete the programme-specific integration week.

<sup>2</sup>The integration week shall be deemed completed if the grade average amounts 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 at their second attempt shall not be permitted to continue their studies in the Master's programme in Banking and Finance.

Definition and satisfaction of admission conditions

## 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 2018.

Effectiveness

Art. 13. <sup>1</sup>These Regulations shall be effective as from 1 August 2017 and replace the Regulations of 9 December 2014.

## Appendix: grading scale

The admission criteria in accordance with Art. 4(1) shall be weighted as follows:

- a) grade average: 30%
- b) internationally recognised academic aptitude test: 30%
- c) extracurricular activities, including practical experience: 15%
- d) motivation and aptitude: 25%

The ways in which the admission criteria are graded are listed below.

- a) 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 grading scale:

- o grade 5.7 - 6.0: 30
- o grade 5.6: 28
- o grade 5.5: 26
- o grade 5.4: 24
- o grade 5.3: 22
- o grade 5.2: 20
- o grade 5.1: 18
- o grade 5.0: 16
- o grade 4.9: 14
- o grade 4.8: 12
- o grade 4.7: 10
- o grade 4.6: 8
- o grade 4.5: 6
- o grade 4.4: 4
- o grade 4.3: 2
- o grade 4.0 - 4.2: 0

- b) The prerequisite is evidence of a GRE (Graduate Record Examination) score of a minimum of 162 points in the "Quantitative Reasoning" part or a GMAT (Graduate Management Admission Test) with a total score of at least 680 points. A maximum of 30 points shall be awarded for the results of the GMAT/GRE test. The test results must not be older than five years. The Admission Committee shall apply the following grading scale:

GMAT	GRE Quantitative	Points
800-750	170-169	30
740	168	28
730	167	26
720	166	24
710	165	22
700	164	20
690	163	18
680	162	16

- c) A maximum of 15 points may be awarded for extracurricular activities / practical experience.

- d) A maximum of 25 points may be awarded for the letter of motivation / essay.

For applicants to be admitted, the sum total score awarded for admission criteria c) and d) must amount to at least 20 points (out of a maximum of 40 points).