Why University of St.Gallen?
- integrative and practice-relevant education
- promotion of entrepreneurial spirit
- inspiring campus in the heart of Europe
- global networks
- student life (192 clubs and associations)
- life-long community (33,000 alumni)

Facts
- top-rankings and renowned accreditations
- >90% of graduates would choose HSG again
- excellent employability rate: 4 out of 5 Bachelor’s and Master’s graduates have a job by the time of their graduation
- partnerships with 200 universities worldwide
SPECIALISED SHORT-TERM PROGRAMMES

International Study Programme for MBA students
This 10-week programme requires students to be enrolled in an MBA at their home university and have significant work experience. An average ISP class size is fewer than 40 students. Courses are taught entirely in English. isp.unisg.ch
ISP
Autumn
September to November
Spring
January to March
ISP Fact Sheet

(ESADE) BUSINESS STUDY WEEK
This customized week-long programme for Master’s level students of ESADE Barcelona provides a unique opportunity to develop knowledge and network onsite in Switzerland. Cultural visits and company visits to Swiss companies are also part of this programme.
Information on customized Business Study Weeks

Degree Programmes

MASTER
Banking and Finance
Strategy and International Management
Quantitative Economics and Finance
International Law
International Affairs and Governance
Marketing Management
Accounting and Finance
Economics
Business Innovation
General Management
Law
Law and Economics
Management, Organization Studies and Cultural Theory
Computer Science

BAKER
Business Administration
Economics
International Affairs
Law
Law and Economics
Computer Science

* = some courses in English
= English
= German
Courses

**COURSE INFORMATION**

Courses are offered in English in Business Administration, Economic, International Affairs, Social Sciences and Law. The definite course programme is available approximately one month before the semester starts. Guest students are strongly recommended to attend courses that correspond to their level of study at their home university.

**Bachelor**

Bachelor students attend bachelor courses and may only attend master's courses if necessary and if prerequisites are fully met. Master's core courses are not open for guest undergraduate students.

**Master**

Master's students attend master courses and may attend undergraduate courses if necessary.

**CEMS MIM**

The course programme and descriptions can be found on:

cems.org/cems-mim

**COURSE REGISTRATION**

Course registration takes place through an online course registration procedure (bidding) about three weeks before the semester begins. Student Mobility Services will inform guest students about the process well in advance.

**REQUIRED WORKLOAD**

The workload per semester averages 24-30 ECTS credits. Guest students are required to take at least 16 ECTS credits and may not exceed 40 ECTS credits per semester. Credits are awarded only for successfully passed courses.

Special workload requirements apply to CEMS and THEMIS according to their corresponding curriculum regulations.

1 ECTS = 30 course-related working hours (in and out of class)

**EXAMINATION PERIODS**

At the HSG there are two different types of examination periods. Decentral and Mid-Term examinations take place within or at the latest at the end of the lecture period. Central examinations take place after the end of the lecture period. Guest students are entitled to take all examinations within the lecture period (≠ same duration as decentral examination period). The examination type of each course is indicated in the course information sheet.

**Examinations**

Examinations may be taken only for courses allocated through the bidding process.

**FORMAT**

Examinations may be oral and/or written. Presentations/course participation may also constitute part of the final grade. The examination format is indicated in the course information sheet available on:

HSG Course Catalogue

**GUEST STUDENTS ENROLLED FOR TWO CONSECUTIVE SEMESTERS**

Students staying for two consecutive semesters must take examinations for their first semester courses as specified in the course information sheet.

If a “central examination” is specified, guest students may schedule a “decentral guest examination” if the course instructor permits.

**GRADE TRANSCRIPT**

An electronic Notification of grades and Academic Record will be published on our student platform Compass.

HSG grading scale

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**Spring semester**

- Decentral & Mid-Term examinations
  - Examination period: February - May
  - Notification of grades: Mid-July
  - Academic Record: End July

- Central examinations
  - Examination period: June - July
  - Notification of grades: Mid-August
  - Academic Record: End August

**Autumn semester**

- Decentral & Mid-Term examinations
  - Examination Period: September - December
  - Notification of grades: Early February
  - Academic Record: Mid-February

- Central examinations
  - Examination period: January - February
  - Notification of grades: Early March
  - Academic Record: Mid-March
Living in St. Gallen

**HOUSING**
The Housing Office provides off-campus housing. Housing is assigned on a first come, first served basis.

- Non-refundable application fee: CHF 250 (required)
- Housing price per room: CHF 700 to CHF 1050 or higher per month, depending on personal requirements
- Liability insurance: approx. CHF 20

Students may arrange housing on their own.

**MONTHLY LIVING EXPENSES**
Accommodation (rent plus utilities) CHF 700 to CHF 1050; Food CHF 600; Communication (telephone, internet, TV) CHF 70; Transport (public and private) CHF 140; Insurances (liability, health) CHF 100 to CHF 280; Leisure activities CHF 150; Other CHF 100 to CHF 150.

**TRANSPORTATION**
In Switzerland, travelling by public transport is very convenient and it is encouraged. Students are advised to obtain the Swiss Federal Railway half-fare card in order to save 50% on all tickets for trains, buses, trams, ferries. It is available for CHF 185 and valid for one year.

**HEALTH INSURANCE**
Full-semester guest students must either have proof of sufficient health insurance coverage for Switzerland from provider in home country or purchase health insurance in Switzerland. Acceptable proof varies according to nationality.

**FEES FOR VISA & RESIDENCE PERMIT**
Students are responsible for any visa and/or permit-related documents (fees vary: CHF 66 to CHF 240 depending on nationality).

**LANGUAGE**

**LANGUAGE OF INSTRUCTION**
German and English (course availability will vary depending on degree programme).

**LANGUAGE REQUIREMENTS**

**German**
Guest students are not required to be fluent in German although some basic language skills are helpful. For courses taught in German, students should have at least B2 level CEFR.

**English**
All programmes (except ISP): No formal English certificate required but guest students are expected to have an advanced level of English comparable to B2 level CEFR for courses taught in English.

**ISP**: Non-native English speakers must have a minimum TOEFL score of 89 (ibt) or IELTS score 6.5. This requirement is waived for students enrolled in an English-taught MBA at the home university.

**LANGUAGE COURSE**
Incoming exchange students are invited to enrol in a cost-free, seven-day intensive German language course before the semester starts and may continue with the course during the semester. Other language courses offered during the semester may include: Chinese, English, French, Italian, Japanese, Portuguese, Spanish, Russian.

**Student Services**

**STUDENT MOBILITY SERVICES**
Student Mobility Services handles all administrative issues related to guest students.
exchange.unisg.ch

**SPECIAL NEEDS**
Students with a disability or a chronic illness may face particular challenges during their studies and may require special assistance. Contact Student Mobility Services at the University of St. Gallen well in advance.
advisory.office/special.needs

**BUDDY SYSTEM**
The Buddy System organises various events for guest students bringing local and international students together and promote the Swiss culture.
ressortinternational.ch

**CAREER SERVICE CENTER**
Guest students have access to information on internships and may participate in recruitment fairs.
hsgcareer.ch/en

**LIBRARY**
557,000 volumes; 375,000 E-books; 120,000 E-journals.
unisg.ch/en/university/library/

**SPORTS OFFICE**
Sports activities on- and off-campus. Gym and workout rooms, tennis, beach volleyball, football field. Off-campus recreation facilities nearby for skiing, sailing, golfing, climbing, etc.
HSG Unisport
Student Engagement

The Student Union is the official student representative body at the HSG and the umbrella organisation of all the student associations and clubs. Its representatives and the students work towards the realisation of their ideas and contribute to the development of the university.

STUDENT ASSOCIATIONS & CLUBS

192 clubs and student associations contribute to a rich and diverse university life. These include the BuddySystem and many cultural and sporting activities.

EVENTS OF INTERNATIONAL SIGNIFICANCE ORGANISED BY HSG STUDENTS

- The St.Gallen Symposium - symposium.org
- The oikos Model WTO - model-wto.org
- HSG TALENTS Conference - hsgetalents.ch
- START Summit - startsummit.ch

ENTREPRENEURSHIP @ HSG

HSG actively supports entrepreneurship with numerous consultations and events. startuphsg.com

Application

STEP 1: ONLINE NOMINATION BY PARTNER UNIVERSITY

Nominations must be entered in our online portal Mobility-Online using the personal login provided. Login data should be kept on record for future nominations.

Nominated students must be enrolled at their home university in study fields similar to degree study fields of the University of St. Gallen (Management, Business Administration, Economics, Political Sciences and Law).

Autumn term nomination period
1 February to 15 April

Spring term nomination period
1 February to 15 April and 15 May to 15 September*

*Late nominations may be possible until 20 September but require prior verification with Student Mobility Services.

Swiss Mobility spring nominations only:
31 October at the latest.

ECOL autumn term nomination period
1 June to 5 July

ECOL spring term nomination period
1 November to 30 November

STEP 2: STUDENT ONLINE APPLICATION

After a nomination is entered in the Mobility-Online portal, Student Mobility Services will provide the student with further instructions and information about completing the online application.

Autumn term application period
1 February to 15 May

Spring term application period
15 August to 30 September*

*Swiss Mobility spring applications only:
15 November at the latest

ECOL autumn term application
1 June to 10 July

ECOL spring term application
1 November to 5 December

STEP 3: PREPARATION

OPTIONAL SEVEN-DAY GERMAN LANGUAGE COURSE

Student Mobility Services organises an optional intensive German language course prior to the start of each semester. All students with beginning, intermediate and advanced levels of German are welcome to attend free of charge. No credits are awarded for this course.

ISP students may take part in an ISP German language course for beginners as one of their electives.

MANDATORY ORIENTATION DAY

A mandatory Orientation Day takes place prior to each semester. This day includes general orientation, HSG student ID card as well as social activities. No credits are awarded.

Contacts

STUDENT MOBILITY SERVICES GENERAL CONTACT

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Student Mobility Services
Tellstrasse 2
9000 St.Gallen
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ISP - INTERNATIONAL STUDY PROGRAMME

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HOUSING OFFICE

Michelle Chung
Christine Schönenberger
+41 71 224 22 00
housing@unisg.ch
## Term Calendar 2024/2025

### Autumn Semester 2024

- **10 September - 21 November 2024**
  ISP Autumn 2023 (programme for MBA students from partner universities)

- **01 - 06 September 2024**
  CEMS block seminar (one week, starting Sunday)

- **04 - 12 September 2024**
  Optional German language course for autumn semester guest students

- **12 September 2024**
  Mandatory Orientation Day for autumn semester guest students

- **16 September 2024**
  Mandatory CEMS semester kick-off (for CEMS students)

- **16 September - 21 December 2024**
  Autumn semester 2023 (includes exams for guest students staying only one semester)

- **31 August 2024**
  Course registration - bidding starts (CEMS students 22 August 2024)

- **28 October - 09 November 2024**
  Break autumn semester 2024 (block courses and CEMS requirements may take place)

- **05 December 2024**
  Farewell Event for autumn semester guest students

### Spring Semester 2025

- **07 January - 13 March 2025**
  ISP Spring 2024 (programme for MBA students from partner universities)

- **05 - 13 February 2025**
  Optional German language course for spring semester guest students

- **13 February 2025**
  Mandatory Orientation Day for spring semester guest students

- **17 February 2025**
  Mandatory CEMS semester kick-off (for CEMS students)

- **17 February - 24 May 2025**
  Spring semester 2025 (includes exams for guest students staying only one semester)

- **30 January 2025**
  Course registration - bidding starts (CEMS students 23 January 2025)

- **20 - 28 February 2025**
  CEMS Business Project Kick-Offs

- **31 March - 12 April 2025**
  Break spring semester 2025 (block seminars and CEMS requirements may take place)

- **07 May 2025**
  Farewell Event for spring semester guest students

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### Student Mobility Services

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