

Decree by the Dean of Studies for the Assessment Year, Bachelor studies, the Master's Level and the Doctoral Level

Dean of Studies, 25 May 2012

Issue to be regulated	Procedures and administration for the extension of the Assessment Year and the extension of examination time at all Levels¹
Legal basis	Art 3.4.1. and Art. 4.3.1. of the Implementation provisions for the Assessment Year and Bachelor studies, for the Master's Level and for the Doctoral Level, Art. 15 ER AY, Art. 20 Abs. 3(b) CR AY and Art. 2(5)(b) Disability Act
<p>1. Scope of application</p> <p>This decree details the procedures and administration of the extension of the Assessment Year and the extension of examination time at all Levels.</p>	
<p>2. Application for an extension of the Assessment Year</p> <p>Students of the Assessment Year who want to have an extension have to submit the form "Application for an extension and special arrangements for foreign-language students of the Assessment Year" or an application for an extension of the Assessment Year to Degree Course Administration by the end of the second week of the autumn semester. Any application submitted at a later date will not be considered.</p>	
<p>3. Application for special treatment in accordance with the Disability Act</p> <p>3.1. Students who require an extension of their examination time or special arrangements owing to a physical/psychological disability and/or a chronic illness without any implications for their cognitive faculties or owing to an impairment caused by an accident have to apply for this in writing to Examination Management.</p> <p>3.2. Students who are aware of their chronic illness or disability and of the fact that this may break out in the course of an examination have to notify Examination Management by the end of the examination registration period to ensure that the relevant arrangements can be made if any should be required.</p> <p>3.3. Students who owing to their chronic illness or disability require special studying and examination conditions in accordance with Art. 2(5) of the Disability Act must apply for them</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 decree shall be legally binding.

in writing to Examination Management by the end of the examination registration period to ensure that the relevant arrangements can be made if any should be required.

- 3.4. Students who require an extension of their examination time at short notice owing to an impairment caused by an accident must notify Examination Management at least 24 hours before the beginning of the examination. Any later application for such an extension is not possible but leads to an annulment of the examination on the basis of a valid reason, which must be applied for separately.
- 3.5. Applications in accordance with paras. 5.2.1. to 5.2.4. must contain:
Evidence of the necessity of an extension of examination time owing to disability, illness or accident or of any other special arrangements in accordance with Art. 2(5) of the Disability Act. The application must be formulated in the applicant's own words and be accompanied by evidence in the form of an up-to-date letter (no more than 1 month old) from a specialist or possibly the general practitioner.
Both letters must satisfy the following criteria:
- i. a detailed and dated diagnosis;
 - ii. the consequences for activities relevant to studying, if also applicable to other spheres of life;
 - iii. evidence that the applicant's cognitive faculties are not impaired;
 - iv. foreseeable progression: stable, progressive, recurring, etc.;
 - v. if the condition is expected to be permanent, this should be mentioned in the medical certificate;
 - vi. precisely formulated application for degree course/examination adjustments.
- The application, if granted, must refer to this information and put on record that adjusted conditions will be applicable as long as no change in the applicant's medical condition occurs.
- 3.6. Since an exchange of information may be necessary between Examination Management and the doctor, the applicant may have to absolve the doctor from his/her obligation to secrecy.
- 3.7. Examination Management may invite students to a personal meeting in order to verify the reason for an application.
- 3.8. If an applicant prevaricates or if a stated reason is not vindicated, a disciplinary proceeding may be requested.
- 3.9. The Dean of Studies decides whether the conditions for an extension of the Assessment Year or an extension of examination time are satisfied and an application is granted. An approval remains valid for the entire Assessment Year and for students at a higher Level for a semester. Applications for an extension of examination time and/or special arrangements owing to disability or chronic illness must be resubmitted every semester. In special cases, the Dean of Studies, in consultation with Examination Management, may absolve students from this obligation and individually grant an application for an extension of examination time and/or special arrangements owing to disability or chronic illness for a longer period of time.

4.1. Cognitive impairment

- 4.1.1. If an illness or disability is asserted which has implications for the applicant's cognitive ability to an extent which casts doubt on the applicant's ability to study, the support listed in this decree, such as an extension of the Assessment Year or an extension of examination time, is not applicable. If there is justified doubt of a student's ability to study, the Dean of Studies may demand a medical certificate and arrange for a diagnosis.
- 4.1.2. As long as a student's ability to study is in doubt, this student may not take up or continue his/her studies at the University of St.Gallen by order of the Dean of Studies. The Dean of Studies may grant semester leave to students whose ability to study is in doubt.
- 4.1.3. With their matriculation and enrolment, students confirm in principle, and by sitting an examination, they confirm in specific terms, that they are able to sit examinations.

5. Entry into force

- 5.1. This decree enters into force on 1 August 2012.