



# University of St. Gallen

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

**FACT SHEET**  
Student Exchange  
Programmes  
2020/2021

**1<sup>st</sup>** Place, Financial Times  
Master in Management 2011 - 2018

**4<sup>th</sup>** Place, Financial Times  
European Business School 2018

**6<sup>th</sup>** Place, Financial Times  
Master in Finance 2018 (pre-experienced)

**10<sup>th</sup>** Place, QS World University Ranking  
Master in Management 2018



As one of Europe's leading business universities located in Switzerland we are recognised globally as a place for thought leadership on current economic, business, and societal matters and for the development of talent able to integrate perspectives and act both entrepreneurially and responsibly.

## 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 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. Can be combined with all of our Master programmes.  
[cems.unisg.ch](http://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.  
[unisg.ch/doubledegrees](http://unisg.ch/doubledegrees)

### 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](http://unisg.ch/en/studium)

ACCREDITATIONS



MEMBER OF





## FULL SEMESTER EXCHANGE

BACHELOR • MASTER • CEMS •  
SWISS MOBILITY • THEMIS

Autumn semester  
September to December



Spring semester  
February to May

## SPECIALISED SHORT-TERM PROGRAMMES

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

Autumn term  
September to November



Spring term  
Januar to March

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.

[isp.unisg.ch](http://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.

[gsERM.ch](http://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

BACHELOR • MASTER • CEMS •  
SWISS MOBILITY • THEMIS

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.

*“From insight  
to impact”* 



## 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 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 core courses are not open for bachelor guest students. For further information click [here](#).

### 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

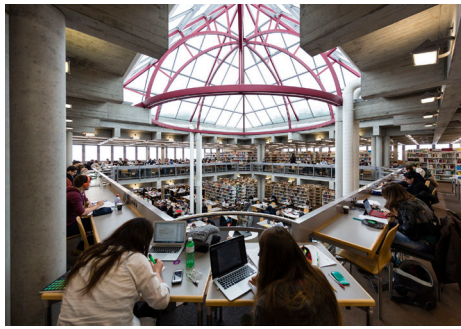
CEMS MIM course programme and descriptions can be found on: [cems.org/hsg](https://cems.org/hsg)

## 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. For 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 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 lecture period whereas **inter-term break examinations** take place after the end of the lecture period.

#### 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 are entitled to take **all examinations** during the term time examination period resp. within the official lecture period, provided they have signed up according to the examination regulations.

The official examination period of each course is indicated in the appropriate course/examination fact sheet.

### 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.

### 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

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



## 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 (under 25) and CHF 69 (as of 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.

Seven25 travelcard CHF 39 per month/ CHF 390 per year. Entitles for free rides between 7.00 p.m. and 5.00 a.m.

sbb.ch/en

### 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 100 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.

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.

ressortinternational.ch/buddysystem

### Career Services Center

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

hsgcareer.ch/en

hsgtalents.ch/en

### Library

564,000 volumes; 169,000 E-books; 48,000 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

### 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 receives an 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 100 student clubs: BuddySystem, Student Union, cultural and sport activities.

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.

hsgservices/special\_needs





## 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 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 Mobility-Online portal, Student Mobility will provide the student with further instructions and information about completing the online 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!



### 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

**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

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

### CEMS Office

**Jacqueline Meier-Küng**  
**Marion Schönenberger**  
**Rebecca Klan**  
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

### ADDRESS

University of St.Gallen  
Student Mobility  
Tellstrasse 2 • 9000 St.Gallen  
Switzerland



**TELEPHONE**  
+41 71 224 23 39

**GENERAL E-MAIL**  
exchange@unisg.ch

### SOCIAL MEDIA





## TERM CALENDAR 2020/21



### AUTUMN SEMESTER 2020

15 September – 26 November 2020

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

30 August - 04 September 2020

CEMS block seminar (one week, starting SUNDAY)

02 – 11 September 2020

Optional German language programme for autumn semester guest students

10 – 11 September 2020

Mandatory orientation programme for autumn semester guest students

14 September 2020

Mandatory CEMS semester kick-off for CEMS students

14 September – 19 December 2020

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

About 2½ weeks before 14 September 2020

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

26 October – 07 November 2020

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

02 – 12 November 2020 (provisional)

Registration for examinations in inter-term break examination period (January/February)

### SPRING SEMESTER 2021

12 January – 18 March 2021

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

10 – 19 February 2021

Optional German language programme spring semester guest students

18 – 19 February 2021

Mandatory orientation programme for spring semester guest students

22 February 2021

Mandatory CEMS semester kick-off day for CEMS students

22 February – 29 May 2021

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

About 2½ weeks before 22 February 2021

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

25 February – 05 March 2021 (provisional)

CEMS Business Project Kick-Offs

05 – 17 April 2021

Break spring semester 2021 (block seminars and CEMS requirements may take place)

12 – 22 April 2021 (provisional)

Registration for examinations in inter-term break examination period (June/July)

ACCREDITATIONS



MEMBER OF

