



## FACT SHEET Student Exchange Programmes 2022/2023

### 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 10<sup>th</sup> time in a row

**#7** Financial Times European Business School ranking

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



### 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  
Joint Medical Master in St.Gallen

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

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

#### ECOL (European Common Online Learning)

ECOL is a network of leading European business schools offering high-calibre and internationally staffed online bachelor courses. **Further information click here.**

## FULL SEMESTER EXCHANGE/ECOL VIRTUAL EXCHANGE

Bachelor • Master • CEMS • Swiss Mobility • THEMIS • ECOL

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

Elective courses (minimum three required)

- Strategic Management: A European Perspective
- Europe's Business Environment: Rules, Reform, and Restructuring
- Global Managerial Communication
- Introduction to Business Analytics and Data Science (Autumn 22) OR International Entrepreneurship (Spring 23)
- Investment Banking
- German Language for Beginners
- European Company Exploration

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](http://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 certificate 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](http://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 to Dec  
Spring semester: Feb to May

### Inter-term break examination period

Autumn semester: Jan to Feb  
Spring semester: June to 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

**The HSG grading scale can be found by clicking here.**



## 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 650 to 850 or higher per month, depending on personal requirements
- Liability insurance: approx. CHF 20
- Students may arrange housing on their own

### HOUSING OFFICE

T: +41 71 224 22 00

[housing@unisg.ch](mailto:housing@unisg.ch) • [unisg.ch/housing](http://unisg.ch/housing)

### Monthly living expenses (in Swiss francs)

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

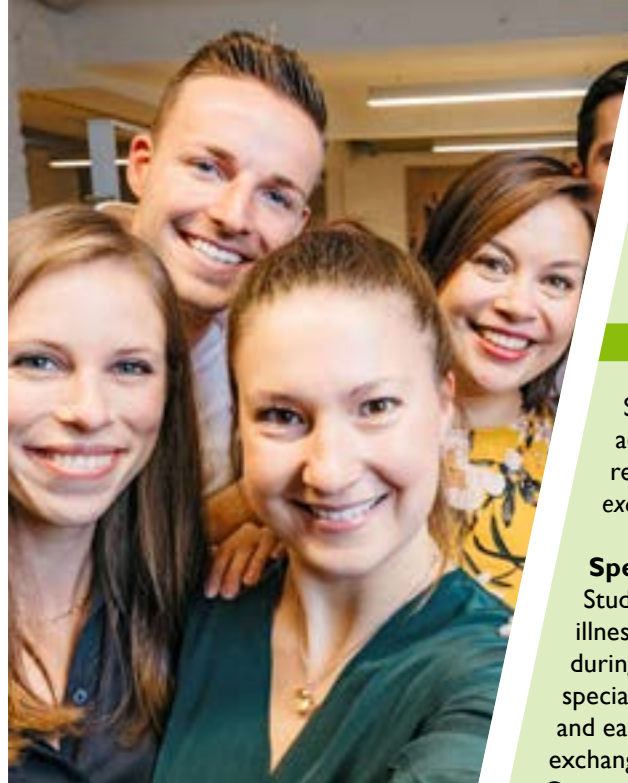
### Transportation

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](http://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 tasks related to guest students.  
[exchange.unisg.ch](http://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](http://hsgservices/special_needs)

### BuddySystem

The BuddySystem organises various events for guest students. The aim is to bring local and international students together and promote our Swiss culture.  
[ressortinternational.ch](http://ressortinternational.ch)

### Career Services Center

Guest students have access to information on internships and may participate in recruitment fairs.  
[hsgcareer.ch/en](http://hsgcareer.ch/en)

### Library

567,000 volumes; 181,000 E-books; 71,000 E-journals  
[unisg.ch/en/universitaet/bibliothek](http://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](http://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](http://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](http://symposium.org)
- The oikos Model WTO – [model-wto.org](http://model-wto.org)
- HSG TALENTS Conference – [hsgtalents.ch](http://hsgtalents.ch)
- START Summit – [startsummit.ch](http://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.  
[startupphsg.com](http://startupphsg.com)

## NOMINATION BY PARTNER UNIVERSITY

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

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

| February to 15 April

### Spring term nomination period

| 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.

### ECOL autumn term application

| June to 15 July

### ECOL spring term application

| November to 15 December

## 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 application period

| February to 15 May

### Spring term application period

| 15 August to 30 September\*

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

### ECOL autumn term application

| June to 20 July

### ECOL spring term application

| November to 20 December

## 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 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

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### CEMS Office

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### ISP – International Study Programme

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### Housing Office

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Head of Office  
**Salisa Liewvanich**  
**Christine Schönenberger**  
housing@unisg.ch

**TERM CALENDAR 2022/23  
AUTUMN SEMESTER 2022**

**13 September–24 November 2022**

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

**04–09 September 2022**

CEMS block seminar (one week, starting Sunday)

**07–16 September 2022**

Optional German language programme for autumn semester guest students

**15 September 2022**

Mandatory Orientation Programme for autumn semester guest students

**19 September 2022**

Mandatory CEMS semester kick-off for CEMS students

**19 September–24 December 2022**

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

**About 2½ weeks before 05 September 2022**

Course registration–bidding starts (CEMS students 25 August 2022)

**31 October –12 November 2022**

Break autumn semester 2022 (block courses and CEMS requirements may take place)



**SPRING SEMESTER 2023**

**10 January–16 March 2023**

ISP Spring 2023 (programme for MBA students from partner universities)

**08–17 February 2023**

Optional German language programme for spring semester guest students

**16 February 2023**

Mandatory Orientation Programme for spring semester guest students

**20 February 2023**

Mandatory CEMS semester kick-off day for CEMS students

**20 February–27 May 2023**

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

**About 2½ weeks before 02 February 2023**

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

**23 February–03 March 2023**

CEMS Business Project Kick-Offs

**03–15 April 2023**

Break spring semester 2023 (block seminars and CEMS requirements may take place)

**“From insight to impact”** 

ACCREDITATIONS



MEMBER OF

