



# THEMIS Exchange Factsheet 2024/25

<p>About THEMIS</p>	<p>THEMIS represents a network of top universities which have come together to create a new standard in business law in response to an ever-increasing demand for law professionals with international know-how and expertise.</p> <p>Graduate level law students who successfully complete the following three elements receive the THEMIS Joint Certificate in International and Business Law:</p> <ol style="list-style-type: none"> <li>1. <b>Exchange semester abroad (Autumn semester only at University of St.Gallen)</b></li> <li>2. International internship</li> <li>3. THEMIS Seminar (3 day seminar taking place in Spring semester)</li> </ol>
<p>Application procedure</p>	<ul style="list-style-type: none"> <li>• Students will have to meet the requirements of their home university and apply at the home institution within the specific application periods.</li> <li>• The home university will nominate the selected students at HSG.</li> <li>• HSG Student Mobility Services will confirm nomination and request students to register in the Mobility-Online portal within a registration period.</li> <li>• Students register in Mobility-Online and receive a confirmation afterwards.</li> </ul>
<p>Nomination and Registration process</p>	<ul style="list-style-type: none"> <li>• Nomination period for partner university: 15 April</li> <li>• Once students are nominated they will be sent a registration link from HSG Student Mobility Services with instructions on how to proceed.</li> <li>• Registration deadline for guest students: 15 May</li> </ul>
<p>Pre-Arrival information</p>	<ul style="list-style-type: none"> <li>• Students must register in the Mobility-Online portal as soon as their nomination has been processed.</li> <li>• It is vital that guest students register and then regularly login to Mobility Online portal in order to find all tasks, deadlines and documents.</li> </ul>
<p>Lecture period</p>	<p>Mid-September to just before Christmas/End of December.</p>
<p>Orientation Day at HSG</p>	<ul style="list-style-type: none"> <li>• In the second week of September</li> <li>• Student participation is mandatory</li> <li>• A detailed Orientation Day Schedule will be sent mid August.</li> </ul>
<p>SEMP (ERASMUS Scholarship)</p>	<p>SEMP (Swiss European Mobility Programme) scholarships are available - HSG Student Mobility Services will inform eligible applicants on how to apply.</p>
<p>THEMIS course requirements</p>	<ul style="list-style-type: none"> <li>• THEMIS students are allowed to take a maximum of 33 ECTS worth of courses</li> <li>• Students need to attempt exams worth 30 ECTS</li> <li>• Students must pass at least 24 positive ECTS</li> </ul>
<p>Courses offered at the HSG Law School</p>	<ul style="list-style-type: none"> <li>• The course list, designed for THEMIS students only, will be sent to the coordinators in May/June.</li> <li>• The final course list will be sent to students in early August.</li> </ul>
<p>Courses outside of the HSG Law School</p>	<ul style="list-style-type: none"> <li>• THEMIS students have to take part in the HSG bidding in order to get assigned to courses. We recommend students to read the Bidding Fact Sheet carefully.</li> <li>• Students are allowed to follow 1 (one) course (up to 6 ECTS-credits) which is not a THEMIS accredited course.</li> </ul>
<p>The HSG Bidding System</p>	<ul style="list-style-type: none"> <li>• The University of St.Gallen has a unique method for course registration called bidding. All students - both home and guest students - bid for their courses. It is important to familiarise yourself with this process before bidding starts.</li> </ul>
<p>Language of instruction</p>	<ul style="list-style-type: none"> <li>• All THEMIS courses are held in English language.</li> <li>• THEMIS students who are fluent in German are allowed to take law courses from the German-taught law course programme.</li> </ul>



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Language requirements	Level C1 (Common European Framework of Reference for Languages in English.)
Number of credits per course	<ul style="list-style-type: none"> <li>The course plan for the term abroad must be approved by the home university before starting the exchange semester.</li> <li>Find detailed information about the courses on <a href="https://courses.unisg.ch">courses.unisg.ch</a> in the course information sheets of the specific courses.</li> </ul>
Swiss grading scale	1 - 6 (best performance: 6; passing grade: 4)
Transcript of records	At the end of the semester all students will receive an official transcript of records.
Accommodation in St.Gallen	The <a href="#">HSG Housing Office</a> assists students in finding suitable accommodation. Registrations will be dealt with on a first come, first served basis. However, many students live in shared flats which they find on the private housing market.
Special Needs	<a href="#">Special Needs Website</a>
Visa Information	<ul style="list-style-type: none"> <li>Visa information will be sent to all applicants directly from HSG Student Mobility Services.</li> <li>HSG Student Mobility Services organises the visa applications for students.</li> <li>The relevant fee must be paid by the student.</li> <li>Visit the <a href="#">Incomings Website</a> for further information.</li> </ul>
Health insurance	<ul style="list-style-type: none"> <li>All students must provide proof of full health insurance coverage for the exchange semester before they can get a residence permit.</li> <li>Please check the information provided on our <a href="#">Incomings Website</a></li> </ul>
Residence permit	All students who are intending to stay for more than 90 days in Switzerland must apply for a residence permit within two weeks of arrival in St.Gallen.
Contact person Law Department (academics, courses, ECTS-accreditation, Learning Agreements, examinations, transcript of records)	Christina Zenker Administrative Programmleitung/Executive Director BLaw/MLaw/MIL   Law School Bodanstrasse 6, 9000 St.Gallen Tel. +41 71 224 38 70 <a href="mailto:christina.zenker@unisg.ch">christina.zenker@unisg.ch</a>
Contact person Student Mobility Services (student enquiries, application process, admission and enrollment)	Magdalena Piller Exchange Programme Manager THEMIS Tellstrasse 2, 9000 St.Gallen Tel. +41 71 224 3408 (direct) <a href="mailto:magdalena.piller@unisg.ch">magdalena.piller@unisg.ch</a>   <a href="https://exchange.unisg.ch">exchange.unisg.ch</a>
Further information for incoming students	<a href="#">Incoming guest students - Exchange - University of St.Gallen</a>
Website of the HSG Law School	<a href="https://www.unisg.ch/en/university/schools/law/">https://www.unisg.ch/en/university/schools/law/</a>