



# University of St. Gallen

A LEADING UNIVERSITY IN MANAGEMENT, ECONOMICS,  
LAW, SOCIAL SCIENCES AND INTERNATIONAL AFFAIRS

**FACT SHEET**  
Student Exchange  
Programmes  
2019/2020



As one of Europe's **leading business universities** located in **Switzerland**, we offer university degrees and executive education at the highest international level. A practical approach and integrative view characterise our education and support the **HSG's unique concept**. We unite **80 nationalities on our campus**.

## DEGREE PROGRAMMES

### BACHELOR

**Business Administration**  
English and German

**Economics**  
English and German

**International Affairs**  
English and German

**Law**  
German (some courses in English)

**Law and Economics**  
German (some courses in English)



### MASTER

**Banking and Finance**  
English

**Strategy and International Management**  
English

**Quantitative Economics and Finance**  
English

**International Law**  
English

**International Affairs and Governance**  
English and German

**Marketing, Services and  
Communication Management**  
English and German

**Accounting and Finance**  
English and German

**Economics**  
English and German

**Business Innovation**  
German

**Business Management**  
German

**Legal Studies**  
German

**Law and Economics**  
German

**Organization Studies and Cultural  
Theory**  
German (some courses in English)

### CEMS

The Global Alliance in Management Education - Master in International Management double degree programme  
[www.cems.unisg.ch](http://www.cems.unisg.ch)

### DOUBLE DEGREE

The University of St. Gallen offers several double degree programmes that award students two full Master degrees from the partnering institutions. Most graduate programmes in St. Gallen offer a double degree option.  
[www.unisg.ch/doubleddegrees](http://www.unisg.ch/doubleddegrees)

### THEMIS

The International Legal Network of Excellence offers a joint certificate programme in International and Business Law for graduate-level law students focussing on theoretical and practical business law skills.  
For further details click here.

<http://www.unisg.ch/en/studium>

**"From insight  
to impact"**



## FULL SEMESTER EXCHANGE

BACHELOR • MASTER • CEMS • SWISS MOBILITY • THEMIS

Autumn semester  
September to December



Spring semester  
February to May

## SHORT-TERM EXCHANGE

ISP - International Study Programme for MBA students

Autumn term  
September to November



Spring term  
January to March

## SPECIALISED SHORT-TERM PROGRAMMES

ISP - International Study Programme  
10-week programme in English for MBA students from partner universities

ISP students must be enrolled in an MBA programme at their home university and have significant work experience.

Core courses (required for all students)

- Leadership in European Companies
- Strategic Management
- Team Building: Leadership and Team Competencies
- European Corporate Governance
- European Culture and International Management

Elective courses

(minimum two required)

- International Entrepreneurship
- Investment Banking
- Europe's Business Environment
- Global Managerial Communication

Optional courses

- German Language (for beginners)
  - European Company Exploration
- ISP students register for classes with the ISP programme director. ISP classes have fewer than 40 students.  
[www.isp.unisg.ch](http://www.isp.unisg.ch)

### GSERM - Global School in Empirical Research Methods

The Global School in Empirical Research Methods (GSERM) is a high-calibre 3.5 week integrated PHD programme teaching methodology for PHD students and postdocs from leading universities all over the world.

GSERM tuition fees cannot be compensated with exchange slots.  
[www.gserm.ch](http://www.gserm.ch)

## LANGUAGE OF INSTRUCTION

German and English (course availability will vary depending on degree programme). ISP courses taught entirely in English.

## LANGUAGE REQUIREMENTS

German

Guest students are not required to have German language knowledge, but basic language skills are helpful. For courses taught in German, students should have at least B2 level CEFR.

English

- Bachelor – Master – CEMS:  
No formal English test required but guest students are expected to have an advanced level of English comparable to B2 level CEFR for courses taught in English.
- ISP: Non-native English speakers must have minimum TOEFL score of 89(itb) or IELTS score 6.5. This requirement is waived for students enrolled in an English-taught MBA at the home university.

## LANGUAGE COURSES

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Incoming exchange students are invited to enroll in a cost-free, seven-day intensive German language course before the semester starts and may continue with the course during the semester. Other language courses offered during the semester may include: Chinese, English, French, Italian, Japanese, Portuguese, Spanish, Russian.







## COURSE INFORMATION

Courses offered in English in Business Administration, Economics, International Affairs, Social Sciences and Law. The definite course programme is available about one month before the semester starts. Guest students are strongly recommended to attend courses that correspond to their level of study at their home university.

### BACHELOR

Bachelor students may only attend master courses if necessary and if prerequisites are met. However, students must confirm with their home university in advance if those courses are recognised for credit transfer towards their home degree studies. SIM courses (Master in Strategy and International Management) are not open to Bachelor students.

### MASTER

Master students may attend bachelor courses if necessary, however, they must confirm with their home university in advance if those courses are recognised for credit transfer towards their home degree studies.

### CEMS MIM

CEMS MIM course programme and descriptions can be found on: [www.cems.org/academic-members](http://www.cems.org/academic-members)

## COURSE REGISTRATION

### BACHELOR • MASTER • CEMS • SWISS MOBILITY • THEMIS

Course registration takes place through an online bidding process about three weeks before the semester begins. Student Mobility will inform guest students about the process well in advance. Further information [click here](#).

Courses take place throughout the entire semester (13 weeks) and/or in block seminars.

## REQUIRED WORKLOAD

### BACHELOR • MASTER • CEMS • SWISS MOBILITY • THEMIS

The workload per semester averages 24-30 ECTS credits. Guest students at the University of St.Gallen must take at least 16 ECTS credits per Semester. 1 ECTS corresponds to 30 hours of course work including lectures, independent study, projects, exams, etc. Credits are awarded only for successfully passed courses. Special workload requirements apply to CEMS and THEMIS according to their corresponding curriculum regulations.

## LEARNING EXPECTATIONS

Students are expected to attend all lectures, to complete all course-related assignments and to take exams in order to receive a course grade. Classes range in size from 20 to 300 students.



## EXAMINATIONS

### BACHELOR • MASTER • CEMS • SWISS MOBILITY • THEMIS

Examinations may be taken only for courses allocated through the bidding process.

#### Format

Examinations may be oral and/or written. Presentations/course participation may also constitute part of the final grade.

### Examination schedule

Course description of each course can be found in the individual Course and Examination Fact Sheet and indicates if the course exam is “decentral” or “central”.

**Decentral exams** take place during the lecture period. The exam date must be scheduled with the lecturer at the beginning of the semester.

**Central exams** take place in the central examination period (Autumn semester: January/February; Spring semester: June/July).

Guest students are entitled to take central exams during the lecture period provided they have scheduled an exam date with the instructor at the beginning of the semester.

### Guest students enrolled for two consecutive semesters:

Students staying for two consecutive semesters must take exams for their first semester courses as specified in the course/exam description. If a “central exam” is specified, they may schedule a “decentral exam” if the course instructor permits.

See individual course descriptions for information on exam format and schedule.

## GRADE TRANSCRIPTS

Student Mobility will send two transcripts per student to the home university approx. 8 weeks after the end of the term.

Each completed examination is graded according to a grading scale from 6.0 (excellent) to 1.0 (useless). Satisfactory results are awarded grades from 6.0 to 4.0, while results graded 3.5 to 1.0 are insufficient.



## LIVING EXPENSES

### Housing

Housing Office provides off-campus housing for guest students if requested.

- Non-refundable application fee: CHF 250.– (required)
- Housing price per room: CHF 550.– to 750.– or higher per month, depending on personal requirements
- Facility management fee: CHF 150.–
- Liability insurance: approx. CHF 30.–
- Students may arrange housing on their own

### FOUNDATION FOR STUDENT HOUSING



T: +41 71 224 22 00  
housing@unisg.ch

### Meals

On-campus cafeteria offers hot meals on weekdays over lunch (CHF 7.- to 15.-); salad bar, sandwiches and snacks. Monthly food budget: about CHF 600.-

### Academic expenses

Books, course materials: approx. CHF 400.– per semester.

### Transportation

**Bus:** monthly pass CHF 52.– (25 and younger) and CHF 69.– (over 25); 6 single rides CHF 14.30 (with half fare card) and CHF 17.60 (regular cost)  
**Train:** Half-fare travel card CHF 185.– valid one year: half price on all train fares within Switzerland with some reduced fares for ferries, trams, ski lifts, etc. Track 7 CHF 129.–: addition to Half-Fare travel card. Entitles for free rides between 7.00 p.m. and 5.00 a.m.

### Health insurance

Full-semester guest students must either have proof of sufficient health insurance coverage for Switzerland from provider in home country or purchase health insurance in Switzerland (costs vary CHF 90.– to 280.–/month). Acceptable proof varies according to nationality.

### Fees for visa & residence permit

Students are responsible for any visa and/or permit-related documents (fees vary: CHF 66.– to 240.– depending on nationality)

## STUDENT SERVICES

### Student Mobility

Student Mobility handles all administrative responsibilities related to guest students.

[www.exchange.unisg.ch](http://www.exchange.unisg.ch)

### BuddySystem

The BuddySystem organises various events for guest students bringing local and international students together and promoting Swiss culture through various events.

[www.ressortinternational.ch/buddysystem](http://www.ressortinternational.ch/buddysystem)

### Career Services Center

Guest students have access to information on internships and may participate in recruitment fairs.

[www.hsgcareer.ch/en](http://www.hsgcareer.ch/en)

[www.hsgtalents.ch/en](http://www.hsgtalents.ch/en)

### Library

550,000 volumes; 165,000 E-books; 45,000 E-journals

[www.unisg.ch/en/universitaet/bibliothek](http://www.unisg.ch/en/universitaet/bibliothek)

### Sports Office

Sports activities on- and off-campus. Weight and workout rooms, gym, tennis, beach volleyball, football field.

Off-campus recreation facilities nearby for skiing, sailing, golfing, climbing, etc.

[www.unisg.ch/universitaet/hsgservices/sport](http://www.unisg.ch/universitaet/hsgservices/sport)

### Computer Services

Approximately 225 PCs available to students. Access on campus via a public net and wireless LAN. Access off campus by Remote Access Service. Each student has a university e-mail account and access to university networks after their arrival in St.Gallen during the mandatory IT-Introduction session.

### Student Union

More than 80 student clubs: BuddySystem, Student Union, cultural and sport activities.

[www.shsg.ch/en](http://www.shsg.ch/en)

### Special Needs

Students with a disability or a chronic illness may face particular challenges during their studies and may require special assistance. Careful reflection and early planning are crucial for an exchange semester to be successful. Contact Student Mobility at the University of St.Gallen well in advance. In cooperation with the Special Needs Advice Center we will assist to coordinate the necessary support.







## NOMINATION BY PARTNER UNIVERSITY

ONLINE NOMINATION  
BACHELOR • MASTER • CEMS • ISP •  
SWISS MOBILITY • THEMIS

Nominations must be entered in our online portal using the personal login provided. Login data should be kept on record for future nominations.

Autumn term deadline  
1 February to 15 April

Spring term deadline  
1 February to 15 April  
15 May to 15 September\*

\* Late nominations may be possible until 20 September but require prior verification with Student Mobility. Swiss Mobility Spring nominations only: 30 November at the latest.

## STUDENT APPLICATION REQUIREMENTS

After a nomination is entered in the online portal, Student Mobility will contact the student with further instructions and information about completing the application online and housing application.

### ONLINE STUDENT APPLICATION

Autumn term deadline  
1 February to 15 May



Spring term deadline  
15 August to 30 September\*

\* Swiss Mobility Spring applications only: 15 December at the latest

## OPTIONAL GERMAN LANGUAGE PROGRAMME

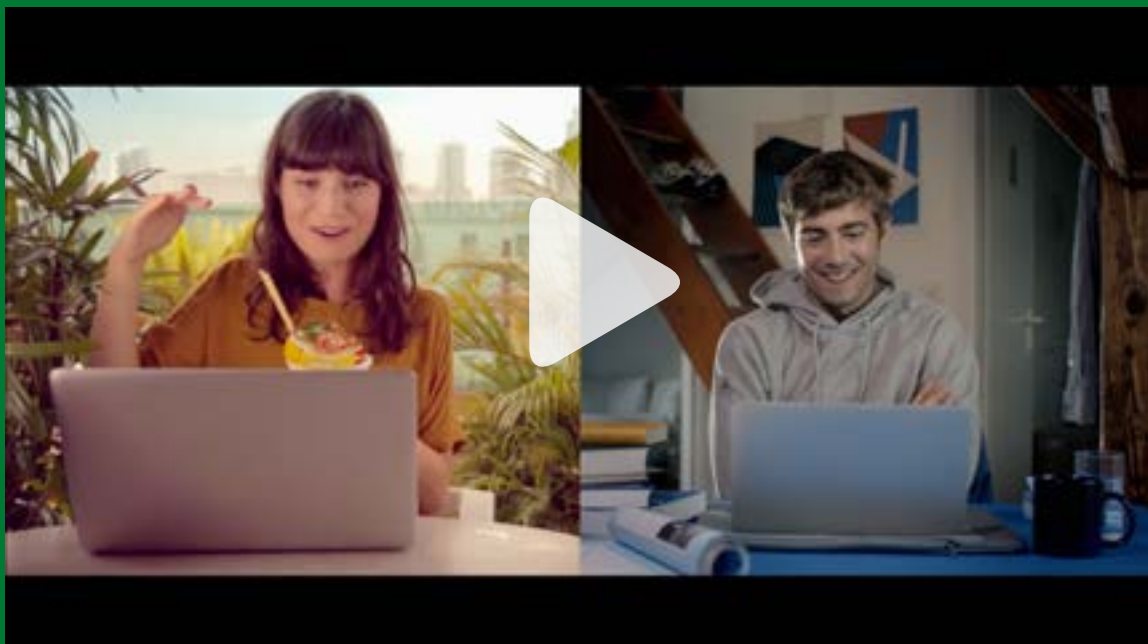
BACHELOR • MASTER • CEMS •  
SWISS MOBILITY • THEMIS  
Student Mobility organises an optional seven-day intensive German language course prior to the start of each semester. All students with beginning, intermediate and advanced levels of German are welcome to attend free of charge. No credits are awarded for this course. ISP students may take part in ISP German language for beginners as one of their electives.

## MANDATORY ORIENTATION PROGRAMME

BACHELOR • MASTER • CEMS •  
SWISS MOBILITY • THEMIS  
A **mandatory two-day Orientation Programme** takes place prior to each semester. The programme includes orientation, access to university network and student e-mail, as well as social activities. No credits are awarded. **Students who do not attend will not be able to start the exchange programme.**

## HAVE A LOOK AT THE HSG FILM!

University of St. Gallen's corporate image film, „**Love, Loss, and Other Lessons Learned**“, won a Gold Dolphin Award at the Cannes Corporate Media & TV Awards.





## TERM CALENDAR 2019/20



### AUTUMN SEMESTER 2019

03 September – 14 November 2019

ISP Autumn 2019 (programme for MBA students from partner universities)

01 - 06 September 2019

CEMS block seminar (one week, starting SUNDAY)

04 – 13 September 2019

Optional German language programme for autumn semester guest students

12 – 13 September 2019

Mandatory orientation programme for autumn semester guest students

16 September 2019

Mandatory CEMS semester kick-off day for CEMS students

16 September – 21 December 2019

Autumn semester 2019 (includes exams for guest students staying only one semester)

About 2½ weeks before 16 September 2019

Course registration - bidding starts (CEMS students one week earlier)

28 October – 09 November 2019

Break autumn semester 2019 (block seminars and CEMS requirements may take place)

04 – 14 November 2019 (provisional)

Registration for exams in central exam period (January/February)

### SPRING SEMESTER 2020

07 January – 12 March 2020

ISP Spring 2020 (programme for MBA students from partner universities)

05 – 14 February 2020

Optional German language programme spring semester guest students

13 – 14 February 2020

Mandatory orientation programme for spring semester guest students

17 February 2020

Mandatory CEMS semester kick-off day for CEMS students

17 February – 23 May 2020

Spring semester 2020 (includes exams for guest students staying only one semester)

About 2½ weeks before 17 February 2020

Course registration - bidding starts (CEMS students one week earlier)

17 – 21 February 2020

CEMS Business Project Kick-Offs

30 March – 11 April 2020

Break spring semester 2020 (block seminars and CEMS requirements may take place)

06 – 16 April 2020 (provisional)

Registration for exams in central exam period (June/July)

ACCREDITATIONS



MEMBER OF



**STUDENT MOBILITY**  
[www.exchange.unisg.ch](http://www.exchange.unisg.ch)



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**GENERAL E-MAIL**  
[exchange@unisg.ch](mailto:exchange@unisg.ch)

**CEMS**  
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