



University of St. Gallen

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

FACT SHEET
Student Exchange
Programmes



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**. We unite **80 nationalities on our campus**.

DEGREE PROGRAMMES

BACHELOR

Business Administration
English and German

Economics
English and German

International Affairs
English and German

Law
German (some courses in English)

Law and Economics
German (some courses in English)



MASTER

Banking and Finance
English

Strategy and International Management
English

Quantitative Economics and Finance
English

International Law
English

International Affairs and Governance
English and German

**Marketing, Services and
Communication Management**
English and German

Accounting and Finance
English and German

Economics
English and German

Business Innovation
German

Business Management
German

Legal Studies
German

Law and Economics
German

**Organization Studies and Cultural
Theory**
German (some courses in English)

CEMS

The Global Alliance in Management Education - Master in International Management double degree programme
www.cems.unisg.ch

DOUBLE DEGREE

The University of St. Gallen offers several double degree programmes that award students two full Master degrees from the partnering institutions. Most graduate programmes in St. Gallen offer a double degree option.
www.unisg.ch/doubledegrees

THEMIS

The International Legal Network of Excellence.
For further details click here.

DOCTORAL

PHD Programme in Management, Economics and Finance, International Affairs and Political Economy, Organization Studies and Cultural Theory, Law

<http://www.unisg.ch/en/studium>

**"From insight
to impact"**



FULL SEMESTER EXCHANGE

BACHELOR • MASTER • PHD •
CEMS • SWISS MOBILITY • THEMIS*

Autumn semester
September to December
*(THEMIS autumn only)



Spring semester
February to May

SHORT-TERM EXCHANGE

ISP - International Study
Programme for MBA students

Autumn term
September to November



Spring term
Januar to March

SPECIALISED SHORT-TERM PROGRAMMES

ISP - International Study Programme
10-week programme in English
for MBA students from partner
universities

ISP students must be enrolled in an MBA
programme at their home university and
have significant work experience.

Core courses (required for all students)

- Leadership in European Companies
- Strategic Management
- Team Building: Leadership and Team Competencies
- European Corporate Governance
- European Culture and International Management

Elective courses

(minimum two required)

- International Entrepreneurship
- Investment Banking
- Europe's Business Environment
- Global Managerial Communication

Optional courses

- German Language (for beginners)
 - European Company Exploration
- ISP students register for classes with the ISP programme director. ISP classes have fewer than 40 students.
www.isp.unisg.ch

GSERM - Global School in Empirical Research Methods

The Global School in Empirical Research Methods (GSERM) is a high-calibre 3.5 week integrated PHD programme teaching methodology for PHD students and postdocs from leading universities all over the world.

GSERM tuition fees cannot be compensated with exchange slots.
www.gserm.ch

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.

English language requirement for guest students:

- Bachelor – Master – CEMS:
No English test result required but very good knowledge is essential.
- ISP: Non-native English speakers must have minimum TOEFL score of 89(itb) or IELTS score 6.5. This requirement is waived for students enrolled in an English-taught MBA at the home university.

LANGUAGE COURSES

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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. Other language courses offered during the semester may include: Chinese, English, French, Italian, Japanese, Portuguese, Spanish, Russian.





COURSE INFORMATION

Courses offered in English in Business Administration, Economics, International Affairs, Social Sciences and Law.

BACHELOR

The definite course 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. Courses from SIM (Master in Strategy and International Management) are not open to Bachelor students.

MASTER

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.

CEMS MIM

CEMS MIM course programme and descriptions can be found [here](#).

PHD

PHD guest stay is flexible regarding workload requirements and course selection. Contact the PhD exchange programme manager in advance.

Courses not open to guest students:

- Assessment year
- CEMS courses (open to CEMS guest students only)
- PHD / Doctoral (open to PHD students only)
- MBA
- Wirtschaftspädagogik = teacher education courses
- Wirtschaftsjournalismus = economic journalism courses

COURSE REGISTRATION

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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. Further information [click here](#).

Courses take place throughout the entire semester (13 weeks) and/or in block seminars.

REQUIRED WORKLOAD

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The workload per semester averages 24-30 ECTS credits. It is compulsory that guest students take at least 16 ECTS credits per semester at the University of St.Gallen. 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. Special workload requirements apply to THEMIS.



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.

EXAMINATIONS

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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 all exams as decentral exams, during the last weeks of the lecture period (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.

GRADE TRANSCRIPTS

Student Mobility will send two transcripts per student to the home university 6-8 weeks after the end of the term.

Each completed examination is graded according to a grading scale from 6.0 (excellent) to 1.0 (useless). Satisfactory results are awarded grades from 6.0 to 4.0 inclusive, while results graded 3.5 to 1.0 are insufficient.



LIVING EXPENSES

Housing

Housing Office locates off-campus housing for guest students if requested.

- 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.–
Students may arrange housing on their own.

FOUNDATION FOR STUDENT HOUSING



T: +41 71 224 22 00
housing@unisg.ch

Meals

On-campus cafeteria offers CHF 7.- to 14.- hot meals on weekdays over lunch; salad bar, sandwiches, snacks: Monthly food budget: up to CHF 600.– .

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 185.– valid one year: half price on all train fares within Switzerland with some reduced fares for ferries, trams, ski lifts, etc. Track 7 CHF 129.–: addition to Half-Fare travel card. Entitles for free rides between 7.00 p.m. and 5.00 a.m.

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.– depending on nationality)

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.ressortinternational.ch/buddysystem

Career Services Center

Guest students have access to information on internships and may participate in recruitment fairs.

www.hsgcareer.ch/en

www.hsgtalents.ch/en

Library

600,000 volumes; 130,000 E-books; 30,000 E-journals

www.unisg.ch/en/universitaet/bibliothek

Sports Office

Sports activities on- and off-campus. Weight and workout rooms, gym, tennis, beach volleyball, football field.

Off-campus recreation facilities nearby for skiing, sailing, golfing, climbing, etc.

www.unisg.ch/universitaet/hsgservices/sport

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 account and access to university network after their arrival in St. Gallen during orientation.

Student Union

More than 80 student clubs: BuddySystem, Student Union, cultural & sport activities.

www.myunisg.ch

Special Needs

If you have a disability or a chronic illness, you may face particular challenges during your studies. For your exchange studies to be as successful as possible, a number of points require organisation, reflection and special requests in advance. To be able to provide you with the best possible support, it is indispensable that you contact our Exchange Programme Manager well in advance. We will then interlink you with our Special Needs Advice Center. For further information click here.





NOMINATION BY PARTNER UNIVERSITY

ONLINE NOMINATION
BACHELOR • MASTER • CEMS • ISP • PHD • SWISS MOBILITY • THEMIS*

Autumn term deadline
1 February to 15 April
*(THEMIS autumn only)



Spring term deadline
1 February to 15 April
15 May to 15 September*

* Late nominations may be possible until 20 September but require prior verification with Student Mobility. Swiss Mobility Spring nominations only: 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 and housing application.

ONLINE STUDENT APPLICATION

Autumn term deadline
1 February to 15 May
*(THEMIS autumn only)



Spring term deadline
15 August to 30 September
* Swiss Mobility Spring applications only: 15 December at the latest

OPTIONAL GERMAN LANGUAGE PROGRAMME

BACHELOR • MASTER • PHD • CEMS • SWISS MOBILITY • THEMIS
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. ISP students may take part in ISP German language for beginners as one of their electives.

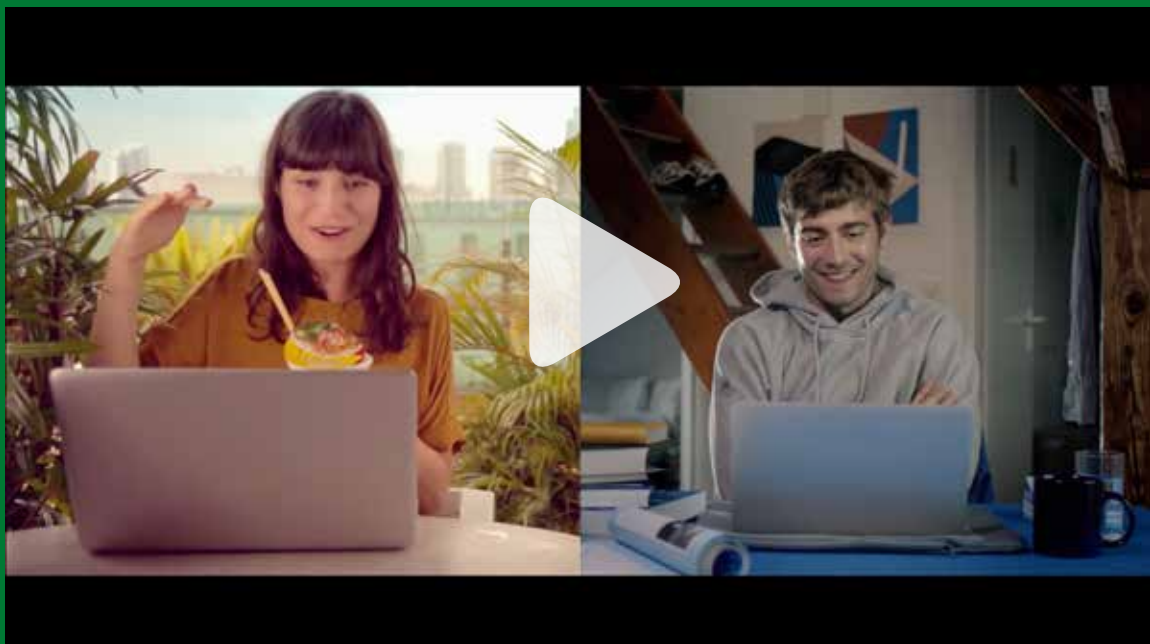
MANDATORY ORIENTATION PROGRAMME

BACHELOR • MASTER • PHD • CEMS • SWISS MOBILITY • THEMIS
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. **Students who do not attend, will not be able to start the exchange programme.**

HAVE A LOOK AT THE HSG FILM!



University of St. Gallen's corporate image film, „Love, Loss, and Other Lessons Learned“, won a Gold Dolphin Award at the Cannes Corporate Media & TV Awards.





TERM CALENDAR 2018/19



AUTUMN SEMESTER 2018

04 September – 15 November 2018

ISP Autumn 2018 (programme for MBA students from partner universities)

02 - 07 September 2018

CEMS block seminar (one week, starting SUNDAY)

05 – 14 September 2018

Optional German language programme for autumn semester guest students

13 – 14 September 2018

Mandatory orientation programme for autumn semester guest students

17 September 2018

Mandatory CEMS semester kick-off day for CEMS students

17 September – 22 December 2018

Autumn semester 2018 (includes exams for guest students staying only one semester)

About 2½ weeks before 17 September 2018

Course registration - bidding starts (CEMS students one week earlier)

29 October – 10 November 2018

Break autumn semester 2018 (block seminars and CEMS requirements may take place)

05 – 16 November 2018 (provisional)

Registration for exams in central exam period (January/February)

SPRING SEMESTER 2019

08 January – 14 March 2019

ISP Spring 2019 (programme for MBA students from partner universities)

06 – 15 February 2019

Optional German language programme spring semester guest students

14 – 15 February 2019

Mandatory orientation programme for spring semester guest students

18 February 2019

Mandatory CEMS semester kick-off day for CEMS students

18 February – 25 May 2019

Spring semester 2019 (includes exams for guest students staying only one semester)

About 2½ weeks before 18 February 2019

Course registration - bidding starts (CEMS students one week earlier)

19 – 22 February 2019

CEMS Business Project Kick-Offs

01 – 13 April 2019

Break spring semester 2019 (block seminars and CEMS requirements may take place)

08 – 19 April 2019 (provisional)

Registration for exams in central exam period (June/July)

ACCREDITATIONS



MEMBER OF



STUDENT MOBILITY
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CEMS
www.cems.unisg.ch

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