

School Regulations

of the Swiss School of Milling St.Gallen

(Course language: English)

1. Organization

The bodies of the Swiss School of Milling (hereinafter referred to as “SMS”) are the following:

- Supervisory Commission
- Examination Commission
- School Directorate
- Class Spokesman

2. The bodies in detail

2.1. Supervisory Commission

The Supervisory Commission is composed of the following functions:

- President
- Vice-President
- Treasurer
- Secretary
- Commission Member

The Supervisory Commission shall convene as often as required by ongoing business upon invitation of the President or of the School Directorate or if requested by at least three members. Typically, one meeting will be held annually. Resolutions of the Supervisory Commission are passed on the basis of the majority of votes. In the event of an equal division of votes, the President shall decide.

The Supervisory Commission essentially fulfills the following functions:

- Approval of the School Regulations and Examination Regulations
- Supervision of the School’s activities and compliance with the teaching goals
- Definition of new teaching goals and other organizational changes of the School’s activities, and application for implementing them
- Finance and budget controlling
- Approval of the appointment of faculty members and examination experts
- Public relations
- Appraisal of appeals challenging decisions of the Examination Commission and of the School Directorate. In cases concerning the School Directorate, the relevant persons shall abstain from taking part in the procedures.

2.2. Examination Commission

The Examination Commission is composed of the following members:

- School Directorate
- Full-time faculty members
- Four persons appointed by the School Directorate

The Examination Commission shall convene upon invitation of the School Directorate, especially on the dates of the final oral examinations.

The Examination Commission essentially fulfills the following functions:

- Supervision of the oral examinations
- Supervision of the granting of grades
- Counseling of the examination experts

2.3. School Directorate

The school directorate is composed of the school director, who shall safeguard the interests of the SMS. The School Director shall execute the resolutions passed by the Supervisory Commission and ensure compliance with the School Regulations.

The school director essentially fulfills the following functions:

- Supervision of teaching activities to ensure that the teaching goals are achieved
- Planning of teaching activities
- Procurement and management of school rooms, teaching tools, and school installations
- Provision of information, general consulting, and handling of correspondence
- Authoring publications
- Supervision of students` performance and absence checking
- Decisions on acceptance of students, organization, and final examinations
- Supervision of the entire school administration
- Accounting assurance and management of budget controlling
- Encouragement of continuing education of faculty members
- Representation of the school toward the outside

2.4. Class Spokesman

No later than three weeks after a new Course has started, the class shall elect their Class Spokesman. The Class Spokesman is the representative of the class toward the School Directorate.

3. Start and location of the Course, duration, holidays

SMS offers Correspondence Courses and Main Courses (together hereinafter referred to as “the Course”). The Main Courses are based on the know-how acquired by the students in the precedent Correspondent Course. The Correspondence Course is done by the students at home (distance study) whereas the Main Course is held at the SMS in St. Gallen.

The Correspondence Course usually starts in the first week of January and lasts six months, i.e. until the end of June of the same year.

The Main Course usually starts at the end of August of the given year and lasts six months, including Christmas holidays according timetable. The Main Course ends at the end of February of the following year.

4. Students

4.1. Registration

Registrations for attending the Course at the SMS are accepted in writing on the basis of the official online registration form on the School website “www.sms-sg.ch”.

With the registration, the applicant confirms to have a good written and oral knowledge of the English language (ideally Cambridge First Certificate level) which enables him/her without problems to follow the Course held in English.

The registration for the Course including the necessary documents must be submitted by the applicant until the end of October for the Correspondence Course starting in January of the following calendar year. The applicant submits together with the official online registration form his/her Curriculum Vitae (CV) in English and English language certificates, if any.

4.2. Terms of Admission and modes of payment

Admission to the Course is only possible before the start of the Course. Admission requires the registration of the applicant within the time period mentioned in art. 4.1 and the fulfillment of the theoretical requirements and proof of field experience in the grain processing industry (production). A training background, a completed vocational apprenticeship is required (such as flour miller, millwright, etc.). **Students with a different training background have to undergo at least 10 months of practical training in a flour mill and 2 month experience in a laboratory.** This field experience has to be completed before the start of the Correspondence Course.

After registration the SMS will send the first invoice in the amount of CHF 1'000 (hereinafter referred as "Starting Fee"). The "Starting Fee" is due within 4 weeks upon invoice. After receiving the starting fee a place in the requested course is guaranteed!

After submission of the required documents, SMS will issue a second invoice. This Invoice will contain the registration fee of CHF 3000 and the fee for the main course of CHF 14'000 (hereinafter referred to as "Main Fee"), plus fees for the mandatory health and private liability insurance and for the residence permit. The payments are scheduled dependent when the course will start. The payments falling due have to be paid within 4 weeks upon schedule. Students who have not paid the Registration Fee, will not be admitted to the Correspondence Course.

Students who have not paid the Main Fee, will not be admitted to the Main Course and will be excluded. The refunding of the Registration Fee is not provided.

Admission to the Main Course requires passing the Correspondence Course (with 75% in each topic, see Examination Regulations), but no admission examination. However, a test about the topics of the Correspondence Course will be written in the first two weeks after start of the Main Course at the SMS in St. Gallen.

Providing that the terms of admission and modes of payment for the Course are fulfilled, the registration shall be accepted by the School in the chronological order of receipt of the Registration Fee payment.

4.3. Withdrawal from the registration

A withdrawal from the registration of the Course has to be made in writing.

A withdrawal from the registration for the course is possible, before the correspondence course has started. Within this period the registration fee, apart of CHF 500.- administration fee, will be refunded. In case of withdrawal from the registration after the start of the correspondence course, the registration fee will not be refunded.

A withdrawal from the Main Course is possible without any additional costs until 6 month before the main course will start. The Main Fee will be refunded completely. The registration fee will not be refunded. In case of a later withdrawal, the main fee will not be refunded as well.

Students who have been instructed to leave the School for disciplinary reasons during an ongoing course shall in no case be entitled to any refunding of the Starting, Registration and/or Main Fee.

Withdrawal from the Correspondence Course or Main Course for important reasons as; illness, accident, serious occurrences in the family, etc. will be treated separately and agreed upon mutually between SMS and the student.

4.4. Obligations of the students

- The attendance of classes at the SMS is mandatory.
- If students are unable to attend classes during more than two lessons on one or more days, they shall report the reason in writing to the School Director.
- Absences are considered to be justified in case of sickness (medical certificate required), accidents, serious occurrences in the family, etc.
- If students fail to attend classes without justification for a total of more than five workdays, they shall not receive any diploma.
- Students agree to do their homework and test assignments.
- If students fail to take part in tests without justification (written, oral), please contact the Examination Regulations.
- Students themselves shall pay for books, binders, drawing and writing utensils, etc. as well as for field trips. These expenses are not included in the fees.
- The address of residence during the course should be reported to the School Director.

4.5. Insurance

Schools will insure the students at a health and private liability insurance at students' costs (see art. 4.2). For further insurances students are personally responsible.

4.6. Guest students

No guest students (i.e. students only visiting for a part of the Course) shall be admitted.

5. Jurisdiction / applicable law

For any dispute resulting from the contract between the student and SMS, the exclusive place of jurisdiction shall be the competent court of St. Gallen. The contract shall be exclusively governed by Swiss law.

6. Entry into force

The present School Regulations enter into force on 1st January 2016. They replace all previous School Regulations.

St. Gallen, 1st January 2016

For the Swiss School of Milling St.Gallen

The President

The School Director

Examination Regulations of the Swiss School of Milling St. Gallen

(Course Language: English)

1. Preamble

The training course for obtaining the degree of Milling Technologist of the Swiss School of Milling St. Gallen (hereinafter referred to as "SMS") consists of two parts. The first part is the Correspondence Course and the second part the Main Course (together hereinafter referred to as "the Course"). The Main Course is held at the SMS in St. Gallen. At the end of the Course, students get their total score of the tests and a diploma as confirmation of their level of performance, subject to the condition of reaching the minimum diploma score.

2. Tests

1.1. Admission to the Course

The School does not require any admission test for the admission to the Correspondence Course. However, in order to be admitted to the Main Course, an average score of at least 75% in the written tests is required. Students with a score lower than 75% have the possibility to repeat the tests of the Correspondence Course in the following year, provided that a place for absolving the proximate Main Course being available.

1.2. Examinations in the Correspondence Course

Students shall take tests during the Correspondence Course and they have to be sent back to the SMS within the stated period. It goes without saying that the test is no group work! Every student has to do it by him-, or herself! Plagiarism will be atoned with a 30% reduction of the rating. If the deadline is exceeded, every week of delay is charged with a reduction of the rating of the test by 10 percentage points. After 4 weeks of delay, the whole subject will be rated as failed.

Within the first two weeks after the start of the Main Course, students' knowledge from the Correspondence Course will be additionally tested in a classroom assignment comprising the following subjects:

- Electrical engineering
- Magnetism
- Plant engineering
- Pneumatics
- Hygiene & cereal science
- Flow sheet and machine technology.

The classroom assignment will count as mentioned in art 2.2

1.3 Examinations in the Main Course

In the Main Course, all subjects taught on average at least once a week and during a period of at least two months are written examination subjects of the Main Course. The tests are taken during the Main Course. Written tests typically last 90 minutes, subject to different time limits specified by the relevant faculty members.

Four final oral tests are taken at the end of the Main Course and last 20 minutes each, including 10 minutes preparation time. Each student shall be randomly assigned a subject from the relevant subject group just before the start of the oral test. In particular, the following four subject groups will be tested (written tests during the Main Course, oral tests at the end of the Main Course):

	Type of test:	
	<i>Written</i>	<i>Oral</i>
Milling Technology		
Flow Chart Science	X	X
Machine Science	X	X
Natural Science		
Grain Science / Quality Assurance (QA)	X	X
Baking Technology	X	X
Nutrition	X	X
Milling Laboratory	X	X
Milling Engineering		
Pneumatics (Pneum. conveying, aspiration)	X	X
Electrical Engineering	X	X
Plant Engineering	X	

Furthermore, a project work in the subject group “Milling Technology” will be prepared by the students and presented at the end of the Main Course and counts as half as a written test.

1.4. Scores

The level of performance achieved is expressed as a percentage, with the following grades:

	%	Wording	Description
Passed	100 - 95	Outstanding	Quality of knowledge is outstanding
	94 – 90	Very good	Quality of knowledge is very good.
	89 – 85	Good	An achievement substantially above average requirements
	84 – 80	Satisfying	Achievement which corresponds to average requirements
	79 - 75	Sufficient	An achievement which barely meets the requirements.
Failed	74 – 60	Insufficient	Achievement which does not meet the requirements. Basic knowledge is available.
	59 - 30	<i>Poor, weak</i>	Achievement which does not meet the requirements. Basic knowledge is not available
	29 - 0	Very poor/weak	It is the lowest possible grade and is given if the standard has not been met and the basics have not been understood.

1.5 Fees for the tests

The fees for all tests are included in the Registration Fee and the Main Fee (see School Regulations) and no extra charges have to be borne by the students for the tests.

2. Final examination, score and diploma

2.1. Calculation of the class test

The class test is rated with % (see 1.4). If more than 75% of the students are not able to answer one question in the correct way, there is a possibility to annul the question. The total number of points of the test will be therefore reduced but the points will stay with the students answering the question correctly! It is not possible to reach in a test more than 100%! If more than one question is affected, the teacher has to inform the principal to define the next steps.

2.2. Calculation of score

The score of the Correspondence Course (CC) will be taken into account in the final score of the Main Course (MC). On completion of the oral exams, the final scores in the individual subject groups will be calculated as follows:

Milling

$$\frac{((1x \text{ CC} + 2x \text{ entrance test}) + (2x \text{ written tests MC} + \text{project work}) \times 4.5 + (\text{Oral Exams}))}{3 + 13} = 6.5$$

Others

$$\frac{((1x \text{ CC} + 2x \text{ entrance test}) + (2x \text{ written tests MC}) \times 4.5 + (\text{Oral Exams}))}{3} = 6.5$$

2.3. Calculation of Diploma score

At the end of the Main Course, students will be awarded a final diploma subject to the terms and conditions in art. 2.3. For calculation of the diploma score, the final scores of the individual subject groups will be weighted as follows:

Milling Technology	2x
Natural Science	1x
Milling Laboratory	1x
Milling Engineering	1x

The total average of this calculation will then result to the diploma score.

2.4. Terms and conditions

The diploma certificate as Milling Technologist SMS will be awarded to students fulfilling the following conditions:

- The minimum diploma score must be 75%
- The minimum average score in the subject group "Milling Technology" must be 75%

Students with a diploma score below 75% or a final score below 75% in the subject group "Milling Technology" will receive a course attendance confirmation certificate and a score certificate, however no diploma.

3. Awarding the diploma

3.1 Examination Commission

The Examination Commission shall decide whether students are to be awarded the diploma. The Examination Commission will convene immediately after completion of the oral examinations. Students will be informed in writing about their scores after the meeting of the Examination Commission.

3.2 Appeal

Against the decision of the Examination Commission an appeal can be submitted within 30 days to the Supervisory Commission. The appeal must be submitted in writing and contain a petition and reasons.

3.3 Repetition

It is not possible to repeat individual tests. Students who are not awarded the diploma may repeat the next Course of the same type (i.e. English Course: Main Course), subject to a place for absolving the proximate Main Course being available. The cost of such a repetition shall be borne by the student.

4. Absences of students

In order to be awarded the diploma or course attendance confirmation, all students must take part in all of the tests (both written and oral). If students do not attend a test without reasons for a justified absence, they shall receive zero points for the missed test.

In cases of justified absences (sickness, accidents, serious occurrences in the family, etc.), students must immediately inform SMS in writing and they shall be entitled to undergo the test at a later date. The form and scope of such a subsequent test shall be decided by the respective faculty member. Exceptional cases of permission for taking a test at a later date shall be decided by the School Director.

5. Jurisdiction / applicable law

For any dispute resulting from the contract between the student and SMS, the exclusive place of jurisdiction shall be the competent court of St. Gallen. The contract shall be exclusively governed by Swiss law.

6. Entry into force

The present Examination Regulations enter into force on 1st January 2016. They replace all previous Examination Regulations.

St. Gallen, 1st January 2016

For the Swiss School of Milling St.Gallen

The President

The School Director