Course and examination fact sheet for guest students - Autumn semester 2020

1. ECTS credit and workload policy
At the University of St.Gallen (HSG) 1 ECTS corresponds to 30 hours of course-related work (in & out of class). Guest students earn the same number of ECTS credits per course as regular HSG students. Follow your home university’s guidelines for the required semester workload.

- Minimum workload at HSG per semester: 16 ECTS for guest students; 24 ECTS for THEMIS & CEMS students (incl. skill seminars)
- Maximum workload at HSG per semester: 40 ECTS.

The average full semester workload for regular HSG degree students is 24-30 ECTS. Students may not be awarded extra credits for additional work (i.e., term papers, presentations, etc.), nor is it possible to attend only part of a course and achieve partial credit.

2. Course registration (bidding) and course system

2.1 Bidding
The course registration process at HSG is called “bidding”. All guest students participate in bidding. Bidding takes place two weeks before the semester starts on our online platform Compass. CEMS students see also #3. For detailed information about bidding, please see the “Bidding fact sheet guest students” or “CEMS bidding fact sheet” on our website – section “Course information, registration and workload”. Guest students are able to bid for most courses but note the comments on the table below. We highly recommend that you choose courses based on your current level of study at your home university.

As mentioned above, the maximum workload at HSG is 40 ECTS per semester. Please note:
- Students are responsible for limiting their assigned courses to a maximum of 40 ECTS.
- Substantially justified requests for a larger contingent must be submitted electronically to Student Mobility no later than by the end of the last main bidding round.
- If no approved request has been submitted and the assigned courses have not been correspondingly adjusted seven days after the last waiting list round has ended, courses will be irrevocably removed from the course list in the order of the last allocated courses until the minimum workload of 16 ECTS is reached.
- Courses removed from the bidding list cannot be attended.

2.2 Course numbering, descriptions and schedule

<table>
<thead>
<tr>
<th>Course number</th>
<th>Level</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| 1,000 – 1,999 | Assessment | First year of Bachelor education  
- Not open to guest students  
- Except language courses which are open to guest students |
| 3,000 – 3,999 | Bachelor | Bachelor courses are open to all guest students  
- Business teacher education courses are not open to guest students |
| 5,000 – 5,999 |         |                                                                         |
| 7,000 – 7,999 | Master | Bachelor guest students may attend Master courses if necessary and if prerequisites are fully met.  
The following courses are not open to BACHELOR guest students  
- Core courses of all Master programmes  
- SIM courses  
The following courses are not open to any guest students  
- CEMS courses (only for CEMS guest students)  
- Business journalism courses  
- Business teacher education courses  
- MBA programmes |
| 9,000 – 9,999 |         |                                                                         |
| 10,000 – 10,999 | Ph.D. | Not open to guest students |

- Links to course descriptions are available on our website – section “Course information, registration and workload”.
- Be on time to class - course description indicates xx:00 but class will start at xx:15.
- It is the responsibility of the student to avoid registering for courses that clash. Examinations are usually scheduled for the same day and time as the classes take place.
- Complete any presentations as early as possible. Don’t leave it until the end of the semester when examinations take place.
- Lecturers expect students to read their HSG student e-mail (firstname.lastname@student.unisg.ch) and keep to deadlines.
- Contact your lecturers or their assistants with any questions; especially regarding learning expectations.
- Assessment criteria (examination, papers, and presentations): please refer to the course descriptions.

3. CEMS students

CEMS core course
HSG CEMS and CEMS guest students are registered automatically by the HSG CEMS Programme Manager for the mandatory CEMS core course.

CEMS exclusive courses (special CEMS courses only for CEMS students)
HSG CEMS and CEMS guest students need to bid for these courses in the CEMS section in the bidding.

CEMS elective courses (courses for the CEMS curriculum from the HSG Master curriculum)
Certain courses from the regular HSG curriculum fulfil the CEMS elective courses requirements. Therefore, CEMS guest students bid for the elective courses in the Master section in the bidding.

In order to have CEMS elective courses (including grades) transferred to the CEMS curriculum on cems.org, CEMS students must inform the CEMS Programme Manager at cems@unisg.ch about their choice. (CEMS core and exclusive courses are automatically listed.) See also #5 for information on HSG transcripts.

Current and previous CEMS curricula can be found at [https://www.cems.org > CEMS Community > Academic Members > School list > 'University of St.Gallen' > Programme Offer. For more detailed information please also refer to separate information you will receive by e-mail from the CEMS Office regarding curriculum and registration.

4. Examinations

There are three types of examinations at the University of St. Gallen: Midterm, decentral and central.

Autumn semester examinations
Lecture period: September to December

<table>
<thead>
<tr>
<th>Type</th>
<th>Examination Period</th>
<th>Examination Cancellation Period (dropping classes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>without fee until with fee until</td>
</tr>
<tr>
<td>Midterm</td>
<td>Semester week 46 (on Saturday)</td>
<td>22.10.2020</td>
</tr>
<tr>
<td>Decentral</td>
<td>September – December* (during the lecture period)</td>
<td>one day before the examination date</td>
</tr>
<tr>
<td>Central</td>
<td>January – February** (after the lecture period)</td>
<td>12.11.2020</td>
</tr>
</tbody>
</table>

*Mostly take place in the last weeks of the lecture period though they can also take place throughout the lecture period.

**Guest students who have been allocated courses with central examinations which take place after the lecture period are entitled to take the alternative decentral incoming guest student examination which takes place during the lecture period.

It is important that students inform the lecturer about any withdrawal. Make sure you still meet the minimum requirement of 16 ECTS (24 ECTS THEMIS & CEMS students) semester workload after dropping courses.

Important: Due to new examination regulations - which are still in progress - we will publish the detailed examination information by the beginning of the lecture period the latest.

5. Grade reporting – digital notification of grades and transcript

- About seven weeks after the end of the exchange term, we will publish the digital notification of grades in Compass. You will be notified by e-mail to your @student.unisg.ch e-mail-account each time grades are published. Check your unisg-e-mail inbox and Compass regularly also after your departure. The notifications of grades published in Compass are binding. Grades may be appealed. Deadline for appeals: 14 days after the publication of grades in Compass.
- Student Mobility will send the final transcript of the courses taken and the grades achieved to your home university (this is provided that no appeal has been made). The transcript will be sent once all grades for all courses are submitted; partial transcripts are not issued. Transcripts for Freemovers will be sent to the students' home address.

Both the digital notification and the transcript include only the courses for which the examination was taken. For each course, the course title, course number, HSG grade, and ECTS credits are stated. Credits are given only when the exam is successfully passed. A failed course does not receive any credits but it will appear on the transcript with the failing grade.

It is not possible to have a course listed as "attended" or "passed". Non-appearance at a central examination will result in a grade 1.0. Administrative fees may apply if the instructions for unregistering from a central examination are not followed.

HSG grading scale

Examination results shall be awarded grades in quarter-grade steps between 1.00 and 6.00, with 6.00 being the highest grade and 1.00 passing the lowest grade. The half-grade steps shall have the following meaning:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.0</td>
<td>excellent</td>
</tr>
<tr>
<td>5.5</td>
<td>very good</td>
</tr>
<tr>
<td>5.0</td>
<td>good</td>
</tr>
<tr>
<td>4.5</td>
<td>satisfactory</td>
</tr>
<tr>
<td>4.0</td>
<td>marginal passing</td>
</tr>
<tr>
<td>3.5</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 failing</td>
</tr>
</tbody>
</table>