



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			
University of St.Gallen Student Mobility Tellstrasse 2 9000 St.Gallen • Switzerland			
TELEPHONE	GENERAL E-MAIL	FAX	ERASMUS CODE
+41 71 224 23 39	exchange@unisg.ch	+41 71 224 24 45	CHST-GALL09
FULL SEMESTER EXCHANGE			
Bachelor • Master • CEMS • Swiss Mobility	Autumn semester	September to December	
	Spring semester	February to May	
SHORT-TERM EXCHANGE			
I S P 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 ▪ International Law mil.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</p> <p style="text-align: right;">www.cems.unisg.ch</p>	
Double degrees	<p>« DM2 » double degree</p> <ul style="list-style-type: none"> ▪ ESADE ▪ HEC Paris ▪ Rotterdam School of Management ▪ Università Bocconi 	<p>FGV-EAESP, São Paulo</p>
		<p>Copenhagen Business School</p> <p>Stockholm School of Economics</p> <p style="text-align: right;">www.unisg.ch/doubledegrees</p>
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 Culture and International Management <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 (for beginners) ▪ European Company Exploration <p>See detailed fact sheet on ISP website.</p> <p style="text-align: right;">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	
	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.
	<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 - BACHELOR • MASTER • CEMS • SWISS MOBILITY	
	<p>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> <p>ISP students may take part in ISP German language for beginners as one of their electives.</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) ▪ PhD /Doctoral ▪ MBA ▪ Wirtschaftspädagogik = teacher education courses ▪ Wirtschaftsjournalismus = economic journalism courses
Bachelor's level	<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 confirm course recognition with home university in advance.</p> <p>Courses from SIM (Master in Strategy and International Management) are <u>not</u> open to Bachelor students</p> <p>Course information and descriptions www.exchange.unisg.ch→ Incoming details guest stay→Course information</p>
Master's level	<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 in advance.</p> <p>Course information and descriptions www.exchange.unisg.ch→Incoming details guest stay→Course information</p>
CEMS MIM	<p>CEMS MIM course programme & descriptions www.cems.org →CEMS Community→Academic Member→School list→University of St.Gallen→Programme Offer</p>
ISP International Study Programme for MBA students	<p>ISP course programme and course descriptions www.isp.unisg.ch</p>

COURSE REGISTRATION - BACHELOR • MASTER • CEMS • SWISS MOBILITY

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 details](#) [guest stay](#)
Courses take place throughout the entire semester (13 weeks) and/or in block seminars.
ISP students register for classes with the ISP programme director.

RECOMMENDED WORKLOAD - BACHELOR • MASTER • CEMS • SWISS MOBILITY

The workload per semester averages 24-30 ECTS credits. We recommend that guest students 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 awarded only for successfully passed courses.

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 40 students.

EXAMINATIONS - BACHELOR • MASTER • CEMS • SWISS MOBILITY

Format
Examinations may be oral and/or written. Presentations/course participation may also constitute part of the final grade.

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.
Central: Central exams take place in January and June.

Guest students enrolled for two consecutive semesters
Students staying for two consecutive semesters 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 course instructor permits.

See individual course descriptions for information on exam format and schedule.

GRADING SCALE

St.Gallen grade	ECTS grade		
6,0	A	excellent	pass
5,5	B	very good	
5,0	C	good	
4,5	D	satisfactory	
4,0	E	marginal	
3,5	F	unsatisfactory	fail
3,0		poor	
2,5		poor to very poor	
2,0		very poor	
1,5		very poor to useless	
1,0		useless	

GRADE TRANSCRIPTS

Student Mobility will send two transcripts 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 ▪ Facility management fee: CHF 150.– ▪ Liability insurance: approx. CHF 30.– <p>Students may arrange housing on their own. See housing website for links. Fehler! Hyperlink-Referenz ungültig.</p>
Meals	On-campus cafeteria offers hot meals on weekdays over lunch. Salad bar, sandwiches, snacks (prices from CHF 7.– to 14.–). Monthly food budget: CHF 500.– and CHF 600.–.
Academic expenses	Books, course materials: approx. CHF 400.– per semester.
Transportation	<p>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)</p> <p>Train: Half-fare travel card CHF 175.– valid one year: half price on all train fares within Switzerland with some reduced fares for ferries, trams, ski lifts, etc.</p>
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; 130,000 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 verify with the Swiss Consulate in their residence country if they have to apply for a visa determined by their respective citizenship. To apply for a visa, they will need to use the acceptance letter from Student Mobility sent electronically after their acceptance to exchange studies in St.Gallen is confirmed. Students are responsible for all related fees. Students are required to obtain a residence permit after they arrive in St.Gallen. 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 depending on their nationality. Students from visa-compulsory countries apply for a Schengen study visa. Student Mobility provides an acceptance letter electronically but does not otherwise assist with visas. ISP students should contact the nearest Swiss representation for more information about requirements.
ARRIVAL DATE	
	<p>Autumn semester: after 1 September • CEMS students: depending on block seminar</p> <p>Spring semester: after 1 February • ISP students: after 1 January</p> <p>No weekend arrivals possible if housing arranged through Housing Office.</p>
OPTIONAL GERMAN LANGUAGE PROGRAMME - BACHELOR • MASTER • CEMS • SWISS MOBILITY	
	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 - BACHELOR • MASTER • CEMS • SWISS MOBILITY	
	<p>A mandatory two-day Orientation Programme takes place prior to each semester.</p> <p>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.</p>

NOMINATION BY PARTNER UNIVERSITY			
ONLINE NOMINATION	Autumn term deadline	1 February to 15 April	
	Bachelor • Master • CEMS ISP • Swiss Mobility**	Spring term deadline	15 May to 15 September* * Late nominations may be possible until 20 September but require prior verification with Student Mobility ** Swiss Mobility nominations <u>only</u> : 30 November at the latest

STUDENT APPLICATION REQUIREMENTS			
After a nomination is entered in the database, Student Mobility will contact the student with further instructions and information about completing the application online, housing and health insurance requirements.			
ONLINE STUDENT APPLICATION	Autumn term deadline	1 February to 15 May	
	Spring term deadline	15 August to 30 September	** Swiss Mobility applications <u>only</u> : 15 December at the latest
Bachelor • Master • CEMS • Swiss Mobility	Uploaded by student application deadline <input type="checkbox"/> Enrolment confirmation form <input type="checkbox"/> Copy of passport <input type="checkbox"/> Photo <input type="checkbox"/> Housing application (if desired)		After arrival in St.Gallen <input type="checkbox"/> Registration at Resident's Office <input type="checkbox"/> Proof of valid health insurance (see Application Guide)
ISP	Uploaded by student application deadline <input type="checkbox"/> Enrolment confirmation form <input type="checkbox"/> Copy of passport <input type="checkbox"/> Photo <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 (if desired)		

TERM CALENDAR 2015/16

AUTUMN SEMESTER 2015	
08 September– 19 November 2015	ISP Autumn 2015 (programme for MBA students from partner universities)
End of August/beginning of Sept. 2015	CEMS block seminar (one week, starting SUNDAY)
02 –11 September 2015	Optional language programme for autumn semester guest students
10 –11 September 2015	Mandatory orientation programme for autumn semester guest students
14 September 2015	Mandatory CEMS semester kick-off day for CEMS students
14 September–19 December 2015	Autumn semester 2015 (includes exams for guest students who stay for only one semester)
Starts about 2½ weeks before 15 Sept. 2015	Course registration - bidding (CEMS students one week earlier)
24. September 2015	International Day: exchange students present home schools to St.Gallen students
26 Oct–07 November 2015	Break Autumn semester 2015 (block seminars and CEMS requirements may take place)
1 November 2015	All Saints' Day (university closed)
2 - 13 November 2015	Registration for exams in <i>central exam period</i> (January/February)
SPRING SEMESTER 2016	
12 January–17 March 2016	ISP Spring 2016 (programme for MBA students from partner universities)
10–19 February 2016	Optional language programme spring semester guest students
18–19 February 2016	Mandatory orientation programme for spring semester guest students
22 February 2016	Mandatory CEMS semester kick-off day for CEMS students
22 February–28 May 2016	Spring semester 2016 (includes exams for guest students who stay for only one semester)
Starts about 2½ weeks before 22 Feb. 2016	Course registration - bidding (CEMS students one week earlier)
22–26 February 2016	CEMS Business Project Kick-Offs
End of April/beg. of May 2016, tbd	International Day: exchange students present home schools to St.Gallen students
4 April–16 April 2016	Break spring semester 2016 (block seminars and CEMS requirements may take place)
12–22 April 2016	Registration for exams in <i>central exam period</i> (June/July)
25 March 2016	Good Friday (university closed)
28 March 2016	Easter Monday (university closed)
5 May 2016	Ascension (university closed)
16 May 2016	Whitsun/Pentecost (university closed)

EXTERNAL RELATIONS & DEVELOPMENT AND STUDENT MOBILITY

University of St.Gallen
Student Mobility
Tellstrasse 2
9000 St.Gallen
Switzerland

General telephone
+41 71 224 23 39

General e-mail
exchange@unisg.ch

Dean External Relations and Development CEMS Academic Director	JUERGEN BRÜCKER	T: +41 71 224 29 20 juergen.bruecker@unisg.ch
Head of Student Mobility Asia & Oceania	NICOLE GSELL	T: +41 71 224 27 43 nicole.gsell@unisg.ch
North & Latin America Freemovers	ESTHER STÄHELI	T: +41 71 224 31 50 esther.staeheli@unisg.ch
Europe, Russia, Middle East & Africa	MARIA BADER	T: +41 71 224 34 23 maria.bader@unisg.ch
CEMS	DIANA BRUNNER	T: +41 71 224 27 58 cems@unisg.ch
	JACQUELINE MEIER	T: +41 71 224 31 06 cems@unisg.ch
Swiss Mobility	MARION SCHÖNENBERGER <i>from 1. March 2015</i>	T: +41 71 224 23 39 exchange@unisg.ch
PhD & Faculty Exchange	HANS-JOACHIM KNOPF	T: +41 71 224 31 07 hans-joachim.knopf@unisg.ch
Transcripts for guest students Scholarships: Swiss European Mobility & Swiss Federal Scholarships	HELEN OBRIST	T: +41 71 224 27 59 helen.obrist@unisg.ch
Double degrees: DM2 - FGV - CBS - SSE	LAMIS EL FARRA	T: +41 71 224 23 24 lamis.elfarra@unisg.ch
Assistant to Dean	SYBILLE CARNIER	T: +41 71 224 31 06 sybille.camier@unisg.ch

FOUNDATION FOR STUDENT HOUSING

Housing Office
Tellstrasse 2
9000 St.Gallen
Switzerland

General telephone
+41 71 224 22 00

General e-mail
housing@unisg.ch

IRENE MARCIELLO
from 1. March 2015

• BEATRICE FREI •

SHEILA ALBERT