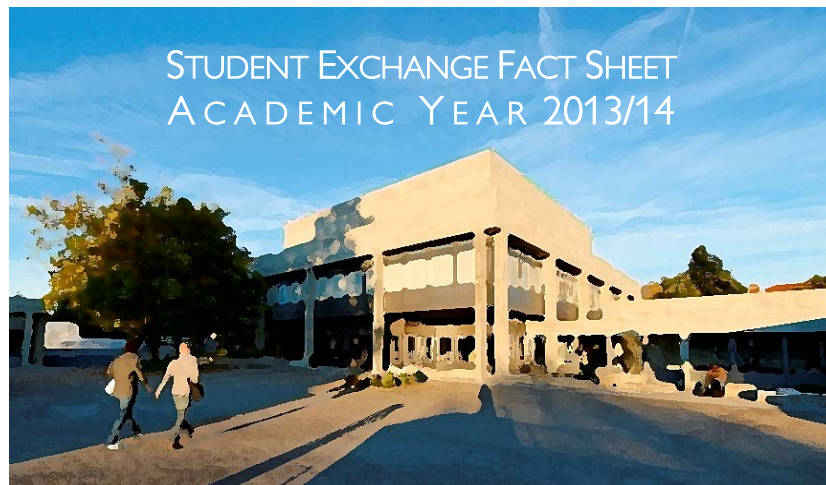




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STUDENT MOBILITY

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WEB ADDRESSES		
	Student Mobility ▪ www.exchange.unisg.ch ISP programme ▪ www.isp.unisg.ch CEMS programme ▪ www.cems.unisg.ch	
ERASMUS CODE		
	CH09 STGALL	
FULL SEMESTER EXCHANGE TERM DURATION		
Bachelor, Master, CEMS	Autumn Term	September to December
	Spring Term	February to May
SHORT TERM EXCHANGE PROGRAMME DURATION ***FOR MBA STUDENTS***		
ISP - International Study Programme - for MBA Students	Autumn Term	September to November
	Spring Term	January to March
NOMINATION FROM PARTNER UNIVERSITY		
Nomination deadlines (online nomination) Bachelor, Master, CEMS & ISP	Autumn Term	1 February to 15 April
	Spring Term	15 May to 15 August (late nominations may be possible until 20 September but require a prior verification with the respective HSG Student Mobility programme manager)
Online nominations through coordinators must include:	• Last name • First name • Date of birth • Gender • E-mail address • Specify exchange semester: Autumn or Spring • Specify exchange programme: Bachelor, Master, CEMS or ISP	
STUDENT REGISTRATION GUIDE & ENROLMENT REQUIREMENTS		
Once a student nomination is entered in the online nomination database, an automatic e-mail message will be sent directly to the nominated student containing further instructions about completing the online enrolment. Coordinators must also download two PDF documents (Registration Guide and Health Insurance form) from the online nomination database and forward these by e-mail to their nominated students. The Registration Guide contains documents regarding enrolment, housing and health insurance.		
Student enrolment deadlines (online enrolment) Bachelor, Master, CEMS & ISP	Autumn Term	1 February to 15 May
	Spring Term	1 September to 30 September
Bachelor ▪ Master ▪ CEMS exchange enrolment	By student enrolment deadline ☐ Online enrolment confirmation form ☐ Housing application form(if desired) After arrival in St.Gallen ☐ Registration at Resident's Office ☐ Proof of valid health insurance (depending on nationality and type of coverage a special confirmation form may be required)	
ISP enrolment	By student enrolment deadline ☐ Online enrolment confirmation form ☐ Non-native English speakers in the ISP programme: a copy of a minimum TOEFL test score of 89(itb) or 570(pbt). This requirement is waived for students enrolled in English-taught MBA/MA at the home university. ☐ Housing application form (if desired)	

DEGREE PROGRAMMES			
Undergraduate programmes			
Bachelor degrees	in German (broad portfolio available in English)▪ www.unisg.ch/bachelor Business Administration (entirely in English as of 2014) Economics International Affairs Law Law & Economics		
Graduate programmes			
Master degrees	in English - Quantitative Economics and Finance ▪ www.miqef.unisg.ch - Banking and Finance ▪ www.mbf.unisg.ch - Strategy and International Management ▪ www.sim.unisg.ch in English and in German - International Affairs and Governance ▪ www.mia.unisg.ch - Economics ▪ www.mecon.unisg.ch - Marketing, Services & Communication Management ▪ www.msc.unisg.ch in German - Accounting and Finance ▪ www.maccfin.unisg.ch - Information, Media and Technology Management ▪ www.imt.unisg.ch - Legal Studies ▪ www.mls.unisg.ch - Law and Economics ▪ www.mle.unisg.ch - Organization Studies and Cultural Theory ▪ www.mok.unisg.ch - Business Management ▪ www.mug.unisg.ch		
CEMS	The Global Alliance in Management Education - Master in International Management double degree programme www.cems.unisg.ch		
Double degrees	ESADE HEC Paris Università Bocconi RSM Erasmus University	FGV-EAESP, São Paulo	Copenhagen Business School
SPECIALISED PROGRAMME FOR MBA STUDENTS			
ISP International Study Programme	International Study Programme for M B A students from partner universities (10-week programme in English) Core courses (required of all students): - Leadership in European Companies - Strategic Management - Team Building: Leadership and Team Competencies - European Corporate Governance - European Cultural History Elective courses (at least two required): - International Entrepreneurship - Finance (only spring term) - Europe's Business Environment (only autumn term) - Global Managerial Communication Optional course - German Language - European Company Exploration Detailed fact sheet available, see www.isp.unisg.ch ISP Executive Director: Slawomir Skwarek (slawomir.skwarek@unisg.ch)		
LANGUAGE OF INSTRUCTION			
	Main language: German; many courses in English (course availability will vary) 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.
English	TOEFL requirement for guest students: Bachelor/Master/CEMS No English test result required. Very good knowledge is essential in order to being able to follow courses in English ISP Non-native English speakers must have minimum TOEFL score of 89(itb) or 570(pbt). This requirement is waived for students enrolled in an English-taught MBA/MA at the home university.
LANGUAGE COURSES	
	All incoming exchange students are invited to participate in an intensive German language course before the semester starts and may continue during the term. Other language courses offered during the semester include: Chinese, English, French, Italian, Japanese, Portuguese, Spanish, Russian
COURSES: AVAILABILITY & DESCRIPTIONS	
Courses in English in Business Administration, Economics, International Affairs/Social Sciences and Law. ☞ Courses <u>not</u> open to <u>any</u> guest students: • Assessment year (exception: language courses, if space permits) • CEMS courses (open to CEMS guest students only) • Doctoral/PhD • Wirtschaftspädagogik = teacher education courses • Wirtschaftsjournalismus = economic journalism courses • MBA	
<i>Bachelor's level</i>	Course information and descriptions www.exchange.unisg.ch → 'Incoming details guest stay' → 'Course information' ☞ definite programme available approximately one month before beginning of term ☞ Bachelor students are recommended to attend courses corresponding to their level of study at their home university. Master courses may be attended if necessary and if prerequisites are met. Bachelor students should confirm with their home university if master courses are recognised for credit transfer towards the home degree. Courses from SIM (Master in Strategy and International Management) are <u>not</u> open to Bachelor students.
<i>Master's level</i>	Course information and descriptions www.exchange.unisg.ch → 'Incoming details guest stay' → 'Course information' ☞ definite programme available approximately one month before beginning of term ☞ Master students are recommended to attend courses corresponding to their level of study at their home university. Bachelor courses may be attended if necessary. Master students should confirm with their home university if bachelor courses are recognised for credit transfer towards the home degree.
<i>CEMS MIM Programme</i>	CEMS MIM course programme & descriptions www.cems.org
<i>ISP – International Study Programme for MBA students</i>	ISP students must be enrolled in a MBA programme at their home university and have significant work experience. ISP course programme & descriptions www.isp.unisg.ch
COURSE REGISTRATION	
	Course registration takes place through an online bidding lottery approximately three weeks before the semester begins. Student Mobility will inform guest students about the exact process well in advance.
RECOMMENDED WORKLOAD	
	The workload per semester averages 24-30 ECTS credits. We recommend that guest students take at least 16 ECTS credits per semester during their exchange semester at HSG. However, students should follow the minimum requirements

	of their home university. At the University of St.Gallen 1 ECTS equals 30 hours of course work (in and out of class). Courses take place throughout the entire semester (13 weeks) and/or in block seminars.																		
LEARNING EXPECTATIONS																			
	Seminars, lectures, self-study. 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. ISP classes have fewer than 30 students.																		
EXAMINATIONS																			
	Schedule: exchange students can normally take their exams as “decentral” exams, i.e., during the last weeks of the semester (December or May). They should contact their instructor at the beginning of the course regarding the exam schedule. Format: Examinations may be oral and/or written. Presentations/course participation may also constitute part of the final grade. <u>Exchange students staying for two consecutive semesters:</u> in the case of their <u>first semester</u> courses, students are required to take the exam as stated in the course description. This may include “central” exams. For fall semester courses: central exams take place from mid-January to mid-February. For spring semester courses: central exams take place from mid-June to mid-July. Consult course descriptions for information on exam type.																		
GRADING																			
	ST. GALLEN GRADES <table><tr><td><u>6</u></td><td><u>5.5</u></td><td><u>5</u></td><td><u>4.5</u></td><td><u>4</u></td><td><u><4</u></td></tr><tr><td>EXCELLENT</td><td>VERY GOOD</td><td>GOOD</td><td>SATISFACTORY</td><td>MARGINAL</td><td>UNSATISFACTORY>FAIL</td></tr><tr><td>A</td><td>B</td><td>C</td><td>D</td><td>E</td><td>F</td></tr></table> ECTS Grades	<u>6</u>	<u>5.5</u>	<u>5</u>	<u>4.5</u>	<u>4</u>	<u><4</u>	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY>FAIL	A	B	C	D	E	F
<u>6</u>	<u>5.5</u>	<u>5</u>	<u>4.5</u>	<u>4</u>	<u><4</u>														
EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY>FAIL														
A	B	C	D	E	F														
TRANSCRIPTS																			
	Coordinators automatically receive an official transcript for each student from the Student Mobility office 6-8 weeks after the end of the term.																		
LIVING EXPENSES																			
Housing	No on-campus housing available. HSG Housing locates housing for exchange students if requested and for a fee. HSG Housing locates housing for exchange students if requested and for a fee. • Non-refundable processing fee: CHF 250.– (required) • Housing price per room: from CHF 550.– to 750.– or higher per month, depending on individual requirements • Security deposit: CHF 350.– refunded upon departure, less fees for damages and/or cleaning • Liability insurance: approx. CHF 30.– Students may arrange housing on their own by using the online housing market. See information on the Housing Service website																		
Meals	No meal plan. On-campus cafeteria offers hot meals M-F over lunch. Salad bar, sandwiches, snacks (meal prices range from CHF 7.– to 14. –). Students should budget between CHF 500. – - 600. – for food per month.																		
Academic expenses	Books, course materials: approx. CHF 400. – per semester.																		
Transportation	<i>Bus:</i> monthly pass CHF 63.–; card of 12 single rides: CHF 22.– <i>Train:</i> Half-fare travel card CHF 150.– valid one year: half price on all train fares (possible reduced fares for: ferries, trams, mountain gondolas, ski lifts, etc.) within Switzerland																		
Health insurance	Semester guest students must have health insurance. They must either have proof of insurance coverage for Switzerland from provider in home country or purchase health insurance in Switzerland (costs may vary from approx. CHF 90.– to 280.–/month). Acceptable proof will vary according to nationality.																		

Visa & residence permit fees	Students are responsible for any visa and/or permit-related documents (fees vary: ~CHF 66.– to 240.–)
STUDENT SERVICES	
Student Mobility	Student Mobility handles all administrative tasks related to exchange students and also offers assistance and guidance to incoming students. www.exchange.unisg.ch
BuddySystem	The BuddySystem organizes various events for the visiting exchange students to promote Swiss culture through Ski weekends, company visits, city trips and brings local and foreign students together. www.myunisg.ch
Career Services Center	Exchange students have access to information on internships and may participate in recruitment fairs. www.csc.unisg.ch www.hsgtalents.unisg.ch
Library	460,000 volumes; 70,000 E-books; 16,000 E-journals www.biblio.unisg.ch
Sports Office	Offers sports activities on- & off-campus. Weight & workout rooms, gym, tennis, beach volleyball, football field Off-campus recreation facilities nearby for skiing, sailing, golfing, climbing www.sport.unisg.ch
Computer Services	Approximately 225 PCs available to students. Access on campus via a public net. A wireless LAN is available. Off campus the university provides a Remote Access Service. Each student will have an university e-mail address & access to Lotus Notes after their arrival in St.Gallen during the IT orientation. www.tutor.unisg.ch
Student Union	More than 80 student clubs: BuddySystem, Student Union, cultural & sport activities, etc. www.myunisg.ch
OFF-CAMPUS RECREATION	
	Swiss tourism website www.myswitzerland.ch
VISA & RESIDENCE PERMIT	
Bachelor, Master, CEMS semester exchange	Students staying more than 90 days in Switzerland must have a student visa . They will also be required to obtain a residence permit once they arrive in St.Gallen. The Student Mobility office assists students in initiating the visa/permit process. Students are responsible for all related fees.
ISP short term exchange	ISP students may enter and reside for up to 90 days in Switzerland on a tourist basis provided they do not come from a visa-compulsory country. The exchange office does not assist ISP students with tourist visas, however, will provide students with an acceptance letter. ISP students from visa-compulsory countries will have to arrange for a Schengen visa.
ARRIVAL DATE	
	Students may arrive up to one week prior to the orientation programme. No weekend arrivals for students arranging housing through HSG Housing Office.
OPTIONAL LANGUAGE PROGRAMME	
	Student Mobility organizes 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.
MANDATORY ORIENTATION PROGRAMME	
	A mandatory two-day Orientation Programme takes place prior to each semester. All students are required to attend. The Programme includes orientation and social activities.

TERM CALENDAR 2013/14

AUTUMN SEMESTER

09 September– 21 November 2013	ISP Autumn 2013
04 –13 September 2013	Optional language programme for autumn semester guest students
12 –13 September 2013	Mandatory orientation programme for autumn semester guest students
16 September–21 December 2013	Autumn semester 2013
Begins approximately 2 ½ weeks before 16 September 2013	Course registration (bidding)
26 September 2012	International Day: exchange students present home schools to HSG students
28 Oct–09 November 2013	Break autumn semester 2013 (block seminars)
1 November 2013	All Saints' Day (university closed)
4 - 15 November 2013	Registration for exams in <i>central</i> exam period (January/February)

SPRING SEMESTER

06 January–13 March 2014	ISP Spring 2014
5–14 February 2014	Optional language programme all spring semester guest students
13–14 February 2014	Mandatory orientation programme for spring semester guest students
17 February–24 May 2014	Spring semester 2014
Begins approximately 2 ½ weeks before 17 February 2014	Course registration (bidding)
May 2014, tbd	International Day: exchange students present home schools to HSG students
31 March–12 April 2014	Break spring semester 2014 (block seminars)
7–18 April 2014	Registration for exams in <i>central</i> exam period (June/July)
18 April 2014	Good Friday (university closed)
21 April 2014	Easter Monday (university closed)