



Enrolment Agreement

I, the undersigned, hereby confirm that

Enrolment

- all the information provided by me is correct and complete;
- the University of St.Gallen is authorized to check any documents I have submitted for authenticity, and that any issuing offices may send the necessary information to the University of St.Gallen and that such offices are released from the constraints of data protection to the extent to which this is necessary for the verification of any documents submitted;
- I am not banned from discipline by any other university;
- I understand that any kind of double matriculation must be disclosed;
- I understand that the enrolment and processing fees will become due with enrolment and that they will under no circumstances be reimbursed once I have paid them;
- I understand that this enrolment will not automatically grant me admission but is only an application for admission;
- that the photograph used to generate a student identification card is a photograph of me and that I am aware of the fact that uploading a photograph that shows a person other than myself may constitute a criminal offence of forgery under Article 251 of the Swiss Criminal Code [SR 311.0; SCC] or obtaining a false certificate by fraud under Article 253 SCC;
- I give my consent that the University of St.Gallen may pass on my personal data to third parties for the purpose of the admission test as well as for the printing of envelopes in the regular examination process.

Risk Assumption and disclaimer

- I understand that it is my own responsibility to take out sufficient insurance cover for the period that I am registered at the University; in particular, this includes taking out health, accident and liability insurance;
- I understand that the University of St.Gallen assumes no liability for personal injury or damage to property caused by me during my studies.

Conduct

- I understand that unlawful, dishonest and disrespectful conduct may be deemed to be an infringement of the order of the University and may be punished by disciplinary proceedings;
- I understand that I must treat my fellow students, the members of the faculty and the administrative staff with respect;
- I understand that I must act in the best interest of the University in good faith at all times even when I am not on the University Campus;
- I understand that I must observe my obligations as a representative of the University of St.Gallen, particularly during an exchange semester;
- I understand that I must treat any University property with care.

Deadlines

- I understand that deadlines and dates are posted on the internet/intranet and are enforced by the HSG without exception. Students themselves must collect the necessary information about binding legal provisions, examination requirements, fact sheets, etc., as well as about changes made to any of these. Students have to bear the consequences of their acts, omissions and/or ignorance themselves;
- I understand that I will have to re-register through the Intranet (ServicePortal) each semester, with the deadlines as communicated and that the bidding process for courses and registrations for examinations must be completed separately within the time windows provided for the purpose;
- I understand that the timely payment of tuition, examination and other fees is a prerequisite for being able to bid for courses or claim any services from the University.

Applicable law, communication and language:

- I accept and comply with the applicable legal provisions, in particular the exam regulations for the Bachelor's level [ER BL] and for the Master's level [ER ML] of the University of St.Gallen of 21 June 2019, the Implementation Provisions Academic Programmes Concerning the Examination Regulations for the Bachelor's and Master's Levels at the University of St.Gallen (Assessment Year, Bachelor's Studies and Masters' Level [IP AP] of 12 May 2020, and the Directives of the Dean of Studies concerning Studies at the University of St.Gallen [DDoS] of 1 August 2020;
- I accept regulations such as for example the HSG House Rules or the HSG IT User Regulations and that, in particular, I undertake and warrant not to send any spam mail nor to misuse my e-mail account in any other way;
- I understand that I am obliged to open all e-mails and news and messages sent to me via internal electronic platforms and communication channels lies with me and that I will bear the consequences resulting from not reading e-mails and messages or reading them too late;
- I know that the University of St.Gallen is bilingual (German and English) and that pursuant to Art. 123(1) of the University Statutes [Consolidated Statute Book of the Canton of St.Gallen, No. 217.15] the administrative language is German. Costs for the translation of individual documents will accrue to students, who can also translate such documents themselves. The legally binding version of all documents and decrees is the German version;
- I am obliged to give notice of changes to any data submitted in the enrolment process (particularly the correspondence address) or to make such changes in the intranet myself, and to designate a correspondence address in Switzerland. If I do not fulfil this obligation, I will have to bear the consequences and any resulting disadvantages myself; I agree with the provision of Art. 26^{bis} of the Administrative Justice Act [Consolidated Statute Book of the Canton of St.Gallen, No. 951.1] whereby correspondence and notifications may also be sent electronically;
- I understand that the Swiss, cantonal or university law takes precedence over this agreement and that the place of jurisdiction is St.Gallen.

With my signature I acknowledge the fact that the provision of incorrect data or the failure to comply with one or several of the above points may lead to my exmatriculation.

Place, date: _____ Signature: _____

Minors require a parent's or legal representative's additional signature to enrol:

Place, date: _____ Signature: _____