



EXTERNAL RELATIONS AND DEVELOPMENT  
STUDENT MOBILITY

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| UNIVERSITY MAILING ADDRESS   |  |   |
|  | University of St.Gallen<br>External Relations and Development<br>Student Mobility<br>Dufourstrasse 50<br>CH-9000 St.Gallen<br>Switzerland  |   |
| WEB ADDRESSES  |  |   |
|  | Student Mobility ▪ <a href="http://www.exchange.unisg.ch">www.exchange.unisg.ch</a><br>ISP programme ▪ <a href="http://www.isp.unisg.ch">www.isp.unisg.ch</a><br>CEMS programme ▪ <a href="http://www.cems.unisg.ch">www.cems.unisg.ch</a>   |   |
| ERASMUS CODE   |  |   |
|  | CH09 STGALL  |   |
| FULL SEMESTER EXCHANGE TERM DURATION   |  |   |
| Bachelor, Master, CEMS   | Autumn Term  | September to December   |
|  | Spring Term  | February to May   |
| SHORT TERM EXCHANGE PROGRAMME DURATION ***FOR MBA STUDENTS***  |  |   |
| ISP - International Study Programme - for MBA Students   | Autumn Term  | September to November   |
|  | Spring Term  | January to March  |
| NOMINATION FROM PARTNER UNIVERSITY   |  |   |
| Nomination deadlines (online nomination)<br>Bachelor, Master, CEMS & ISP   | Autumn Term  | 1 February to 15 April  |
|  | Spring Term  | 15 May to 15 August (late nominations may be possible until 20 September but require a prior verification with the respective HSG Student Mobility programme manager) |
| <a href="#">Online nominations</a> through coordinators must include:  | <ul style="list-style-type: none"> <li>• Last name • First name • Date of birth • Gender</li> <li>• E-mail address</li> <li>• Specify exchange semester: Autumn or Spring</li> <li>• Specify exchange programme: Bachelor, Master, CEMS or ISP</li> </ul>  |   |
| STUDENT REGISTRATION GUIDE & ENROLMENT REQUIREMENTS  |  |   |
| Once a student nomination is entered in the online nomination database, an automatic e-mail message will be sent directly to the nominated student containing further instructions about completing the online enrolment. Coordinators must also download two PDF documents (Registration Guide and Health Insurance form) from the online nomination database and forward these by e-mail to their nominated students. The Registration Guide contains documents regarding enrolment, housing and health insurance. |  |   |
| Student enrolment deadlines (online enrolment)<br>Bachelor, Master, CEMS & ISP   | Autumn Term  | 1 February to 15 May  |
|  | Spring Term  | 1 September to 30 September   |
| Bachelor ▪ Master ▪ CEMS exchange enrolment  | <b>By student enrolment deadline</b>   |   |
|  | <input type="checkbox"/> Online enrolment confirmation form<br><input type="checkbox"/> Housing application form(if desired)   |   |
| ISP enrolment  | <b>After arrival in St.Gallen</b>  |   |
|  | <input type="checkbox"/> Registration at Resident's Office<br><input type="checkbox"/> Proof of valid health insurance (depending on nationality and type of coverage a special confirmation form may be required)   |   |
|  | <b>By student enrolment deadline</b>   |   |
|  | <input type="checkbox"/> Online enrolment confirmation form<br><input type="checkbox"/> Non-native English speakers in the ISP programme: a copy of a minimum TOEFL test score of 89(itb) or 570(pbt). This requirement is waived for students enrolled in English-taught MBA/MA at the home university.<br><input type="checkbox"/> Housing application form (if desired) |   |

| DEGREE PROGRAMMES                      |   |                               |
|--|---|-------------------------------|
| Undergraduate programmes               |   |                               |
| Bachelor degrees                       | <p>in German (broad portfolio available in English) ▪ <a href="http://www.unisg.ch/bachelor">www.unisg.ch/bachelor</a></p> <p>Business Administration (entirely in English as of 2014)</p> <p>Economics</p> <p>International Affairs</p> <p>Law</p> <p>Law &amp; Economics</p>  |                               |
| Graduate programmes                    |   |                               |
| Master degrees                         | <p>in English</p> <ul style="list-style-type: none"> <li>Quantitative Economics and Finance ▪ <a href="http://www.miqef.unisg.ch">www.miqef.unisg.ch</a></li> <li>Banking and Finance ▪ <a href="http://www.mbf.unisg.ch">www.mbf.unisg.ch</a></li> <li>Strategy and International Management ▪ <a href="http://www.sim.unisg.ch">www.sim.unisg.ch</a></li> </ul> <p>in English and in German</p> <ul style="list-style-type: none"> <li>International Affairs and Governance ▪ <a href="http://www.mia.unisg.ch">www.mia.unisg.ch</a></li> <li>Economics ▪ <a href="http://www.mecon.unisg.ch">www.mecon.unisg.ch</a></li> <li>Marketing, Services &amp; Communication Management ▪ <a href="http://www.msc.unisg.ch">www.msc.unisg.ch</a></li> </ul> <p>in German</p> <ul style="list-style-type: none"> <li>Accounting and Finance ▪ <a href="http://www.maccfin.unisg.ch">www.maccfin.unisg.ch</a></li> <li>Information, Media and Technology Management ▪ <a href="http://www.imt.unisg.ch">www.imt.unisg.ch</a></li> <li>Legal Studies ▪ <a href="http://www.mls.unisg.ch">www.mls.unisg.ch</a></li> <li>Law and Economics ▪ <a href="http://www.mle.unisg.ch">www.mle.unisg.ch</a></li> <li>Organization Studies and Cultural Theory ▪ <a href="http://www.mok.unisg.ch">www.mok.unisg.ch</a></li> <li>Business Management ▪ <a href="http://www.mug.unisg.ch">www.mug.unisg.ch</a></li> </ul> |                               |
| CEMS                                   | The Global Alliance in Management Education - Master in International Management double degree programme<br><a href="http://www.cems.unisg.ch">www.cems.unisg.ch</a>  |                               |
| Double degrees                         | « DM 2 » double degree  | FGV-EAESP, São Paulo          |
|  | ESADE   | Copenhagen Business School    |
|  | HEC Paris<br>Università Bocconi<br>RSM Erasmus University   | Stockholm School of Economics |
| SPECIALISED PROGRAMME FOR MBA STUDENTS |   |                               |
| ISP<br>International Study Programme   | <p>International Study Programme for <b>M B A</b> students from partner universities (10-week programme in English)</p> <p><b>Core courses (required of all students):</b></p> <ul style="list-style-type: none"> <li>Leadership in European Companies</li> <li>Strategic Management</li> <li>Team Building: Leadership and Team Competencies</li> <li>European Corporate Governance</li> <li>European Cultural History</li> </ul> <p><b>Elective courses (at least two required):</b></p> <ul style="list-style-type: none"> <li>International Entrepreneurship</li> <li>Finance (only spring term)</li> <li>Europe's Business Environment (only autumn term)</li> <li>Global Managerial Communication</li> <li></li> </ul> <p><b>Optional course</b></p> <ul style="list-style-type: none"> <li>German Language</li> <li>European Company Exploration</li> </ul> <p>Detailed fact sheet available, see <a href="http://www.isp.unisg.ch">www.isp.unisg.ch</a></p> <p>ISP Executive Director: Slawomir Skwarek (<a href="mailto:slawomir.skwarek@unisg.ch">slawomir.skwarek@unisg.ch</a>)</p>  |                               |
| LANGUAGE OF INSTRUCTION                |   |                               |
|  | Main language: German; many courses in English (course availability will vary)<br>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.   |
| English  | <p><b>TOEFL requirement for guest students:</b></p> <p><b>Bachelor/Master/CEMS</b><br/>No English test result required. Very good knowledge is essential in order to being able to follow courses in English</p> <p><b>ISP</b><br/>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.</p>   |
| LANGUAGE COURSES   |   |
|  | All incoming exchange students are invited to participate in an intensive German language course before the semester starts and may continue during the term. Other language courses offered during the semester include: Chinese, English, French, Italian, Japanese, Portuguese, Spanish, Russian   |
| COURSES: AVAILABILITY & DESCRIPTIONS   |   |
| <p>Courses in English in Business Administration, Economics, International Affairs/Social Sciences and Law.</p> <p>☞ <b>Courses <u>not</u> open to <u>any</u> guest students:</b></p> <ul style="list-style-type: none"> <li>• Assessment year (exception: language courses, if space permits)</li> <li>• CEMS courses (open to CEMS guest students only)</li> <li>• Doctoral/PhD</li> <li>• Wirtschaftspädagogik = teacher education courses</li> <li>• Wirtschaftsjournalismus = economic journalism courses</li> <li>• MBA</li> </ul> |   |
| <i>Bachelor's level</i>  | <p>Course information and descriptions <a href="http://www.exchange.unisg.ch">www.exchange.unisg.ch</a> → 'Incoming details guest stay' → 'Course information' ☞ definite programme available approximately one month before beginning of term</p> <p>☞ Bachelor students are recommended 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. Bachelor students should confirm with their home university if master courses are recognised for credit transfer towards the home degree. <b>Courses from SIM (Master in Strategy and International Management) are <u>not</u> open to Bachelor students.</b></p> |
| <i>Master's level</i>  | <p>Course information and descriptions <a href="http://www.exchange.unisg.ch">www.exchange.unisg.ch</a> → 'Incoming details guest stay' → 'Course information' ☞ definite programme available approximately one month before beginning of term</p> <p>☞ Master students are recommended to attend courses corresponding to their level of study at their home university. Bachelor courses may be attended if necessary. Master students should confirm with their home university if bachelor courses are recognised for credit transfer towards the home degree.</p>  |
| <i>CEMS MIM Programme</i>  | CEMS MIM <i>course programme &amp; descriptions</i> <a href="http://www.cems.org">www.cems.org</a>  |
| <i>ISP – International Study Programme for MBA students</i>  | <p><i>ISP students must be enrolled in a MBA programme at their home university and have significant work experience.</i></p> <p>ISP course programme &amp; descriptions <a href="http://www.isp.unisg.ch">www.isp.unisg.ch</a></p>   |
| COURSE REGISTRATION  |   |
|  | Course registration takes place through an online bidding lottery approximately three weeks before the semester begins. Student Mobility will inform guest students about the exact process well in advance.  |
| RECOMMENDED WORKLOAD   |   |
|  | The workload per semester averages 24-30 ECTS credits. We recommend that guest students take at least 16 ECTS credits per semester during their exchange semester at HSG. However, students should follow the minimum requirements  |

|                              |  |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
|------------------------------|--|------|--------------|----------|---------------------|---|----|-----------|-----------|------|--------------|----------|---------------------|---|---|---|---|---|---|
|                              | of their home university. At the University of St.Gallen 1 ECTS equals 30 hours of course work (in and out of class). Courses take place throughout the entire semester (13 weeks) and/or in block seminars.   |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
| <b>LEARNING EXPECTATIONS</b> |  |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
|                              | 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.<br><br>ISP classes have fewer than 30 students.  |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
| <b>EXAMINATIONS</b>          |  |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
|                              | <b>Schedule:</b> exchange students can normally take their exams as "decentral" exams, i.e., during the last weeks of the semester (December or May). They should contact their instructor at the beginning of the course regarding the exam schedule.<br><br><b>Format:</b> Examinations may be oral and/or written. Presentations/course participation may also constitute part of the final grade.<br><br><b>Exchange students staying for two consecutive semesters:</b> in the case of their <i>first semester</i> courses, students are required to take the exam as stated in the course description. This may include "central" exams. For fall semester courses: central exams take place from mid-January to mid-February. For spring semester courses: central exams take place from mid-June to mid-July. Consult course descriptions for information on exam type.  |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
| <b>GRADING</b>               |  |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
|                              | <p><b>ST. GALLEN GRADES</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">6</td> <td style="text-align: center; border-bottom: 1px solid black;">5.5</td> <td style="text-align: center; border-bottom: 1px solid black;">5</td> <td style="text-align: center; border-bottom: 1px solid black;">4.5</td> <td style="text-align: center; border-bottom: 1px solid black;">4</td> <td style="text-align: center; border-bottom: 1px solid black;">&lt;4</td> </tr> <tr> <td style="text-align: center;">EXCELLENT</td> <td style="text-align: center;">VERY GOOD</td> <td style="text-align: center;">GOOD</td> <td style="text-align: center;">SATISFACTORY</td> <td style="text-align: center;">MARGINAL</td> <td style="text-align: center;">UNSATISFACTORY&gt;FAIL</td> </tr> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">B</td> <td style="text-align: center;">C</td> <td style="text-align: center;">D</td> <td style="text-align: center;">E</td> <td style="text-align: center;">F</td> </tr> </table> <p>ECTS Grades</p> | 6    | 5.5          | 5        | 4.5                 | 4 | <4 | EXCELLENT | VERY GOOD | GOOD | SATISFACTORY | MARGINAL | UNSATISFACTORY>FAIL | A | B | C | D | E | F |
| 6                            | 5.5  | 5    | 4.5          | 4        | <4                  |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
| EXCELLENT                    | VERY GOOD  | GOOD | SATISFACTORY | MARGINAL | UNSATISFACTORY>FAIL |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
| A                            | B  | C    | D            | E        | F                   |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
| <b>TRANSCRIPTS</b>           |  |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
|                              | Coordinators automatically receive an official transcript for each student from the Student Mobility office 6-8 weeks after the end of the term.   |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
| <b>LIVING EXPENSES</b>       |  |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
| <b>Housing</b>               | <p>No on-campus housing available. HSG Housing locates housing for exchange students if requested and for a fee.</p> <p>HSG Housing locates housing for exchange students if requested and for a fee.</p> <ul style="list-style-type: none"> <li>• Non-refundable processing fee: CHF 250.– (required)</li> <li>• Housing price per room: from CHF 550.– to 750.– or higher per month, depending on individual requirements</li> <li>• Security deposit: CHF 350.– refunded upon departure, less fees for damages and/or cleaning</li> <li>• Liability insurance: approx. CHF 30.–</li> </ul> <p>Students may arrange housing on their own by using the online housing market. See information on the <a href="#">Housing Service website</a></p>  |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
| <b>Meals</b>                 | <p>No meal plan. On-campus cafeteria offers hot meals M-F over lunch. Salad bar, sandwiches, snacks (meal prices range from CHF 7.– to 14.–).</p> <p>Students should budget between CHF 500. – - 600. – for food per month.</p>  |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
| <b>Academic expenses</b>     | Books, course materials: approx. CHF 400. – per semester.  |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
| <b>Transportation</b>        | <p><i>Bus:</i> monthly pass CHF 63.–; card of 12 single rides: CHF 22.–</p> <p><i>Train:</i> Half-fare travel card CHF 150.– valid one year: half price on all train fares (possible reduced fares for: ferries, trams, mountain gondolas, ski lifts, etc.) within Switzerland</p>   |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |
| <b>Health insurance</b>      | <p><i>Semester guest students must have health insurance. They must either have proof of insurance coverage for Switzerland from provider in home country or purchase health insurance in Switzerland (costs may vary from approx. CHF 90.– to 280.–/month). Acceptable proof will vary according to nationality.</i></p>  |      |              |          |                     |   |    |           |           |      |              |          |                     |   |   |   |   |   |   |

|  |  |
|--|--|
| Visa & residence permit fees             | Students are responsible for any visa and/or permit-related documents (fees vary: ~CHF 66.– to 240.–)  |
| <b>STUDENT SERVICES</b>                  |  |
| Student Mobility                         | Student Mobility handles all administrative tasks related to exchange students and also offers assistance and guidance to incoming students.<br><a href="http://www.exchange.unisg.ch">www.exchange.unisg.ch</a>   |
| BuddySystem                              | The BuddySystem organizes various events for the visiting exchange students to promote Swiss culture through Ski weekends, company visits, city trips and brings local and foreign students together.<br><a href="http://www.myunisg.ch">www.myunisg.ch</a>  |
| Career Services Center                   | Exchange students have access to information on internships and may participate in recruitment fairs.<br><a href="http://www.csc.unisg.ch">www.csc.unisg.ch</a><br><a href="http://www.hsgtalents.unisg.ch">www.hsgtalents.unisg.ch</a>  |
| Library                                  | 460,000 volumes; 70,000 E-books; 16,000 E-journals<br><a href="http://www.biblio.unisg.ch">www.biblio.unisg.ch</a>   |
| Sports Office                            | Offers sports activities on- & off-campus.<br>Weight & workout rooms, gym, tennis, beach volleyball, football field<br>Off-campus recreation facilities nearby for skiing, sailing, golfing, climbing<br><a href="http://www.sport.unisg.ch">www.sport.unisg.ch</a>  |
| Computer Services                        | Approximately 225 PCs available to students. Access on campus via a public net. A wireless LAN is available. Off campus the university provides a Remote Access Service. Each student will have an university e-mail address & access to Lotus Notes after their arrival in St.Gallen during the IT orientation.<br><a href="http://www.tutor.unisg.ch">www.tutor.unisg.ch</a>     |
| Student Union                            | More than 80 student clubs: BuddySystem, Student Union, cultural & sport activities, etc.<br><a href="http://www.myunisg.ch">www.myunisg.ch</a>  |
| <b>OFF-CAMPUS RECREATION</b>             |  |
|  | Swiss tourism website<br><a href="http://www.myswitzerland.ch">www.myswitzerland.ch</a>  |
| <b>VISA &amp; RESIDENCE PERMIT</b>       |  |
| Bachelor, Master, CEMS semester exchange | Students staying <b>more than 90 days</b> in Switzerland must have a <b>student visa</b> . They will also be required to obtain a <b>residence permit</b> once they arrive in St.Gallen. The Student Mobility office assists students in initiating the visa/permit process. Students are responsible for all related fees.  |
| ISP short term exchange                  | ISP students may enter and reside for <b>up to 90 days</b> in Switzerland on a <b>tourist</b> basis provided they do not come from a visa-compulsory country. The exchange office does not assist ISP students with tourist visas, however, will provide students with an acceptance letter. ISP students from visa-compulsory countries will have to arrange for a Schengen visa. |
| <b>ARRIVAL DATE</b>                      |  |
|  | Students may arrive up to one week prior to the orientation programme. No weekend arrivals for students arranging housing through HSG Housing Office.  |
| <b>OPTIONAL LANGUAGE PROGRAMME</b>       |  |
|  | Student Mobility organizes 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.  |
| <b>MANDATORY ORIENTATION PROGRAMME</b>   |  |
|  | A mandatory two-day Orientation Programme takes place prior to each semester.<br><b>All students are required to attend.</b> The Programme includes orientation and social activities.   |

**TERM CALENDAR 2013/14****AUTUMN SEMESTER**

|   |   |
|---|---|
| 09 September– 21 November 2013                          | ISP Autumn 2013   |
| 04 –13 September 2013                                   | Optional language programme for autumn semester guest students            |
| 12 –13 September 2013                                   | Mandatory orientation programme for autumn semester guest students        |
| 16 September–21 December 2013                           | Autumn semester 2013  |
| Begins approximately 2 ½ weeks before 16 September 2013 | Course registration (bidding)   |
| 26 September 2012                                       | International Day: exchange students present home schools to HSG students |
| 28 Oct–09 November 2013                                 | Break autumn semester 2013 (block seminars)                               |
| 1 November 2013   | All Saints' Day (university closed)                                       |
| 4 - 15 November 2013                                    | Registration for exams in <i>central</i> exam period (January/February)   |

**SPRING SEMESTER**

|  |   |
|--|---|
| 06 January–13 March 2014                               | ISP Spring 2014   |
| 5–14 February 2014                                     | Optional language programme all spring semester guest students            |
| 13–14 February 2014                                    | Mandatory orientation programme for spring semester guest students        |
| 17 February–24 May 2014                                | Spring semester 2014  |
| Begins approximately 2 ½ weeks before 17 February 2014 | Course registration (bidding)   |
| May 2014, tbd  | International Day: exchange students present home schools to HSG students |
| 31 March–12 April 2014                                 | Break spring semester 2014 (block seminars)                               |
| 7–18 April 2014  | Registration for exams in <i>central</i> exam period (June/July)          |
| 18 April 2014  | Good Friday (university closed)   |
| 21 April 2014  | Easter Monday (university closed)   |