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

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of St. Gallen</td>
</tr>
<tr>
<td>Student Mobility</td>
</tr>
<tr>
<td>Tellstrasse 2</td>
</tr>
<tr>
<td>9000 St. Gallen • Switzerland</td>
</tr>
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<td><strong>TELEPHONE</strong></td>
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<tr>
<td>+41 71 224 23 39</td>
</tr>
<tr>
<td><strong>Erasmus code</strong></td>
</tr>
</tbody>
</table>

**FULL SEMESTER EXCHANGE**

<table>
<thead>
<tr>
<th>Bachelor • Master • CEMS</th>
<th>Autumn semester</th>
<th>September to December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring semester</td>
<td>February to May</td>
<td></td>
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</tbody>
</table>

**SHORT-TERM EXCHANGE**

| ISP  
International Study Programme for MBA students | Autumn term | September to November |
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring term</td>
<td>January to March</td>
<td></td>
</tr>
</tbody>
</table>
## Degree Programmes

### Bachelor degrees

**in English and in German**
- Business Administration
- Economics
- International Affairs

**in German (including many courses in English)**
- Law
- Law & Economics

[www.unisg.ch/bachelor](http://www.unisg.ch/bachelor)

### Master degrees

**in English**
- Quantitative Economics and Finance
- Banking and Finance
- Strategy and International Management
- International Law

**in English and in German**
- International Affairs and Governance
- Economics
- Marketing, Services & Communication Management

**in German**
- Accounting and Finance
- Business Innovation
- Business Management
- Legal Studies
- Law and Economics
- Organization Studies and Cultural Theory

[www.unisg.ch/master](http://www.unisg.ch/master)

### CEMS

The Global Alliance in Management Education - Master in International Management double degree programme

[www.cems.unisg.ch](http://www.cems.unisg.ch)

### Double degrees

**DM2** double degree
- ESADE
- HEC Paris
- Università Bocconi
- RSM Erasmus University

**FGV-EAESP, São Paulo**
- Copenhagen Business School
- Stockholm School of Economics

[www.unisg.ch/doubledegrees](http://www.unisg.ch/doubledegrees)

### Specialised Programme for MBA Students

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
- Finance (spring term only)
- Europe’s Business Environment (autumn term only)
- Global Managerial Communication

**Optional courses**
- German Language (for beginners)
- European Company Exploration

See detailed fact sheet on ISP website.

[www.isp.unisg.ch](http://www.isp.unisg.ch)
**Language of Instruction**

<table>
<thead>
<tr>
<th>Language</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>German and English (course availability will vary depending on degree programme). ISP courses taught entirely in English.</td>
</tr>
</tbody>
</table>

**Language Requirements**

<table>
<thead>
<tr>
<th>Language</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>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.</td>
</tr>
</tbody>
</table>
| English   | **English language** requirement for guest students:  
- **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(ibt) 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)**

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. 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.

**Courses not open to any guest students:**
- 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**

Course information and descriptions [www.exchange.unisg.ch](http://www.exchange.unisg.ch) → 'Incoming details guest stay' → 'Course information'  

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

**Master's level**

Course information and descriptions [www.exchange.unisg.ch](http://www.exchange.unisg.ch) → ' Incoming details guest stay' → 'Course information'  

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.

**CEMS MIM**

CEMS MIM course programme & descriptions [www.cems.org](http://www.cems.org) → CEMS Community → Academic Member → School list → University of St. Gallen → Programme Offer

**ISP**

International Study Programme for MBA students  

ISP course programme & descriptions [www.isp.unisg.ch](http://www.isp.unisg.ch)
**Course Registration (Bachelor – Master – CEMS)**

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 40 students.

**Examinations**

**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” exams take place in January and June.

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

**Guest students enrolled 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 lecturer agrees. See course descriptions for information on exam schedule and format.

**Grading Scale**

<table>
<thead>
<tr>
<th>St. Gallen grade</th>
<th>ECTS grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,0</td>
<td>A</td>
</tr>
<tr>
<td>5,5</td>
<td>B</td>
</tr>
<tr>
<td>5,0</td>
<td>C</td>
</tr>
<tr>
<td>4,5</td>
<td>D</td>
</tr>
<tr>
<td>4,0</td>
<td>E</td>
</tr>
<tr>
<td>3,5</td>
<td>F = fail</td>
</tr>
<tr>
<td>3,0</td>
<td></td>
</tr>
<tr>
<td>2,5</td>
<td></td>
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<tr>
<td>2,0</td>
<td></td>
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<tr>
<td>1,5</td>
<td></td>
</tr>
<tr>
<td>1,0</td>
<td></td>
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</tbody>
</table>

**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**

- 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
  - Security deposit: CHF 350.– refunded at departure, less damage/cleaning fees
  - Liability insurance: approx. CHF 30.–

Students may arrange housing on their own. See housing website for links.


**Meals**

On-campus cafeteria offers hot meals on weekdays over lunch. Salad bar, sandwiches, snacks (prices from CHF 7.– to 14.–).

Students should budget between CHF 500.– and CHF 600.– for food per month.
<table>
<thead>
<tr>
<th>Academic expenses</th>
<th>Books, course materials: approx. CHF 400. – per semester.</th>
</tr>
</thead>
</table>
| 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 175.– 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          | Students are responsible for any visa and/or permit-related documents (fees vary: ~ CHF 66.– to 240.–) |
| visa & residence  |                                                          |
| permit            |                                                          |
| 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   | Guest students have access to information on internships and may participate in recruitment fairs. www.csc.unisg.ch • www.hsghtalents.unisg.ch |
| Center            |                                                          |
| 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 | 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. |
| Bachelor • Master • CEMS |                                                          |
| Short-term exchange | 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. |
| ISP               |                                                          |
| ARRIVAL DATE      | Autumn semester: after 1 September / CEMS students: depending on block seminar  
Spring semester: after 1 February / ISP after 1 January.  
No weekend arrivals for students arranging housing through Housing office. |
| OPTIONAL GERMAN LANGUAGE PROGRAMME (BACHELOR – MASTER – CEMS) | 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) | 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

<table>
<thead>
<tr>
<th>Nomination</th>
<th>Autumn term deadline</th>
<th>Spring term deadline</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor, Master, CEMS &amp; ISP</td>
<td>1 February to 15 April</td>
<td>15 May to 15 September*</td>
<td>*late nominations may be possible until 20 September but require prior verification with Student Mobility</td>
</tr>
</tbody>
</table>

Nomination must include:
- 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.

<table>
<thead>
<tr>
<th>Online Student Enrolment</th>
<th>Autumn term deadline</th>
<th>Spring term deadline</th>
<th>After arrival in St.Gallen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor, Master, CEMS &amp; ISP</td>
<td>1 February to 15 May</td>
<td>1 September to 30 September</td>
<td></td>
</tr>
</tbody>
</table>

**For Bachelor • Master • CEMS**
- Enrolment confirmation form
- Copy of passport
- Housing application (if desired)

**For ISP**
- Enrolment confirmation form
- Copy of passport
- Non-native English speakers: a copy of a minimum TOEFL test score of 89 (iBT) or 570 (PBT) or must be enrolled in English-taught MBA/MA at the home university.
- Housing application form (if desired)

### Term Calendar 2015/16

#### Autumn Semester 2015

- **07 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 central exam period (January/February)

#### Spring Semester 2016

- **11 January – 17 March 2016**: ISP Spring 2016 (programme for MBA students from partner universities)
- **0 – 19 February 2016**: Optional language programme all 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
- **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 central exam period (June/July)
- **25 March 2016**: Good Friday (university closed)
- **28 March 2016**: Easter Monday (university closed)
# External Relations & Development and Student Mobility

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

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Telephone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>General telephone</td>
<td>+41 71 224 23 39</td>
<td><a href="mailto:exchange@unisg.ch">exchange@unisg.ch</a></td>
<td></td>
</tr>
</tbody>
</table>
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juergen.bruecker@unisg.ch |
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