

# **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 select their Class Spokesman. The Class Spokesman is the representative of the class toward the School Directorate.

## **3. Start, duration and location of the Course**

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 Correspondence Course and practical experience. 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 until the end of May 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](http://www.sms-sg.ch)”.

The Course is held in English, therefore the applicant confirms to have good english speaking and writing skills.

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.

#### **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 Correspondence Course and proof of field experience in the grain processing industry (production). A completed vocational apprenticeship is required (such as flour miller, millwright, etc.). **Students with a different training background have to complete at least 12 months of practical training in a flour mill and 2 months experience in a laboratory.**

This training has to be finished before the start of the Main Course.

To be able to follow the lessons and understand them it is recommended to have a B1 or a higher level in the English language. A telephone interview with every candidate will be held beforehand. The target of this interview is to detect possible gaps the student might have and so she/he will be able to fill them before coming to the Main Course in St.Gallen.

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

The second invoice will contain the Correspondence Course- and the Main Course Fee (hereinafter referred to as "Main Fee"). Additional fees (e.g. mandatory health insurance, residence permit, flat rent, excursions abroad) will be issued during the course. The fees have to be paid according to the payment date on the invoice. Students who have not paid the Correspondence Course 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 Starting- and Correspondence Course Fee is not provided.

Admission to the Main Course requires completing the Correspondence Course and returning all test answers according the deadline. However, several tests are held about the topics of the Correspondence Course in the first two weeks of the Main Course at the SMS in St. Gallen.

#### **4.3. Withdrawal from the registration**

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

The cancellation fees are as follows:

Up to 3 months before the start of the Correspondence Course	CHF 500.00
Less than 3 months before the start of the Correspondence Course	CHF 4000.00
Less than 6 months before the start of the Main Course	CHF 19000.00

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

- To be able to deal with unforeseen circumstances all students do have 2 days at free disposal. Nevertheless it is necessary to inform the School before making use of it.
- Additional absences are considered to be justified in case of sickness (medical certificate required), accidents, serious occurrences in the family, etc.
- 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 Directorate.
- If students fail to attend classes without justification for a total of more than three workdays, they will not receive any diploma.
- Students agree to do their homework and test assignments.
- If students fail to take part in tests (written, oral), they have to contact the Examination Commission.
- Students themselves shall pay for Ipad, books, folders, drawing and writing utensils, etc. as well as for meals during field trips. These expenses are not included in the fees.
- The address of residence during the course should be reported to the head of administration.

#### **4.5. Insurance**

The SMS will insure the students at a health 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.

### **7. period for appeal**

Within 30 days, written appeals may be lodged against decisions of the Executive Board, the Teachers' Council, the Examination Committee and the Supervisory Committee. The appeal must contain a proposal and a statement of reasons.

### **6. Entry into force**

The present School Regulations enter into force on 1<sup>st</sup> January 2020. They replace all previous School Regulations.

St. Gallen, January 2020

For the Swiss School of Milling St.Gallen



The President



The School Director