



Fact sheet: Bidding for Guest Students at Bachelor's and Master's Levels

Contents

1. Important points
2. Elements of the bidding application
3. Selecting courses (bidding)
4. Allocation of courses according to the lowest-price principle
5. Bidding evaluations: viewing bidding results
6. Course deregistration phase
7. Deregistration from examinations

1. Important points

1.1 Definition of bidding

The term "bidding" [*bid*: to offer as the price one will pay] denotes the electronic course allocation system of the University of St.Gallen. Each semester students can register their interest and the intensity of their interest in their preferred courses. Student interest in courses is considered according to decreasing intensity, and where this is not possible, the random principle is applied.

Course allocation through bidding entitles you to attend courses, take examinations and to earn course credit. Any understanding reached with faculty or any enrolments for lectures/seminars on the learning platform (StudyNet/Canvas) will not be considered.

1.2 Bidding requirements

All guest students (with the exception of Freemovers) are exempt from HSG tuition fees and automatically have access to bidding.

Freemover guest students:

Bidding is open to students who have paid their HSG semester tuition fees. Keep in mind that payment transactions take between five to ten working days to process.

1.3 Bidding process

For guest students the bidding process consists of **three main rounds and five subsequent waiting list rounds**. **1000 bidding points** are available for each guest student. Course allocation takes place after each round. Points assigned to courses that were not allocated, will be freed up for the following round. Remaining points cannot be transferred to the following semester.



There is no preliminary round for guest students.

The main rounds - The first main round takes six days, the second five days and the third only three. The bidding of the main rounds concludes at the end of the last week before the beginning of the semester.

The waiting list - After the last main round, a waiting list will be activated that will be open for fifteen days. Students can select courses from the waiting list without having to set bidding points. If a student cancels a place on a course, the place will be randomly allocated to a student on the waiting list. The waiting list is divided up into five rounds; places are allocated at the end of each round.

The contingents of HSG students and guest students will be consolidated during the waiting list rounds. This means that unused places of either contingent will be freed up during the waiting list and allocated randomly to students on the waiting list.

- Free places from the guest contingent are not subject to any limits, i.e. all of the free places of the guest contingent are also available to HSG students.
- Free places from the HSG contingent are subject to a limit. Since faculty will have to offer decentral examinations for these courses and must thus be able to limit their workload, the whole potential of free places of the HSG contingent cannot be made available. Therefore, the faculty or the administrative directors of the programmes define a maximum guest contingent for each course, up to which guest students on the waiting list may profit from the free places of the HSG contingent.

If you select a course on the waiting list, it is not guaranteed that you will get it. Only if a place becomes available and you are randomly selected by the system is the place then allocated to you. You must check at the end of the waiting list round if you have been allocated a place in the course.

Important: you have only been allocated a course place if it is registered as allocated in the bidding process. If you have bid for a course but have not been allocated it, you will have to bid again for the course in the next round. Please note that course allocations are provisional until the final revision (course allocation of not more than 40 ECTS, respectively 33 ECTS for THEMIS students, has taken place as described below.



The **timing of bids *within* a round is irrelevant**; everyone has the same chances. However, **the round in which the bids are made greatly influences your** chances of being allocated a course. It is therefore recommended that you assign all your available points during the first round.

The total number of allocated courses is **limited to 40 ECTS** per semester. **Exception THEMIS students: limitation of 33 ECTS** per semester.

Students are responsible for limiting their bidding to this number. Substantially justified requests for a larger contingent must be submitted electronically by e-mail to Student Mobility Services (exchange@unisg.ch) by the end of the last main round at the latest. In case no approved request is submitted and bidding has not been correspondingly adjusted by the student by 7 days after the last waiting list round has ended, allocated courses will be irrevocably removed from the course list in the order of the last allocated courses until the minimum workload of 16 ECTS is reached. Courses that have been removed cannot be completed.

The bidding system allows you to bid for courses with the same timetable and the bidding system would also allocate courses with the same timetable to you. However, you are responsible for ensuring that you only bid for courses that do not clash.



You can find the [bidding schedule](#) in the HSG StudentWeb. Login with your enrolment number and password that have been sent to you after you have received the acceptance letter for your exchange studies at the University of St.Gallen.

To support you in planning your Bidding without collisions, the Student Union (SHSG) offers the app [Biddit](#). Please note that only the official information in the course and examination fact sheets as well as the examination schedules are legally binding. In case of technical problems, please contact the [SHSG](#) directly.

1.4 Language of instruction determines languages of examination

Some courses are offered both in German and in English. In the bidding, it is possible to choose in which language the course is wished to be attended. This simultaneously determines the language of examination, which is identical with the language of instruction. A change of language of examination in retrospect is not possible.

1.5 Fair Play

Students who are allocated a course but do not attend or drop the course during the waiting list round act unfairly towards fellow students, instructors and the university. Provided resources go unused, instructors conduct courses in half-empty lecture rooms, and motivated students are excluded from attending their preferred courses. Therefore, during the waiting list rounds students are expected to drop the courses they will not attend.

1.6 Course cancellations

If the demand for a lecture/seminar is very low, the University may cancel it at short notice. The students concerned will be offered an alternative course. Course cancellation is made at the discretion of the Dean of Studies.

1.7 Examination planning and registration

Once a course is allocated to you in the bidding, you are automatically registered for the examination of the course. If the course information sheet indicates a central examination for the course, you will be automatically registered for the alternative decentral guest examination. Decentral and alternative decentral guest examinations take place during the term time (September – December in the autumn semester and February-May in the spring semester). The course instructor organises date, time and place for decentral and alternative decentral guest examinations. Therefore, you must coordinate the above mentioned with the course instructor at the beginning of the lecture period.

Exception: Courses with central MidTerm examinations always take place as indicated in the course information sheet in calendar week 46 (autumn semester) respectively calendar week 16 (spring semester).

Only if guest students prefer to take central examinations after the term time, students must deregister from the decentral guest student examination (which is irrevocable) and register for the central examination in Compass. Details regarding exam deregistration are explained in the [course and examination fact sheet for guest students](#). Examinations of central examinations can overlap although the lectures of the courses do not overlap. Therefore, if you plan to sit the central examinations of your courses which indicate this examination, make sure to check the definite examination [schedule for central examinations](#) (after the term time) which will be available in StudentWeb by the time the bidding begins. For central examinations, it is not permitted to arrange an individual examination with a faculty member, nor may central examinations that clash be deferred to an alternative date.

Guest students enrolled for **two consecutive semesters** in St.Gallen must take the examinations of their first semester courses as stated in the course description. If the course description indicates that the course has a central examination, then an alternative decentral guest examination is only possible with the permission of the course instructor.

2. Elements of the bidding application

The **bidding platform** can be accessed using the [Compass](#) link. Login using the password and username/enrolment number that have been sent to you after you have received the acceptance letter for your exchange studies at the University of St.Gallen. Select "bidding" from the main menu.

2.1. Screen structure

The various filter and search functions can be found in the header area. In the detail area, the courses are visible according to the filters defined above with ECTS credits, event language, functionality (registration and deregistration), status and information link.

The screenshot shows the 'Bidding' interface. At the top, there are several filter dropdowns: 'Course regulations' (Master without Programme (for Exchange Students) (03MAS)), 'Course regulation area' (All), 'ECTS' (All), 'Course language' (All), and 'State' (Allocated). Below these is a search bar with the text 'Search for...' and a note 'Please use at least 3 letters as input.' To the right of the search bar is a toggle switch for 'Bookmarked courses only' (highlighted with a red box) and a 'Reset all filters' button. Below the search bar, it shows '2 of 607 courses' and a button for 'Allocated courses'. A subheader reads 'Master without Major - BA-MA / 1st main round' with a 'Points available 820/1000' indicator. The course list includes two entries: 'Effective Data Communication - How to Talk about Data' (Number 7,037,1.00, ECTS 3.00, Language EN, Seats 5/6, Allocated 0) and 'Strategic Management (SIM)' (Number 7,200,1.00, ECTS 4.00, Language EN, Seats 4/5, Allocated 180, Closed in waiting list). Both course entries have a bookmark icon (highlighted with a red box) and a 'Drop course' button.

The bookmark function to the left of the course title (outlined in red in the screenshot above), allows you to mark interesting courses and find them again later more quickly using the "Bookmarked courses only" filter.

2.2. Structure of the course list

Courses are listed under subheadings corresponding the study level Bachelor and Master.



For subjects accompanied by exercises and/or Independent Studies courses, only the exercise groups are listed in the course list. The corresponding lecture will be automatically included in the allocation.

Overview of course numbering

Autumn semester

3,xxx	Bachelor courses
5,xxx	Bachelor courses
7,xxx	Master courses
9,xxx	Master courses
11,xxx	Master courses

Spring semester

4,xxx	Bachelor courses
6,xxx	Bachelor courses
8,xxx	Master courses
11,xxx	Master courses

3. Selecting courses (bidding)

3.1. Bid/Select

Bid

Select

These buttons are used to select courses. Depending on the type of course, some courses can be selected by assigning points to them ("Bid"), and others may be selected without points ("Select"). Basically, the second possibility applies to subjects for which no bidding quota has been set. Provided that no minimum number of points has been fixed on a course, a bid for a course can be made by assigning 0 (zero) points to it. Of course, this does not constitute a claim to a place in the course thus chosen.

If you want to be allocated to one specific course in a series (such as exercise groups in connection with a lecture) you would have to bid for it with a correspondingly high number of points in order to achieve an edge over other students. But if you only attempt a random allocation to any exercise course it will suffice for you to assign 0 points to all groups. Of course, the latter only works if no more students than the number set in a quota have bid with more than 0 points.

This also implies that in courses with several groups, there is no automatic allocation of a group other than the groups that have been selected. If, for instance, you make bids for 4 (from 8) groups (with 0 or more points), and if you are not allocated a place in one of these 4 groups on the basis of the points that you have set, you will not be automatically allocated a place in another group. You will have to assign points to different groups again in a further bidding round. Therefore, if you want to increase your chance to be allocated to one exercise group in a series, you best assign 0 or more points to all the exercise groups of a course."



If you have bid for a course, it does not mean it has been allocated to you!

3.2. Edit/Deselect/Drop course

Edit

Deselect

Drop course

These buttons are used to **cancel** your selection of courses selected without points and/or change the number of points you have assigned to a course. This is done by clicking on "Edit", which opens a new window with which one can change and delete the bid. The button "Drop course" can be used to cancel your enrolment in courses that you have already been allocated to. Bidding points freed up in this manner become available again in the current round. Cancellation of an allocated course is definitive and cannot be reversed. It is possible in the next round, however, for students to select or assign points to a course from which they have previously withdrawn.



Please note that the HSG administration will not correct any faulty inputs on your part nor re-assign you to a different group. You act on your own responsibility. Before you cancel your enrolment for a course, be absolutely certain before doing so.

3.3. Course title and course information

Clicking on the course title will take you to the corresponding event and examination fact sheet. If any information is missing from a course and examination sheet, please contact the responsible lecturer directly.

All course and examination fact sheets can also be found in the StudentWeb in the section [courses](#).

3.4. Minimum number of points

Courses which are not compulsory in any HSG major are assigned a minimum number of bidding points: 60 in the first main round, 30 in the second main round, and 0 in the third main round. This is to prevent bids that are made of only slight interest or for the purpose of hoarding courses that are then later not attended (the "no-show" problem).

Exceptions: bidding points are not required for courses where the number of places is indicated as "open" and the course is not indicated as "SAP". Furthermore, in the waiting list rounds no bidding points are required.

3.5. Full courses

Courses with a full status are booked up. It may happen, however, that other students cancel their enrolment for a course, thus freeing up a place. This means that courses previously denoted as "full" may become available for bidding once more. Students should therefore re-check their preferred courses towards the end of a round. During the waiting list round, it is also advantageous to select the preferred course(s), even if no free places are indicated at the time.

If, after the end of the bidding process, a course is indicated as "full" while places still seem to be free in the lecture itself, you may NOT arrange with the relevant faculty member to attend the course. Examinations may be taken only for courses allocated through the bidding process.

If shortly after an allocation, a course is shown as not full, but your bid on the course was not allocated, it is not due the fact that the allocation did not work, but rather that another student deleted his allocated courses immediately after the allocation.

3.6. Special application process (SAP)

Faculty select a special application process when the general conditions for allocation to a particular course differ from those of the bidding process (e.g. schedule, course admission criteria). The special application process can be identified by the acronym "SAP". In such cases, a course cannot be selected through the bidding system; rather, students must follow instructions provided in the course description.

4. Allocation of courses according to the lowest-price principle

Bidding enables students to register their interest and the intensity of their interest in their preferred courses. At the end of each bidding round, the system automatically will allocate the courses on the basis of these two pieces of information: starting with the highest number of points assigned (intensity), the system allocates places in a course to students in decreasing order of points until no places are left. If several students have indicated the same intensity for a course, the system will randomly allocate places.

The number of points of the lowest successful bid represents the price for all the bids of this round for the course in question. This is just for the courses that are booked to capacity. For the other ones that don't get "full" the minimum number of points will be deducted. The difference between this price and the number of bidding points that students have set will be refunded. Points for courses that have not been allocated will also be refunded.

Regarding courses of the same type (such as exercise groups in connection with the lecture), only one bid per student can be considered. If possible, the highest. During the waiting list rounds, the system will randomly allocate places.

Example: Student A assigns 103 points to Course Z, Student B assigns 54 to the same course, Student C 457, Student D 500, Student E 162, and Student F 103. The course has four available places. After the round ends, students C, D, E and either A or F would be allocated a place. 103 points are deducted from all successful students, and the difference from the individual bids is refunded. Students can then use these refunded points to bid again in the next round.

5. Bidding evaluations: viewing bidding results

The results of the bidding allocation are visible in the bidding interface via the state field "Allocated". Course cancellations can also be made there.

The results of the allocation process can also be viewed via the button "Allocated courses". There you can also see the assigned courses including exercise groups and courses assigned via SAP procedure. Courses that are only 'selected' during the bidding rounds and not yet allocated do not appear in this evaluation.

Bidding

Course regulations
Master without Programme (for Exchange Students) (03MAS)

Course regulation area All ECTS All Course language All State Allocated

Search for... Bookmarked courses only Reset all filters

2 of 607 courses

Master without Major - BA-MA / 1st main round Points available 820/1000

Master courses

Effective Data Communication - How to Talk about Data	Number 7,037,1.00	ECTS 3.00	Language EN	Seats 5/6	Allocated 0	Drop course	
Strategic Management (SIM)	Number 7,200,1.00	ECTS 4.00	Language EN	Seats 4/5	Allocated 180	Closed in waiting list	Drop course

6. Course deregistration phase

After the final bidding round has ended, the course deregistration phase starts and runs until Friday of calendar week 43 (autumn semester) and Friday of calendar week 13 (spring semester) respectively. In this period, students can drop their courses, however, adding courses is no longer possible. After the course deregistration phase, the course allocations are final, and therefore the registration to the respective examinations as well.

7. Deregistration from examinations

After the course deregistration phase, students have the possibility to deregister from their exams. Detailed information on the different exam deregistration periods are available in the [course and examination fact sheet for guest students](#).