

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 based on 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 people 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 people 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 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 to the 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 based on the official online registration form on the school website “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 has to submit his/her Curriculum Vitae (CV) in English during the official online registration.

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 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 must 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 4'000. -- (hereinafter referred to as “Registration fee”). The “Registration Fee is due within 4 weeks upon invoice. Once the school has received the payment of the Registration Fee a place in the requested course is guaranteed.

The second invoice will contain 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 must 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. No Refund of the Registration Fee is provided.

Admission to the Main Course requires completing the Correspondence Course and returning all test answers according to 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 must 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 1'000.00
After the start of the Correspondence Course	CHF 4'000.00
Less than 8 months before the start of the Main Course	CHF 6'000.00
Less than 7 months before the start of the Main Course	CHF 8'000.00
Less than 6 months before the start of the Main Course	CHF 9'000.00
Less than 5 months before the start of the Main Course	CHF 21'000.00

Students who must leave the school for disciplinary reasons during an ongoing course shall in no case be entitled to any refund.

Withdrawal from the Correspondence Course or Main Course for important reasons such 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

- 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 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 must contact the Examination Commission.
- Students themselves pay for their iPad, books, folders, drawing and writing utensils, etc. as well as for meals during field trips and for the train tickets to Uzwil. 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 ensure the students at a health insurance provider 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 1st January 2025. They replace all previous School Regulations.

St. Gallen, January 2025

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

2.1. Admission to the Course

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.

Admission to the Main Course requires completing the Correspondence Course and returning all test answers according to 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.

2.2. Examinations Correspondence Course

The aim of the Correspondence Course is to provide all candidates with the same level of knowledge and facilitate getting on the intensive Main Course. Along with the Correspondence Course, documents and questions about each topic will be sent. Admission to the Main Course requires completing the Correspondence Course and returning all test answers according to the deadline.

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:

- Electrical Engineering
- Plant Engineering
- Pneumatics
- Hygiene & Cereal Science
- Flowsheet and Machine Technology

The class exam will count as mentioned in art 3.2.

2.3. Examinations 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 100 minutes.

Five 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 five 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		
Flowsheet Technology	X	X
Machine Technology	X	X
Natural Science		
Cereal 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 according to Art. 3.2.

2.4. 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 requirement
	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	Poor, weak	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

2.5. Dishonest behavior During the Exam

To prevent cheating on exams as much as possible, programmable calculators are not permitted during the exam. If instructors become aware of dishonest behavior on the part of students during the exam (e.g., using aids on paper or in electronic form), this will be considered cheating, and the exam will be immediately confiscated and graded at 1%. Additionally, the student will forfeit the opportunity to be honored as the top student in the class.

3. Final examination, score and diploma

3.1. Calculation of the class test

The class test is rated with % (see 2.4.). 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 more than 100% in a test! If more than one question is affected, the teacher has to inform the principal to define the next steps.

3.2. 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 based on the excel file, handed over to our students during the first week of the Main Course.

3.3. 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.

4. Awarding the diploma

4.1. 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 who do not receive a diploma will be informed accordingly upon completion of the oral exams.

4.2. 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.

4.3. 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), in case a place is available. The cost of such a repetition shall be borne by the student.

5. 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 complete 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 Directorate.

6. 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. Entry into force

The present Examination Regulations enter into force on 1st August 2019. They replace all previous Examination Regulations.

St. Gallen, July 2026

For the Swiss School of Milling St. Gallen



Stefan Birrer
The President



Michael F. Weber
The School Director