Student Guide
For a Successful Start to Your Studies
# Contents

**President’s Preface** 5  
**Welcome from the Student Union** 7  
**About the University of St.Gallen** 8  
  - Our History 10  
  - Timeline 12  
**The HSG Campus** 14  
  - Rooms and Buildings 16  
  - HSGcard 17  
  - Library 17  
  - Study and Group Rooms 19  
  - Sapelli, Cafeterias, [ad]hoc and MeetingPoint 20  
  - Sports 20  
  - Relaxation Room 21  
  - IT Services 21  
**Beginning Your Studies** 24  
  - StartWeek and Kick-off Days 26  
  - Semester Enrolment 27  
  - Tuition Fees and Living Costs 28  
  - Choosing and Bidding for Courses 29  
  - Credit Points 32  
  - Teaching Materials 35  
**Designing Your Studies** 36  
  - Examinations 38  
  - Languages 41  
  - Exchange Opportunities 44  
  - Coaching and Mentoring 48  
  - Equal Opportunities 49  
  - Studying with Children 49  
  - Study Funding 50  
  - Counselling and Pastoral Care 51  
  - Military Liaison Office 52  
**Staying Connected** 54  
  - Continuing Your Studies 56  
  - Lifelong Learning 58  
  - Career & Corporate Services (CSC) 58  
  - HSG Alumni 59  
  - HSG Foundation 60
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President’s Preface

Dear Students

Welcome to the University of St.Gallen! I am immensely pleased that you have decided to study or continue your education (again) at the HSG. With almost 200 full professors, several hundred lecturers and researchers, more than 2,800 employees and almost 9,000 fellow students, the HSG is an ideal academic home for those seeking challenges.

As one of the leading business universities in Europe, the most important mission for the HSG is to foster personalities who will think in an integrative way and who will act responsibly as well as entrepreneurially. Both the core studies and the broadly based contextual studies, together with the applied projects offered in several programmes, are organised with this aim in mind. The integration of Economic Sciences, Law, Social Sciences and Cultural Studies makes the University of St.Gallen a unique, innovative and globally recognised hub for academic research.

However, your years of study will not only shape you by acquiring a wide range of specialist knowledge and learning to apply it. The HSG thrives on the fact that students actively shape campus life and motivate each other to open up new shores and break out of their own comfort zone. The latter is also made possible by our network of partner universities all over the world – St.Gallen and Eastern Switzerland will certainly grow on you, but there are many more doors opening up from here.

But before taking the next step, you have to arrive first! With this in mind, I wish you in the name of the entire HSG community, successful and inspiring studies.

Bernhard Ehrenzeller, President
Welcome from the Student Union

Dear Fellow Students

Welcome to the University of St. Gallen (HSG). A time full of challenges, great experiences, fun and seemingly unlimited opportunities is awaiting you. You will make new friends and you will have the opportunity to shape your university life.

The HSG is an extraordinary university in many aspects. More than half of the students are, in addition to their academic programmes, involved in the Student Union, in different clubs and societies or in student associations. The wide range of student organisations gives you variety in your daily routine at the University, offers you the possibility to pursue your personal interests and enables you to invest your energy in an organisation you want to support. Students’ engagement is indeed at the very heart of our University.

The Student Union of the University of St. Gallen (SHSG) constitutes the umbrella organisation of all student activities at the HSG. Its central tasks in this context are to maintain coordination, to facilitate the flow of information, and to advise and support. Also, it fulfils additional important functions and supervises student initiatives with regard to the planning and implementation of projects.

Since 1921 the Student Union has officially represented all students of the University of St. Gallen, which is another core function. In this context the Student Union has two main tasks. On the one hand it provides various services such as the student bars [ad]hoc and MeetingPoint, the student magazine prisma, and the ‘Ressort International’ with its student exchange programmes and numerous other projects; on the other hand it acts as an advocate for the students. This activity encompasses, for example, an appeals consultation free of charge for all students.

The main two bodies of the Student Union are the student parliament and the student board, which is headed by a presidential duo. The board is the executive and is responsible for the operative delivery of strategic decisions made by the parliament, which is the legislative body of the Student Union. The parliament consists of representatives of the programmes of the different Schools and the representatives of the committees. They give their advice and approve the budget of the Student Union.

As a student of the HSG, you have varied opportunities to have a big influence on the composition of the University and the possibility to implement your own ideas through all of the above channels. Make the most of this chance and be a part of the HSG!

We wish you all a successful and eventful time at the HSG! We will be glad to make ourselves available at any time for your questions or suggestions.

Best wishes for a successful start at the HSG,
Your presidential team

Mertcem Zengin & Ali Jouini
About the University of St.Gallen

Our History  10
Timeline  12
About the University of St. Gallen

Our History

The University of St. Gallen (HSG) was founded over 100 years ago. The original Commercial Academy has since matured into an internationally well-connected and highly respected university. Your enrolment makes you a part of the HSG’s future and of our HSG family.

The ‘Grosse Rat’ (Great Council) of the Canton of St. Gallen laid the cornerstone of our University in 1898. Teaching activities started with seven students, who were joined by 85 auditors or free scholars. Languages, commercial knowledge, and technology were the core subjects at the time.

The HSG – then in its fifth decade – experienced a rapid rise after World War Two, and in 1963 it moved onto its current site on the Rosenberg. Out of the original Commercial Academy a university had developed with research and teaching in a broad array of subjects (including the study of Law, developed in the 1970s).

In 1995, the ‘Handels-Hochschule’ officially became Switzerland’s tenth university. Six years later, in 2001, the HSG took on a pioneering role in the implementation of the Bologna process by replacing the former Licentiate degree with consecutive Bachelor’s and Master’s courses. Core studies were complemented by contextual studies.

In 2011, the HSG was given a new structure and organisation to cope better with increasing demands on teaching and research and with growing student numbers and departmental expansion. Since then, individual departments (Schools) have been responsible for teaching. The School of Computer Science was the youngest school to start operations in 2020.

Today, the HSG is home to a total of six schools:

- School of Management (SoM-HSG)
- School of Finance (SoF-HSG)
- School of Economics and Political Science (SEPS-HSG)
- Law School (LS-HSG)
- School of Humanities and Social Sciences (SHSS-HSG)
- School of Computer Science (SCS-HSG)

4th place in the Financial Times European Business Schools Ranking

6 Schools
Internationality, practical relevance and an integrative view have characterised education at the University of St. Gallen ever since its establishment in 1898. Today, we educate more than 8,800 students in Business Administration, Economics, Law, Social Sciences and International Affairs. We do this with success: according to current rankings, the HSG is one of Europe’s leading business universities. Our integrative education to high academic standards has earned us the EQUIS, AACSB and AMBA accreditations by way of an international seal of approval. Our students, too, appreciate the HSG: about 90 per cent of graduates would again opt for the HSG. The HSG’s international orientation is supported in a variety of ways. This includes students and faculty from various countries on all continents, 200 partner universities worldwide and memberships in international networks. Since 2013, studies at all levels can be pursued in both English and German.

100 Years HSG
You can learn more about the history of our University from the book 100 Jahre HSG – Geschichte der Universität St. Gallen, Hochschule für Wirtschafts-, Rechts- und Sozialwissenschaften by Karl Heinz Burmeister, 1998, Bern.
The ground-breaking ceremony for the new Learning Center took place on 6 November 2019.

Loads of activity in the green room of the Teaching Innovation Lab: Due to the Covid-19 pandemic, all courses must be conducted digitally. This resulted in numerous learning videos – from accounting exercises to health advice.

In cooperation with the University of Zurich and regional partners, the University of St.Gallen is expanding its range of studies with a Master’s programme in human medicine.
The new Startup@HSG MakerSpace – a room for HSG startups and creative minds – opened its doors. It is a central place in the main building of the University of St.Gallen for entrepreneurial thinkers, where you can meet, exchange and work together.

Establishment of the Executive School for Management, Technology and Law (ES-HSG).

HSG becomes Switzerland’s first higher education institution to run an executive education programme.

Introduction of comprehensive cooperation centers (HSG Centers).

Relocated to the Rosenberg site and renamed ‘St.Gallen Graduate School’ (HSG).

The canton takes sole financial responsibility for the HSG.

Inauguration of the extended WBZ-HSG (lecture rooms and hotel facilities).

The University of St.Gallen opened a Visitors’ Corner in the Main Building. This compact visitors’ centre is intended to familiarise the general public, guests, prospective and former students with the University, its history, as well as current projects.

Inauguration of ‘TheCo’: A Co-Working Space organised by the Student Union. Working spaces for individuals and for groups are available in an interactive and communicative setting at Müller-Friedberg-Strasse 6/8.
The HSG Campus

| Rooms and Buildings             | 16 |
| HSGcard                        | 17 |
| Library                        | 17 |
| Study and Group Rooms          | 19 |
| Sapelli, Cafeterias, [ad]hoc and MeetingPoint | 20 |
| Sports                         | 20 |
| Relaxation Room                | 21 |
| IT Services                    | 21 |
| The Five Most Important IT Tools | 21 |
| StudentWeb                     | 22 |
| StudyNet                       | 22 |
| Compass                        | 22 |
| MS TEAMS                       | 22 |
| E-Mails                        | 22 |
| PC-Tutors and Computer Rooms   | 23 |
| Password Service               | 23 |
The HSG campus is an educational establishment, a place for art, and a
meeting point. Works by Penalba, Richter, Miró, Giacometti, and many
more artists, as well as the building’s architecture, designed by Walter M.
Förderer and Bruno Gerosa, transform the University into a lively contem-
porary exhibition space. Thanks to the ‘art@tell ’ project, the works of
young artists from all over the world are on exhibition at Tellstrasse 2, a
university building close to the main railway station.

The University is open from early morning to late evening. The following
table lists the standard opening hours of the Main Building (Building 01),
the Library Building (Building 09) and the Library itself, and the Sports Hall
(Building 10), as well as those of the student restaurant and cafeterias.

<table>
<thead>
<tr>
<th></th>
<th>During the semester</th>
<th>During break / Exam preparation</th>
<th>Reduced opening hours in summer Buildings: 04.07.2020 – 05.09.2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Building (01)</td>
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<td>During the semester</td>
<td>Monday–Thursday: 07:00am–10:00pm Friday: 07:00am–09:00pm Saturday: 07:00am–04:00pm</td>
<td>Monday–Friday: 07:00am–09:00pm Saturday: 07:00am–04:00pm</td>
<td>Monday–Friday: 07:00am–09:00pm Saturday: 07:00am–04:00pm</td>
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<tr>
<td>Library Building (09)</td>
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<td>During the semester</td>
<td>Monday–Friday: 07:00am–10:00pm Saturday: 07:00am–07:00pm</td>
<td>Monday–Friday: 07:00am–10:00pm Saturday: 07:00am–07:00pm</td>
<td>Closed 4 July – 5 September Renovation</td>
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<td>Library (09)</td>
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<td>During the semester</td>
<td>Monday–Friday: 08:00am–10:00pm Saturday: 09:00am–07:00pm</td>
<td>Monday–Friday: 08:00am–10:00pm Saturday: 09:00am–07:00pm</td>
<td>Closed 4 July – 5 September Renovation</td>
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<td>Sports Hall (10)</td>
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<td>During the semester</td>
<td>Monday–Friday: 07:00am–10:00pm Saturday: 07:00am–06:00pm</td>
<td>Monday–Friday: 07:00am–09:00pm Saturday: 07:00am–04:00pm</td>
<td>Monday–Friday: 07:00am–09:00pm Saturday: 07:00am–04:00pm</td>
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<tr>
<td>Sapelli (Building 07)</td>
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<tr>
<td>During the semester</td>
<td>Monday–Friday: 07:30am–05:00pm</td>
<td>Monday–Friday: 07:30am–05:00pm</td>
<td>Monday–Friday: 07:30am–04:00pm</td>
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<tr>
<td>Cafeteria Fördererbar (Building 01)</td>
<td>Monday–Friday: 07:30am–06:30pm</td>
<td>Closed</td>
<td>Closed</td>
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<tr>
<td>Cafeteria Market (Building 09)</td>
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<tr>
<td>During the semester</td>
<td>Monday–Friday: 11:30am–02:30pm</td>
<td>Closed</td>
<td>Closed 4 July – 5 September Renovation</td>
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<tr>
<td>Cafeteria TAP (Building 09)</td>
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<tr>
<td>During the semester</td>
<td>Monday–Friday: 07:00am–09:00pm Saturday: 07:30am–07:00pm</td>
<td>Monday–Friday: 07:00am–07:30pm Saturday: 07:30am–04:00pm Sunday: 11:00am–03:00pm</td>
<td>Closed 4 July – 5 September Renovation</td>
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</tbody>
</table>
During the summer holidays as well as on public holidays, the University may have special opening or closing hours. During study periods, the Library is open on selected Sundays from 9:00 a.m. to 2:00 p.m. You can check all ordinary and special opening hours of the University and the library at:

⇒ www.unisg.ch > University > Visitors > Directions > Opening hours.

Our rooms are numbered according to the following logic: a room labelled 01–xx is located in Building 01, the Main Building. If the building number is followed by the letter U, the room in question is in the basement (Untergeschoss in German) of that building. The number after the letter U indicates the floor on which a room is located. For instance, Room 01–U2xx is located on the second basement floor of the Main Building. A room on the ground floor is designated by the figure 0, a room on the first floor by the figure 1. Thus, Room 09–0xx is on the ground floor of the Library Building while Room 01–2xx is on the second floor of the Main Building. A room marked EXT is an external room, situated off the main campus.

**HSGcard**

The HSGcard serves as your student legitimation, for example at examinations, as your printing and copying card, and also as your Library card. In addition your authorised access to the Unisport gym (once you have successfully completed the introduction to the use of the gym), the Gastro Pass, and the Buddy System icon will be marked on your card. The HSGcard, together with detailed information that can also be found on the StudentWeb, is handed out to newly admitted students during the StartWeek or the Kick-off Days. The card must then be validated at one of the HSGcard terminals, and can be registered online through the HSGcard Center. There you can also top up your credit with cash for printing and copying, as well as for several other services on campus.

⇒ www.unisg.ch/hsgcard

**Library**

The University Library is situated in Building 09. It holds more than 560,000 documents, 180,000 e-books, and 800 printed journals and newspapers. It provides access to over 70,000 electronic journals. Our library offers seating for 550 readers for purposes of work and study. Library users have access to various computers and multifunctional printers to print, photo-
In the HSG Alumni community, you are welcome all over the world during your studies. Connect with graduates in your exchange city like Maida, Aline and Tobias, find new contacts for an internship or your next holiday destination. Find out more on hsgalumni.ch/clubs.
copy and scan. You will need your HSGcard in order to print or copy documents; you can find further information on the HSGcard online at www.unisg.ch/hsgcard.

If you have any questions regarding your literature review or information research, the library staff is happy to assist you. In the IT area of the Library, PC tutors also provide you with advice (during the semester, Mondays to Fridays, 12 noon to 6 p.m.), as do writing advice staff (Tuesdays, 5-7 p.m.; more often prior to work submission dates).

https://studentweb.unisg.ch > Services > Group room reservation
tutor@unisg.ch

**Library Etiquette**

- The fixed lending period is 14 days. If another user has not reserved a book, this period will automatically be extended by another 14 days. The maximum lending period is 6 months.
- If you need a copy that has been lent to another user, you can reserve it via the Metasearch service, or the online catalogue at any time.
- Food and open drinks are not permitted in the Library.
- Day and week lockers that can be locked with your own padlock are in front of the Library. Please comply with their rules of use.
- Your personal user account, which can be viewed via the library homepage (www.unisg.ch > University > Library > ‘User account’) provides you with an overview of the documents you have borrowed and of your orders, reservations, copying orders, and fees.
- No seat reservations

**Study and Group Rooms**

Several quiet rooms are available around the University for individual learning and group study. Quiet areas are available in the Library and in the study hall of the Main Building on the second and third floors. You can also book group rooms online, for example to prepare a presentation or to discuss a group project. Please use the online reservation tool. If problems occur with the reservations, please contact the PC tutors.

⇒ https://studentweb.unisg.ch > Services > Group room reservation
tutor@unisg.ch

**Co-Working Space «theCO»**

The Student Union (SHSG) runs the Co-Working Space ‘theCO’ at a central location in the town of St. Gallen. Working spaces for individuals and for groups are available in an interactive and communicative setting at Müller-Friedberg-Strasse 6/8. The Co-Working Space, with its café and generous terrace, can also be used as a space for special events.
Sapelli, Cafeterias, [ad]hoc and MeetingPoint

At lunchtime, our University Restaurant (the so-called ‘Mensa’) Sapelli offers a wide selection of delicious dishes, which vary in price. You can put together an individual meal or choose a menu from the cold or warm buffet. Starting from CHF 6.20 you will receive a warm meal. Besides Sapelli and the Cafeteria (building 07) there are two further cafés (buildings 01 and 09) serving an all-day range of pastries, cakes, sandwiches, snacks, and various hot and cold drinks.

In addition, the Student Union runs the ‘[ad]hoc’ campus bar. Enjoy coffee, pastries, or an after-work drink in its cozy atmosphere. Opening hours during the semester are Mondays to Thursdays from noon to midnight and Fridays from 10:00 a.m. to 8:00 p.m.

At Blumenbergplatz you can find [ad]hoc’s older sibling, MeetingPoint. From Wednesday to Friday, starting at 08:00 p.m. until midnight, you can enjoy everything from soft drinks to a beer or even a fancy cocktail.

Sports

To keep the body and mind in balance, Unisport offers a wide range of sports, both at its own sports facilities and off-campus. On-campus...
facilities include a sports hall, fitness equipment, an artificial grass pitch, a beach volleyball field, and various other facilities.

Get rid of your stress and attend our sports courses under the professional supervision of about 250 instructors. The range of courses covers more than 250 sports lessons per week in more than 90 sports. Most of our courses and services are free of charge. Certain additional services are subject to a charge.

Some training units only have a limited number of places available. In such a case, e.g. Bodypump or indoor cycling, you will have to register online. You can pay the bill for fee-paying sport courses directly at the Sports Office (Bodanstrasse 1) or settle it by means of e-banking.

www.sport.unisg.ch
www.facebook.com/HSGUnisport
www.instagram.com/unistgallen.unisport

Relaxation Room

Like many modern companies, HSG offers a nap room in which one can relax. The Student Union runs the relaxation room in the Main Building (01–U151), offering students and employees the opportunity to take a break from their busy daily life on campus and to recharge their energy levels. Opening hours and live information about vacancies can be found online.

www.shsg.ch/en/site/services/relaxation-room

IT Services

The Five Most Important IT Tools
Before or during the HSG Kick-off Days or in the StartWeek, you will receive your own HSG user account. This provides you with access to our IT services. Your username and password allow you to log onto all our public computers, the campus WLAN (the ‘eduroam’ network needs the HSG e-mail address), and – most importantly – our IT Tools. There are five tools total, each being indispensable to your studies: the StudentWeb, the StudyNet, Compass Portal, MS TEAMS and your e-mail account. Your first days at HSG will include a detailed introduction to our IT Services.
The HSG Campus

StudentWeb
The StudentWeb offers current news about your studies, further information about general course structures, individual programmes, important dates and deadlines and exchange opportunities. It is a password-protected intranet for students.
→ https://studentweb.unisg.ch

StudyNet
The new StudyNet, launched in 2019, is more than just a learning platform, in which course content such as slides and other teaching materials are made available. It represents our virtual teaching environment and supports the innovative digital teaching formats.
→ https://learning.unisg.ch

Compass
Compass helps you sort out the most fundamental administrative concerns such as semester enrolment, course bidding and examination registration. Compass also provides various useful documents such as registration and matriculation confirmation or copies of your grade transcripts.
→ https://compass.unisg.ch

MS TEAMS
With the central collaboration platform MS TEAMS you will receive current information and important updates (Team Undergraduates and Team Graduates) on the one hand, and on the other hand you can independently set up teams for project work or other team collaboration.
→ https://teams.microsoft.com/
→ Request a team on Compass
→ Team Undergraduates
→ Team Graduates

E-Mails
As with all HSG students, you will be issued a personal e-mail account. Your mail-box has a storage capacity of 50 GB. Maximum message volume (including attachments) is 25 MB. We use your HSG e-mail address for the purposes of official communication; please ensure that you check your mailbox regularly. Your new HSG e-mail address is <firstname.lastname@student.unisg.ch>.
→ https://www.unisg.ch/mail
Surfing free of charge? Price reductions for laptops?

Thanks to SWITCHconnect, you are able to surf free of charge at most Swiss universities. You also have free internet access at Swiss railway stations and at many other hotspots. Download the requisite software, the VPN client, from:

https://vpn.unisg.ch

The NEPTUN project of the ETH Zurich sells PCs and Apple computers at concessionary terms. These special offers always run for three weeks at the beginning of the semester.

https://www.projektneptun.ch

PC-Tutors and Computer Rooms

Five computer rooms are available in the Main Building (Rooms 01–U102, 01–U103, 01–U179, 01–U206 and 01–U207). They are accessible during regular opening hours. If you are using your own computer, you can access our campus-wide WLAN network via:

- the ‘eduroam’ network: Login via HSG e-mail address and HSG password (recommended)
- the ‘unisg-guest’ network: Login via browser

We have established an additional student support contact point: the PC-Tutors. If you have a problem with the public PCs, scanners or printers or the University’s own software applications, please contact the PC-Tutors either personally (Room 01–U207, during the teaching semester or semester break from Mondays to Fridays, 10:00 a.m. to 6:00 p.m.) or by e-mail (tutor@unisg.ch). For a list of the most common PC problems and their solutions, go to the HSG information tools primer (short: InfoTools); it is well worth a quick glance.

www.tutor.unisg.ch

Password Service

In case you have not yet received your user name or your initial password, you can still use the majority of our IT services. For this purpose please use the user name (email address) and password which you used for the online registration. Once you have received the ‘password letter’ (during the HSG Kick-off Days or StartWeek), you should switch to your HSG user account. Our Info-Tools brochure provides comprehensive information about passwords at the University of St.Gallen and about data privacy.

Our Password Service allows you to change your password at any time. Activating the password recovery mode enables you to retrieve a forgotten password yourself; or our PC-Tutors will be happy to assist you.

https://pws.unisg.ch
## Beginning Your Studies

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>StartWeek and Kick-off Days</td>
<td>26</td>
</tr>
<tr>
<td>StartWeek</td>
<td>26</td>
</tr>
<tr>
<td>Kick-off Days</td>
<td>26</td>
</tr>
<tr>
<td>Semester Enrolment</td>
<td>27</td>
</tr>
<tr>
<td>Tuition Fees and Living Costs</td>
<td>28</td>
</tr>
<tr>
<td>Living Costs</td>
<td>29</td>
</tr>
<tr>
<td>Choosing and Bidding for Courses</td>
<td>29</td>
</tr>
<tr>
<td>Course Information</td>
<td>29</td>
</tr>
<tr>
<td>Bidding</td>
<td>31</td>
</tr>
<tr>
<td>Credit Points</td>
<td>32</td>
</tr>
<tr>
<td>Credit Weighting</td>
<td>32</td>
</tr>
<tr>
<td>Negative Credit Weighting</td>
<td>32</td>
</tr>
<tr>
<td>Campus Credits</td>
<td>33</td>
</tr>
<tr>
<td>Practice Credits</td>
<td>33</td>
</tr>
<tr>
<td>Military Credits</td>
<td>34</td>
</tr>
<tr>
<td>Integrative Portfolio in Contextual Studies</td>
<td>34</td>
</tr>
<tr>
<td>Teaching Materials</td>
<td>35</td>
</tr>
</tbody>
</table>
Beginning Your Studies

StartWeek and Kick-off Days

StartWeek
The aim of the StartWeek, as an integral part of the Assessment Year, is to officially welcome the new students to the University of St.Gallen and to prepare them well for their student life. Each StartWeek focuses on a particular topic that students work on. This way, the new students are introduced to group work similar to that found in the Assessment Year and work with academic methods required by the HSG for the first time. First contacts with future fellow students can be initiated to establish social integration in the new environment. These often lead to friendships that last throughout the entire course of studies. In the context of administrative integration into studies, the information modules Learning & Researching, Communicating & Collaborating virtually, as well as Studying & Examining will be visited. Further information about the programme of the StartWeek can be found in the StartLetter and on the website.

⇒ www.startwoche.unisg.ch
⇒ startwoche@unisg.ch

Kick-off Days
At the Kick-off Days we greet our new and re-matriculated students on the Bachelor’s level (Second Bachelor’s degree), the Master’s level and the PhD level. The Kick-off Days are constructed as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Scope of the Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Semester</td>
<td></td>
</tr>
<tr>
<td>Kick-off Days</td>
<td>Academic Programme (one day)</td>
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<td>The Academic Programme is concerned each year with a contemporary theme of social and</td>
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<td></td>
<td>cultural importance.</td>
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<td>Compact Introductory Programme (one day)</td>
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<tr>
<td></td>
<td>• Introduction to Campus Infrastructure</td>
</tr>
<tr>
<td></td>
<td>• Introduction to Your Degree Course</td>
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<td></td>
<td>• Introduction to IT Tools</td>
</tr>
<tr>
<td></td>
<td>• Introduction to the Library</td>
</tr>
<tr>
<td></td>
<td>Extended Introductory Programme (four days)</td>
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<tr>
<td></td>
<td>Compact Introductory Programme, and in addition:</td>
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<td></td>
<td>• Sports Programme</td>
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<td></td>
<td>• Evening Programme</td>
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<td></td>
<td>• Intensive German Course</td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>Kick-off Day</td>
<td>Introductory Programme (one day)</td>
</tr>
<tr>
<td></td>
<td>• Introductory Note</td>
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<tr>
<td></td>
<td>• Campus Tour (Introduction to Campus Infrastructure)</td>
</tr>
<tr>
<td></td>
<td>• How to Organise Your Studies (Introduction to Your Degree Course)</td>
</tr>
<tr>
<td></td>
<td>• Introduction to IT Tools</td>
</tr>
<tr>
<td></td>
<td>• Introduction to the Library</td>
</tr>
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</table>

Over 8,800 Bachelor’s, Master’s and PhD students
Please note the following important information concerning mandatory attendance of the Kick-off Days:

- **New Students:** Completion of the Academic Programme and one of the Introductory Programmes is obligatory.
- **Re-matriculated students, who weren’t matriculated for three or more semesters:** participation in the Academic Programme is obligatory while participation in an Introductory Programme is optional.
- **Re-matriculated students, who only missed one or two semesters at HSG and students who are continuing their studies without any break:** participation in the Academic Programme and in an Introductory Programme is not mandatory. Participation in the programme is possible with the agreement of the programme director.

You will find further information at:

-www.unisg.ch > Studying > Bachelor (respectively Master or PhD) > General Information > HSG Kick-off Days
- kick-off-days@unisg.ch

**Semester Enrolment**

You can easily enrol for the following semester in Compass. The enrolment periods are published at the beginning of each semester on the StudentWeb. Semester leaves or enrolment for a semester with reduced fees can be granted if certain criteria are met, the respective deadlines can be found on the StudentWeb as well. The reasons for semester leaves vary according to the level of study. You are therefore advised to obtain detailed information from the implementation provisions well in advance. Requests for semester leave can be submitted in Compass after your semester enrolment. PhD students should contact the PhD Office directly via e-mail. Students who are granted semester leave only pay reduced tuition fees of CHF 69.50. While on leave, you will not be allowed to attend any courses, but you may retake examinations during this period. You will have unrestricted access to the University’s infrastructure, including the Mensa, IT services, the Library, and sports facilities.

You will find further information and deadlines on the StudentWeb:

-www.unisg.ch > Studying > Bachelor (respectively Master or PhD) > General Information > Semester enrolment
Tuition Fees and Living Costs

Tuition fees vary according to semester status, level of study or study programme. Tuition fees also vary according to nationality or your official place of residence at the time of taking your baccalaureate examination (known as the ‘Matura’ in German-speaking Switzerland): regular tuition fees apply to all students with Swiss nationality and to those with foreign nationality who were officially domiciled in Switzerland at the time of their baccalaureate examination. Tuition fees for international students apply to all students with foreign nationality whose official place of residence was abroad when they obtained their university entrance qualification. Guest students are subject to the provisions and guidelines issued to them directly by the Student Mobility Office.

At the end of each semester, students receive a tuition fees invoice for the following semester. Tuition fees can be paid online or with the payment order provided. When using online banking, please note that the reason for payment changes every semester. The receipt of payment of the semester fees is the prerequisite for the course selection (Bidding) to be activated and the HSGcard to be validated.

Further information on tuition fees with explanations can be found on the StudentWeb:
⇒ https://studentweb.unisg.ch > Student Admin > General information > Fees
Living Costs
Please consider that your living expenses may vary according to your lifestyle. You should plan for a monthly budget of approximately CHF 2,200 to 2,600 (according to a survey conducted by the Swiss Federal Statistical Office). The following monthly budget table may serve as an example:

<table>
<thead>
<tr>
<th></th>
<th>Native Bachelor</th>
<th>Native Master</th>
<th>International Bachelor</th>
<th>International Master</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation (rent plus utilities)</td>
<td>710</td>
<td>710</td>
<td>710</td>
<td>710</td>
</tr>
<tr>
<td>Food (including eating out, …)</td>
<td>400</td>
<td>400</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Communication (telephone, internet, TV, radio)</td>
<td>70</td>
<td>70</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>Subtotal: Living expenses (CHF)</td>
<td>1,180</td>
<td>1,180</td>
<td>1,180</td>
<td>1,180</td>
</tr>
<tr>
<td>Tuition fees and degree course expenses</td>
<td>210</td>
<td>240</td>
<td>530</td>
<td>560</td>
</tr>
<tr>
<td>Other degree course expenses (books, lecture notes, laptop, …)</td>
<td>80</td>
<td>80</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>Transport (public and private)</td>
<td>140</td>
<td>140</td>
<td>140</td>
<td>140</td>
</tr>
<tr>
<td>Subtotal: Expenses arising from studies (CHF)</td>
<td>430</td>
<td>460</td>
<td>750</td>
<td>780</td>
</tr>
<tr>
<td>Health (health insurance, medication, doctor’s appointments, …)</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Clothing</td>
<td>110</td>
<td>110</td>
<td>110</td>
<td>110</td>
</tr>
<tr>
<td>Leisure activities (sports, culture, holidays, …)</td>
<td>140</td>
<td>140</td>
<td>140</td>
<td>140</td>
</tr>
<tr>
<td>Other (insurance, taxes, gifts, …)</td>
<td>110</td>
<td>110</td>
<td>110</td>
<td>110</td>
</tr>
<tr>
<td>Subtotal: Other expenses (CHF)</td>
<td>560</td>
<td>560</td>
<td>560</td>
<td>560</td>
</tr>
<tr>
<td>Total (CHF)</td>
<td>2,170</td>
<td>2,200</td>
<td>2,490</td>
<td>2,520</td>
</tr>
</tbody>
</table>


See Page 49 for more information about funding your studies. You may also contact our Advice Center for Study Funding.
⇒ www.studyfunding.unisg.ch

Choosing and Bidding for Courses

Course Information
Each course offered at the HSG has a so-called ‘course fact sheet’. Course Fact Sheets provide information about course credits, course admission requirements, the subject matter taught, course structure, and examination types (written, oral, group presentation, etc.). To view this information, check either the Bidding system or in Courses the University’s lecture schedule.
⇒ https://courses.unisg.ch
Become part of the SHSG team.

shsg.ch/jobs
Beginning Your Studies

HSG course numbers denote the course level and semester. Assessment courses begin with 1 and 2, Bachelor’s courses with 3 to 6 and Master’s courses with 7 to 9. PhD courses are numbered 10 and upwards. Odd numbers indicate courses in the autumn semester (AS), even numbers those in the spring semester (SpS).

Bidding
HSG courses and examinations at all levels are allocated through the so-called ‘Bidding system’ in Compass. The Bidding system ensures that course places are allocated to those students bidding the highest value for attending a particular course. Course attendance, examination admissions, and the awarding of credits are based on the allocation of a course place through the Bidding process. Since the Bidding process is a core component of HSG degree course organisation, detailed information is provided here.

Avoiding timetable clashes
When you choose courses, please make sure that you avoid timetable clashes. Only in this way can you ensure that you will avoid examination clashes. You can check courses for eventual clashes on the ‘Online Timetable’ portal.

Moreover, you can integrate the courses allocated to you in the Bidding process into external calendar applications, for instance for smartphones (the so-called ‘iCal service’). You can find this service in Compass in the Bidding tile under ‘Export calendar’.

Bidding Guide
At the beginning of each Bidding round, you have a certain number of points that you can place on certain courses. Points represent the currency for expressing the value you attach to a course. At the end of the Bidding round, course places are distributed according to points allocation: the first place goes to the highest bidder, the second to the second highest bidder, etc. This mechanism is continued until the course is full.

PhD students, who have one Bidding round at their disposal, need to discuss course attendance with their supervisor. As a rule, the number of participants on PhD courses is unlimited; however, a registration is always binding. In cases where the number of participants is limited all the same, a special application procedure will be used.

Guest students are allocated 1,000 Bidding points, to be distributed among courses at their own discretion. Please note, however, that you should choose courses that are at your degree course level and are recognised by your home university. Please contact our Student Mobility Office if you have any questions.
**Credit Points**

We use the ‘European Credit Transfer and Accumulation System (ECTS)’ to weight and rate student performances. Students are awarded a certain number of credits for every degree course result.

Credits also serve as a basis for estimating course workloads. On average, approximately 30 working hours are required per credit to achieve a satisfactory grade. A course or any other degree coursework amounting to four credits will therefore require 120 hours (i.e. two to three working weeks).

**Admissions and Crediting Office**

The Admissions and Crediting Office is responsible for the accreditation of ECTS earned at other universities. Staff will be glad to advise you by telephone or to arrange a personal appointment.

Postal address: Dufourstrasse 50, CH-9000 St.Gallen
For visitors: Room 05-003, Varnbuelstrasse 16, CH-9000 St. Gallen
Phone +41 71 224 39 31, admissions@unisg.ch, www.admissions.unisg.ch
Office hours: Tuesdays to Thursdays, 10:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:00 p.m.

**Credit Weighting**

Students are awarded grades for every examination. Grades range from 1.00 (useless) to 6.00 (excellent), where 4.00 is the passing grade. Multiplying course credits gives weighted credit points. This system is used to establish the relative weighting of course performance.

**Calculation of average grades**

For example: the first course is weighted with 6 credits, and you are awarded grade 5.00. The second course is weighted with 2 credits, and you are awarded grade 4.00. Your grade average is not 4.50, but \((6 \times 5 + 2 \times 4) / (6 + 2) = 4.75\). The higher average is the result of the first course result being weighted higher.

**Negative Credit Weighting**

Please note that, as a rule, you cannot repeat any examinations in our examination system within the same study attempt, even if you have achieved an unsatisfactory result. However, a small faux pas does not directly result in a failed study attempt.

If you are awarded an unsatisfactory grade in an examination, you will be given negatively weighted credit points (NWCPs). These represent the difference between an unsatisfactory grade and grade 4.00, weighted with
the credits of that part of the examination in which you have achieved the unsatisfactory grade (i.e. grade 4.00).

If, for instance, you are awarded grade 3.50 in an examination weighted with 4 credits, then you will receive 2 (0.5x4) negatively weighted credit points. To complete your studies, you are not allowed to exceed a maximum number of negatively weighted credit points. Additionally, the average of all examination results must be at least satisfactory.

**Maximum negatively weighted credit points (NWCPs)**

- **Assessment Year:** 12 NWCPs, max. 4 NWCPs in contextual studies.
- **Bachelor’s Level:** 18 NWCPs, with no more than 10 negative weighted credit points in the core subjects of the major in Business Administration.
- **Master’s Level:** 13.5 NWCPs (18 NWCPs in the Master’s programme in Law and Economics).
- **PhD Level:** No NWCPs possible.
- **Guest students:** No credits are awarded for unsatisfactory examination results. Courses and examinations cannot be repeated.

**Campus Credits**

We encourage extracurricular activities among our Bachelor’s and Master’s students by awarding campus credits for exceptional student initiatives in the interest of the University as a whole (e.g. holding an executive position in the Student Union, involvement in the student magazine *prisma* or in the International Student Committee). One campus credit corresponds to a workload of 90 hours.

To be awarded campus credits, you need to submit a corresponding application form to the Admissions and Crediting Office prior to project launch. You can find all the necessary help and additional information online in the StudentWeb. The applicable statutory basis can be found in the ‘Campus Credits Implementation Provisions’.

> https://studentweb.unisg.ch > Examinations/Achievements

**Practice Credits**

Bachelor’s students majoring in International Affairs (BIA) can earn practice credits during their studies. Master’s students of all programmes can also earn practice credits, with the exception of those taking Strategy and International Management (SIM). Practice credits are awarded for practical activities closely related to the subject matter of the respective major. These activities may be remunerated or not. Depending on the degree programme, such activities include internships with companies, or with
Beginning Your Studies

federal, cantonal or municipal authorities, or similar activities. It must be possible for the work to be attributed to you. The workload per credit must be at least 90 hours.

Military Credits
Students at the University of St. Gallen may obtain credits in their contextual studies for proven military leadership experience in the Swiss Army. Such extracurricular achievements can be credited as leadership skills. Military services completed in the context of squad training, as well as non-commissioned and commissioned officer training, can be credited at the Bachelor’s level. These credits can be awarded upon completion of the Assessment Year. At the Master’s level, promotion to the rank of captain or field officer can be credited as long as such distinction is connected to educational and leadership responsibilities. These credits can be accredited to students holding a Bachelor’s or an equivalent degree or to HSG students fulfilling graduation requirements.

Integrative Portfolio in Contextual Studies
Within Contextual Studies at Bachelor’s and Master’s level, you have the opportunity to acquire an in-depth knowledge in one of eight highly relevant subject areas. For this purpose, you will attend two courses from one area of concentration in Contextual Studies (i.e. History, Society, Creativity, Cultures, Media, Law, Technologies or Responsibility) parallel to the compulsory courses of your respective core studies. In a following semester, you will complete the “Integrative Portfolio” in the same area of concentration.

The Integrative Portfolio will provide you with an innovative learning experience and will combine the contents of Contextual Studies courses with your individual core subject. You will be working independently on an interdisciplinary question which combines the contents of a core subject course of your choice with issues from courses that you have already attended in Contextual Studies. The focus will be on a process of reflection on what you have learned to date and on an issue-based exchange on [deletion] interdisciplinary questions. 6 ECTS for the Integrative Portfolio will be credited to the relevant area of concentration. Successful completion of the area of concentration will in addition be reported in the Diploma Supplement.
The Integrative Portfolio in Contextual Studies

- appears as an additional achievement in the Diploma Supplement
- is an excellent way of preparing for the BA and MA Thesis
- combines Core and Contextual Studies in an innovative way

⇒ www.kontextstudium.unisg.ch
⇒ https://studentweb.unisg.ch > Contextual Studies > Integrative Portfolio

Teaching Materials

Teaching materials are available through our learning platform StudyNet or from the Script Commission (SKK). The SKK prints, manages, and sells teaching materials compiled by faculty for students. It also sells the most important books relevant to courses, as well as other useful materials, at concessionary terms. In addition, the SKK and its Print on Demand service allows you to print your own documents at low cost. Online you will find the opening hours, the catalogue of books and scripts, and all other products you can acquire at the SKK:
⇒ https://learning.unisg.ch
⇒ www.myskk.ch
# Designing Your Studies

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examinations</td>
<td>38</td>
</tr>
<tr>
<td>Examination Registration</td>
<td>38</td>
</tr>
<tr>
<td>Examination Withdrawals</td>
<td>39</td>
</tr>
<tr>
<td>Non-Appearance</td>
<td>40</td>
</tr>
<tr>
<td>Alternative Examination Date</td>
<td>40</td>
</tr>
<tr>
<td>Access to Examination Papers</td>
<td>41</td>
</tr>
<tr>
<td>Languages</td>
<td>41</td>
</tr>
<tr>
<td>Conversation Courses</td>
<td>42</td>
</tr>
<tr>
<td>TOEFL</td>
<td>42</td>
</tr>
<tr>
<td>GMAT</td>
<td>43</td>
</tr>
<tr>
<td>TEF</td>
<td>43</td>
</tr>
<tr>
<td>DFP</td>
<td>43</td>
</tr>
<tr>
<td>Oral examination in Chinese</td>
<td>43</td>
</tr>
<tr>
<td>Oral examination Japanese, JLPT</td>
<td>43</td>
</tr>
<tr>
<td>Exchange Opportunities</td>
<td>44</td>
</tr>
<tr>
<td>Exchange at a Partner University</td>
<td>44</td>
</tr>
<tr>
<td>HSG Asia Term in Singapur</td>
<td>44</td>
</tr>
<tr>
<td>HSG Latam Term in São Paulo</td>
<td>44</td>
</tr>
<tr>
<td>Swiss Mobility</td>
<td>45</td>
</tr>
<tr>
<td>Freemover</td>
<td>45</td>
</tr>
<tr>
<td>Themis</td>
<td>45</td>
</tr>
<tr>
<td>Double Degree Programmes</td>
<td>45</td>
</tr>
<tr>
<td>CEMS</td>
<td>46</td>
</tr>
<tr>
<td>Coaching and Mentoring</td>
<td>48</td>
</tr>
<tr>
<td>Equal Opportunities</td>
<td>49</td>
</tr>
<tr>
<td>Studying with Children</td>
<td>49</td>
</tr>
<tr>
<td>Study Funding</td>
<td>50</td>
</tr>
<tr>
<td>Counselling and Pastoral Care</td>
<td>51</td>
</tr>
<tr>
<td>Military Liaison Office – MilVrb HSG</td>
<td>52</td>
</tr>
<tr>
<td>Counselling and Psychological Services</td>
<td>51</td>
</tr>
<tr>
<td>Pastoral Care</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You may only take examinations in those courses which were assigned to you in the Bidding system. A particular feature of the HSG examination system is that examinations may not be retaken in the same study attempt. You will find all important information about examinations on the StudentWeb.

The most important terms
• Centrally organised examinations: An examination is considered centrally organised if the Dean of Studies is responsible for its organisation.
• Decentrally organized examinations: An examination is considered to be decentrally organized if the courses’ lecturer is responsible for its organization.
• Regular examination date: A regular examination date describes an examination which is conducted in a regular manner. It takes place in the same semester as the corresponding course.
• Alternative examination date: If you present an excusable reason for doing so, you can cancel your registration for the regular examination and take the examination on the alternative examination date.

Central and decentral examinations
We distinguish between decentrally and centrally organised examination services. The difference lies in the responsibility of the examination organisation. Examinations can be offered during and outside of the semester.

It is possible to have more than one examination part in a course. It is also possible that all parts are organised decentrally, centrally or both decentrally and centrally. Pay particular attention to the organisational form of the examination, especially when you do not take part in an examination, as the deregistration process is different and, for example, a silent withdrawal is not possible for centrally organised examinations.

You can find out more about the examinations in a particular course in the legally binding course and examination Fact Sheets.

Examination Registration
With the course allocation by the Bidding system you are automatically registered for the corresponding examination, a separate registration in Compass is not necessary. At the end of the Bidding process, you will find an overview of the courses allocated to you in Compass, which therefore corresponds to your examination registrations.

⇒ https://compass.unisg.ch
Examination Withdrawals

- Centrally organized examinations
Within a certain time window (see display in Compass), you have the possibility to cancel your registration without consequences for the courses you have booked and their examinations. The examination schedule is already available at the start of bidding. It is your own responsibility to check that the examinations can be taken without collisions. No exceptions will be granted if there are existing overlaps in the examination schedule.

After this deadline, you still have the option of cancelling your registration for an examination up to two weeks before the examination in question after paying a processing fee of CHF 50. Please note the different deadlines for mid-term examinations.

If you fail to appear for a central examination (incl. mid-term) without a valid excuse, this examination will be awarded grade 1.00 and set off against any earlier examination results. Below you can find further information about the reasons that the University deems ‘valid’. We also recommend that you consult the relevant legal bases, which are available online on the StudentWeb, for the precise regulations.

- Decentrally organized examinations
Within a certain time window (see display in Compass), you have the possibility to deregister without consequences from your bidded courses and their examinations.

With decentrally organised examinations, under certain conditions, there is the possibility of a so-called ‘silent withdrawal’, this means that if you do not take part in one of the decentralised examinations, you will not receive a grade and thus no credits for the corresponding course. Please note,
however, that this applies to decentrally organised examinations only. If you exercise a ‘silent withdrawal’, you will not be entitled to an alternative examination date. There is no ‘silent withdrawal’ on PhD level. A course bidding is always binding. Please note the information concerning PhD studies on the StudentWeb.

Non-Appearance
Central examinations: if you are unable to appear for a regular examination date for a valid reason, you may sit this examination on the relevant alternative date in the next examination block or the following semester. Valid reasons include illness, accident, death, birth of one’s child, for which evidence must be supplied by means of a proof (e.g. medical certificate, birth certificate) and the application must be submitted in due time in Compass BEFORE the examination begins.

Decentral examinations: if you do not appear for a valid reason, you may repeat the decentrally organized examination either directly or by no later than the end of the following semester in agreement with the responsible faculty member. Examination deregistration must be sent directly to the lecturer before the examination. The submission of the corresponding proofs is done via Compass. This is not valid for PhD studies. Please note the relevant legal basis.

Alternative Examination Date
If you fail to appear for a regular examination date for valid reasons, you are entitled to an alternative examination date, subject to the ‘Implementation Provisions Course of Studies’.

Centrally organised examinations: If your deregistration was approved for valid reasons, you are automatically registered for the next centrally organised examination date (including mid-term) in the following semester. The same withdrawal modalities and time windows apply as for the regular examination dates. If an alternative examination is not taken, even for valid reasons, no second alternative examination date can be claimed.

Decentrrally organised examinations: If your withdrawal was approved for valid reasons, you can make an appointment with your lecturer. If an alternative examination is not taken, even for valid reasons, a second alternative examination date cannot be claimed and the course must be bidded anew.
Managing your correspondence address

We send various official documents to your correspondence address, including the notification of grades if you subscribed for the physical delivery which is subject to a charge. According to the implementation provisions, students are obliged to keep their correspondence address up to date; the address can be updated in Compass. For e-mail correspondence the only valid address is your official e-mail address at the University and you are required to check your mailbox on a regular basis.

https://compass.unisg.ch

Access to Examination Papers

After receiving notification of your grades by mail, time windows will be available for access to examination papers. The exact dates for your access to the examination papers are published on the StudentWeb under ‘Examinations/Access to examination papers’ or you will receive them directly from your lecturer for the decentral examinations.

Languages

The HSG Language Center offers professional language courses to all students interested in developing their fluency in a particular language. We provide conversation courses for students and, furthermore, maintain an infrastructure of software programs for individual language learning. ‘Rosetta Stone’ is one of the online programs offered by the Language Center.

Would you prefer to learn or extend your knowledge of a language on your own? The Multimedia Room at the HSG Language Center (Gatterstrasse 3) provides various self-study materials designed to enhance your language skills. If you have questions concerning language courses in general, the HSG Language Center will provide you with comprehensive information and advice.

As a recognised test centre, the Language Center also offers students the opportunity to sit various international language and aptitude tests: the ‘Test of English as a Foreign Language (TOEFL)’, the ‘Graduate Management Admission Test (GMAT)’, the ‘Test d’évaluation de français (TEF)’, as well as the ‘Oral examination in Chinese as a supplement to the external Chinese certificate (HSK)’ and, the ‘External language certificate for Japanese (JLPT)’. Also, you can sit further testing by the Paris Chamber of Industry and Commerce (‘Chambre de commerce et d’industrie de région Paris Île-de-France, CCI’) in the Language Center. Corresponding prepara-
Conversation Courses
Conversation courses are an ideal supplement to conventional language courses or as preparations for an exchange semester: conversations with students whose native tongue is your foreign language help you to further enhance your command of the target language and to overcome language barriers. The small number of participants creates a relaxed atmosphere and offers first-hand insights into various cultures.

Conversation courses are a free service offered by our Language Center. As a rule among others, you can register for the following courses or apply for the role of course leader: Chinese, German, Swiss German, English, French, Italian, Japanese, Portuguese, Russian and Spanish. Upon your request, we would be pleased to add any additional language or language level to the list. Depending on the availability of course leaders, conversation courses in other languages like Arabic or Thai are also possible.

konversationskurse@unisg.ch

TOEFL
The ‘Test of English as a Foreign Language (TOEFL)’ is a standardised language test and an internationally recognised instrument for the appraisal of university students’ command of the English language. The HSG Language Center offers tailor-made TOEFL preparation courses and support on our homepage, www.sprachenzentrum.unisg.ch. Please note, however, that you cannot register for TOEFL examinations through the Language Center; registrations must be made via the ETS homepage.

www.ets.org/toefl

Widely accepted
During the semester, the Language Centre offers between 20 and 25 different free conversation courses in around 15 different languages and at various levels. They are led by students of the respective mother tongue. The courses are used by several hundred students each semester as a supplement to the language courses or as preparation for exchange semesters.

www.sprachenzentrum.unisg.ch
GMAT
The ‘Graduate Management Admission Test (GMAT)’ is a standardised, computer-based aptitude test that certifies students’ ability to read economic sciences at university level. The GMAT is also significant for admission to studies at the University of St.Gallen. In particular, it is required for executive education (MBA, EMBA) and consecutive Master’s programmes such as SIM or MIA. We also offer preparation courses for the GMAT on our website. Registrations must be made via the following homepage.
⇒ www.mba.com

TEF
The ‘Test d’évaluation de français (TEF)’ is also a standardised, computer-based test; it attests students’ proficiency in academic and professional French. The Ministry of Education officially recognises the TEF for admission to degree courses at French universities. Please register for this test with Ms Petronela Lucas.
✉ petronela.lucas@unisg.ch

DFP
The ‘Diplômes de français professionnel (DFP)’ include the ‘Diplôme de français des affaires’ and the ‘Diplôme de français juridique’. Both examinations are official tests of the ‘Chambre de commerce et d’industrie de région Paris Île-de-France (CCI)’. These tests can be sat at various levels of the ‘Common European Framework of Reference for Languages (CEFR)’ and as a rule are held twice a year. Detailed information can be obtained from the Language Center and Ms Petronela Lucas.
✉ petronela.lucas@unisg.ch

Oral examination in Chinese as a supplement to the external Chinese certificate (HSK)
Students who want to submit an external certificate in Chinese require a supplementary oral examination, which can be sat in the Language Center. The Language Center is pleased to receive applications.
✉ sprachenzentrum@unisg.ch

Oral examination Japanese, JLPT
The JLPT examination can be taken as an external proof of Japanese language skills. The JLPT is recognized as the equivalent of Japanese A1 at level 5, and as the equivalent of Japanese A2 at level 4. The Language Center is happy to accept registrations for the exam.
✉ sprachenzentrum@unisg.ch

A network with over 200 partner universities worldwide
Exchange Opportunities

We offer a variety of options for shaping the course of your studies. These include spending an exchange semester abroad or at another Swiss university. Take advantage of this opportunity to enhance your academic and personal development.

For many of our graduates, an exchange semester at another university was one of the most formative experiences of their university years. We strive to enable as many students as possible to benefit from an exchange.

Questions about an exchange? – Student Mobility
If you have any questions about exchange opportunities, please contact the Student Mobility Office by telephone or e-mail or in person. Consult the wide range of exchange programmes available online, on our website or StudentWeb.
Tellstrasse 2, CH-9000 St.Gallen, Tel +41 71 224 23 39
e-mail: exchange@unisg.ch, www.exchange.unisg.ch, https://studentweb.unisg.ch

Exchange at a Partner University
We offer Bachelor and Master students the opportunity to spend one exchange semester per degree level at one of our partner universities worldwide. Application for exchange at a partner university takes place once a year. An overview of our partner universities is available on the StudentWeb.

HSG Asia Term in Singapur
The Asia Term Program is offered for HSG students at Bachelor’s level. It takes place in the autumn semester. In addition to completing coursework at Singapore Management University and interacting with local students, participants can also benefit from the programmes’ strong links with companies in Asia and the Business Study Mission in China and Malaysia.

HSG Latam Term in São Paulo
The HSG Latam Term is the only programme that offers an immediate understanding of the Latin American context! Spend the spring semester of your Bachelor’s programme abroad at FGV - EAESP in São Paulo. The HSG Latam Term is integrated into the curriculum and the semester at FGV; it starts in mid-February and ends in mid-June. The HSG Latam Term is open to HSG students of all HSG Bachelor’s programmes.
Swiss Mobility
If you prefer to stay in Switzerland, you also have the opportunity for an exchange experience. With Swiss Mobility you can spend a semester at any Swiss university (IHEID Geneva excluded).

Freemover
Students may spend a semester abroad as a Freemover at any university recognised by the HSG and as long as it is not in violation of any partner agreements. Planning a Freemover semester requires both independence and organisational ability, since Freemovers apply directly to the host university and are responsible for fulfilling all the requirements of the host university. During the Freemover semester, students pay a reduced HSG tuition fee, as well as the tuition fees of the host university.

THEMIS
The International Legal Network of Excellence provides (business) law students at the Master’s Level with an opportunity to spend an autumn semester at one of our eight THEMIS partner universities in Europe and Asia. Participants also complete an international internship and take part in a three-day seminar. After successfully satisfying all the requirements, you will be awarded the THEMIS certificate in international business law. The THEMIS programme is exclusively conducted in English.

Double Degree Programmes
In cooperation with several partner universities, we offer students the opportunity to earn both a Master’s degree from the HSG and an equivalent degree from a partner university. With over a dozen partnerships, double degrees are available in all Master programmes. You will find an overview of the double degree programmes in the table below.
CEMS
An opportunity for a double degree is through our flagship programme: CEMS Master’s in International Management (CEMS MIM). CEMS is an alliance of 30 of the world’s leading business schools and over 70 multinational companies who jointly award the CEMS MIM degree. The programme includes a semester abroad at one of the CEMS partner universities, as well as participation in demanding business projects and skill seminars conducted by the Corporate Partners. With the start of their studies, CEMS students become part of a lifelong global network. This programme is generally open to all Master students.

www.cems.unisg.ch

Credit transfer
Coursework completed abroad is credited to HSG degree studies wherever possible. Information is provided on the StudentWeb on previous exchange credit transfers so that students can inform themselves when planning their courses.
Prepared for the future.
A degree course at the HSG fosters students' specialist and personal development and creates optimal conditions for a successful future.

Your ticket to the university

CHF 1.73 per day*

Point of sale:
• St.Gallen mainstation
• VBSG ticket office (inside town hall)
• shop.ostwind.ch (SwissPass required)

No SwissPass yet? Take a passport photo and your identity card with you.

*based on the price of a monthly travelcard junior 1 zone for CHF 52.–

Try OSTWIND annual travelcard
travel 12 months for the price of 9 months
Costs
Students participating in most exchange programmes will pay only the HSG tuition fees during their exchange semester. Students in the Free-mover programme will pay a reduced HSG tuition fee during their semester abroad as well as the tuition fees of their host university. Students in all programmes are responsible for their own expenses related to travel, accommodation, course materials, etc.
☞ www.master-stufe.unisg.ch
☞ www.exchange.unisg.ch

Funding an Exchange Semester
An exchange semester may result in additional costs based on personal needs. Since we would like to offer all HSG students the opportunity to benefit from an exchange semester, we provide expert information about funding opportunities. Please contact the Student Mobility Office or the Advice Center for Study Funding for assistance.
☞ www.studyfunding.unisg.ch
☞ https://studentweb.unisg.ch

Coaching and Mentoring
The Coaching Programme of the University of St.Gallen is an optional additional service for students in the Assessment Year. It provides undergraduates with stimuli for personal development, helps them reflect on their personal life situations, and fosters important core competencies that are beyond the scope of degree courses (self-reflection, personal responsibility, social competence and leadership skills). Supervision by experienced coaches as well as a range of selected seminars reinforce individuality, create orientation and stability, and open up space for discussions about values and goals in life and studies.
☞ www.coaching.unisg.ch

The Mentoring Programme of the University of St.Gallen and HSG Alumni offers you support in your professional and personal development, on the Bachelor, Master and PhD levels. Mentors from the worlds of business, politics, the media, culture or academia accompany you on an individual basis over a period of two years. The exchange of knowledge, views and visions supports you in overcoming current challenges, reflecting on experiences, and obtaining a long-term and professionally orientated outlook.
☞ mentoring.unisg.ch
By its own account, the charitable MyHandicap Foundation aims to (re)integrate disabled people into working and social life. Its mission is to improve the circumstances of those whose everyday lives are substantially impaired by a physical disability or a serious chronic illness. Its online platform offers expert advice and information to those concerned and their relatives.

www.myhandicap.ch

Equal Opportunities

At Equal Opportunities we are committed to equal opportunities for development, regardless of gender, background or age. In a cross-departmental function, we create the University’s framework conditions for all its members, including equal opportunities in academic careers, university leadership, and reconciling work and family life. We pay particular attention to gender justice. Our counselling service also includes your personal concerns: we are your confidential contact in cases of violations of personal integrity (discrimination, bullying or sexual harassment).

www.chancengleichheit.unisg.ch

Studying with Children

In order to support parents in reconciling their studies with family life, you will find six breastfeeding rooms at various locations on campus. These rooms are each equipped with a nursing chair and breastfeeding cushion, a water connection and kettle, cups and nursing tea, and a fridge, as well as nappy changing mats.

The ‘Löwenzahn’ and ‘Triangel’ day-care centres are tailored to the needs of students’ and University members’ children. Both facilities are within walking distance of the University.

The little guests of the ‘Löwenzahn’ crèche are cared for in mixed-age groups of no more than 12 children each. The crèche is open from Monday
Designing Your Studies

to Friday, from 07:30 a.m. through to 06:15 p.m. The Löwenzahn crèche takes children from the age of three months up to and including Kindergarten age. You can enrol your children for a minimum of two half-days (or one full day) per week. Our somewhat larger guests are looked after in a daycare centre. The school-age day care is open from Monday to Friday from 11:00 a.m. to 06:15 p.m.; during the school holidays, other opening hours apply. In the school-age day care we gladly welcome all children from Year 1 up to Year 6.
⇒ www.kinderkrippe-loewenzahn.ch

The ‘Triangel’ is a QualiKita-certified crèche (www.quali-kita.ch) and offers all-day care for up to 58 children from 3 months to the 6th primary class. The quality of child care is guaranteed by a pedagogical concept oriented towards open work (e.g. educational rooms, cross-group activities, needs-oriented work) and well-trained staff.
⇒ www.triangel-kita.ch

For situations without childcare support, you can borrow a toy backpack from the information desk in the main building to bridge the time with your child on campus.

The HSG supports parents

The ‘Familienplattform Ostschweiz’ offers information about extra-familial care resources in the region. University members benefit from free care.
⇒ www.familienplattform-ostschweiz.ch

Study Funding

We encourage our students to gain as much practical experience as possible. The University’s administration, Institutes, and Schools offer interesting work opportunities.
⇒ www.hsgcareer.ch
⇒ www.unisg.ch > University > Working

There are many forms of financing studies: employment, cantonal scholarships, private loans or simply family support. The Swiss scholarship and loan system is organised on a federal level and therefore appears to many to be confusing. On the one hand, the Advice Center for Study Funding provides information about all these financing options - in person, by telephone or by e-mail. On the other hand, the University of St.Gallen has a
loan and scholarship fund that provides financial support to matriculated students at Assessment, Bachelor and Master level. For students who find themselves in a financial emergency with time pressure, tuition fees can be deferred, waived in whole or in part. Or a one-off loan can be granted to a limited extent outside the granting criteria. For foreign students, the difference between the semester fee for nationals and the tuition fee for foreigners can also be paid out as a scholarship. Which support is granted depends on several factors. Students who are in financial or existential need, but who have also demonstrated a willingness and ability to perform, should be supported. Both Swiss and non-Swiss students (also from non-EU/EFTA countries) can and should be supported.

Applications for financial support must be submitted with all the necessary documents and in full to our Advice Center for Study Funding. The forms can be downloaded from the student portal «Compass». The application deadline for scholarship and loan applications is 1 March (spring semester) and 1 October (autumn semester).

⇒ www.studienfinanzierung.unisg.ch
⇒ studienfinanzierung@unisg.ch

In addition to our own fund, there are numerous other public and private bodies that award training grants. You will find a database of scholarships and grants on our website.

Counselling and Pastoral Care

Counselling and Psychological Services
Are you at a low personal ebb? Are you afraid of examinations? Do you have problems in your relationship or simply a small question? All these and many other questions can be addressed in a personal consultation. The HSG Counselling and Psychological Services provide a safe base for discussing personal issues. Student counsellors are familiar with the demands and pressures of full-time studies. Consultations are subject to strict professional discretion and are free of charge. The team at Counselling and Psychological Services consists of Julia Gramlich, Dr. Katharina Molterer, Dr. Florian Schulz and Katharina Woog at the moment. These experts also offer you appointments for counselling at short notice. Appointments can be made by e-mail or by telephone.
⇒ https://opsy.unisg.ch/en/counselling
Pastoral Care
Our Catholic, Jewish, and Protestant ministers provide pastoral care and spiritual guidance to all members of the University community, regardless of their religious denomination. The University Chapel offers a safe haven for pause and reflection. The Chapel is situated in the Aula Building (02) and is open to all University members from Mondays to Fridays from 08:00 a.m. to 06:00 p.m.

Protestant University Chaplaincy, Steinbockstrasse 1, 9010 St.Gallen
Tel. +41 71 744 71 77
⇒ www.treffpunkt-steinbock.ch

Catholic University Chaplaincy, Dufourstr. 87, 9000 St.Gallen
Tel. +41 71 222 95 10
⇒ www.akademikerhaus.ch

Military Liaison Office – MilVrb HSG
The Military Liaison Office advises students at all levels on all matters concerning military, civil defence, or civil service. We give advice to students and represent their interests in relation to the military authorities and the University. While we are part of the official channels for military affairs, we have no decision-making powers. In general, even during your studies, compulsory military service takes priority. To finish your studies without any tensions or difficulties, conflicts need be identified and appropriate measures taken in good time. More information is available on our website or during our office hours (Tuesday, 10:00 a.m.–12:00 p.m. and 02:00–04:00 p.m.).
⇒ www.milvrb.unisg.ch
✉ milvrb@unisg.ch
# HSG Advisory Services

<table>
<thead>
<tr>
<th>Degree-course-related services</th>
<th>Specific support</th>
</tr>
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<tbody>
<tr>
<td><strong>Admissions and Crediting Office</strong></td>
<td><strong>Advice Center for Study Funding</strong></td>
</tr>
<tr>
<td>Questions about admissions, accreditation and degree course organisation</td>
<td>Advice about budgets, scholarships and loans</td>
</tr>
<tr>
<td><a href="mailto:admissions@unisg.ch">admissions@unisg.ch</a></td>
<td><a href="mailto:studyfunding@unisg.ch">studyfunding@unisg.ch</a></td>
</tr>
<tr>
<td>+41 71 224 39 31</td>
<td>+41 71 224 28 68</td>
</tr>
<tr>
<td><strong>Dean’s Advisory Office</strong></td>
<td><strong>Career &amp; Corporate Services (CSC)</strong></td>
</tr>
<tr>
<td>Administrative questions about regular studies</td>
<td>Career advice, application documents review and career entry preparation</td>
</tr>
<tr>
<td>Assessment: <a href="mailto:assessment@unisg.ch">assessment@unisg.ch</a></td>
<td><a href="mailto:csc@unisg.ch">csc@unisg.ch</a></td>
</tr>
<tr>
<td>Bachelor: <a href="mailto:bachelor@unisg.ch">bachelor@unisg.ch</a></td>
<td>+41 71 224 39 00</td>
</tr>
<tr>
<td>Master: <a href="mailto:master@unisg.ch">master@unisg.ch</a></td>
<td></td>
</tr>
<tr>
<td>PhD Office</td>
<td><strong>Coaching and Mentoring Programme</strong></td>
</tr>
<tr>
<td>Administrative questions about PhD studies</td>
<td>Personal and professional support from a coach/mentor</td>
</tr>
<tr>
<td><a href="mailto:phd@unisg.ch">phd@unisg.ch</a></td>
<td><a href="mailto:coaching@unisg.ch">coaching@unisg.ch</a></td>
</tr>
<tr>
<td>+41 71 224 22 20</td>
<td>+41 71 224 75 29</td>
</tr>
<tr>
<td>Student Mobility</td>
<td><strong>Counselling and Psychological Services</strong></td>
</tr>
<tr>
<td>The central contact for outgoing and guest students</td>
<td>First level support for minor and major life crises, development of new perspectives and problem-solving strategies</td>
</tr>
<tr>
<td><a href="mailto:exchange@unisg.ch">exchange@unisg.ch</a></td>
<td><a href="mailto:counselling@unisg.ch">counselling@unisg.ch</a></td>
</tr>
<tr>
<td>+41 71 224 23 39</td>
<td>+41 71 224 26 39</td>
</tr>
<tr>
<td><strong>Diversity &amp; Inclusion</strong></td>
<td><strong>Military Liaison Office</strong></td>
</tr>
<tr>
<td>Questions about equal opportunities e.g. studying with children, bullying, or sexual harassment. Studying and working with a disability and/or a long-term illness</td>
<td>Compatibility of studying and military service</td>
</tr>
<tr>
<td><a href="mailto:chancengleichheit@unisg.ch">chancengleichheit@unisg.ch</a></td>
<td><a href="mailto:milvrb@unisg.ch">milvrb@unisg.ch</a></td>
</tr>
<tr>
<td><a href="mailto:specialneeds@unisg.ch">specialneeds@unisg.ch</a></td>
<td>+41 71 224 31 91</td>
</tr>
<tr>
<td>+41 71 224 22 44</td>
<td>+41 71 224 73 43</td>
</tr>
<tr>
<td><strong>Pastoral Care (Jewish, Protestant and Catholic pastoral care)</strong></td>
<td><strong>Startup@HSG</strong></td>
</tr>
<tr>
<td>Markus Anker (Protestant) Thomas Reschke (Catholic) Hermann Schmelzer (Jewish)</td>
<td>Support for HSG start-ups, and for students developing and promoting innovative projects</td>
</tr>
<tr>
<td><a href="mailto:markus.anker@unisg.ch">markus.anker@unisg.ch</a> <a href="mailto:thomas.reschke@unisg.ch">thomas.reschke@unisg.ch</a></td>
<td><a href="mailto:startup@unisg.ch">startup@unisg.ch</a></td>
</tr>
<tr>
<td>+41 71 744 71 77 +41 71 222 95 10 +41 71 223 59 23</td>
<td>+41 71 224 72 02</td>
</tr>
<tr>
<td><strong>Writing Lab</strong></td>
<td><strong>Startup@HSG</strong></td>
</tr>
<tr>
<td>Professional support for students in their writing processes</td>
<td>Support for HSG start-ups, and for students developing and promoting innovative projects</td>
</tr>
<tr>
<td><a href="mailto:schreiben@unisg.ch">schreiben@unisg.ch</a></td>
<td><a href="mailto:startup@unisg.ch">startup@unisg.ch</a></td>
</tr>
<tr>
<td>+41 71 224 28 86</td>
<td>+41 71 224 72 02</td>
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</tbody>
</table>

[www.unisg.ch > Studying > Information > Counselling > Further advisory services](#)
Staying Connected

Continuing Your Studies 56
Lifelong Learning 58
Career & Corporate Services (CSC) 58
  Career Events 59
HSG Alumni 59
HSG Foundation 60
Continuing Your Studies

After you have passed the Assessment Year, or if you have already been awarded a recognised Bachelor’s degree in a different major, we offer five Bachelor’s degree majors and 14 Master’s programmes. These degree courses are supplemented by seven PhD programmes.

Below is a list of all HSG degree programmes. Expert course advice is available. If you have any questions regarding your major, please contact your academic advisor.

⇒ www.unisg.ch > Studying

<table>
<thead>
<tr>
<th>Bachelor's programmes</th>
<th>Abbreviation</th>
<th>Programme language</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>BBWL</td>
<td>German and English</td>
<td><a href="mailto:majorbw@unisg.ch">majorbw@unisg.ch</a></td>
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<tr>
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<td><a href="http://www.bachelor-stufe.unisg.ch">www.bachelor-stufe.unisg.ch</a></td>
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<tr>
<td>Economics</td>
<td>BVWL</td>
<td>German and English</td>
<td><a href="mailto:majorvw@unisg.ch">majorvw@unisg.ch</a></td>
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<td><a href="http://www.bachelor-stufe.unisg.ch">www.bachelor-stufe.unisg.ch</a></td>
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<tr>
<td>International Affairs</td>
<td>BIA</td>
<td>German and English</td>
<td><a href="mailto:mia@unisg.ch">mia@unisg.ch</a></td>
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<td><a href="http://www.bachelor-stufe.unisg.ch">www.bachelor-stufe.unisg.ch</a></td>
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<tr>
<td>Law</td>
<td>BLaw</td>
<td>German</td>
<td><a href="mailto:sabine.greiser@unisg.ch">sabine.greiser@unisg.ch</a></td>
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<td><a href="http://www.bachelor-stufe.unisg.ch">www.bachelor-stufe.unisg.ch</a></td>
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<tr>
<td>Law and Economics</td>
<td>BLE</td>
<td>German</td>
<td><a href="mailto:katrin.krehan@unisg.ch">katrin.krehan@unisg.ch</a></td>
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<th>Additional qualifications</th>
<th>Level</th>
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<tr>
<td>Data Science Fundamentals</td>
<td>Bachelor</td>
<td>English</td>
<td><a href="mailto:dsf@unisg.ch">dsf@unisg.ch</a></td>
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<td></td>
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<td>dsf.unisg.ch</td>
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<tr>
<td>Business Education</td>
<td>Bachelor/ Master</td>
<td>German</td>
<td><a href="mailto:wipaed@unisg.ch">wipaed@unisg.ch</a></td>
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<td><a href="http://www.wipaed.unisg.ch">www.wipaed.unisg.ch</a></td>
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<tr>
<td>Managing Climate Solutions</td>
<td>Master</td>
<td>English</td>
<td><a href="mailto:merla.kubli@unisg.ch">merla.kubli@unisg.ch</a></td>
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<tr>
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<td><a href="https://macs.iwoe.unisg.ch">https://macs.iwoe.unisg.ch</a></td>
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<tr>
<td>Business Journalism</td>
<td>Master</td>
<td>German</td>
<td><a href="mailto:lwj@unisg.ch">lwj@unisg.ch</a></td>
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<td><a href="http://www.lwj.unisg.ch">www.lwj.unisg.ch</a></td>
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## Master’s programmes

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<th>Programme</th>
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<tr>
<td>Master in Business Innovation</td>
<td>MBI</td>
<td>German</td>
<td><a href="mailto:mbi@unisg.ch">mbi@unisg.ch</a>, <a href="http://www.mbi.unisg.ch">www.mbi.unisg.ch</a></td>
</tr>
<tr>
<td>Marketing Management</td>
<td>MiMM</td>
<td>German and English</td>
<td><a href="mailto:mimm@unisg.ch">mimm@unisg.ch</a>, <a href="http://www.mimm.unisg.ch">www.mimm.unisg.ch</a></td>
</tr>
<tr>
<td>Accounting and Finance</td>
<td>MAccFin</td>
<td>German and English</td>
<td><a href="mailto:maccfin@unisg.ch">maccfin@unisg.ch</a>, <a href="http://www.maccfin.unisg.ch">www.maccfin.unisg.ch</a></td>
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<tr>
<td>Banking and Finance</td>
<td>MBF</td>
<td>English</td>
<td><a href="mailto:mbf@unisg.ch">mbf@unisg.ch</a>, <a href="http://www.mbf.unisg.ch">www.mbf.unisg.ch</a></td>
</tr>
<tr>
<td>Strategy and International Management</td>
<td>SIM</td>
<td>English</td>
<td><a href="mailto:sim@unisg.ch">sim@unisg.ch</a>, <a href="http://www.sim.unisg.ch">www.sim.unisg.ch</a></td>
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<tr>
<td>Business Management</td>
<td>MUG</td>
<td>German</td>
<td><a href="mailto:mug@unisg.ch">mug@unisg.ch</a>, <a href="http://www.mug.unisg.ch">www.mug.unisg.ch</a></td>
</tr>
<tr>
<td>Management, Organisation Studies and Cultural Theory</td>
<td>MOK</td>
<td>German</td>
<td><a href="mailto:mok@unisg.ch">mok@unisg.ch</a>, <a href="http://www.mok.unisg.ch">www.mok.unisg.ch</a></td>
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<tr>
<td>Economics</td>
<td>MEcon</td>
<td>German and English</td>
<td><a href="mailto:mecon@unisg.ch">mecon@unisg.ch</a>, <a href="http://www.mecon.unisg.ch">www.mecon.unisg.ch</a></td>
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<tr>
<td>Quantitative Economics and Finance</td>
<td>MiQE/F</td>
<td>English</td>
<td><a href="mailto:miqef@unisg.ch">miqef@unisg.ch</a>, <a href="http://www.miqef.unisg.ch">www.miqef.unisg.ch</a></td>
</tr>
<tr>
<td>International Affairs and Governance</td>
<td>MIA</td>
<td>English</td>
<td><a href="mailto:mia@unisg.ch">mia@unisg.ch</a>, <a href="http://www.mia.unisg.ch">www.mia.unisg.ch</a></td>
</tr>
<tr>
<td>International Law</td>
<td>MIL</td>
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<td><a href="mailto:mil@unisg.ch">mil@unisg.ch</a>, <a href="http://www.mil.unisg.ch">www.mil.unisg.ch</a></td>
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<td>Law</td>
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## PhD programmes

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<td>Management</td>
<td>PMA</td>
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<td>Economics and Finance</td>
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<td>International Affairs and Political Economy</td>
<td>DIA</td>
<td>English</td>
<td><a href="mailto:dia@unisg.ch">dia@unisg.ch</a>, <a href="http://www.dia.unisg.ch">www.dia.unisg.ch</a></td>
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<td>Organisation Studies and Cultural Theory</td>
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<td>German and English</td>
<td><a href="mailto:andreas.vogel@unisg.ch">andreas.vogel@unisg.ch</a></td>
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Lifelong Learning

The Executive School of the University of St.Gallen offers various certificates, short courses, diplomas, an MBA programme (full-time and part-time) and various Executive MBA programmes. The Executive School’s course advisors will be happy to answer any questions about choosing the right course, individual learning objectives, balancing work and part-time study, and lifelong learning programmes at the University of St.Gallen. Together, the advisors and you will identify the best course for you – objectively and without any programme bias.

Executive Education has a long tradition at the University of St.Gallen with more than 6,000 participants annually. The programmes are research-based and provide participants with highly applicable insights. The University of St.Gallen is the highest-ranked University in German-speaking Europe; and it occupies fourth place in the consolidated Financial Times European Business School Ranking. Its programmes in further education are offered equally in English and German.

Career & Corporate Services (CSC)

Our aim is to ensure that our students are ideally prepared for the labour market. At Career & Corporate Services (CSC), we offer expert career planning assistance. CSC staff provide various career advice services: application document review, mock interview, developing suitable career perspectives, and useful tips for your further professional career.

Please contact us by telephone to arrange a personal consultation. Also, visit our career platform for job advertisements, career events with companies, and career workshops; its download section contains helpful worksheets, curriculum vitae and motivation letter templates, links, and a great deal more. Just log in with your matriculation number and HSG password.

Staying Connected
Career Events
Furthermore, we organise diverse career events and bring you into contact with different fields and companies.

At the HSG TALENTS conference, which takes place each spring, over 100 top companies present themselves during three weeks on campus. In the autumn semester, the emphasis is on field-specific events such as the HSG Banking Days, the HSG Consumer Goods and Retail Days, the HSG Industrial Day, the HSG Insurance Day and the HSG Luxury Day. These events enable interesting insights into diverse fields and companies. Make the most of the chance, form some valuable contacts with company representatives and perhaps you will find your future employer.

HSG Alumni

The University of St.Gallen not only consists of students, teaching faculty and various other staff. The pronoun ‘we’ covers the entire HSG family, and this also includes our alumni and alumnae. HSG Alumni, the official organisation for former students of the University of St.Gallen, has more than 31,000 members. Its aim is to promote networking among former students and to maintain their ties with their alma mater – and thereby to create value for former students and for the University, its students, teachers and Professors in St.Gallen.

Besides around 350 events during the year and other interesting offers, HSG Alumni also provides a wide range of student services. Selectively, student initiatives are offered financial support, or inputs from students get published in alma, the HSG Alumni member magazine. With more than 180 clubs and chapters worldwide, students are already able to profit from our many-faceted network – be it on an exchange or for an easier start to a career.

⇒ www.hsgalumni.ch
⇒ www.facebook.com/HSGAlumni
⇒ www.youtube.com/HSGAlumniOfficial
⇒ www.instagram.com/hsgalumni_official

Network with more than 31,000 members
The HSG Foundation is committed to the strategic development of the University of St.Gallen in research, teaching and continuing education. Thanks to the generous commitment of alumni and friends of the HSG, important developments at the University of St.Gallen have been initiated and realized. The aim is to strengthen the HSG in its development as one of the leading international business universities, so that it can continue to set global standards in research and teaching in the future. Thus, chairs, scholarships, research grants or infrastructure projects are realised and supported in addition to state funding.

Since 2018, the HSG Learning Center has been the focus of fundraising activities. It is intended to serve as a place of thought and work for new, innovative forms of learning and interaction and to prepare students in the best possible way for the professional challenges of the digital age. By the end of March 2020, pledges of 52 million Swiss francs had been made for this major project. The ground-breaking ceremony took place in November 2019, and from the spring semester 2022, students should benefit from a new teaching and learning culture.

Information on the HSG Learning Center at www.hsg-stiftung.ch