



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

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# 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. These points cannot be transferred to the following semester. Course allocation takes place after each round. Points assigned to courses that were not allocated, will be freed up for the following round.

*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 bid for 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) 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 of your available points during the first round.

The total number of allocated courses is limited to 40 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 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 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.

## 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. The following will then be displayed:

### 2.1. Screen structure

At the top of the display, you can find various filtering and search functions. On the right there is the key for the detailed area. In the detailed area, you can see the courses according to the filters defined above with the ECTS credits, the course language, functionalities (registration and cancellation), status and information link.

The screenshot displays the 'Course selection system' interface. At the top, there are navigation tabs: 'Bidding', 'Bidding FAQ DE', 'Bidding FAQ EN', 'Allocated Courses', and 'Export calendar'. Below these is a search and filter section with the following fields:

- course programme: Master ohne Programm (für Gaststudierende) (03MAS)
- Courses to show: Current round
- Course language: All languages
- Credits: =
- Search text: [input field]

A green 'Search' button is located to the right of the search text field. Below the search section, a table lists courses under the heading 'Master ohne Richtung (available 1000/1000)'. The table has columns for course ID, description, ECTS credits, and language. The courses listed are:

Course ID	Description	ECTS	Language
4,100,2.01	Informations-, Medien- und Technologiemanagement: Übungen und Selbststudium, Gruppe 1 (8/8 Pl.)	6,00	Deutsch
4,100,2.02	Informations-, Medien- und Technologiemanagement: Übungen und Selbststudium, Gruppe 2 (8/8 Pl.)	6,00	Deutsch
4,100,2.03	Informations-, Medien- und Technologiemanagement: Übungen und Selbststudium, Gruppe 3 (8/8 Pl.)	6,00	Deutsch
4,100,2.04	Informations-, Medien- und Technologiemanagement: Übungen und Selbststudium, Gruppe 4 (8/8 Pl.)	6,00	Deutsch
4,100,2.05	Informations-, Medien- und Technologiemanagement: Übungen und Selbststudium, Gruppe 5 (8/8 Pl.)	6,00	Deutsch
4,100,2.06	Informations-, Medien- und Technologiemanagement: Übungen und Selbststudium, Gruppe 6 (8/8 Pl.)	6,00	Deutsch
4,100,2.07	Informations-, Medien- und Technologiemanagement: Übungen und Selbststudium, Gruppe 7 (8/8 Pl.)	6,00	Deutsch
4,100,2.08	Informations-, Medien- und Technologiemanagement: Übungen und Selbststudium, Gruppe 8 (8/8 Pl.)	6,00	Deutsch
4,102,2.01	Information, Media and Technology Management: Exercises and Independent Studies, Group 1 (8/8 Pl.)	6,00	Englisch
4,102,2.02	Information, Media and Technology Management: Exercises and Independent Studies, Group 2 (8/8 Pl.)	6,00	Englisch
4,110,9.01	Controlling und Rechnungslegung: Übungen und Selbststudium, Gruppe 1 (6/6 Pl.)	6,00	Deutsch
4,110,9.02	Controlling und Rechnungslegung: Übungen und Selbststudium, Gruppe 2 (6/6 Pl.)	6,00	Deutsch
4,110,9.03	Controlling und Rechnungslegung: Übungen und Selbststudium, Gruppe 3 (6/6 Pl.)	6,00	Deutsch

Screenshot, BA-/MA bidding

### 2.2. Structure of the course list

Courses are listed under subheadings corresponding to the curriculum structure. Core studies (with compulsory programme, core electives and electives or independent electives) and contextual studies are listed first.



For subjects accompanied by exercises and/or Independent Studies courses, only the exercise groups are listed on 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

##### Spring semester

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

## 2.3. Legend

Bidding / Waiting list legend	
	Course information
	Add course!
	Remove course!
	Place course in waiting list!
SAP	Course with a special application procedure
selected	Course selected without points or placed on the waiting list
full	All places are occupied
assigned	Course has been allocated
change	Change number of points
(X/Y Pl.)	X = free places / Y = total places
OK	Course already completed
OK	Course already completed by means of an equivalent course

Caption, status field



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

## 3. Selecting courses (bidding)

	Kurs- Informationen Course information
	Kurs hinzufügen Add course
	Kurs entfernen Remove course
	Kurs in Warteliste aufnehmen Place course on waiting list

Caption Buttons

### 3.1. button

This button is used to select courses. Depending on the type of course, some courses can be selected by assigning points to them, and others may be selected without points. 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 the exercise groups related to the compulsory subjects, 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 assigned, 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."

### 3.2. button

This button is used to **cancel** your selection of courses selected without points and/or the number of points you have assigned to a course. It can also be used to cancel your enrolment in courses that you have already been allocated. 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. button

This button leads you to the relevant course description. (If information is missing in a course description, contact directly the faculty member responsible for the course.)

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 out 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 not indicated and the course is not indicated as SBV. 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 (SBV)**

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 SBV. 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 allocations can be viewed in the status field of the bidding screen. An allocated course can also be cancelled here. The results of the allocation process can be viewed at the end of each bidding round in the Compass in the section "Bidding", "Allocated Courses". This is where all allocated courses can be viewed including SBV courses.

Courses will only appear under "Allocated Courses" once they have been definitively allocated. Courses which have only been selected ("gewählt") and not yet allocated will not appear in the list of allocated courses while a bidding round is still in progress.

## **6. Course drop period**

After the final bidding round has ended, the course drop period 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 drop period, the course allocations are final, and therefore the registration to the respective examinations as well.



## 7. Deregistration from examinations

After the course drop period, 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](#).