



FACT SHEET Student Exchange Programmes 2021/2022

WHY UNIVERSITY OF ST.GALLEN (HSG)

The University of St.Gallen (HSG) offers its students not only purely subject-specific knowledge but also the prerequisites for personal development.

- integrative and practice-relevant education
- promotion of entrepreneurial spirit
- inspiring campus in the heart of Europe
- global networks
- life-long community (31'677 alumni)
- student life (180 clubs and associations)

Facts

- top-rankings and renowned accreditations
- > 90% of graduates would choose HSG again
- excellent employability rate: 4 out of 5 Bachelor's and Master's graduates have a job by the time of their graduation
- partnership with 200 universities around the world

#1 Financial Times Global Masters in Management ranking for MA in Strategy and International Management (SIM-HSG) – for the 10th time in a row

#4 Financial Times European Business School ranking

#6 Financial Times Masters in Finance ranking for MA in Banking and Finance

#8 The Economist Master in Management ranking for the CEMS MA in International Management



DEGREE PROGRAMMES

Bachelor

Business Administration
Economics
International Affairs
Law
Law and Economics

English and German
English and German
English and German
German (some courses in English)
German (some courses in English)

Master

Banking and Finance
Strategy and International Management
Quantitative Economics and Finance
International Law
International Affairs and Governance
Marketing Management
Accounting and Finance
Economics
Business Innovation
Business Management
Law
Law and Economics
Management, Organization Studies and Cultural Theory
Computer Science (Autumn semester 2021)

English
English
English
English and German
English and German
English and German
English and German
German
German
German
German (some courses in English)
English

CEMS

CEMS is a global alliance of academic and corporate institutions dedicated to educating and preparing future generations of international business leaders. Can be combined with all of our Master programmes.
cems.unisg.ch

Double Degree

The University of St.Gallen offers several double degree programmes that award students two full master's degrees from the partnering institutions. Most graduate programmes in St.Gallen offer a double degree option.
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.
unisg.ch/en/studium

FULL SEMESTER EXCHANGE

Bachelor • Master • CEMS • Swiss Mobility • THEMIS

Autumn semester

September to December

Spring semester

February to May

SPECIALISED SHORT-TERM PROGRAMME

ISP – International Study Programme for MBA students

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. ISP students attend a special ISP Orientation Programme.

Autumn term

September to November

Spring term

Januar to March

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
- German language course for beginners

ISP students register for classes with the ISP programme director. An average ISP class size is fewer than 40 students.

ISP courses are taught entirely in English.

isp.unisg.ch



LANGUAGE OF INSTRUCTION

German and English (course availability will vary depending on degree programme).

LANGUAGE REQUIREMENTS

German

Guest students are not required to be fluent in German, although some 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 a minimum of 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

Bachelor • Master • CEMS • Swiss Mobility • THEMIS

Incoming exchange students are invited to enrol 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 are offered in English in Business Administration, Economics, International Affairs, Social Sciences and Law. The definite course programme is available approximately 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's courses if necessary and if prerequisites are fully met. However, students must confirm with their home university in advance if those courses are recognised for credit transfer towards their home degree studies.

Master's core courses are not open for guest undergraduate students.

Further information can be found on our homepage *Incoming Guest Students*.

Master

Master's students may attend undergraduate 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: cems.org/hsg



COURSE REGISTRATION

Bachelor • Master • CEMS • Swiss Mobility • THEMIS

Course registration takes place through an online course registration procedure (bidding) about three weeks before the semester begins. Student Mobility will inform guest students about the process well in advance.

Further information can be found on our homepage *Incoming Guest Students*.

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 are required to take at least 16 ECTS credits and may not exceed 40 ECTS credits per semester. 1 ECTS corresponds to 30 course-related working hours (in and out of class). Credits are awarded only for successfully passed courses. Special workload requirements apply to CEMS and THEMIS according to their corresponding curriculum regulations.

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

There are two different types of examination periods. Term time examinations take place within or latest by the end of the term time period whereas inter-term break examinations take place after the end of the term time period.

Guest students are entitled to take all examinations during the term time examination period resp. within the official lecture period. The official examination period of each course is indicated in the appropriate course/examination fact sheet.

Term time examination period

Autumn semester: Sept–Dec
Spring semester: Feb–May

Inter-term break examination period

Autumn semester: Jan–Feb
Spring semester: June–July

Guest students enrolled for two consecutive semesters

Students staying for two consecutive semesters must take examinations for their first semester courses as specified in the course/examination fact sheet. If an “inter-term break examination” is specified, they may schedule a “term time examination” if the course instructor permits.

GRADE TRANSCRIPTS

An electronic notification of grades will be published on our student platform about seven weeks after the end of the exchange term.

Hard copies of the transcripts will be sent to the home university approximately 10 weeks after the end of the exchange term.

Electronic notification of grades of term time examinations

Autumn semester: early February
Spring semester: mid-July

Electronic notification of grades of inter-term break examinations

Autumn semester: early March
Spring semester: mid-August



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 20
- Students may arrange housing on their own

HOUSING OFFICE

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

Monthly living expenses (in Swiss francs)

Accommodation (rent plus utilities) 550–750; Food 600; Communication (telephone, internet, TV) 70; Transport (public and private) 140; Insurances (liability, health) 100–280; Leisure activities 140; Other 100–150

Transportation

In Switzerland, travelling by public transport is very convenient and it is encouraged. Students are advised to obtain the Swiss Federal Railway half-fare card in order to save 50% on all tickets for trains, buses, trams, ferries. It is available for CHF 185 and valid for one year.

sbb.ch/en

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. 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.
exchange.unisg.ch

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.
hsgservices/special_needs

BuddySystem

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

Career Services Center

Guest students have access to information on internships and may participate in recruitment fairs.
hsgcareer.ch/en

Library

567,000 volumes; 181,000 E-books; 71,000 E-journals
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.

unisg.ch/en/universitaet/hsgservices/sport

STUDENT ENGAGEMENT

The Student Union is the official student representative body at the HSG and the umbrella organisation of all the student associations and initiatives. Its representatives and the students work towards the realisation of their ideas and contribute to the development of the university.
shsg.ch

Student associations & initiatives

About 120 student associations and initiatives contribute to a rich and diverse university life. These include the BuddySystem and many cultural and sporting activities.

Events of international significance organised by HSG students

- The St.Gallen Symposium – symposium.org
- The oikos Model WTO – model-wto.org
- HSG TALENTS Conference – hsgtalents.ch
- START Summit – startsummit.ch

HSG promotes entrepreneurship

Start-ups provide innovative solutions for society and strengthen the economy. HSG actively supports entrepreneurship with numerous consultations and events.
startupshsg.com

NOMINATION BY PARTNER UNIVERSITY

Online nomination Bachelor • Master • CEMS • ISP • Swiss Mobility • THEMIS

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

Nominated students must be enrolled at their home university in study fields similar to degree study fields of the University of St.Gallen (Management, Business Administration, Economics, Political Sciences and Law).

Autumn term nomination period

1 February to 15 April

Spring term nomination period

1 February to 15 April and
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: 31 October at the latest.

STUDENT APPLICATION REQUIREMENTS

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

Online student application

Autumn term nomination period

1 February to 15 May

Spring term nomination period

15 August to 30 September*

* Swiss Mobility Spring applications only: 31 October at the latest

OPTIONAL SEVEN-DAY GERMAN LANGUAGE COURSE

Bachelor • Master • CEMS • Swiss Mobility • THEMIS

Student Mobility organises an optional 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 an ISP German language course 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.



Address
University of St.Gallen
Student Mobility
Tellstasse 2
9000 St.Gallen
Switzerland

Telephone
+41 71 224 23 39

General e-mail
exchange@unisg.ch

Social media



Student Mobility
Nicole Gsell
Head of Office
Asia (except Japan)
nicole.gsell@unisg.ch

Esther Staeheli
The Americas, Oceania
esther.staeheli@unisg.ch

Maria Bader
Europe, Russia, Africa, Middle East & Japan
maria.bader@unisg.ch

Lamis El Farra
Double Degree DM2-FGV-SSE
lamis.elfarra@unisg.ch

Karin Williams
Swiss Mobility & THEMIS
Event Management
karin.williams@unisg.ch

Helen Obrist
SEMP and Swiss Federal scholarships
Transcript Guest Students
helen.obrist@unisg.ch

Felicita Strittmatter
Management Partner Universities
Transcript Guest Students
felicita.strittmatter@unisg.ch

CEMS Office
Jacqueline Meier-Küng
Marion Schönenberger
Sybille Gmünder
cems@unisg.ch

ISP – International Study Programme
Christian Muntwiler
Executive Director
isp-info@unisg.ch

Housing Office
Irene Marciello
Head of Office
Beatrice Frei
Sheila Albert
housing@unisg.ch

TERM CALENDAR 2021/22 AUTUMN SEMESTER 2021

14 September–25 November 2021

ISP Autumn 2021 (programme for MBA students from partner universities)

05–10 September 2021

CEMS block seminar (one week, starting Sunday)

08–17 September 2021

Optional German language programme for autumn semester guest students

16–17 September 2021

Mandatory Orientation Programme for autumn semester guest students

20 September 2021

Mandatory CEMS semester kick-off for CEMS students

20 September–24 December 2021

Autumn semester 2021 (includes exams for guest students staying only one semester)

About 2½ weeks before 02 September 2021

Course registration–bidding starts (CEMS students 26 August 2021)

01–13 November 2021

Break autumn semester 2021 (block courses and CEMS requirements may take place)



SPRING SEMESTER 2022

11 January–17 March 2022

ISP Spring 2022 (programme for MBA students from partner universities)

09–18 February 2022

Optional German language programme for spring semester guest students

17–18 February 2022

Mandatory Orientation Programme for spring semester guest students

21 February 2022

Mandatory CEMS semester kick-off day for CEMS students

21 February–28 May 2022

Spring semester 2022 (includes exams for guest students staying only one semester)

About 2½ weeks before 03 February 2022

Course registration – bidding starts (CEMS students 27 January 2022)

24 February–04 March 2022

CEMS Business Project Kick-Offs

04–16 April 2022

Break spring semester 2022 (block seminars and CEMS requirements may take place)