University of St.Gallen

Course and examination fact sheet for guest students – Autumn semester 2026

Required workload per semester

- **Minimum 16 ECTS.** You are required to take courses equivalent to at least 16 ECTS and take the corresponding examinations.
- **Maximum 40 ECTS.** All ECTS above 40 will be removed irrevocably to a minimum of 16 ECTS after the bidding ends (see Bidding Fact Sheet, p.3).
- **THEMIS: Minimum 30 ECTS / Maximum 33 ECTS**
- **CEMS MIM**: **Minimum 24 ECTS** (incl. skill seminars) / **Maximum 40 ECTS** (creditable to CEMS max. 37.5 ECTS)
- Average workload at HSG: 24-30 ECTS; 1 ECTS = approx. 30 working hours
- No extra or partial credits for additional or partial work

Course information and course numbering system

The definite course list will be available approx. four weeks before semester start, see https://courses.unisg.ch/ -> "Programmes"

Assessment courses (1st year of Bachelor education) 1,000 – 1,999	**Not open** for guest students- except certain language courses
Bachelor courses 3,000 – 3,999; 5,000 – 5,999	Courses open to guest students are listed in the Programmes overview under "**Bachelor** without Major (for Exchange Students) (**02BAC**)"
Master courses 7,000 – 7,999; 9,000 – 9,999; 11,000 – 11,999	Courses open to guest students are listed in the Programmes overview under "**Master** without Major (for Exchange Students) (**03MAS**)" Bachelor students may attend Master **courses if necessary and if prerequisites (see course fact sheets) are fully met.** The following Master courses are **not open to Bachelor guest students**: • Core courses of all Master programmes • SIM courses

CEMS students (CEMS MIM = joint master's degree)

CEMS core course	You are automatically registered by the CEMS Programme Manager for the mandatory CEMS core course.
CEMS exclusive course	You need to bid for these courses in **the CEMS section** in the bidding.
CEMS elective courses (from HSG Master curriculum)	Certain courses from the regular HSG curriculum fulfil the CEMS elective courses requirements. Therefore, you can bid for the elective courses in the **Master section.** Please check cems.org.

Courses NOT OPEN for ANY guest students

- Capstone Project courses of the Bachelor in Business Administration
- CEMS courses (except for CEMS guest students)
- Business journalism courses
- Business teacher education courses
- MBA programme courses
- Ph.D. level courses

Course registration (Bidding)

- Course registration takes place via **Bidding** on our online platform Compass.
- Information about bidding is available in the "Bidding fact sheet guest students" or "CEMS bidding fact sheet"
- **Bidding for guest students** starts only with the **1. main round on Thursday, 27 August 2026** (see Bidding timetable).
  CEMS students start bidding in the **preliminary round on Thursday, 20 August 2026**.
- We highly recommend you bid for courses of your current study level at the home university.
- **Avoid clashing courses, it may result in having several examinations at the same time.**

Course dropping

- Course dropping is possible **until Friday, 09 October 2026**, 23:59 midnight CET.
- Once courses are dropped, they are irrevocably deleted and cannot be added to your bidding again.

University of St.Gallen

Examinations	
Examinations may be taken only for courses allocated through the bidding process. Administrative fees may apply if the instructions for deregistering from examinations are not followed.	
Decentral examinations / decentral guest examinations (during the lecture period)	• Decentral and decentral guest examinations take place during the lecture period, and may be held outside the official course dates, e.g. "Corporate Finance BBWL". (Submission of take-home papers and virtual presentations can be set at a later date, but before the official publication date of grades.) • **Ask the lecturer** for the examination date **in the first class**. • Guest students are automatically registered.
MidTerm examinations (13 - 14 November 2026)	The following three courses have MidTerm examinations: • **3,100 / 4,100 Marketing** • **3,115 / 4,115 Leadership & Human Resource Management** • **3,135 / 4,135 Accounting, Controlling, Auditing** These examinations also take place during the lecture period, but are organized centrally by the HSG examination team. Guest students are automatically registered.
Central examinations (18 January – 20 February 2027) (Note: Instead of central examinations, guest students are entitled to take decentral guest examinations which take place during the lecture period. Exception: Guest students enrolled for two consecutive semesters and being in the first semester, see below.)	If the examination is specified as central in the course information sheets, all guest students are **automatically registered** for **decentral guest examinations.** • **Decentral guest examinations** are held during the lecture period. (Submission of take-home papers and virtual presentations can be set at a later date, but before the official publication date of grades.) • **Ask the lecturer** for the examination date and format **in the first class**.
	If you **prefer** to register for **central examinations** instead (see table below on how and when to register), please note: • Check the examination schedule (available in StudentWeb) before you bid for courses to **avoid clashes of central examinations**. • Enrolling for central examinations is binding and not reversible.
Guest students enrolled for two consecutive semesters	
Guest students enrolled for **two consecutive semesters** at the University of St.Gallen **must take the official examination** as indicated in the course information sheet **during the first semester**. They are **also automatically registered** for all exams including central exams. Language courses: if a language course was taken in a previous semester, only courses and examinations of a higher level of the same language may be taken thereafter.	
Examination deregistration	
Examination deregistration is possible if students still meet the minimum requirement of 16 ECTS semester workload after deregistration (THEMIS students: 30 ECTS / CEMS MIM students: 24 ECTS):	
Deregistration from decentral examinations or decentral guest examinations	• Email your lecturer responsible for the examination **before** the examination begins. The deregistration is not displayed in Compass. • The course will not be listed on your transcript.
Deregistration from MidTerm and from central examinations	• **Free of charge: 19 October – 02 November 2026 in Compass** • Fee-based: from 03 November 2026 up to start of examination for CHF 60 in Compass.
Absence due to illness or accident during examination time	
Procedure regarding decentral examinations or decentral guest examinations	• **Email** your lecturer responsible for the examination **before** the examination begins. • Submit a written proof (medical certificate, etc.) via Compass within 5 days. • Contact the lecturer to schedule an alternative examination date as soon as possible. • The alternative examination must take place until **31 January 2027**.
Procedure regarding central and MidTerm examinations	• Submit application and written proof via Compass **before** the examination begins. • Alternative examination (AT) only possible if matriculated at HSG in the following semester and if the AT has been granted.
Non-appearance at examinations	
Non-appearance without prior deregistration from an examination (central, decentral, MidTerm examinations) results in the **grade 1.0**. Several parts absolved and one part “non-appearance” (grade 1): the grade is calculated from the average of all parts.	

University of St.Gallen

Failed examination

- No retakes possible at HSG.
- Failing grades may not be improved through additional assignments.
- Failed courses will be listed on the official transcript (Academic Record) without ECTS credits.

Plagiarism

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

Publication of grades and Academic Record (official transcript)

- The publication of grades and the official transcript will include only the results of the examinations for which you were officially registered.
- About six weeks after the end of term, grades and the transcript will be published in Compass. **The transcript will be issued automatically, you do not need to take any action. Check your Compass account also after your departure.**
- You can request a notification of grade within 50 days of the publication of the examination result in Compass. The notification serves as legal remedy if you wish to appeal against the examination result. Once the notification has been delivered to your Compass mailbox, the 14-day appeal period begins. Please take this in consideration with regard to the examination review deadlines. Examination results and credits for which no notification has been ordered will become legally binding after 50 days.
- The official **transcript** will only be published in Compass **once all grades for all courses have been submitted**. Partial transcripts are not issued.
- **We do not send your transcript to your home university**. Forward your transcript to your home university. The authenticity can be verified on verify.unisg.ch (drag & drop in section "Verify documents with Blockchain" – do not enter any number or data).
- Course title, course number, HSG grade, and ECTS credits are listed. Failed courses do not receive any credits but will be listed on the transcript with the grades.
- We do not issue course attendance confirmations.

HSG grading scale

Each completed examination is graded according to a grading scale from 6.0 (excellent) to 1.0 (useless). **Quarter grades can be awarded.** Satisfactory results are awarded grades from 6.0 to 4.0 inclusive. A result below 4.00 is considered unsatisfactory.

The grading scale in detail:
6.0 = excellent
5.5 = very good
5.0 = good
4.5 = satisfactory
4.0 = marginal
3.5 = unsatisfactory
3.0 = poor
2.5 = poor to very poor
2.0 = very poor
1.5 = very poor to useless
1.0 = useless

Applying for HSG degree studies

Please be aware that performances completed as part of a guest study programme cannot be credited to a regular study program at the University of St.Gallen.

Questions?

Should you have any questions regarding courses, examinations, grades and transcripts please contact us by mail guesttranscripts@unisg.ch.

University of St.Gallen

Overview Examination Registration / Deregistration Autumn Semester 2026

Autumn Semester 2026 Lecture period 14 September – 19 December 2026				
Examination Type	**Examination Date/Period**	**Examination Registration**	**Examination Deregistration Period**	
			Free of charge	**Fee-based**
Decentral	**September – December**	Students are **automatically registered** with course allocation via bidding. Students must schedule examination date with the lecturer.	up to the start of the examination via email to lecturer	--
MidTerm	**13 /14 November**	Students are **automatically registered** with course allocation via bidding. Alternative examination dates are **not** possible.	**19 Oct – 02 Nov** in Compass	From 03 Nov up to start of examination for CHF 60. See instructions here.
Central	**18 January – 20 February (2027)**	All guest students are **automatically registered** for the **decentral guest examinations** which are held during the lecture period. Students must schedule examination date with lecturer.	see decentral examination.	--
		Only if you **prefer** to register for **central examinations**, you must **deregister** first from the decentral guest examination (which is irrevocable) **and then register** for the central examination **between 19 Oct and 02 Nov in Compass.** See instructions here. Guest students **enrolled for two consecutive semesters must take** the official examination as indicated in the course information sheet during the first semester. They are also automatically registered for all examinations.	**19 Oct – 02 Nov** in Compass. See instructions here.	from 03 Nov up to start of examination for CHF 60. See instructions here.

Publication of grades – in Compass	**Autumn Semester 2026**
MidTerm and Decentral examinations	**Thursday, 28 January 2027**
Central examinations	**Thursday, 04 March 2027**

Transcript – in Compass	**Autumn Semester 2026**
Transcripts are **automatically published** after grade publication (on the same day or by the following day at the latest).	