

Course and examination fact sheet for guest students – Spring semester 2024

Required workload per semester	
<ul style="list-style-type: none"> • 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 of 30 ECTS; CEMS MIM: Minimum of 24 ECTS (incl. skill seminars) • 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/	
Assessment courses 2,000 – 2,999	Not open for guest students.
Bachelor courses 4,000 – 4,999; 6,000 – 6,999	Courses open to guest students are listed in the Programmes overview under “ Bachelor without Major (for Exchange Students) (02BAC)”
Master courses 8,000 – 8,999; 11,000 – 11,999	<p>Courses open to guest students are listed in the Programmes overview under “Master without Major (for Exchange Students) (03MAS)”</p> <p>BA students may attend MA courses if prerequisites (see course fact sheets) are fully met, except for</p> <ul style="list-style-type: none"> • Core courses of all Master programmes • SIM courses
Courses not open to any guest students	<ul style="list-style-type: none"> • Capstone Project Courses of the Bachelor in Business Administration • CEMS courses (only for CEMS guest students) • Business journalism courses • Business teacher education courses • MBA programmes
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 .
Course registration (Bidding)	
<ul style="list-style-type: none"> • 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 in the first main round on 01 February 2024 (see Bidding timetable). CEMS students start bidding in the preliminary round, 25 January 2024. • 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 deregistration	
<ul style="list-style-type: none"> • Course dropping is possible until 15 March 2024, 23:59 midnight CET. • Once courses are dropped, they are irrevocably deleted and cannot be added to your bidding again. 	

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 (during the lecture period)	<ul style="list-style-type: none"> Decentral examinations are held during the lecture period. Ask the lecturer for the examination date in the first class.
Central examinations (17 June – 20 July 2024) (Note: Instead of central examinations, guest students are entitled to take decentral guest examinations which take place during the lecture period.)	If the examination is specified as central in the course information sheets, all guest students are automatically registered for decentral guest examinations . <ul style="list-style-type: none"> Decentral guest examinations are held during the lecture period. Ask the lecturer for the examination date and format in the first class.
	If you plan to register for central examinations instead (see table below on how to register for them), please note: <ul style="list-style-type: none"> 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.
Mid-Term examinations (19 – 20 April 2024)	The following three courses have Mid-Term examinations: <ul style="list-style-type: none"> 3,100/4,100 Marketing 3,115/4,115 Leadership & Human Resource Management 3,135/4,135 Accounting, Controlling, Auditing Guest students enrolled in these courses are automatically registered for these examinations.
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 and register for the central examination in Compass between 08 April and 05 May 2024 / 23:59 . A decentral guest examination is only possible if the lecturer agrees.	
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 (CEMS MIM students: 24 ECTS / THEMIS students: 30 ECTS):	
Deregistration from decentral examinations or decentral guest examinations	<ul style="list-style-type: none"> 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 Mid-Term examinations	<ul style="list-style-type: none"> Free of charge: 08 – 15 April 2024 in Compass Fee-based: from 16 April 2024, up to start of examination for CHF 50 in Compass.
Deregistration from central examinations	<ul style="list-style-type: none"> Free of charge: 08 April – 05 May 2024 in Compass. Fee-based: from 06 May 2024 up to start of examination for CHF 50 in Compass.
Absence due to illness or accident during examination time	
Procedure regarding decentral examinations or decentral guest examinations	<ul style="list-style-type: none"> Email your lecturer responsible for the examination before the examination begins. Submit a written proof (medical certificate, etc.) via Compass. Contact the lecturer to schedule an alternative examination date as soon as possible. The alternative examination must take place until 31 July 2024.
Procedure regarding central and Mid-Term examinations	<ul style="list-style-type: none"> Submit application and written proof via Compass before the examination begins. Alternative examination only possible if matriculated at HSG in the following semester.
Non-appearance at examinations	
Non-appearance without prior deregistration from an examination (central, decentral, Mid-Term examinations) results in the grade 1.0 .	

Failed examination
<ul style="list-style-type: none">• 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 .
Notification of grades and official transcript (Academic Record)
<ul style="list-style-type: none">• The Notification of grades and official transcript will include only the results of the examinations for which you were officially registered. Further information is available in the Decrees of the University of St.Gallen.• About six weeks after the end of term, grades will be published in Compass. Check your Compass account also after your departure. The Notifications of grades published in Compass are binding.• Grades may be appealed. Deadline for appeals: 14 days after the publication of grades in Compass.• The official transcript will be published in Compass only if all grades of all courses will 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). Satisfactory results are awarded grades from 6.0 to 4.0 inclusive, while results graded 3.5 to 1.0 are insufficient. 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
If you intend to start a degree programme at HSG: courses of your exchange semester at HSG can only be credited if examinations were taken in the format as indicated in the course fact sheet.
Questions?
Should you have any questions regarding courses and examinations, please contact us by mail questtranscripts@unisg.ch .

Overview Examination Registration / Deregistration

Spring Semester 2024				
Lecture period 19 Feb 2024 – 25 May 2024				
Examination Type	Examination Date/Period	Examination Registration	Examination Deregistration Period	
			Free of charge	Fee-based
Decentral	February – May	Students are automatically registered with course allocation via bidding. Students must schedule examination date with lecturer.	up to the start of the examination via email to lecturer	--
Mid-Term	19 – 20 April	Students are automatically registered with course allocation via bidding. Alternative examination dates are not possible.	08 – 15 April in Compass	from 16 April up to start of examination for CHF 50. See instructions here .
Central	June – July	All guest students are automatically registered for the decentral guest examination which are held during the lecture period. Students must schedule examination date with lecturer.	see decentral examination	--
		Only if you plan to register for central examinations, you must deregister first from the decentral guest examination (which is irrevocable) and then register for the central examination.	08 April – 05 May in Compass. See instructions here .	from 06 May up to start of examination for CHF 50. See instructions here .