

Course and examination fact sheet for guest students – Autumn semester 2023

Required workload per semester	
<ul style="list-style-type: none"> • Minimum: 16 ECTS / Maximum: 40 ECTS • THEMIS: Minimum of 30 ECTS; CEMS MIM: Minimum of 24 ECTS (incl. skill seminars) • Average workload at HSG: 24-30 ECTS; 1 ECTS = ~30 working hours • No extra or partial credits for additional or partial work • Follow your home university's guidelines for the required semester workload if you need more than the HSG minimum (see above) 	
Course information	
Information about courses can be found here , see " Bachelor without Major (for Exchange Students) (02BAC) " and " Master without Programme (for Exchange Students) (03MAS) ". The definite course list will be available approx. four weeks before semester start.	
Course numbering	
Assessment courses 1,000 – 1,999	Not open for guest students.
Bachelor courses 3,000 – 3,999; 5,000 – 5,999	All courses are open for guest students.
Master courses 7,000 – 7,999; 9,000 – 9,999; 11,000 – 11,999	<ul style="list-style-type: none"> • All courses are open for MA guest students. BA students may attend MA courses if necessary and if prerequisites (see course fact sheets) are fully met.
Courses not open to bachelor guest students	<ul style="list-style-type: none"> • Core courses of all Master programmes • SIM courses • 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) & course system	
<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" on our website > Before your guest stay at HSG > Course information, registration and workload • Bidding for guest students starts on Thu, 31 August 2023 (see Bidding timetable in StudentWeb). CEMS students: see information for CEMS further up. • Most courses are open for guest students → see "Course numbering" further down. We highly recommend you choose courses of your current study level at the home university. • Do not sign up for courses that overlap to avoid having several exams at the same time. • If a language examination was taken in a previous semester, only courses and exams of a higher level of that language may be taken afterwards. <p>Important:</p> <ul style="list-style-type: none"> • Students are responsible for limiting their assigned courses to a maximum of 40 ECTS. • If you bid for more than 40 ECTS, courses will be removed irrevocably to a minimum of 16 ECTS seven days after bidding end. Credits can only be earned for courses in which you are officially enrolled (via bidding). If you need more than 40 ECTS, contact us exchange@unisg.ch by the end of the last main round at the latest. 	
Course deregistration	
<ul style="list-style-type: none"> • You can drop courses you bid for until Friday, 13 October 2023, 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	<ul style="list-style-type: none"> • Decentral examinations are held during the lecture period. • Ask the lecturer for the exam date in the first class.
Central examinations (15 January – 17 February 2024)	<p>If the examination is specified as central in the course information sheets, all guest students are automatically registered for decentral guest examinations.</p> <ul style="list-style-type: none"> • Decentral guest examinations are held during the lecture period. • Ask the lecturer for the exam date and format in the first class. <p>If you plan to register for central exams instead (see table below on how to register for them), please note:</p> <ul style="list-style-type: none"> • Check the examination schedule (available in StudentWeb) before you bid for courses; central exam dates may overlap although courses don't. • Enrolling for central examinations is binding and cannot be modified.
Mid-Term examinations (17 – 18 November 2023)	<p>There are only three courses with Mid-Term exams:</p> <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 <p>All guest students are automatically registered for the central Mid-Term examinations which are held during the lecture period</p>

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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. If the course information sheet indicates a central examination, a decentral guest examination is only possible if the lecturer agrees . If the lecturer does not agree, you must register for the central examination in Compass between 06 and 30 November 2023 / 23:59 .	
Examination deregistration	
Examination deregistration is possible (details here) if students still meet the minimum requirement of 16 ECTS semester workload after deregistration (CEMS MIM students: 24 ECTS / THEMIS students: 30 ECTS):	
Deregister from decentral examinations or decentral guest examinations	<ul style="list-style-type: none"> Email your lecturer responsible for the examination before the exam begins. The course will not be listed on your transcript.
Deregister from central examinations	<ul style="list-style-type: none"> Free of charge: 06 - 30 November 2023 in Compass. Fee-based: from 01 December up to start of examination for CHF 50 in Compass.
Deregister from Mid-Term examinations	<ul style="list-style-type: none"> Free of charge: 06 - 13 November 2023 in Compass Fee-based: from 14 November, up to start of examination for CHF 50 in Compass.
Absence due to illness or accident during examination time	
Procedure regarding decentral examinations	<ul style="list-style-type: none"> Email your lecturer responsible for the examination before the exam 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 January 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 available 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	
The notification of grades and Academic Record 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 .	

Autumn Semester 2023 18 / 09 – 23/12/2023				
Examination Type	Examination Date/Period	Examination Registration	Examination Deregistration Period	
			Free of charge	Fee-based
Mid-Term	17 – 18 November 2023	Students are automatically registered with course allocation via bidding. Alternative examination dates are not possible.	06 - 13 November 2023 in Compass	from 14 November up to start of examination for CHF 50. See instructions here .
Decentral	September - December During the last weeks of the lecture period but may also take place earlier.	Students are automatically registered with course allocation via bidding. Students need to ask the lecturer for the exam date.	up to the start of the examination via email to lecturer	
Central	January - February (after the lecture period) Instead of central examinations, guest students are entitled to take decentral guest examinations which take place during the lecture period .	All guest students are automatically registered for the decentral guest examination which are held during the lecture time. Students need to ask the lecturer for the exam date and format. Only if you prefer or have to take central examinations (i.e. after the lecture period), you must deregister from the decentral guest student examination (which is irrevocable) and register for the central examination.	see decentral examination 06 – 30 November 2023 in Compass. See instructions here .	from 1 December up to start of examination for CHF 50. See instructions here .

Grade reporting – electronic Notification of grades and official transcript/Academic Record

- The Notification of grades and Academic Record 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**. You will be notified by email. Check your unisg.ch-inbox and Compass 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 (Academic Record)** will be published in Compass as soon as the grades for all courses will have been submitted. Partial transcripts are not issued. You will be informed via email.
- **Kindly forward it to your home university's exchange coordinator who can verify its authenticity on verify.unisg.ch** > drag& drop in section "Verify documents with Blockchain".
- Digital notification and academic records include only the courses for which the examination was taken.
- Course title, course number, HSG grade, and ECTS credits are stated. Credits are given only if you passed the exam. A failed course does not receive any credits but will be listed on the transcript with the failing grade. It is not possible to have a course listed as "attended" or "passed".

HSG grading scale

Examination results will be graded in quarter grade steps between 1.00 and 6.00, with 6.00 being the highest grade and 1.00 being the lowest grade. The half-grade steps have the following meaning:

- 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 would like to begin a degree programme at HSG after having completed your studies at your home university: Examinations of your exchange semester at HSG can only be credited to your studies at HSG if they were taken in the format indicated in the course fact sheet.

Questions?

Should you have any questions regarding examinations for guest students, grading systems, notification of grades or transcripts/academic records, please contact us by mail questtranscripts@unisg.ch.