



University of St.Gallen

A LEADING UNIVERSITY IN
MANAGEMENT, ECONOMICS, LAW, SOCIAL SCIENCES AND INTERNATIONAL AFFAIRS

As one of Europe's leading business universities located in Switzerland, we offer university degrees and executive education at the highest international level. A practical approach and integrative view characterise our education and support the HSG's unique concept. With a number of degree programmes taught in English, the HSG is also attractive to students from other countries – we unite 80 nationalities on our campus.

Student Mobility
www.exchange.unisg.ch

CEMS
www.cems.unisg.ch

ISP
www.isp.unisg.ch

CONTACT INFORMATION		
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Erasmus code	CH ST-GALL09	
FULL SEMESTER EXCHANGE		
Bachelor • Master • CEMS	Autumn semester	September to December
	Spring semester	February to May
SHORT-TERM EXCHANGE		
ISP International Study Programme for MBA students	Autumn term	September to November
	Spring term	January to March

DEGREE PROGRAMMES		
BACHELOR degrees	<p>in English and in German</p> <ul style="list-style-type: none"> ▪ Business Administration ▪ Economics ▪ International Affairs <p>in German (including many courses in English)</p> <ul style="list-style-type: none"> ▪ Law ▪ Law & Economics <p style="text-align: right;">www.unisg.ch/bachelor</p>	
MASTER degrees	<p>in English</p> <ul style="list-style-type: none"> ▪ Quantitative Economics and Finance miqef.unisg.ch ▪ Banking and Finance mbf.unisg.ch ▪ Strategy and International Management sim.unisg.ch <p>in English and in German</p> <ul style="list-style-type: none"> ▪ International Affairs and Governance mia.unisg.ch ▪ Economics mecon.unisg.ch ▪ Marketing, Services & Communication Management msc.unisg.ch <p>in German</p> <ul style="list-style-type: none"> ▪ Accounting and Finance maccfm.unisg.ch ▪ Business Innovation mbi.unisg.ch ▪ Business Management mug.unisg.ch ▪ Legal Studies mls.unisg.ch ▪ Law and Economics mle.unisg.ch ▪ Organization Studies and Cultural Theory mok.unisg.ch 	
CEMS	<p>The Global Alliance in Management Education - Master in International Management double degree programme www.cems.unisg.ch</p>	
Double degrees	« DM2 » double degree	FGV-EAESP, São Paulo
	<ul style="list-style-type: none"> ▪ ESADE ▪ HEC Paris ▪ Università Bocconi ▪ RSM Erasmus University 	Copenhagen Business School
		Stockholm School of Economics
		www.unisg.ch/doubleddegrees
SPECIALISED PROGRAMME FOR MBA STUDENTS		
ISP International Study Programme	<p>10-week programme in English for MBA students from partner universities</p> <p>ISP students must be enrolled in an MBA programme at their home university and have significant work experience.</p> <p>Core courses (required for all students)</p> <ul style="list-style-type: none"> ▪ Leadership in European Companies ▪ Strategic Management ▪ Team Building: Leadership and Team Competencies ▪ European Corporate Governance ▪ European Cultural History <p>Elective courses (minimum two required)</p> <ul style="list-style-type: none"> ▪ International Entrepreneurship ▪ Finance (spring term only) ▪ Europe's Business Environment (autumn term only) ▪ Global Managerial Communication <p>Optional courses</p> <ul style="list-style-type: none"> ▪ German Language ▪ European Company Exploration <p>See detailed fact sheet on ISP website. www.isp.unisg.ch</p>	

LANGUAGE OF INSTRUCTION	
	German and English (course availability will vary depending on degree programme). ISP courses taught entirely in English.
LANGUAGE REQUIREMENTS	
German	Guest students are not required to have German language knowledge, but basic language skills are helpful. For courses taught in German students should have at least level B2/C1.
English	<p>English language requirement for guest students:</p> <ul style="list-style-type: none"> • Bachelor – Master – CEMS: No English test result required however very good knowledge is essential. • ISP: Non-native English speakers must have minimum TOEFL score of 89(itb) or 570(pbt). This requirement is waived for students enrolled in an English-taught MBA/MA at the home university.
LANGUAGE COURSES	
	<p>All incoming exchange students are invited to enroll in a cost-free, seven-day intensive German language course before the semester starts and may continue with the course during the semester.</p> <p>Other language courses offered during the semester may include: Chinese, English, French, Italian, Japanese, Portuguese, Spanish, Russian</p>
COURSE INFORMATION	
	<p>Courses offered in English in Business Administration, Economics, International Affairs, Social Sciences and Law.</p> <p>Courses <u>not</u> open to <u>any</u> guest students:</p> <ul style="list-style-type: none"> ▪ Assessment year (exception: language courses, if space permits) ▪ CEMS courses (open to CEMS guest students only) ▪ Doctoral/PhD ▪ Wirtschaftspädagogik = teacher education courses ▪ Wirtschaftsjournalismus = economic journalism courses ▪ MBA
Bachelor's level	<p>Course information and descriptions www.exchange.unisg.ch → 'Incoming details guest stay' → 'Course information'</p> <p>The definite programme is available about one month before the semester starts. Bachelor students are advised to attend courses corresponding to their level of study at their home university. Master courses may be attended if necessary and if prerequisites are met, however, students should also confirm course recognition with home university.</p> <p>Courses from SIM (Master in Strategy and International Management) are <u>not</u> open to Bachelor students.</p>
Master's level	<p>Course information and descriptions www.exchange.unisg.ch → 'Incoming details guest stay' → 'Course information'</p> <p>The definite programme is available about one month before the semester starts. Master students are advised to attend courses corresponding to their level of study at their home university. Bachelor courses may be attended if necessary, however, students should confirm course recognition with home university.</p>
CEMS MIM	CEMS MIM course programme & descriptions www.cems.org
ISP International Study Programme for MBA students	ISP course programme & descriptions www.isp.unisg.ch

COURSE REGISTRATION																																				
	Course registration takes place through an online bidding process about three weeks before the semester begins. Student Mobility will inform guest students about the process well in advance. Information is also available on www.exchange.unisg.ch →Incoming																																			
RECOMMENDED WORKLOAD																																				
	The workload per semester averages 24-30 ECTS credits. Guest students are advised to take at least 16 ECTS credits per semester while at HSG. However, they should follow the minimum requirements of their home university. CEMS students must follow the CEMS regulations. At the University of St.Gallen 1 ECTS corresponds to 30 hours of course work including lectures, independent study, projects, exams, etc. Credits are given only for successfully passed courses. Courses take place throughout the entire semester (13 weeks) and/or in block seminars.																																			
LEARNING EXPECTATIONS																																				
	Seminars, lectures, self-study. Students are expected to attend all lectures, to complete all course-related assignments and to take exams in order to receive a course grade. Classes range in size from 20 to 300 students. ISP classes have fewer than 30 students.																																			
EXAMINATIONS																																				
	<p>Schedule: "Decentral": guest students can normally take their exams as "decentral" exams, during the last weeks of the semester (December or May). They should contact their instructor at the beginning of the course about the exam schedule.</p> <p>"Central" exams take place in January and June.</p> <p>Format: Examinations may be oral and/or written. Presentations/course participation may also constitute part of the final grade.</p> <p><i>Guest students enrolled for two consecutive semesters</i> must take exams for their first semester courses as specified in the course/exam description. If a "central exam" is specified, they may schedule a "decentral exam" if the lecturer agrees.</p> <p>See course descriptions for information on exam schedule and format.</p>																																			
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		<table border="1"> <thead> <tr> <th colspan="3">GRADING SCALE</th> </tr> <tr> <th>St.Gallen grade</th> <th>ECTS grade</th> <th></th> </tr> </thead> <tbody> <tr> <td>6,0</td> <td>A</td> <td>excellent</td> </tr> <tr> <td>5,5</td> <td>B</td> <td>very good</td> </tr> <tr> <td>5,0</td> <td>C</td> <td>good</td> </tr> <tr> <td>4,5</td> <td>D</td> <td>satisfactory</td> </tr> <tr> <td>4,0</td> <td>E</td> <td>marginal</td> </tr> <tr> <td>3,5</td> <td rowspan="6">F = fail</td> <td>unsatisfactory</td> </tr> <tr> <td>3,0</td> <td>poor</td> </tr> <tr> <td>2,5</td> <td>poor to very poor</td> </tr> <tr> <td>2,0</td> <td>very poor</td> </tr> <tr> <td>1,5</td> <td>very poor to useless</td> </tr> <tr> <td>1,0</td> <td>useless</td> </tr> </tbody> </table>	GRADING SCALE			St.Gallen grade	ECTS grade		6,0	A	excellent	5,5	B	very good	5,0	C	good	4,5	D	satisfactory	4,0	E	marginal	3,5	F = fail	unsatisfactory	3,0	poor	2,5	poor to very poor	2,0	very poor	1,5	very poor to useless	1,0	useless
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GRADE TRANSCRIPTS																																				
	Student Mobility will send a transcript for each student to the home university 6-8 weeks after the end of the term.																																			
LIVING EXPENSES																																				
Housing	<p>Housing office locates off-campus housing for guest students if requested.</p> <ul style="list-style-type: none"> Non-refundable application fee: CHF 250.– (required) Housing price per room: CHF 550.– to 750.– or higher per month, depending on personal requirements Security deposit: CHF 350.– refunded at departure, less damage/cleaning fees Liability insurance: approx. CHF 30.– <p>Students may arrange housing on their own. See housing website for links. www.housing.unisg.ch</p>																																			
Meals	<p>On-campus cafeteria offers hot meals on weekdays over lunch. Salad bar, sandwiches, snacks (prices from CHF 7.– to 14. –).</p> <p>Students should budget between CHF 500. – - 600. – for food per month.</p>																																			

Academic expenses	Books, course materials: approx. CHF 400. – per semester.
Transportation	Bus: monthly pass CHF 59.– (25 and younger) and CHF 73.– (over 25); 6 single rides CHF 13.80 (with half fare card) and CHF 17.10 (regular cost) Train: Half-fare travel card CHF 150.– valid one year: half price on all train fares within Switzerland with some reduced fares for ferries, trams, ski lifts, etc.
Health insurance	Full-semester guest students must either have proof of sufficient health insurance coverage for Switzerland from provider in home country or purchase health insurance in Switzerland (costs vary CHF 90.– to 280.–/month). Acceptable proof varies according to nationality.
Fees for visa & residence permit	Students are responsible for any visa and/or permit-related documents (fees vary: ~CHF 66.– to 240.–)
STUDENT SERVICES	
Student Mobility	Student Mobility handles all administrative responsibilities related to guest students. www.exchange.unisg.ch
BuddySystem	The BuddySystem organizes various events for guest students bringing local and international students together and promoting Swiss culture through various events. www.myunisg.ch
Career Services Center	Guest students have access to information on internships and may participate in recruitment fairs. www.csc.unisg.ch • www.hsgtalents.unisg.ch
Library	600,000 volumes; 100,000 E-books; 30,000 E-journals www.biblio.unisg.ch
Sports Office	Sports activities on- & off-campus. Weight & workout rooms, gym, tennis, beach volleyball, football field. Off-campus recreation facilities nearby for skiing, sailing, golfing, climbing, etc. www.sport.unisg.ch
Computer Services	Approximately 225 PCs available to students. Access on campus via a public net and wireless LAN. Access off campus by Remote Access Service. Each student has a university e-mail address & access to university network after their arrival in St.Gallen during orientation. www.tutor.unisg.ch
Student Union	More than 80 student clubs: BuddySystem, Student Union, cultural & sport activities. www.myunisg.ch
VISA & RESIDENCE PERMIT	
Semester exchange Bachelor • Master • CEMS	Students staying more than 90 days in Switzerland must have a student visa . They will also be required to obtain a residence permit once they arrive in St.Gallen. Student Mobility applies for visa authorization for students which will be sent with the acceptance letter. Students are responsible for all related fees. Employment is not possible with this type of visa.
Short-term exchange ISP	ISP students may enter and reside for up to 90 days in Switzerland on a tourist basis depending on their nationality. Students from visa-compulsory countries apply for a Schengen visa. Student Mobility provides an acceptance letter but does not otherwise assist with tourist visas. ISP students should contact the nearest Swiss representation for more information about requirements.
ARRIVAL DATE	
	Autumn semester: after 1 September. Spring semester: 1 February. No weekend arrivals for students arranging housing through Housing office.
OPTIONAL GERMAN LANGUAGE PROGRAMME	
	Student Mobility organises an optional seven-day intensive German language course prior to the start of each semester. All students with beginning, intermediate, and advanced levels of German are welcome to attend free of charge. No credits are awarded for this course.
MANDATORY ORIENTATION PROGRAMME	
	A mandatory two-day Orientation Programme takes place prior to each semester. All students are required to attend. The programme includes orientation, access to university network and student e-mail, as well as social activities. No credits are awarded for this course.

NOMINATION BY PARTNER UNIVERSITY			
ONLINE NOMINATION Bachelor, Master, CEMS & ISP	Autumn term deadline	1 February to 15 April	
	Spring term deadline	15 May to 15 September*	*late nominations may be possible until 20 September but require prior verification with Student Mobility
Nomination must include:	<ul style="list-style-type: none"> ▪ Last name ▪ First name ▪ Date of birth ▪ Gender ▪ E-mail address ▪ Exchange semester: Autumn or Spring ▪ Exchange programme: Bachelor, Master, CEMS or ISP 		

STUDENT ENROLMENT REQUIREMENTS

After a nomination is entered in the nomination database, an automatic e-mail message is sent to the student containing further instructions about their online enrolment. Coordinators download two PDFs (Registration Guide and Health Insurance form) from the nomination database and forward these to their students. The Registration Guide contains documents regarding enrolment, housing and health insurance.

ONLINE STUDENT ENROLMENT Bachelor, Master, CEMS & ISP	Autumn term deadline	1 February to 15 May	
	Spring term deadline	1 September to 30 September	
Bachelor ▪ Master ▪ CEMS	By student enrolment deadline <ul style="list-style-type: none"> <input type="checkbox"/> Enrolment confirmation form <input type="checkbox"/> Copy of passport <input type="checkbox"/> Housing application (if desired) 		After arrival in St.Gallen <ul style="list-style-type: none"> <input type="checkbox"/> Registration at Resident's Office <input type="checkbox"/> Proof of valid health insurance (see Registration Guide)
	ISP	By student enrolment deadline <ul style="list-style-type: none"> <input type="checkbox"/> Enrolment confirmation form <input type="checkbox"/> Copy of passport <input type="checkbox"/> Non-native English speakers: a copy of a min. TOEFL test score of 89(itb) or 570(pbt) or must be enrolled in English-taught MBA/MA at the home university. <input type="checkbox"/> Housing application form (if desired) 	

TERM CALENDAR 2014/15

AUTUMN SEMESTER 2014	
08 September– 20 November 2014	ISP Autumn 2014 (program for MBA students from partner universities)
End of August/beginning of Sept. 2014	CEMS block seminar (one week, starting SUNDAY)
03 –12 September 2014	Optional language programme for autumn semester guest students
11 –12 September 2014	Mandatory orientation programme for autumn semester guest students
15 September–20 December 2014	Autumn semester 2014 (includes exams for guest students who stay only for one semester)
Starts about 2½ weeks before 15 Sept. 2014	Course registration (bidding)
September 2014	International Day: exchange students present home schools to St.Gallen students
27 Oct–08 November 2014	Break autumn semester 2014 (block seminars and CEMS requirements may take place)
1 November 2014	All Saints' Day (university closed)
3 - 14 November 2014	Registration for exams in <i>central</i> exam period (January/February)
SPRING SEMESTER 2015	
05 January–12 March 2015	ISP Spring 2015 (program for MBA students from partner universities)
04–13 February 2015	Optional language programme all spring semester guest students
12–13 February 2015	Mandatory orientation programme for spring semester guest students
16 February–23 May 2015	Spring semester 2015
Starts about 2½ weeks before 16 Feb. 2015	Course registration (bidding)
16–20 February 2015 -	CEMS Business Project Kick-Offs
May 2015, tbd	International Day: exchange students present home schools to St.Gallen students
30 March–11 April 2015	Break spring semester 2015 (block seminars and CEMS requirements may take place)
7–17 April 2015	Registration for exams in <i>central</i> exam period (June/July)
03 April 2015	Good Friday (university closed)
06 April 2015	Easter Monday (university closed)

EXTERNAL RELATIONS & DEVELOPMENT AND STUDENT MOBILITY		
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