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” and all guest students are required to participate. Bidding takes place on our online platform Compass two weeks before the semester starts. 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”. Most courses are open for guest students 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 that have been removed cannot be attended and completed.

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 |
| 5,000 – 5,999 | Bachelor | Bachelor courses are open to all guest students |
| 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 |
| 9,000 – 9,999 | Master | Bachelor guest students may attend Master courses if necessary and if prerequisites are fully met.  
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 |
| 10,000 – 10,999 | Ph.D. | Not open to guest students |

- Links to course information sheets are available on our website – section “Course information, registration and workload”.
- Be on time to class - course information sheet 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 information sheets.
- The course drop period is from Friday, 25.09.2020 until Friday, 23.10.2020. For exact dates see the bidding timetable on StudentWeb.
• Once courses are dropped they are irrevocably deleted and cannot be added to your bidding again.

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

4.1 Examination types
The HSG's examination system makes a distinction between

• Central examinations (incl. MidTerm)
• Decentral examinations

4.2 Examination registration and deregistration
With course allocation via bidding, students are automatically registered for the official examination as indicated in the course information sheet. Exception central examinations (excluding MidTerm): all guest students are automatically registered for the alternative decentral guest examination which takes place during the term time.

<table>
<thead>
<tr>
<th>Examination Type</th>
<th>Examination Period</th>
<th>Examination Registration</th>
<th>Examination Deregistration Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>MidTerm</td>
<td>Semester week 46</td>
<td>Students are automatically registered with course allocation via bidding. Alternative examination dates are not possible.</td>
<td>not possible</td>
</tr>
<tr>
<td>Decentral</td>
<td>September – December (during the term time)</td>
<td>Students are automatically registered with course allocation via bidding. Students must schedule the examination date directly with the lecturer.</td>
<td>26.10.2020 - before the examination begins</td>
</tr>
<tr>
<td>Central</td>
<td>January – February (after the term time)</td>
<td>All guest students are automatically registered for the decentral guest examination which takes place during the term time. Examination date must be scheduled directly with the lecturer.</td>
<td>26.10.2020 - before the examination begins</td>
</tr>
</tbody>
</table>

Please note: Guest students may not take the decentral guest examination (during term time) if they have registered in Compass for the regular central examination (after the term time). If they do sit a decentral guest examination without being officially registered for it, such examination will be deemed invalid. The notification of grades will include only the results of the examinations for which the student was officially registered.

Important
Students must inform the lecturer about any withdrawal. Make sure you still meet the minimum requirement of 16 ECTS (24 ECTS THEMIS & CEMS) semester workload after dropping courses.

Non-appearance
Non-appearance without excusable reason at registered central examinations (incl. MidTerm) result in a grade 1.0!
Guest students enrolled for two consecutive semesters
Guest students enrolled for two consecutive semesters at the University of St.Gallen must take the official examination as indicated in the course information sheet during the first semester. If the course information sheet indicates central examination, a decentral guest examination is only possible if the lecturer agrees. If the lecturer does not agree, guest students must deregister from the decentral guest examination and register for the central examination via Compass until 12.11.2020.

Meet the deadlines and/or other specific examination registration requirements for each class, also as instructed by the course lecturer.

Plagiarism
The theft of intellectual property is a serious offence. Such an offence can have drastic consequences for your studies and professional life. The University of St.Gallen instructs its students in academic work and sanctions any instances of plagiarism. For detailed information and fact sheet see StudentWeb.

Compensation for disadvantages
It is an aim and a task of the University of St.Gallen to enable students with disabilities to have fair examination conditions. Students with a disability and/or chronic illness can request compensation for disadvantages. Deadlines: Decentral and central examinations: Friday, CW 46. For detailed information and application form see StudentWeb.

Failed examination
- A failed examination may not be re-taken.
- Failing grades may not be improved through additional assignments.
- Failed courses will appear on the transcript.

Applying for HSG degree studies
If you would like to begin a degree at the HSG after you have returned to your home university and after you have finished your course of study at home, please note that examinations may only be considered for transfer towards your studies at the HSG if they were taken during the official HSG examination time.

4.2 Absence due to illness or accident during examination time

Procedure regarding decentral examinations
- Application by e-mail to the lecturer responsible for the examination before the examination begins.
- Submission of written proof (medical certificate, etc.) via Compass.
- Contact the lecturer to schedule an alternative examination date as soon as possible. The examination must take place until 31. January.

Procedure regarding central examinations
- Submission of application and written proof via Compass before the examination begins.
- An alternative examination date is not possible.

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 examination 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 central/MidTerm examinations will result in a grade 1.0. Administrative fees may apply if the instructions for deregistering from central/Midterm examinations are not followed.

<table>
<thead>
<tr>
<th>HSG grading scale</th>
<th>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 being the lowest grade. The half-grade steps shall have the following meaning:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.0 = excellent</td>
<td>5.5 = very good</td>
</tr>
<tr>
<td>5.0 = good</td>
<td>4.5 = satisfactory</td>
</tr>
<tr>
<td>4.0 = marginal</td>
<td>3.5 = unsatisfactory</td>
</tr>
<tr>
<td>3.0 = poor</td>
<td>2.5 = poor to very poor</td>
</tr>
<tr>
<td>2.0 = very poor</td>
<td>1.5 = very poor to useless</td>
</tr>
<tr>
<td>1.0 = useless</td>
<td>0.5 = useless</td>
</tr>
</tbody>
</table>