

## Applications to the Programme Commission

### 1. Handling of applications for admission to the Ph.D. programme in cases where the grade is less than 5.00

Pursuant to Art. 17 of the *Award Regulations*, dated 7 November 2016, the Programme Committee issues the following requirements, which must be fulfilled in order for the Committee to grant admission under special circumstances.

- a) The Supervisor very strongly supports the candidate's application and can justify in detail in a letter why the candidate should be admitted despite a grade average of less than 5.00.
- b) The application for admission has to be submitted to the Programme Committee by the Supervisor via e-mail (dia@unisg.ch). Detailed academic transcripts have to be attached.
- c) When a candidate with a degree from another university has an average grade of less than 5.00, they nevertheless meet the minimum requirements if they are able to provide an official letter from the relevant university to confirm that they were within the top 20% of graduates in their year.

### 2. Crediting of external elective courses

Pursuant to Art. 26 of the *Award Regulations*, the Programme Committee issues the following requirements for crediting courses taken at other universities:

- a) Only courses from Ph.D programmes, doctoral consortia, Summer Schools at a doctoral level etc. can be credited.
- b) A maximum of 2 external elective courses can be credited.
- c) The student must prove that the attended course corresponds in length, quality and character to an equivalent course at the University of St.Gallen.
- d) This proof can also be in the form of a confirmation from the Supervisor.
- e) The application should be made by the Supervisor and has to be submitted to the Programme Committee via e-mail (dia@unisg.ch). The following should be included: an explanatory statement, a confirmation of grades and a course description.