



University of St.Gallen

HSG THEMIS Factsheet 2023/24

THEMIS - The International Legal Network of Excellence

The information provided here is for incoming guest students and partner universities of the THEMIS programme.

The University of St.Gallen	The University of St.Gallen is more than just an educational institution; it is a place of inspiration where thinking is valued and actively promoted.
The THEMIS programme	<p>The THEMIS exchange programme 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. Graduate level law students who successfully complete the following three elements receive the programme's <i>Joint Certificate in International and Business Law</i> :</p> <ol style="list-style-type: none"> 1. Exchange semester abroad (Autumn semester only) 2. Internship (before or after participating in the programme) 3. THEMIS seminar (3-day seminar that takes place in the Spring semester)
The THEMIS internship	<p><i>Duration of the internship</i> Students must organise the internship by their own. The minimum duration is six consecutive weeks full-time. It is also possible to do the internship on a part-time basis, but it should be equivalent to six weeks full time (e.g. 8 consecutive weeks, 6 hours a day).</p> <p><i>Type of internship</i> The internship must be of international nature. Students may work at a law firm, international company, NGO, or international organisation that deals with international law.</p> <p><i>Timeframe of the internship</i> It is possible that an internship which has been completed before the exchange semester is recognised.</p>
The THEMIS seminar	<ul style="list-style-type: none"> • Participation in the three-day seminar is mandatory. • Students who arrive late or leave early will have to participate in the following year's seminar in order to meet the THEMIS requirements. • Students can postpone the seminar for one year.
Life in St.Gallen	https://www.unisg.ch/en/studying/exchange-programmes/incoming-guest-students/#c13713
Who can attend the THEMIS programme?	<ul style="list-style-type: none"> • Students at Master's level • Students who have a grade average of no less than 4.5
Time of application	You must apply in your first MA semester to be able to go on exchange in your third semester.
SEMP (ERASMUS)	SEMP scholarships are available - Student Mobility Services will inform applicants on how to apply.
Website of the Law Department	https://www.unisg.ch/en/universitaet/schools/law
Contact person at Student Mobility Services (student enquires, application process, admission and enrollment)	<p>Magdalena Piller Programme Manager THEMIS Tellstrasse 2, 9000 St.Gallen Tel. +41 71 224 3408 (direct) magdalena.piller@unisg.ch exchange.unisg.ch</p>
Contact person at the Law Department (for academic issues, courses, ECTS-accreditation, Learning Agreements, examinations, transcript of records)	<p>Sabine Greiser Administrative Programmleitung/Executive Director BLaw/MLaw/MIL Law School Bodanstrasse 6, 9000 St.Gallen Tel. +41 71 224 33 84 sabine.greiser@unisg.ch</p>
Website for incoming students	https://www.unisg.ch/en/studying/exchange-programmes/incoming-guest-students/#c13724
Number of exchange students that can participate from each Partner University	1-2 depending on the agreement between the universities.
Nomination procedure	<ul style="list-style-type: none"> • Nomination window for partner university: Mid-October until beginning of November (please find the exact dates on our website). • Once students are nominated they will be sent a registration link from HSG Student Mobility Services with instructions on how to proceed.
Pre-Arrival information	<ul style="list-style-type: none"> • Students must register on the Mobility-Online portal as soon as their nomination has been processed. • It is vital that guest students register and then regularly login to our Mobility Online portal in order to find all tasks, deadlines and documents.

Lecture period	Mid-September to just before Christmas.
Orientation Weeks	<ul style="list-style-type: none"> • Consists of several events during the first two weeks of September. • Student participation is mandatory. • A detailed Orientation Programme is sent to the students HSG e-mail-address.
Language of instruction	<ul style="list-style-type: none"> • All THEMIS courses are held in English language. • THEMIS students who are fluent in German are allowed to take law courses from the German-taught law course programme.
Language requirements	<ul style="list-style-type: none"> • Level C1 of the Common European Framework of Reference for Languages in English. • Language skills will be checked by the home university.
German language courses	<ul style="list-style-type: none"> • <i>Intensive German language courses</i> (levels A1 - C1) are held two weeks before the beginning of term during the Orientation Weeks. These courses are free of charge. Note: Students cannot obtain ECTS-credits for attending those courses. <p>Students will have to take a placement test during Orientation Weeks and will then be admitted to a course according to their skill level (A1 to C1).</p>
Courses offered at the Law School	<ul style="list-style-type: none"> • The special course list, designed for THEMIS students only, will be sent to the coordinators in May/June. • The final course list will be sent to students in early August.
Courses outside the Law School	<ul style="list-style-type: none"> • THEMIS students are allowed to take part in the HSG bidding. • Please note: Students are allowed to follow 1 (one) course (up to 6 ECTS-credits) which is not a THEMIS accredited course.
HSG bidding system	<p>The University of St.Gallen has a unique method for course registration: bidding. All students - both home and guest students - bid for their courses. It is important to familiarise yourself with this process before bidding starts. There are three main bidding rounds and five waiting list rounds. It is very important that you carefully read the bidding factsheet on our website: https://www.unisg.ch/en/studying/exchange-programmes/incoming-guest-students/#c13724 Click on "Course information, registration and workload" and scroll down.</p>
Course selection requirements	<ul style="list-style-type: none"> • THEMIS students are required to take at least 30 ECTS worth of courses. • Students need to attempt exams worth 30 ECTS. • Students must pass at least 24 positive ECTS in order to qualify for the 'Joint Certificate in International and Business Law'.
Number of credits per course	<ul style="list-style-type: none"> • The course plan for the term abroad must be approved by the home university before starting the exchange semester. • It is the applicant's responsibility to obtain the course descriptions in time from the host university.
Swiss grading scale	<p>1 - 6 best performance: 6 passing grade: 4</p>
Course registration / add- and drop period	<ul style="list-style-type: none"> • Students must register for courses via the HSG Bidding platform "COMPASS". • Drop period: from early October until 14 days prior to the exams. • Information regarding the Bidding system will be sent to students via Mobility-Online after your application has been accepted.
Re-take of failed exams	HSG does not offer the re-sit of failed exams.
Transcript of Records	At the end of the semester all students will receive an official transcript of records.
Accommodation in St.Gallen	<p>The HSG Housing Office assists students in finding suitable accommodation: https://www.unisg.ch/en/studium/austauschprogramme/housing</p> <ul style="list-style-type: none"> • Places are limited, so please contact the Housing as early as possible. • Housing options are available from the beginning of September. • Cost for housing: CHF 550-850 per month. • 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	https://www.unisg.ch/en/universitaet/hsgservices/beratung/beratungsstellen/special-needs
Visa information	<ul style="list-style-type: none"> • Visa information will be sent to all applicants directly from Student Mobility Services. • Student Mobility Services organises the visa applications for students. • The relevant fee must be paid by the student.
Medical insurance	<ul style="list-style-type: none"> • All students must provide proof of full health insurance coverage for the exchange semester before they can get a residence permit. • Students who either have the European Health Insurance Card (EU and EEA students only) or who can provide proof of an adequate comprehensive health insurance valid in Switzerland may request an insurance waiver.
Residence permit	All students who are intending to stay for more than 3 months in Switzerland must apply for a residence permit within two weeks of arrival in St.Gallen.