

Course and examination fact sheet for guest students - Autumn semester 2019

1. ECTS credit and workload policy

At the University of St.Gallen (HSG) 1 ECTS corresponds to 30 hours of course-related work (in & out of class). Guest students earn the same number of ECTS credits per course as regular HSG students.

Follow your home university's guidelines for the required semester workload.

- ➔ **Minimum workload at HSG per semester: 16 ECTS for guest students; 24 ECTS for CEMS students (incl. skill seminars); 24 ECTS for THEMIS guest students (THEMIS accredited courses).**
- ➔ **Maximum workload at HSG per semester: 40 ECTS.**

The average full semester workload for regular degree students is 24-30 ECTS. We recommend to select courses with 4-6 ECTS to ensure a reasonable workload, which corresponds to your home degree level. Students may not be awarded extra credits for additional work (i.e., term papers, presentations, etc.), nor is it possible to attend only part of a course and achieve partial credit.

2. Bidding and course system

Bidding

The course registration process at the University of St.Gallen is called "bidding". All guest students participate in bidding. Bidding begins two weeks before the semester starts on our online platform [Compass](#) (CEMS students see also #3). For detailed information about bidding, please see the "Bidding fact sheet guest students" or "CEMS bidding fact sheet" on our [website - "Study at the University of St.Gallen" - "course information, registration and workload"](#). Guest students are able to bid for most courses but note the comments on the table below. We highly recommend that you choose courses based on your current level of study at your home university.

As mentioned above, the maximum workload at HSG is 40 ECTS per semester. Please note:

- Students are responsible for limiting their course load to 40 ECTS.
- Substantially justified requests for a larger contingent must be submitted electronically to Student Mobility no later than by the end of the last main bidding round. If no approved request has been submitted and bidding has not been correspondingly adjusted seven days after the last waiting list bidding round has ended, courses will be irrevocably removed from the course list in the order of the last allocated courses until the minimum workload of 16 ECTS is reached.
- Courses removed from the bidding list cannot be attended.

Course system			
Autumn semester	Spring semester		
Course number	Course number	Level	Remarks
1,000 – 1,999	2,000 – 2,999	Assessment	First year of Bachelor education - Not open to guest students - Except language courses which are open to guest students
3,000 – 3,999 5,000 – 5,999	4,000 – 4,999 6,000 – 6,999	Bachelor	Bachelor courses open to all guest students - Business teacher education courses not open to guest students
7,000 – 7,999 9,000 – 9,999	8,000 – 8,999	Master	Bachelor guest students may attend Master courses if necessary and if prerequisites are fully met. The following courses are not open to BACHELOR guest students: - MBF core courses - SIM courses The following courses are not open to guest students: - CEMS courses (only for CEMS guest students) - Business journalism courses - Business teacher education courses - MBA programmes
10,000 – 10,999	10,000 – 10,999	Ph.D.	Not open to guest students

Course descriptions and course schedule

- Course descriptions are available on our [website - "Study at the University of St.Gallen" - "course information, registration and workload"](#).
- Be on time to class - course description indicates :00 but class will start at :15.

- Avoid registering for courses that clash. Examinations are usually scheduled for the same day and time as the classes.
- Complete any presentations as early as possible. Do not leave it until the end of the semester when examinations take place.
- Lecturers expect students to read their HSG student e-mail (firstname.lastname@student.unisg.ch) and keep to deadlines.
- Contact your lecturers or their assistants with any questions; especially regarding learning expectations. Also ask your Buddy!
- Assessment criteria (examination, papers, and presentations): please refer to the course descriptions.

Dropping classes

The last day to drop classes in Compass is the day before the start of the registration period for the central examinations = 3 November 2019. It is important that students inform the lecturer about any withdrawal.

3. CEMS students

CEMS core course

HSG CEMS and CEMS guest students are registered automatically by the HSG CEMS programme manager for the mandatory CEMS core course.

CEMS exclusive courses (special CEMS courses only for CEMS students)

HSG CEMS and CEMS guest students need to bid for these courses in the CEMS section in the bidding.

CEMS elective courses (courses for the CEMS curriculum from the HSG Master curriculum)

Certain courses from the regular HSG curriculum fulfil the CEMS elective courses requirements. Therefore, CEMS guest students bid for the elective courses in the Master section in the bidding.

In order to have CEMS elective courses (including grades) transferred to the CEMS curriculum on cems.org, CEMS students must inform the CEMS programme manager at cems@unisg.ch about their choice. (CEMS core and exclusive courses are automatically listed.) See also #5 for information on HSG transcripts.

Current and previous CEMS curricula can be found at <https://www.cems.org> > CEMS Community > Academic Members > School list > 'University of St.Gallen' > Programme Offer. For more detailed information please also refer to separate information you will receive by e-mail from the CEMS office regarding curriculum and registration.

4. Examinations

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

Guest students must take examinations for the minimum workload of **16 ECTS** resp. **24 ECTS** (CEMS and THEMIS students).

At HSG there are two different types of examination period. Decentral examinations take place within the lecture period. Central examinations take place after the end of the lecture period.

Autumn semester	Lecture Period September-December	Decentral examination September-December (before Christmas)	Central examination January-February
Spring semester	Lecture Period February-May	Decentral examination February-May	Central examination June-July

4.1 Examination registration

Decentral examination:

→ Examination registration is NOT via Compass. Confirm examination dates and policy with the lecturer at the start of the course.

Central examination:

→ Examination registration via Compass between 4 – 14 November 2019. Further **instructions** will follow before the central examination registration period.

Examination registrations are **binding**. You **must** sit the examination you have registered for (see table above: decentral or central examinations).

In case you have been registered for a course where the official examination as stated in the course description is a central examination, you are permitted to take a guest examination taking place in the decentral examination period. This means that a “decentral guest examination” must be scheduled with the lecturer. Confirm examination dates/policy with the lecturer at the start of the course.

Guest students enrolled for two consecutive semesters at the University of St.Gallen must take the official examination for first semester courses as specified in the course description. If the course description specifies "central examination", they may take a “decentral guest examination” only if the lecturer agrees.

Keep the deadlines and/or other specific examination registration requirements for each class, also as instructed by the course lecturer.

Plagiarism

Copying in an examination, typing texts without concrete reference to the source, copying from fellow students, the use of a third party's data and materials without specific reference to the author and the predilection for another person's creative thoughts or similar acts is considered as cheating and plagiarism. If you are not sure how to correctly document a source, we recommend looking this up in a reference book or making enquiries with faculty members. For detailed information see [StudentWeb](#).

Examination adjustments due to disabilities or chronic illnesses

Students who require special examination conditions due to disability and/or chronic illness need to apply for in [StudentWeb](#) in due time. (Bachelor or Master · Examinations/Achievements · Examinations · Compensation for disadvantages).

To provide evidence of the necessity of the adjustments, they have to upload either a confirmation of the approved examination adjustments signed by the home university or a document such as a medical certificate or a neuropsychological assessment in the StudentWeb. For detailed information, please see the fact sheet in StudentWeb.

Application deadlines: Decentral examinations = at least four weeks before the examination; central examinations = before the end of the central examination registration period.

Failed examination

- A failed examination may not be re-taken
- Failing grades may not be improved through additional assignments
- Failed courses will appear on the transcript.

Applying for HSG degree studies

If you would like to begin degree studies at the HSG after you have returned to your home university and after you have finished your course of study at home, please note that examinations may only be considered for transfer towards your studies at the HSG if they were taken during the official HSG examination sittings.

4.2 Absence due to illness or accident during examination time

Procedure regarding decentral examinations

- Follow the instructions given in the fact sheet "Non-appearance at decentral examinations" in [StudentWeb](#): Bachelor or Master · Examinations/Achievements · Examinations · Non-appearance at examinations.
- Notify the lecturer and Student Mobility by e-mail before the start of the examination.
- Contact the lecturer to schedule an alternative examination date as soon as possible. The examination must take place before 31.1. in the autumn semester resp. 31.7. in the spring semester.

Procedure regarding central examinations

- A request must be submitted in Compass before the start of the examination. Follow the instructions given in the fact sheet "Non-appearance at central examinations" in [StudentWeb](#): Bachelor or Master · Examinations/Achievements · Examinations · Non-appearance at examinations.
- Notify the lecturer and Student Mobility by e-mail before the start of the examination.
- An alternative examination date is not possible.

5. Grade reporting – digital notification of grades and transcript

- About seven weeks after the end of the exchange term, we will publish the digital notification of grades in Compass. You will be notified by e-mail to your @student.unisg.ch e-mail-account each time grades are published. Check your unisg-e-mail inbox and Compass regularly, particularly after your departure. The notifications of grades published in Compass are binding. Grades may be appealed. Deadline for appeals: 14 days after the publication of grades in Compass.
- Student Mobility will send the final transcript of the courses taken and the grades achieved to your home university (this is provided that no appeal has been made). The transcript will be sent once all grades for all courses are submitted; partial transcripts are not issued. Transcripts for Freemovers will be sent to the student's home address.

Both, the digital version and the transcript, include only courses for which the examination was taken. For each course, the course title, course number, HSG grade, and ECTS credits are stated. Failed courses will appear on the transcript, though without ECTS credits, as failed courses do not receive any credits. Non-appearance at a central examination will result in a grade 1.0. It is not possible to have a course listed as "attended" or "passed". Credits are only given for successfully passed examination.

HSG grading scale						
6.0 = excellent	5.5 = very good	5.0 = good	4.5 = satisfactory	4.0 = marginal		passing
3.5 = unsatisfactory	3.0 = poor	2.5 = poor to very poor	2.0 = very poor	1.5 = very poor to useless	1.0 = useless	failing