



Fact sheet concerning language requirements, the limitation of the number of examination attempts and the crediting of external evidence of linguistic proficiency

The Dean of Studies has issued this fact sheet pursuant to Art. 77(1) of the University Statutes of 25 October 2010 in conjunction with para. 7.2 of the Implementation Provisions for the Bachelor's and Master's Levels concerning languages.

1. Scope of application

This fact sheet provides information about the foreign language requirements which must be satisfied, and proved to have been satisfied, in connection with a degree course at the Bachelor's and Master's Levels of the University of St.Gallen (see paragraph 2). It also includes information about the guidelines for the limitation of the number of examination attempts available for students to provide evidence of their linguistic proficiency (see paragraph 3) as well as information about the requirements for crediting of external evidence of linguistic proficiency (see paragraph 4). The fact sheet is based on the Implementation Provisions for the Bachelor's and Master's Level concerning languages and their superordinate regulations.

2. Requirements with regard to foreign languages

To obtain a degree from the University of St.Gallen at the Bachelor's or Master's Level, students have to provide evidence of knowledge in two foreign languages. Special rules apply to students who have no command of German when they start an English-language programme.

2.1. Bachelor's Level

2.1.1. General provisions

To obtain a Bachelor's degree, students must provide evidence of knowledge in two foreign languages. In the Assessment Year, it is compulsory for students to sit for an internal examination in a language taught at the University of St.Gallen and offered during the Assessment Year. External evidence of proficiency cannot be credited during the Assessment Year.¹ Evidence of proficiency in a second foreign language must be provided in the course of undergraduate studies. Evidence of proficiency during the undergraduate studies can be provided with or without credits:

Foreign language at Level II with credits

To be awarded credits for a foreign language, students must be allocated the language course through the bidding process and must have attended the oral and written examinations of the course. Foreign language credits can only be earned once during Bachelor education and a maximum of four credits are credited to Critical Thinking and Cultural Awareness (from the Autumn Semester 2018 to Skills and Languages). Evidence of proficiency in a foreign language is deemed to be provided if the course has been completed with a positive grade. If the course is completed with an unsatisfactory grade, the result will be recorded with credits and negative weighted credit points. An examination with course attendance, which has been passed with an unsatisfactory grade, cannot be resat in the same attempt during undergraduate studies (Art. 26(1) of the ER BA); however, the examination in the same foreign language can be sat a second time, but without course attendance (and thus without credits).

¹ Students who fail the language examination in the Assessment Year will have to provide evidence of proficiency in the course of undergraduate studies.

Foreign language without credits

Evidence of proficiency in a foreign language can also be provided by passing a language examination without course attendance. Bidding is no longer necessary, but students must register for a *language examination without course attendance* in the language in question. If they pass this examination, they have provided the requisite evidence of linguistic proficiency. This result does not affect the grade average and any possible negative weighted credit points since no credits are earned.

An external language diploma recognised by the University can also provide evidence of proficiency in foreign languages in Bachelor studies. For the reference categories according to the Common European Framework of Reference for Languages (CEFR) applicable for the crediting of language diplomas, please consult the Implementation Provisions for the Bachelor's and Master's Level concerning languages as well as paragraph 4 of this fact sheet.

2.1.2. Special rule for students with no knowledge of German

Students who join the English-language track of the Assessment Year and do not know any German at the beginning of their studies are obliged to sit a German examination at Level A2 (CEFR) at the end of the second semester of the Assessment Year. This evidence replaces the regular evidence of proficiency in a foreign language in the Assessment Year and cannot be provided in another foreign language. There are special courses for such students: in the first semester, they are offered *German A1* and in the second semester *German A2*.

In their further undergraduate studies, students for whom this special rule applies are obliged to provide evidence of proficiency in German at Level B2 (CEFR). They can attend courses to prepare themselves for this examination: *Deutsch Mittelstufe (B1)* and *Deutsch Obere Mittelstufe (B2)*. This evidence of proficiency in German at Level B2 replaces a regular evidence of proficiency in a foreign language (with or without credits in accordance with para. 2.1.1). In addition, such students must provide evidence of a second foreign language.

Students who major in Business Administration as of fall term 2014 and who did not provide any evidence of linguistic proficiency in German at the beginning of their studies must provide evidence of proficiency in German at Level B2 (CEFR) in accordance with para. 2.1.2.

Students who major in Economics or International Affairs as of fall term 2014 and who did not know any German at the beginning of their studies must provide evidence of proficiency in German at Level B2 (CEFR) in accordance with para. 2.1.2 and in English at C2 in accordance with Art. 30 of the Course Regulations for the Bachelor's Level by the end of their undergraduate studies.

2.2. Master's Level

2.2.1. General provisions

Students who only start their studies at the University of St.Gallen at the Master's Level must provide evidence of knowledge in two foreign languages as part of supplementary work. The provision of linguistic proficiency is subject to the same rules as at the Bachelor's Level (cf. para. 2.1.1). Students may sit language examinations with or without course attendance. In contrast to the Bachelor's Level, evidence of proficiency in foreign languages provided by supplementary work will not earn students any credits; such evidence is deemed provided when the language examination has been passed with an overall sufficient grade. In analogy with the Bachelor's Level, externally obtained language diplomas can also be credited. Evidence of linguistic proficiency must be provided by the end of studies at the Master's Level. Native English speakers who attend an English-language Master's programme will not have to provide evidence of a second foreign language, since their native language is credited as such (in this case, please refer to para. 2.2.2.).

2.2.2. Special rule for students with no knowledge of German

Students who join an English-language or a bilingual Master's programme and do not know any German at the beginning of their studies are obliged to provide evidence of proficiency in German at the minimum

Level A1 (CEFR) by the end of their studies at the Master's Level. In addition, evidence of proficiency in a second foreign language must be provided.

3. Limitation of the number of examination attempts

Students in Bachelor studies and students at the Master's Level have a maximum of four examination attempts. Every examination that has been sat is deemed to be an examination attempt, irrespective of the grade achieved. If a student has registered for a language examination and fails to appear for the examination without a valid reason, this counts as an examination attempt (in the case of foreign languages with courses attended, with grade 1 and corresponding negative weighted credit points). If a student fails to achieve a satisfactory grade at the fourth examination attempt at a specific level, the necessary evidence of proficiency at that level can only be provided through an external equivalent.²

4. Languages that can be credited

Certificates of all languages taught at the HSG can be credited. Certificates of further languages can be considered on request in individual cases. For external evidence of linguistic proficiency to be recognised, the following requirements must be satisfied:

Certificates

Only internationally recognised language certificates are accepted. A list of the most established language certificates can be found in the appendix. In each case, a certificate must be submitted that has been conceived for evidence of a certain level of proficiency ("language examination"). Results from tests which measure the candidate's current state of knowledge are not sufficient ("language tests" e.g. TOEFL for English, TCF for French).

In the case of a language for which there is no recognised certificate, further possibilities of evidence are examined individually. Cases in which a language certificate is gained during an exchange semester at the host university must be considered separately. Evidence of linguistic competence from reports of previous educational levels (pre-academic) cannot be asserted as external equivalents of linguistic proficiency.

Grades

The overall grade must be satisfactory. There must be a grade for oral proficiency and a grade for written proficiency. The grade for oral proficiency must be the result of a real interactive examination (not an internet-based examination). If in the case of a language for which there is no recognised certificate, the grades are acquired in connection with a language course, they must be awarded for a final examination (no added grades from interim tests; the final state of proficiency must be reflected).

Common European Framework of Reference for Languages (CEFR)

The equivalence of a certificate for a reference level of the Common European Framework of Reference for Languages (CEFR) must be documented. If this documentation is not part of the certificate, it must be provided in an official document from an official authority (for instance from an institution of tertiary education).

Language with non-Latin alphabets

If a language is written in a non-Latin alphabet, then knowledge of this alphabet appropriate to the learning level must be demonstrated as part of the examination leading to the certificate.

² Examination attempts have been counted for all students as from Autumn Semester 2013. Any examination attempts made before are not taken into account.

Language of the evidence

If the evidence documents have not been issued in German, English, French or Italian, then the document in the original language must additionally be accompanied by a certified translation into German or English.

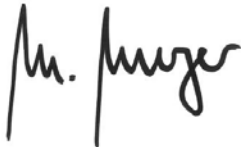
Validity period of diplomas

Diplomas obtained externally must not exceed the validity period indicated on them and in any case must not be older than five years at the time of the request for them to be credited.

5. Effectiveness

This fact sheet is put into force by the Dean of Studies as from 1 August 2016.

University of St.Gallen

A handwritten signature in black ink, appearing to read 'Dr. Meyer', written in a cursive style.

Dr. Marc Meyer
Dean of Studies

In cases of conflict, the German version shall prevail.

Appendix

The following list is not conclusive.

Arabic	Level A1: <ul style="list-style-type: none"> Arabic Language Proficiency Test (ALPT) Level 1³ 	Level A2: <ul style="list-style-type: none"> Arabic Language Proficiency Test (ALPT) Level 2³ 		
Chinese	Level A1: <ul style="list-style-type: none"> HSK Level 2 including an oral examination at the University of St. Gallen⁴ 	Level A2: <ul style="list-style-type: none"> HSK Level 3 including an oral examination at the University of St. Gallen⁴ 		
German	Level C1: <ul style="list-style-type: none"> Goethe-Zertifikat C1 DSH 2 Österreichisches Sprachdiplom C1 	Level C2: <ul style="list-style-type: none"> Goethe-Zertifikat C2 DSH 3 Österreichisches Sprachdiplom C2 		
English	Level C1: <ul style="list-style-type: none"> Cambridge Certificate in Advanced English Cambridge First Certificate in English (only Grade A) Cambridge Business Certificate Higher IELTS (Academic) with a score of at least 7.0 (not older than 2 years) UNICert III Englisch 	Level C2: <ul style="list-style-type: none"> Cambridge Certificate of Proficiency in English Cambridge Certificate in Advanced English (only Grade A) Cambridge Business Certificate Higher (only Grade A) IELTS (Academic) with a score of at least 8.5 (not older than 2 years) UNICert IV Englisch 		
French	Level B2: <ul style="list-style-type: none"> DELFB2 CCI Pairs Ile-De-France Diplôme de français professionnel affaires B2 	Level C1: <ul style="list-style-type: none"> DALF C1 CCI Paris Ile-De-France Diplôme de français professionnel affaires C1 		Level C2: <ul style="list-style-type: none"> DALF C2
Italian	Level B1: <ul style="list-style-type: none"> PLIDA, Dante B1 Diploma Intermedio I di Lingua Italiana "Firenze" (DILI) B1 	Level B2: <ul style="list-style-type: none"> PLIDA, Dante B2 Diploma Intermedio II di Lingua Italiana "Firenze" (DILI) B2 		Level C1: <ul style="list-style-type: none"> PLIDA, Dante C1 Diploma Avanzato I di Lingua Italiana "Firenze" (DALI) C1

³ A real interactive oral examination must be proved.

⁴ The oral exam must be completed separately at the University of St. Gallen for a fee of CHF 50.00. The exam application has to be done at the language center (sprachenzentrum@unisg.ch). Please consider an appropriate period of at least 2 weeks for the organization of the exam.

Japanese	Level A1: <ul style="list-style-type: none"> Japanese Language Proficiency Test (JLPT), Level 5 including an oral examination at the University of St. Gallen⁴ 	Level A2: <ul style="list-style-type: none"> Japanese Language Proficiency Test (JLPT), Level 4 including an oral examination at the University of St. Gallen⁴ 	
Dutch	Level B2: <ul style="list-style-type: none"> Zakelijk Professioneel (PROF) Educatief Startbekwaam (STRT) 	Level C1: <ul style="list-style-type: none"> Educatief Professioneel (EDUP) 	
Portuguese	Level A2: <ul style="list-style-type: none"> Certificado Inicial de Português Língua Estrangeira (CIPLE) 	Level B1: <ul style="list-style-type: none"> Diploma Elementar de Português Língua Estrangeira (DEPLE) 	
Russian	Level A1: <ul style="list-style-type: none"> TELC Russisch A1 TRKI Russisch A1 	Level A2: <ul style="list-style-type: none"> TELC Russisch A2 TRKI Russisch A2 	
Spanish	Level B1: <ul style="list-style-type: none"> DELE B1 TELC Spanisch B1 UNICert I Spanisch 	Level B2: <ul style="list-style-type: none"> DELE B2 TELC Spanisch B2 UNICert II Spanisch 	Level C1: <ul style="list-style-type: none"> DELE C1 TELC Spanisch C1 UNICert III Spanisch
Turkish	Level B2: <ul style="list-style-type: none"> TELC Türkisch B2 	Level C1: <ul style="list-style-type: none"> TELC Türkisch C1 	