Course and examination fact sheet for guest students - Spring semester 2022

**Required workload/semester**
- Minimum: 16 ECTS / Maximum: 40 ECTS
- THEMIS and CEMS MIM: Minimum of 24 ECTS (incl. skill seminars)
- Average at HSG: 24-30 ECTS; 1 ECTS = ~30 working hours
- No extra credits for additional work (i.e., term papers, presentations, etc.), no partial credits
- Follow your home university’s guidelines for the required semester workload
  if you need more than 16 ECTS (THEMIS/CEMS: 24 ECTS).

**Course registration (bidding) & course system**
- **Bidding** = course registration on our online platform **Compass**
- Bidding starts two weeks before the semester starts (see Bidding timetable in **StudentWeb**).
- CEMS students see information for CEMS further down

**Detailed information**
- "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 --> see "Course numbering" further down.

**Important**
- **Students are responsible** for limiting their assigned courses to a **maximum of 40 ECTS**
- If you bid more than 40 ECTS, **courses will be removed irrevocably** to a minimum of 16 ECTS.
- Removed courses cannot be attended nor completed.
- If you need more than 40 ECTS, contact **exchange@unisg.ch** no later than by the end of the last bidding main round.

**Course numbering**

**Course information**
- **Assessment courses**
  - 2,000 – 2,999
  - **Only language courses open** for guest students.
- **Language courses**
  - If a language exam was taken, only exams of a higher level may be taken afterwards.
  - **All courses are open** for guest students.
- **Bachelor courses**
  - 4,000 – 4,999, 6,000 – 6,999
  - **All courses are open** for guest students.
- **Master courses**
  - 8,000 – 8,999
  - **All courses are open** for MA guest students.

**Courses not open**
- to bachelor guest students
  - Core courses of all Master programmes
  - SIM courses
- to any guest students
  - CEMS courses (only for CEMS guest students)
  - Business journalism courses
  - Business teacher education courses
  - MBA programmes

**CEMS students**
- **CEMS core course**
  - You are automatically registered by the CEMS Programme Manager for the mandatory CEMS core course.
  - You need to bid for these courses in the **CEMS section** in the bidding.
- **CEMS elective courses** (courses for CEMS curriculum from HSG Master curriculum)
  - Certain courses from the regular HSG curriculum fulfil the CEMS elective courses requirements. Therefore, you can bid for the elective courses in the **Master section**.
  - 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 “Grade reporting” 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 email from the CEMS Office regarding curriculum and registration.

**General information**
- **Lecture start (academic quarter)**
  - Lecture scheduled: 10:00 --> lecture starts at 10:15
- **Punctuality**
  - Always be on time. It is neither common nor well-seen to arrive late.
- **Deadlines**
  - **Deadlines** have to be met! There are no exceptions for handing in papers etc.
  - For examination, papers, and presentation deadlines: please **check** the course information sheets.
- **Contact professors**
  - Lecturers send mails to your account: **firstname.lastname@student.unisg.ch**

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University of St.Gallen
Consider the exam dates when bidding for your courses:
  - All guest students take decentral examinations which are held during the scheduled lecture times at the end of the semester (before 28 May 2022).
  - Do not sign up for courses that coincide in order to not have several exams at the same time!

If you plan to take central exams instead (20 June – 22 July 2022), please note:
  - Check the examination schedule (available in StudentWeb) before you bid for courses. Central exam dates may overlap although the courses don’t.
  - Enrolling for central examinations is binding and cannot be modified.
  - No individual examination and no alternative date is possible.

With course allocation via bidding, students are automatically registered for the official examination as indicated in the course information sheet --> Courses in English spring semester.

Exception regarding central examinations (excluding MidTerm): all guest students are automatically registered for the alternative decentral guest examination which takes place during the lecture period.

Please note: If you sit an examination for which you are not officially registered for on Compass, such examination will be deemed invalid. The notification of grades will include only the results of the examinations for which you were officially registered. Further information is available in the Decrees of the University of St. Gallen. Administrative fees may apply if the instructions for deregistering from central/MidTerm examinations are not followed.

<table>
<thead>
<tr>
<th>Examination Type</th>
<th>Examination Date/Period</th>
<th>Examination Registration</th>
<th>Examination Deregistration Period</th>
<th>Deregistration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MidTerm</td>
<td>23 April 2022</td>
<td>Students are automatically registered with course allocation via bidding. Alternative examination dates are not possible.</td>
<td>Not possible</td>
<td>From 2 April 2022 until two weeks before the examination takes place</td>
</tr>
<tr>
<td>Decentral</td>
<td>February-May</td>
<td>Students are automatically registered with course allocation via bidding. Students must schedule the examination date directly with the lecturer.</td>
<td>From 2 April 2022 until before the examination takes place</td>
<td>n/a</td>
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<tr>
<td></td>
<td>(During the last weeks of the lecture period) but may also take place earlier.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central</td>
<td>June-July</td>
<td>All guest students are automatically registered for the decentral guest examination which takes place during the lecture period. Examination dates must be scheduled directly with the lecturer.</td>
<td>From 2 April 2022 until before the examination takes place</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>(after the lecture period)</td>
<td>Only if you prefer to take central examinations after the lecture period, you must deregister from the decentral guest student examination (which is irrevocable) and register for the central examination in Compass between 11–21 April 2022 (midnight CET)</td>
<td>From 22 April 2022 until two weeks before the examination takes place</td>
<td></td>
</tr>
</tbody>
</table>

Special needs

Students with a disability and/or chronic illness can request compensation for disadvantages. Deadlines: Decentral and central examinations: Friday, CW 16. For detailed information and application form see StudentWeb.

Course deregistration

You can deregister from the courses you bidded for until Friday, 1/04/2022, 23:59 midnight CET. Once courses are dropped, they are irrevocably deleted and cannot be added to your bidding again.

Course withdrawal

Course withdrawal of decentral (guest) examinations is possible but students must
  - inform the lecturer about any withdrawal by email
  - still meet the minimum requirement of 16 ECTS (24 ECTS CEMS MIM and THEMIS) semester workload after course withdrawal
Course and examination fact sheet for guest students - Spring semester 2022

Absence due to illness or accident during examination time

Procedure regarding decentral examinations
- Email your lecturer responsible for the examination before the exam begins.
- Submit a written proof (medical certificate, etc.) via Compass.
- Contact the lecturer to schedule an alternative examination date as soon as possible.
- The alternative examination must take place until 30 June.

Procedure regarding central examinations
- Submit application and written proof via Compass before the examination begins.
- No alternative examination possible.

Non-appearance
Non-appearance without excusable reason at registered central examinations (incl. MidTerm) result in a grade 1.0!

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 (but without ECTS credits).

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.

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, you must deregister from the decentral guest examination and register for the central examination via Compass until 21/04/2022.

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.

Grade reporting – digital notification of grades and transcript
- About six weeks after the end of the exchange term, grades will be published in Compass. You will be notified by email to your firstname.lastname@student.unisg.ch email account each time grades are published. Check your unisg-inbox and Compass, 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.
- The final transcript of records will be sent to your home university (provided that no appeal has been made) once all grades for all courses are submitted; partial transcripts are not issued. Transcripts for Freemovers will be sent to the students’ home address.
- Digital notification and transcript include only the courses for which the examination was taken. 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".

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 being the lowest grade. The half-grade steps shall have the following meaning:

- 6.0 = excellent
- 5.5 = very good
- 5.0 = good
- 4.5 = satisfactory
- 4.0 = marginal
- 3.5 = unsatisfactory
- 3.0 = poor
- 2.5 = poor to very poor
- 2.0 = very poor
- 1.5 = very poor to useless
- 1.0 = useless