
Basis for Admission at Home University

Swiss secondary school leaving certificate

Foreign secondary school leaving certificate

Legal place of residence at the date when having received the secondary school leaving certificate (City, Canton or Country):

Selection of Courses at the University of St.Gallen

(total maximum of 8 Credits, admission only if course places available)

Requested Courses		Alternative courses, if first choice not available	
CourseNo.	Course Title	CourseNo.	Course Title

Confirmation of Home University

We hereby confirm that the applicant is enrolled at our university during the respective semester and that the indicated courses offered by the University of St.Gallen will be accredited to the candidate's current study program:

Position of Signee:

Place, Date:

Signature (Home Univ.), Stamp

Confirmation of Candidate

I hereby confirm the correctness and completeness of the information given and I accept the below mentioned obligations for individual course participation at the University of St.Gallen

Place, Date:

Signature

Application and Deadlines

Please enclose:

- Passport photograph (jpeg, DPI 96, width 100 pixel, height 130 pixel)
- Scanned copy of secondary school leaving certificate (in German or English)

Submit until:

August 31 for the following Fall Term

January 31 for the following Spring Term

Please submit the completed application form including all necessary signatures and documents via e-mail to the respective address of the study level:

bachelor@unisg.ch

master@unisg.ch

Obligations for individual course participation at the University of St.Gallen

With my signature above I confirm

Enrolment

- that the University of St.Gallen is authorised to check any documents I have submitted for authenticity, and that any issuing offices may send the necessary information to the University of St.Gallen and that such offices are released from the constraints of data protection to the extent to which this is necessary for the verification of any documents submitted;
- that I am not banned from the major of my choice by any other university;
- that the enrolment and processing fees will become due with enrolment and that they will under no circumstances be reimbursed once I have paid them;
- that I am aware of the fact that this enrolment will not automatically grant me admission but is only an application for admission.

Schedules

- that I am aware of the fact that the University of St.Gallen encourages and requires students to be self-reliant. Deadlines and dates are posted in the internet/intranet and are enforced by the HSG without exception. Students themselves have to collect the necessary information about binding legal bases, examination requirements, fact sheets, etc., as well as about changes made to any of these. Students have to bear the consequences of their acts, omissions and/or ignorance themselves;
- that I am aware of the fact that deadlines are governed by the HSG's system time (GMT + 1);

Conduct

- that I am aware of the fact that unlawful, dishonest and disrespectful conduct will be deemed to be an infringement of the order of the University and can be punished by disciplinary proceedings;
- that I am expected to show respect to my fellow students, the members of the faculty and the administrative staff;
- that I am expected to act in the best interest of the University in good faith at all times even when I am not on the University Campus;
- that I am expected to observe my obligations as a representative of the University of St.Gallen, particularly during an exchange semester;
- that I am expected to treat any University property with care.

Studies

- that I will apply the fundamentals of academic work.
- that the use of inadmissible aids in the drafting of theses, papers, coursework and in examinations, as well as the submission of written work/documents drafted by a third party, constitutes contempt of the University and is punished by disciplinary proceedings. I am aware of the fact that such conduct may result in my being expelled from the University and bound over to pay a fine and awarded grade 1.0 in examinations in accordance with Art. 37 of the University Act [Consolidated Statute Book of the Canton of St.Gallen, No. 217.11];
- that pursuant to Art. 34 of the University Act, I am subject to the disciplinary provisions of the University Act as an applicant for admission and as a participant in courses;
- that I am expected to collect the necessary information about any admissible and inadmissible aids before an examination and, in particular, to use no pocket calculators other than the approved by the University of St.Gallen (Texas Instruments TI-30);
- that I am aware of the fact that rights such as copyrights, data protection rights and personality rights may be restricted for the safeguard of orderly University operations and that, in particular, the copyright for work written at the University of St.Gallen will remain with the authors but that the University may restrict the right of use;
- that I am aware of the fact that any recordings of lectures at the University of St.Gallen are subject to individual lecturers' consent. Any reproduction or publication will additionally be subject to the consent granted by the Dean of Studies.

Communication and language:

- that I accept the HSGnet user guidelines and that, in particular, I undertake and warrant not to send any spam mail nor to misuse my e-mail account in any other way (<http://www.unisg.ch/en/HSGServices/Beratung/Informatik/Nutzungsbestimmungen.aspx>);
- that after enrolment, I will only use my student e-mail address `firstname.name@student.unisg.ch` or possible `firstname.name@unisg.ch` for digital communication with in-house HSG offices and people and that the Administration will not have to answer students' e-mail enquiries to addresses outside the `unisg.ch` domain/prefix;
- that I am aware of the fact that I am obliged to open all e-mails sent to me;
- that I know that the University of St.Gallen is bilingual (German and English) and that pursuant to Art. 123(1) of the University Statutes [Consolidated Statute Book of the Canton of St.Gallen, No. 217.15] the administrative language is German. Costs for the translation of individual documents will accrue to students, who can also translate such documents themselves. The legally binding version of all documents and decrees is the German version;
- that I am obliged to give notice of changes to any data submitted in the enrolment process (particularly the correspondence address) or to make such changes in the intranet myself, and to designate a correspondence address in Switzerland. If I do not fulfil this obligation, I will have to bear the consequences and any resulting disadvantages myself; in particular, any notifications shall still be considered to have been issued as per their mailing date and to have the force of law even if, for example, the shipment is lost in border-crossing postal traffic;
- that I agree with the provision of Art. 26bis of the Administrative Jurisdiction Act [Consolidated Statute Book of the Canton of St.Gallen, No. 951.1] whereby correspondence and notifications may also be sent electronically.

With my signature I take cognisance of the fact that the provision of incorrect data or the failure to comply with one or several of the above points may lead to exclusion from the courses attended.