



University of St.Gallen



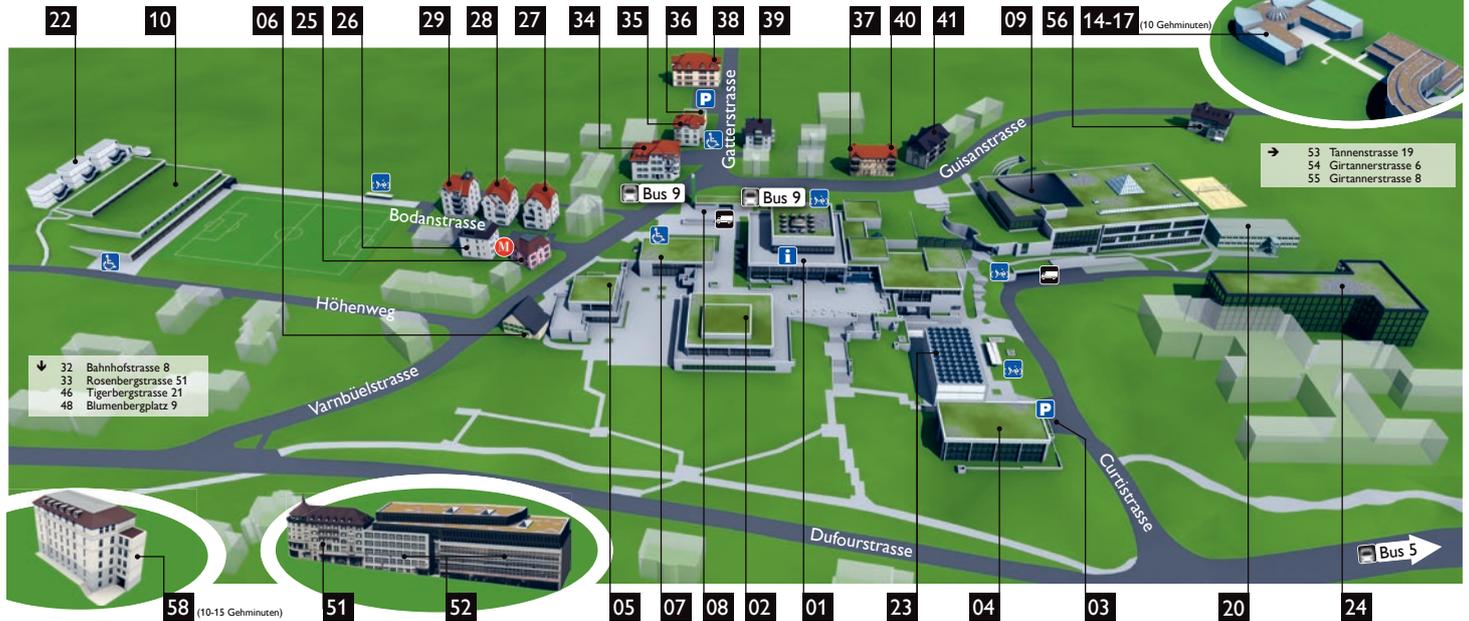
Student Guide

For a Successful Start to Your Studies

2018/19

*“From insight
to impact”* 

Campusplan - Map of the Campus



- 01** Hauptgebäude
Library Building
Aula
- 03** Parkgarage A
Car Parking A
- 04** Dufourstrasse 48
- 05** Varnbuelstrasse 16
- 06** Kirchoferhaus
- 07** Mensa
University Restaurant
- 08** Dienstgebäude
Service Building

- 09** Bibliotheksgebäude
Library Building
- 10** Sporthalle
Sports Hall
- 14-17** Weiterbildungszentrum Holzweid
Executive Campus HSG
- 20** Provisorium 1 – Büro
Provisional 1 – Offices
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- 23** Lehr-Pavillon
Classroom Pavilion
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- 25-29** Bodanstrasse 1-8

- 34** Varnbuelstr. 19 – Skriptenkommission
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Language Center
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HSG Alumni
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Crèche
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 Warenanlieferung
Delivery of goods

-  Information
Info Desk
-  Invaliden-Parkplätze
Disabled Parking
-  Fahrradständer
Bike Rack
-  Parkplätze
Car Parking
-  Mobility Car Sharing



Uni-App

HSG Advisory Services

Degree-course-related services	Student Administration	Administrative questions about regular studies	Assessment: assessment@unisg.ch Bachelor: bachelor@unisg.ch Master: master@unisg.ch	+41 71 224 35 00 +41 71 224 36 00 +41 71 224 37 00
	PhD Office	Administrative questions about PhD studies	phd@unisg.ch	+41 71 224 22 20
	Admissions and Crediting Office	Questions about admissions, accreditation and degree course organisation	zulassung@unisg.ch	+41 71 224 39 31
	Student Mobility	The central contact for outgoing and guest students	exchange@unisg.ch	+41 71 224 23 39
Specific support	Advice Center for Study Funding	Advice about budgets, scholarships and loans	studyfunding@unisg.ch	+41 71 224 28 68
	Career & Corporate Services (CSC)	Career advice, application documents review and career entry preparation	csc@unisg.ch	+41 71 224 31 00
	Coaching and Mentoring Programme	Personal and professional support from a coach/mentor	coaching@unisg.ch mentoring@unisg.ch	+41 71 224 75 29 +41 71 224 75 30
	Counselling and Psychological Services	Minor and major life crises, development of new strategies and problem-solving strategies	beratung@unisg.ch	+41 71 224 26 39
	Equal Opportunities Service Center	Questions about equal opportunities e.g. studying with children, bullying, or sexual harassment	chancengleichheit@unisg.ch	+41 71 224 21 53
	Military Liaison Office	Studying and military service	milvrb@unisg.ch	+41 71 224 73 43
	Pastoral Care (Jewish, Protestant and Catholic pastoral care)	Markus Anker (Protestant) Thomas Reschke (Catholic) Hermann Schmelzer (Jewish)	markus.anker@unisg.ch thomas.reschke@unisg.ch	+41 71 744 71 77 +41 71 222 95 10 +41 71 223 59 23
	Special Needs	Studying and working with a disability and/or a long-term illness	specialneeds@unisg.ch	+41 71 224 31 91
	Writing Lab	Professional support for students in their writing processes	schreiben@unisg.ch	+41 71 224 25 62



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Be

two steps ahead.

At Roland Berger, you will expand your horizons. We will help you grow exponentially and achieve more than you can even imagine. We are looking for people who reach for the stars, but keep the right balance and their feet on the ground. As a consultant with us, you are always two steps ahead.

President's Preface

Dear Students

I am glad that you have made the decision to study here at the University of St.Gallen (HSG). Around 100 full professors, almost 500 lecturers and researchers, more than 2,800 members of staff, and over 8,500 fellow students extend a warm welcome to you at the HSG.

As one of the leading business universities in Europe, the most important mission for the HSG is to develop personalities who will think in an integrative way and who will act responsibly as well as entrepreneurially. Both the core studies and the broadly based contextual studies, together with the applied projects offered in several programmes, are organised with this aim in mind. The integration of Economic Sciences, Law, Social Sciences and Cultural Studies, as well as International Affairs, makes the University of St.Gallen a unique, innovative and globally recognised hub for academic research. At the same time, as the university of the Canton of St.Gallen and the only university in eastern Switzerland, the HSG is deeply rooted in its region.

The more you become involved yourself, the more your studies will be successful. Take an active role in the courses – even those that at first sight may not seem so interesting. Seek out new acquaintances; often it is the contact with fellow students as well as with lecturers that will characterise the way you experience your studies. And enjoy the region of St.Gallen, your prospective place of study for the next few years.

In the name of the entire HSG community, I wish you successful and inspiring studies.



Thomas Bieger, President





Welcome from the Student Union

Dear Fellow Students

Welcome to the University of St.Gallen (HSG). A time full of challenges, great experiences, fun and seemingly unlimited opportunities is awaiting you. You will make new friends and you will have the opportunity to shape your university life.

The HSG is an extraordinary institution in many aspects. More than half of the students are, in addition to their academic programmes, involved in the Student Union, in different clubs and societies or in student associations. The wide range of student organisations gives you variety in your daily routine at the University, offers you the possibility to pursue your personal interests and enables you to invest your energy in an organisation you want to support. Students' engagement is indeed at the very heart of our University.

It is one of the main functions of the Student Union (SHSG) to act as an umbrella for all the associations. Its central tasks in this context are to maintain coordination, to facilitate the flow of information, and to advise and support. Furthermore, the SHSG looks after significant additional functions as well as the planning and implementation of projects.

Since 1921 the Student Union has officially represented all students of the University of St.Gallen, which is another core function. In this context the Student Union has two main tasks. On the one hand it provides various services such as the student bars [ad]hoc and MeetingPoint, the student magazine prisma, and the 'Ressort International' with its student exchange programmes and numerous other projects; on the other hand it acts as an

advocate for the students. This activity encompasses, for example, an appeals consultation free of charge for all students.

The main two bodies of the Student Union are the student parliament and the student board, which is headed by a presidential duo. The board is the executive and is responsible for the operative delivery of strategic decisions made by the parliament, which is the legislative body of the Student Union. The parliament consists of representatives of the programmes of the different Schools and the representatives of the committees. They give their advice and approve the budget of the Student Union. In coordination with the board, the parliament is responsible for forming the opinions of the SHSG.

As a student of the HSG, you have varied opportunities to have a big influence on the composition of the University and the possibility to implement your own ideas through all of the above channels. Make the most of this chance and be a part of the HSG!

We wish you all a successful and eventful time at the HSG! We will be glad to make ourselves available at any time for your questions or suggestions.

Best wishes for a successful start at the HSG,
Your presidential team

Yannik Breitenstein & Gilles Domeniconi



About the University of St.Gallen

Our History
Timeline

10
12

About the University of St.Gallen

Our History

The University of St.Gallen (HSG) was founded over 100 years ago. The original Commercial Academy has since matured into an internationally well-connected and highly respected university. Your enrolment makes you a part of the HSG's future and of our HSG family.

4th place in the
Financial Times
European
Business Schools
Ranking

The 'Grosse Rat' (Great Council) of the Canton of St.Gallen laid the cornerstone of our University in 1898. Teaching activities started with seven students, who were joined by 85 auditors or free scholars. Languages, commercial knowledge, and technology were the core subjects at the time.

The HSG – then in its fifth decade – experienced a rapid rise after World War Two, and in 1963 it moved onto its current site on the Rosenberg. Out of the original Commercial Academy a university had developed with research and teaching in a broad array of subjects (including the study of Law, developed in the 1970s).

In 1995, the 'Handels-Hochschule' officially became Switzerland's tenth university. Six years later, in 2001, the HSG took on a pioneering role in the implementation of the Bologna process by replacing the former Licentiate degree with consecutive Bachelor's and Master's courses. Core studies were complemented by contextual studies.

In 2011, the HSG was given a new structure and organisation to cope better with increasing demands on teaching and research and with growing student numbers and departmental expansion. Courses are now offered by five Schools:

5 Schools

- School of Management (SoM-HSG)
- School of Finance (SoF-HSG)
- School of Economics and Political Science (SEPS-HSG)
- Law School (LS-HSG)
- School of Humanities and Social Sciences (SHSS-HSG)

Responsible for one or more profile areas, each School offers various Bachelor's, Master's, and PhD degrees.

⇒ www.unisg.ch/en

⇒ www.facebook.com/HSGUniSt.Gallen

Internationality, practical relevance and an integrative view have characterised education at the University of St.Gallen ever since its establishment in 1898. Today, we educate more than 8,500 students in Business Administration, Economics, Law, Social Sciences and International Affairs. We do this with success: according to current rankings, the HSG is one of Europe's leading business universities. Our integrative education to high academic standards has earned us the EQUIS and AACSB accreditations by way of an international seal of approval. Our students, too, appreciate the HSG: about 90 per cent of graduates would again opt for the HSG. The HSG's international orientation is supported in a variety of ways. This includes students and faculty from various countries on all continents, 190 partner universities worldwide and memberships in international networks. Since 2013, studies at all levels can be pursued in both English and German.

25% international
students

100 Years HSG

You can learn more about the history of our University from the book *100 Jahre HSG – Geschichte der Universität St.Gallen, Hochschule für Wirtschafts-, Rechts- und Sozialwissenschaften* by Karl Heinz Burmeister, 1998, Bern.



About the University of St.Gallen

Timeline

1898



Establishment of the University of St.Gallen as a Commercial Academy. Leasing of space in the west wing of the Kantonsschule Burggraben.

1911



Renamed 'Handels-Hochschule' and relocated to Notkerstrasse 20.

1938



The HSG is granted the formal right to award doctoral degrees.

1963



Relocated to the Rosenberg site and renamed 'St.Gallen Graduate School' (HSG).

1968



HSG becomes Switzerland's first higher education institution to run an executive education programme.

1985



The canton takes sole financial responsibility for the HSG.

1989



Inauguration of the Library Building.

1995



Inauguration of the new Executive Education Center (WBZ) at Holzweid. Renamed 'University of St.Gallen' (HSG).

2001



Integral introduction of the Bologna reforms.

2005



Establishment of the Executive School for Management, Technology and Law (ES-HSG).

2006



Introduction of comprehensive cooperation centers (HSG Centers).

2008



Inauguration of the extended WBZ-HSG (lecture rooms and hotel facilities).

2011



Renamed 'University of St.Gallen – School of Management, Economics, Law, Social Sciences and International Affairs (HSG)'. Inauguration of the renovated and extended university buildings.

2013



Extension of the campus by the building at Tellstrasse 2.

2017



The University has moved closer to the city centre with the new teaching and research buildings on Müller-Friedberg-Strasse.

2018



The new Startup@HSG Maker-Space – a room for HSG startups and creative minds - opened its doors. It is a central place in the main building of the University of St.Gallen for entrepreneurial thinkers, where you can meet, exchange and work together.



The University of St.Gallen opened a Visitors' Corner in the Main Building. This compact visitors' centre is intended to familiarise the general public, guests, prospective and former students with the University, its history, as well as current projects.



Inauguration of 'TheCo': A Co-Working Space organised by the Student Union. Working spaces for individuals and for groups are available in an interactive and communicative setting at Müller-Friedberg-Strasse 6/8.



The HSG Campus

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The HSG Campus

Rooms and Buildings

The HSG campus is an educational establishment, a place for art, and a meeting point. Works by Penalba, Richter, Miró, Giacometti, and many more artists, as well as the building's architecture, designed by Walter M. Förderer and Bruno Gerosa, transform the University into a lively contemporary exhibition space. Thanks to the 'art@tell' project, the works of young artists from all over the world are on exhibition at Tellstrasse 2, a university building close to the main railway station.

The University is open from early morning to late evening. The following table lists the standard opening hours of the Main Building (Building 01), the Library Building (Building 09) and the Library itself, and the Sports Hall (Building 10), as well as those of the student restaurant and cafeterias.

	During the semester	During break / Exam preparation	Reduced opening hours in summer Buildings: 23.07.2018-01.09.2018
Main Building (01)	Monday–Thursday: 07:00am–10:00pm Friday: 07:00am–09:00pm Saturday: 07:00am–04:00pm	Monday–Friday: 07:00am–09:00pm Saturday: 07:00am–04:00pm	Monday–Friday: 07:00am–09:00pm Saturday: closed
Library Building (09)	Monday–Friday: 07:00am–10:00pm Saturday: 07:00am–07:00pm	Monday–Friday: 07:00am–09:00pm Saturday: 07:00am–10:00pm	Monday–Friday: 07:00am–09:00pm Saturday: 07:00am–02:00pm
Library	Monday–Friday: 08:00am–10:00pm Saturday: 09:00am–07:00pm	Monday–Friday: 08:00am–11:00pm Saturday: 09:00am–10:00pm	Monday–Friday: 08:00am–08:00pm Saturday: 09:00am–02:00pm
Sports Hall (10)	Monday–Friday: 07:00am–10:00pm Saturday: 07:00am–06:00pm	Monday–Friday: 07:00am–09:00pm Saturday: 07:00am–04:00pm	Monday–Friday: 07:00am–09:00pm Saturday: 07:00am–04:00pm
			Mensa/Cafeterias: 02.07.2018 – 09.09.2018
Mensa (Building 07)	Monday–Friday: 11:00am–02:30pm	Monday–Friday: 11:00am–02:30pm	Monday–Friday: 11:00am–02:30pm
Cafeteria (Building 01)	Monday–Friday: 07:30am–06:30pm	Closed	Closed
Cafeteria (Building 07)	Monday–Friday: 07:30am–05:00pm	Monday–Friday: 07:30am–05:00pm	Monday–Friday: 07:30am–04:00pm
Cafeteria (Building 09)	Monday–Friday: 07:00am–09:00pm Saturday: 07:30am–07:00pm	Monday–Friday: 07:00am–07:30pm Saturday: 07:30am–04:00pm Sunday: 11:00 am–03:00pm	Monday–Friday: 08:00am–03:00pm Saturday: 07.07./14.07./21.07./01.09.: Cafeteria (building 09) open from 09:00am – 01:00pm.

www.unisg.ch > University > Library > About our library > Opening hours

During the summer holidays as well as on public holidays, the University may have special opening or closing hours. During study periods, the Library is open on selected Sundays from 11:00 a.m. to 4:00 p.m. You can check all ordinary and special opening hours of the University and the library at:

⇒ www.unisg.ch > University > Visitors > Directions > Opening hours.

Our rooms are numbered according to the following logic: a room labelled 01–xx is located in Building 01, the Main Building. If the building number is followed by the letter U, the room in question is in the basement (Untergeschoss in German) of that building. The number after the letter U indicates the floor on which a room is located. For instance, Room 01–U2xx is located on the second basement floor of the Main Building. A room on the ground floor is designated by the figure 0, a room on the first floor by the figure 1. Thus, Room 09–0xx is on the ground floor of the Library Building while Room 01–2xx is on the second floor of the Main Building. A room marked EXT is an external room, situated off the main campus.

HSGcard

The HSGcard serves as your student legitimation, for example at examinations, as your printing and copying card, and also as your Library card. In addition your authorised access to the Unisport gym (once you have successfully completed the introduction to the use of the gym), the Gastro Pass, and the Buddy System icon will be marked on your card. The HSGcard, together with detailed information that can also be found on the StudentWeb, is handed out to newly admitted students during the Freshers' Week or the Kick-off Days. The card must then be validated at one of the HSGcard terminals, and can be registered online through the HSGcard Center. There you can also top up your credit with cash for printing and copying, as well as for several other services on campus.

⇒ www.unisg.ch/hsgcard

Library

The University Library is situated in Building 09. It holds more than 547,000 documents, 165,000 e-books, and 885 printed journals and newspapers. It provides access to over 45,500 electronic journals. Our library offers seating for 550 readers for purposes of work and study. Library users have access to various computers and multifunctional printers to print, photo-

Over 40,000
research
publications on
our research
platform
Alexandria



«I enjoy sunbathing here and when I am getting too hot, I refresh myself in the water nearby. I am happy when I can listen to the sounds of nature or when I hear a guitar being played.»

Albert Nufer, St.Gallen Veteran

And where is your favourite spot in St.Gallen?

www.lieblingsplatz.ch standort.stadt.sg.ch
+ 41 71 224 47 47 standortfoerderung@stadt.sg.ch



The HSG Campus

copy and scan. You will need your HSGcard in order to print or copy documents; you can find further information on the HSGcard online at www.unisg.ch/hsgcard.

If you have any questions regarding your literature review or information research, the library staff is happy to assist you.

⇒ www.unisg.ch/en/universitaet/bibliothek

Library Etiquette

- The fixed lending period is 14 days. If another user has not reserved a book, this period will automatically be extended by another 14 days. The maximum lending period is 6 months.
- If you need a copy that has been lent to another user, you can reserve it via the Metasearch service, or the online catalogue at any time.
- Food and open drinks are not permitted in the Library.
- Day and week lockers that can be locked with your own padlock are in front of the Library. Please comply with their rules of use.
- Your personal user account, which can be viewed via the library homepage (www.unisg.ch > University > Library > 'User account') provides you with an overview of the documents you have borrowed and of your orders, reservations, copying orders, and fees.

Study and Group Rooms

Several quiet rooms are available around the University for individual learning and group study. Quiet areas are available in the Library and in the study hall of the Main Building on the second and third floors. You can also book group rooms online, for example to prepare a presentation or to discuss a group project. Please use the online reservation tool. Our 'Raumdispo' (Room reservation service) is also happy to assist you with your room reservations.

⇒ <http://studentweb.unisg.ch/en/studenten/dienstleistungen/gruppenraeume>

✉ raumdispo@unisg.ch

Startup@HSG MakerSpace

For HSG start-ups, and for students developing and promoting innovative projects, the MakerSpace is the address you need. The space can also be used for workshops and for larger events (with up to 49 people) with a connection to start-ups. In addition, a 3D-printer and a Start-up Library are available. The room (07-UI05) is located just before the entrance to the A-Mensa and can be requested via Startup@HSG (diego.probst@unisg.ch).



The HSG Campus



Co-Working Space «theCO»

The Student Union (SHSG) runs the Co-Working Space 'theCO' at a central location in the town of St.Gallen. Working spaces for individuals and for groups are available in an interactive and communicative setting at Müller-Friedberg-Strasse 6/8. The Co-Working Space, with its café and generous terrace, can also be used as a space for special events.

Mensa, Cafeterias, [ad]hoc and MeetingPoint

At lunchtime, our University Restaurant (the so-called 'Mensa') offers a wide range of delicious dishes at affordable prices.

You can create your own meal from the cold or warm buffet or choose a warm meal starting at CHF 7.00. Besides the Main Mensa and the Cafeteria (building 07) there are two further cafés (buildings 01 and 09) serving an all-day range of pastries, cakes, sandwiches, snacks, and various hot and cold drinks.

In addition to the main student restaurant, the Student Union runs the 'ad]hoc' campus bar. Enjoy coffee, pastries, or an after-work drink in its cozy atmosphere. Opening hours during the semester are Mondays to Thursdays from noon to midnight and Fridays from 10:00 a.m. to at least 8:00 p.m.

At Blumenbergplatz you can find [ad]hoc's older sibling, MeetingPoint. From Wednesday to Friday, starting at 8:00 p.m., you can enjoy everything from soft drinks to a beer or even a fancy cocktail.

Sports

To keep the body and mind in balance, Unisport offers a wide range of sports, both at its own sports facilities and off-campus. On-campus facilities include a sports hall, fitness equipment, an artificial grass pitch, a beach volleyball field, and various other facilities.

Get rid of your stress and attend our sports courses under the professional supervision of about 150 instructors. The range of courses covers more than 150 sports lessons per week in more than 50 sports. Most of our courses and services are free of charge. Certain additional services, such as physiotherapy treatment or massages, are subject to a charge.



Unfortunately, only a limited number of places are available for some training units. In the case of lessons with a limited number of participants, such as body pump, indoor cycling or indoor rowing, you will have to register online. You can pay the bill for fee-paying sport courses directly at the Sports Office (Bodanstrasse 3) or settle it by means of e-banking.

⇒ www.sport.unisg.ch

⇒ www.facebook.com/HSGUnisport

Relaxation Room

Like many modern companies, HSG offers a nap room in which one can relax. The Student Union runs the relaxation room in the Main Building (01-U151), offering students and employees the opportunity to take a break from their busy daily life on campus and to recharge their energy levels. Opening hours and live information about vacancies can be found online.

⇒ www.shsg.ch/en/site/services/relaxation-room

IT Services

The Four Most Important WebTools

Before the HSG Kick-off Days or in the Freshers' Week, you will receive your own HSG user account. This provides you with access to our IT services. Your username and password allow you to log onto all our public computers, the campus WLAN (the 'eduroam' network needs the HSG e-mail address), and – most importantly – our WebTools. There are four tools, each being indispensable to your studies: the StudentWeb, the StudyNet, Compass Portal, and your e-mail account. Your first days at HSG will include a detailed introduction to our IT Services.

StudentWeb

The StudentWeb offers further information about general course structures, individual programmes, important dates and deadlines and exchange opportunities. It is a password-protected intranet for students.

⇒ www.studentweb.unisg.ch

StudyNet

The StudyNet is a kind of 'virtual classroom', in which course content such as slides and other teaching documents are made available. In addition you will have the possibility of uploading your assignments. Moreover, the platform allows you to see the Fact Sheet for courses and the list of participants.

⇒ studynet.unisg.ch

The HSG Campus

Compass

Compass helps you sort out the most fundamental administrative concerns such as semester enrolment, course bidding and examination registration. Compass also provides various useful documents such as registration and matriculation confirmation or copies of your grade transcripts.

⇒ <https://compass.unisg.ch/>

E-Mails

As with all HSG students, you will be issued a personal e-mail account. Your mail-box has a storage capacity of 50 GB. Maximum message volume (including attachments) is 25 MB. We use your HSG e-mail address for the purposes of official communication; please ensure that you check your mailbox regularly. Your new HSG e-mail address is <firstname.lastname@student.unisg.ch>.

⇒ www.unisg.ch/mail

PC-Tutors and Computer Rooms

Five computer rooms are available in the Main Building (Rooms 01–U102, 01–U103, 01–U179, 01–U206 and 01–U207). They are accessible during regular opening hours. If you are using your own computer, you can access our campus-wide WLAN network via:

- the 'eduroam' network: Login via HSG e-mail address and HSG password (recommended)
- the 'public' network: Login via VPN-Client and browser

We have established an additional student support contact point: the PC-Tutors. If you have a problem with the public PCs, scanners or printers or the University's own software applications, please contact the PC-Tutors either personally (Room 01–U207, during the teaching semester or semester break from Mondays to Fridays, 10:00 a.m. to 6:00 p.m.) or by e-mail (tutor@unisg.ch). For a list of the most common PC problems and their solutions, go to the HSG information tools primer (short: InfoTools); it is well worth a quick glance.

⇒ <http://studentweb.unisg.ch/en/studentervices/beratungsstellen/pc-tutoren>

Surfing free of charge? Price reductions for laptops?

Thanks to SWITCHconnect, you are able to surf free of charge at most Swiss universities. You also have free internet access at Swiss railway stations and at many other hotspots. Download the requisite software, the VPN client, from:
⇒ <http://vpn.unisg.ch>

The NEPTUN project of the ETH Zurich sells PCs and Apple computers at concessionary terms. These special offers always run for three weeks at the beginning of the semester.
⇒ www.projektneptun.ch

Password Service

In case you have not yet received your user name or your initial password, you can still use the majority of our IT services. For this purpose please use the user name (email address) and password which you used for the online registration. Once you have received the 'password letter' (during the HSG Kick-off Days or Freshers' Week), you should switch to your HSG user account. Our Info-Tools brochure provides comprehensive information about passwords at the University of St.Gallen and about data privacy.

Our Password Service allows you to change your password at any time. Activating the password recovery mode enables you to retrieve a forgotten password yourself; or our PC-Tutors will be happy to assist you.

⇒ www.unisg.ch/pws



Beginning Your Studies

Freshers' Week and Kick-Off Days

Freshers' Week

A week before the semester begins, all new Assessment students of the University of St.Gallen meet for the first time at their future alma mater. The aim of the Freshers' Week, as an integral part of the Assessment Year, is to officially welcome the approximately 1,500 new students to the University of St.Gallen and to prepare them well regarding the content and organisation of their student life. Each Freshers' Week focuses on a particular topic that students work on in the form of a case study during the week. This way, the new students are introduced to group work similar to that found in the Assessment Year and work with academic methods required by the HSG for the first time. Solving complex tasks together, as well as sharing rewarding experiences and activities, are key to encourage teamwork, to raise the team spirit, to nurture a sense of responsibility and to challenge and stimulate independent thinking. Further information about the Freshers' Week will follow by mail (or in some instances per email).

Over 8,500
Bachelor's,
Master's and
PhD students

⇒ www.startwoche.unisg.ch

✉ startwoche@unisg.ch

Kick-Off Days

At the Kick-off Days we greet our new and re-matriculated students on the Bachelor's level (Second Bachelor's degree), the Master's level and the PhD level.

The Kick-off Days are constructed as follows:

Semester	Scope of the Programme			
Autumn Semester Kick-off Days	Academic Programme (one day) The Academic Programme is concerned each year with a contemporary theme of social and cultural importance.			
	<table border="1"> <tr> <td>Compact Introductory Programme (one day)</td> <td>Extended Introductory Programme (four days)</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Introduction to Campus Infrastructure • Introduction to Your Degree Course • Introduction to IT Tools • Introduction to the Library </td> <td> <ul style="list-style-type: none"> • Compact Introductory Programme, and in addition: • Sports Programme • Evening Programme • Intensive German Course </td> </tr> </table>	Compact Introductory Programme (one day)	Extended Introductory Programme (four days)	<ul style="list-style-type: none"> • Introduction to Campus Infrastructure • Introduction to Your Degree Course • Introduction to IT Tools • Introduction to the Library
Compact Introductory Programme (one day)	Extended Introductory Programme (four days)			
<ul style="list-style-type: none"> • Introduction to Campus Infrastructure • Introduction to Your Degree Course • Introduction to IT Tools • Introduction to the Library 	<ul style="list-style-type: none"> • Compact Introductory Programme, and in addition: • Sports Programme • Evening Programme • Intensive German Course 			
Spring Semester Kick-off Day	Introductory Programme (one day) <ul style="list-style-type: none"> • Keynote speech about a current topic • Campus Tour (Introduction to Campus Infrastructure) • How to Organise Your Studies (Introduction to Your Degree Course) • Introduction to IT Tools • Introduction to the Library 			

Please note the following important information concerning mandatory attendance of the Kick-off Days:

- *New Students*: Completion of the Academic Programme and one of the Introductory Programmes is obligatory.
- *Re-matriculated students, who weren't matriculated for three or more semesters*: participation in the Academic Programme is obligatory while participation in an Introductory Programme is optional.
- *Re-matriculated students, who only missed one or two semesters at HSG and students who are continuing their studies without any break*: participation in the Academic Programme and in an Introductory Programme is not mandatory. Participation in the programme is possible with the agreement of the programme director.

You will find further information at:

⇒ www.unisg.ch > Studying > Bachelor (respectively Master or PhD) > General Information > HSG Kick-off Days

✉ kick-off-days@unisg.ch

Semester Enrolment

You can easily enrol for the following semester in Compass. You can check the enrolment periods at the beginning of each semester on the StudentWeb. Semester leaves or enrolment for a semester with reduced fees can be granted if certain criteria are met. The reasons for semester leaves vary according to the level of study. You are therefore advised to obtain detailed information about the implementation provisions – which you can consult online on the StudentWeb – well in advance. Requests for semester leave can be submitted in Compass during the semester enrolment periods. PhD students should contact the PhD Office directly via e-mail. Students who are granted semester leave only pay reduced tuition fees of CHF 69.50. While on leave, you will not be allowed to attend any courses, but you may retake examinations during this period. You will have unrestricted access to the University's infrastructure, including the Mensa, IT services, the Library, and sports facilities.

You will find further information and deadlines on the StudentWeb:

⇒ <http://studentweb.unisg.ch/en/allgemeines/administrativerprozess/semestereinschreibung>

Beginning Your Studies

Tuition Fees and Living Costs

Tuition fees vary according to semester status or level of study. Tuition fees also vary according to nationality or your official place of residence at the time of taking your baccalaureate examination (known as the 'Matura' in German-speaking Switzerland): regular tuition fees apply to all students with Swiss nationality and to those with foreign nationality who were officially domiciled in Switzerland at the time of their baccalaureate examination. Tuition fees for international students apply to all students with foreign nationality whose official place of residence was abroad when they obtained their university entrance qualification. Guest students are subject to the provisions and guidelines issued by the Student Mobility Office.

At the end of each semester, students receive a tuition fees invoice for the following semester. Tuition fees can be paid online or with the payment order provided.

Semester Tuition Fees

Once we have received payment of your tuition fees, you will be granted access to the bidding and will be able to validate your HSGcard.

Native students ¹	
Level	Fees
Bachelor	CHF 1,226
Bachelor long-term ²	CHF 1,726
Master	CHF 1,426
Master long-term ²	CHF 1,926
PhD	CHF 626

International students ³	
Level	Fees
Bachelor	CHF 3,126
Master	CHF 3,326
PhD	CHF 1,076

1. Liechtenstein nationals and those resident in Liechtenstein at the time when they obtained their university entrance qualification also pay the fees for native students.

2. Long-term students are students for whom the Canton of St.Gallen no longer receives any IUA contributions from their home cantons.

3. Since the Canton of St.Gallen does not receive any IUA contributions for international students, such students are not divided up into regularly enrolled students and regularly enrolled long-term students.

Living Costs

Please consider that your living expenses may vary according to your lifestyle. You should plan for a monthly budget of approximately CHF 2,100 to 2,500 (according to a survey conducted by the Swiss Federal Statistical Office). The following monthly budget table may serve as an example:

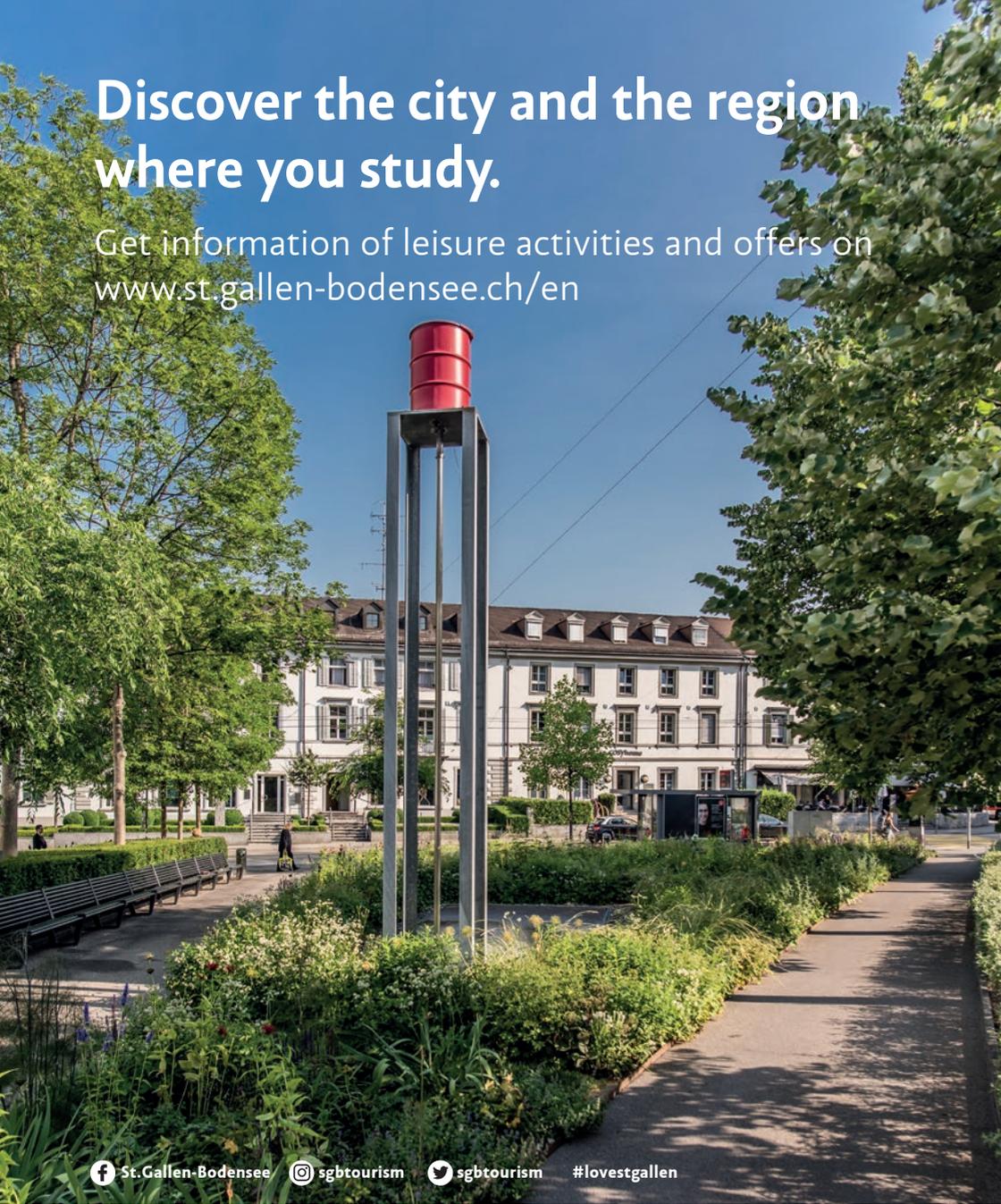
	Native		International	
	Bachelor	Master	Bachelor	Master
Accommodation (rent plus utilities)	660	660	660	660
Food (including eating out, ...)	390	390	390	390
Communication (telephone, internet, TV, radio)	70	70	70	70
Subtotal: Living expenses (CHF)	1,120	1,120	1,120	1,120
Tuition fees and degree course expenses	210	240	530	560
Other degree course expenses (books, lecture notes, laptop, ...)	100	100	100	100
Transport (public and private)	140	140	140	140
Subtotal: Expenses arising from studies (CHF)	430	460	750	780
Health (health insurance, medication, doctor's appointments, ...)	170	170	170	170
Clothing	130	130	130	130
Leisure activities (sports, culture, holidays, ...)	140	140	140	140
Other (insurance, taxes, gifts, ...)	130	130	130	130
Subtotal: Other expenses (CHF)	570	570	570	570
Total (CHF)	2,120	2,150	2,440	2,470

See Page 48 for more information about funding your studies. You may also contact our Advice Center for Study Funding.

⇒ www.studyfunding.unisg.ch

Discover the city and the region where you study.

Get information of leisure activities and offers on www.st.gallen-bodensee.ch/en



 St.Gallen-Bodensee  sgbtourism  sgbtourism #lovestgallen

St.Gallen-Bodensee Tourism

Abbey District, Bankgasse 9
CH-9001 St.Gallen, +41 71 227 37 37
info@st.gallen-bodensee.ch
www.st.gallen-bodensee.ch

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Beginning Your Studies

Choosing and Bidding for Courses

Course Information

Each course offered at the HSG has a so-called 'course fact sheet'. Course Fact Sheets provide information about course credits, course admission requirements, the subject matter taught, course structure, and examination types (written, oral, group presentation, etc.). To view this information, check either the bidding system (press [i]) or the 'Online Timetable' portal under the relevant heading.

⇒ www.stundenplan.unisg.ch

HSG course numbers denote the course level and semester. Assessment courses begin with 1 and 2, Bachelor's courses with 3 to 6 and Master's courses with 7 to 9. PhD courses are numbered 10 and upwards. Odd numbers indicate courses in the autumn term, even numbers those in the spring term.

Bidding

HSG courses at all levels are allocated through the so-called 'bidding system' in Compass. The bidding system ensures that course places are allocated to those students bidding the highest value for attending a particular course. Course attendance, examination admissions, and the awarding of credits are based on the allocation of a course place through the bidding process. Since the bidding process is a core component of HSG degree course organisation, detailed information is provided here.

⇒ <http://compass.unisg.ch>

⇒ www.bidding.unisg.ch

In the Assessment Year, only one bidding round is run per semester. Assessment students have 1,000 points to allocate to core and contextual studies. In contrast, several rounds are conducted for Bachelor's and Master's courses, where students have 500 points each for core and contextual studies. Points cannot be transferred between different degree programmes nor between semesters.

Beginning Your Studies

Bidding Guide

At the beginning of each bidding round, you have a certain number of points that you can place on certain courses. Points represent the currency for expressing the value you attach to a course. At the end of the bidding round, course places are distributed according to points allocation: the first place goes to the highest bidder, the second to the second highest bidder, etc. This mechanism is continued until the course is full. The following examples illustrate how this works:

1. A course has 4 free places. 5 students bid (A, B, C, D, and E). A, B, C, and D place 1,000 points on the course, whereas E places 999 points. E will not be allocated to this course since 4 students have accorded more points to the course.
2. A course has 4 free places. 5 students bid (A, B, C, D, and E). A, B, and C place 1,000 points on the course, whereas D and E place 999 points. A, B, and C are definitively allocated. The allocation of D and E will be decided by lot.

PhD students, who have one bidding round at their disposal, need to discuss course attendance with their supervisor. As a rule, the number of participants on PhD courses is unlimited; however, a registration is always binding. In cases where the number of participants is limited all the same, a special application procedure will be used.

Guest students are allocated 1,000 bidding points, to be distributed among courses at their own discretion. Please note, however, that you should choose courses that are at your degree course level and are recognised by your home university. Please contact our Student Mobility Office if you have any questions.

Avoiding timetable clashes

When you choose courses, please make sure that you avoid timetable clashes. Only in this way can you ensure that you will avoid examination clashes. You can check courses for eventual clashes on the 'Online Timetable' portal.

⇒ www.stundenplan.unisg.ch

Moreover, you can integrate the courses allocated to you in the bidding process into external calendar applications, for instance for smartphones (the so-called 'iCal service'). You can find this service in Compass in the Bidding tile under 'Export calendar'.

⇒ <http://compass.unisg.ch>

Credit Points

We use the 'European Credit Transfer and Accumulation System (ECTS)' to weight and rate student performances. Students are awarded a certain number of credits for every degree course result.

Credits also serve as a basis for estimating course workloads. On average, approximately 30 working hours are required per credit to achieve a satisfactory grade. A course or any other degree coursework amounting to four credits will therefore require 120 hours (i.e. two to three working weeks).

Admissions and Crediting Office

The Admissions and Crediting Office is responsible for the accreditation of ECTS earned at other universities. Staff will be glad to advise you by telephone or to arrange a personal appointment.

Detailed information about the 'European Credit Transfer and Accumulation System' can also be found on the website of the Rectors' Conference of the Swiss Universities.

⇒ www.crus.ch > Bologna/Lehre

Postal address: Dufourstrasse 50, CH-9000 St.Gallen

For visitors: Room 05-U114, Varnbuelstrasse 16, CH-9000 St. Gallen

Phone +41 71 224 39 31, admissions@unisg.ch, www.admissions.unisg.ch

Office hours: Telephone Tuesdays to Thursdays, 10:00 a.m. to 11:30 a.m. Personal consultations by appointment only.

Credit Weighting

Students are awarded grades for every examination. Grades range from 1.0 (useless) to 6.0 (excellent), where 4.0 is the passing grade. Multiplying course credits gives weighted credit points. This system is used to establish the relative weighting of course performance.

Calculation of average grades

For example: the first course is weighted with 6 credits, and you are awarded grade 5.0. The second course is weighted with 2 credits, and you are awarded grade 4.0. Your grade average is not 4.5, but $(6 \times 5 + 2 \times 4) / (6 + 2) = 4.75$. The higher average is the result of the first course result being weighted higher.

Negative Credit Weighting

Please note that, as a rule, you cannot repeat any examinations in our examination system within the same study attempt, even if you have achieved an unsatisfactory result. However, a small faux pas does not directly result in exmatriculation.

Beginning Your Studies

If you are awarded an unsatisfactory grade in an examination, you will be given negatively weighted credit points (NWCPs). These represent the difference between an unsatisfactory grade and grade 4.0, weighted with the credits of that part of the examination in which you have achieved the unsatisfactory grade (i.e. grade 4.0).

If, for instance, you are awarded grade 3.5 in an examination weighted with 4 credits, then you will receive 2 (0.5x4) negatively weighted credit points. To complete your studies, you are not allowed to exceed a maximum number of negatively weighted credit points. Additionally, the average of all examination results must be at least satisfactory.

Maximum negatively weighted credit points (NWCPs)

- Assessment Year: 12 NWCPs, max. 4 NWCPs in contextual studies.
- Bachelor's Level: 18 NWCPs.
- Master's Level: 13.5 NWCPs (18 NWCPs in the Master's programme in Law and Economics).
- PhD Level: No NWCPs possible.
- Guest students: No credits are awarded for unsatisfactory examination results. Courses and examinations cannot be repeated.

Campus Credits

We encourage extracurricular activities among our Bachelor's and Master's students by awarding campus credits for exceptional student initiatives in the interest of the University as a whole (e.g. holding an executive position in the Student Union, involvement in the student magazine *prisma* or in the International Student Committee). One campus credit corresponds to a workload of 90 hours.

To be awarded campus credits, you need to submit a corresponding application form to the Admissions and Crediting Office prior to project launch. You can find all the necessary help and additional information online in the StudentWeb. The applicable statutory basis can be found in the 'Campus Credits Implementation Provisions'.

⇒ www.studentweb.unisg.ch

Practice Credits

Bachelor's students majoring in International Affairs (BIA) can earn practice credits during their studies. Master's students of all programmes can



also earn practice credits, with the exception of those taking Strategy and International Management (SIM). Practice credits are awarded for practical activities closely related to the subject matter of the respective major. These activities may be remunerated or not. Depending on the degree programme, such activities include internships with companies, or with federal, cantonal or municipal authorities, or similar activities. It must be possible for the work to be attributed to you. The workload per credit must be at least 90 hours.

⇒ www.studentweb.unisg.ch

Military Credits

Students at the University of St.Gallen may obtain credits in their contextual studies for proven military leadership experience in the Swiss Army. Such extracurricular achievements can be credited as leadership skills. Military services completed in the context of squad training, as well as non-commissioned and commissioned officer training, can be credited at the Bachelor's level. These credits can be awarded upon completion of the Assessment Year.

At the Master's level, promotion to the rank of captain or field officer can be credited as long as such distinction is connected to educational and leadership responsibilities. These credits can be accredited to students holding a Bachelor's or an equivalent degree or to HSG students fulfilling graduation requirements.

⇒ www.unisg.ch/en/studium/zulassungundanmeldung

⇒ www.milvrb.unisg.ch

Teaching Materials

Teaching materials are available through our learning platform StudyNet or from the Script Commission (SKK). StudyNet provides course materials such as compulsory literature or PowerPoint slides. The SKK prints, manages, and sells teaching materials compiled by faculty for students. It also sells the most important books relevant to courses, as well as other useful materials, at concessionary terms. Online you will find the opening hours, the catalogue of books and scripts, and all other products you can acquire at the SKK:

⇒ <http://studynet.unisg.ch>

⇒ www.myskk.ch



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Examinations

You may only take examinations in those courses which were assigned to you in the bidding system (exception: language examinations without course participation). A particular feature of the HSG examination system is that examinations may not be retaken in the same study attempt. You will find all important information about examinations on the StudentWeb.

Central and decentral examinations

We distinguish examinations held during the teaching semester (decentral) from examinations held outside the teaching semester (central). Decentral and central examinations are not mutually exclusive! It is therefore possible that you will have to sit several examinations in one single course.

Examination types vary from course to course. Presentations, group and seminar papers, as well as written and oral examinations are the most frequent formats.

You can find out more about the examinations in a particular course in the legally binding course and examination Fact Sheets.

Examination Registration

In order to be able to sit a central examination, it is compulsory to register in Compass. In the case of decentral examinations, you are automatically admitted to the relevant examination through the bidding system; you therefore don't have to register for decentral examinations in Compass. However, faculty members may require additional registration for a decentral examination. You will receive further information in your course.

⇒ www.compass.unisg.ch

⇒ www.bidding.unisg.ch

Examination Withdrawals

Examination withdrawals for central examinations are only possible during the course registration period. Once this time window is closed, registrations for a central examination will be binding.

If you fail to appear for a central examination without a valid excuse, this examination will be awarded grade 1.0 and set off against any earlier decentral examination results. Below you can find further information about the reasons that the University deems 'valid'. We also recommend that you consult the relevant Fact Sheets, which are available online on the StudentWeb, for the precise regulations.

With decentral examinations, under certain conditions, there is the possibility of a so-called 'silent withdrawal'. If you do not sit the last decentral



examination, you will simply not be awarded a grade and will thus earn no credits for the course in question. Please note, however, that this applies to decentral examinations only. If you exercise a 'silent withdrawal', you will not be entitled to an alternative examination date. There is no 'silent withdrawal' on Assessment and PhD level. A course inscription is always binding. Please note the information concerning PhD studies on the StudentWeb.

Non-Appearance

Central examination: if you are unable to appear for a regular examination date for a valid reason, you may sit this examination on the relevant alternative date in the next examination block or the following semester. Valid reasons include illness or accident, for which evidence must be supplied by means of a medical certificate and a withdrawal in Compass within the stipulated period.

Decentral examinations: if you do not appear for a valid reason, you may repeat the examination either directly or by no later than the end of the following semester in agreement with the responsible faculty member. Your deregistration from the examination and the necessary supporting documentation for your withdrawal must be directly submitted to the faculty member. This is not valid for PhD studies.

Please consult the 'Fact Sheet Non-Appearance at Decentral Examinations' and the 'Fact Sheet Non-Appearance at Central Examinations'.

Alternative Examination Date

If you fail to appear for a regular examination date for valid reasons, you are entitled to an alternative examination date, subject to the 'Alternative Examination Dates Implementation Provisions'. Please ensure that you register for the alternative date within the relevant time window, which is identical with the normal registration period. If you fail to appear for an alternative examination without a valid reason, you will not be granted an alternative examination date.

Advance Notification of Grades

You can view your examination results online in Compass prior to the official notification of grades by mail. Central and decentral examination results are posted on different days. Advance notification only extends to grades already received. Any grades received subsequently are posted daily at 6:00 p.m. To pass an examination, you must be awarded at least

Designing Your Studies

grade 4.0. The advance notification of grades is purely informative. An appeal can only be lodged against the notification of grades which will be sent to your correspondence address by mail.

Managing your correspondence address

We send various official documents to your correspondence address, including the notification of grades. It is therefore highly recommendable that you continually update your correspondence address in Compass. For e-mail correspondence the only valid address is your official e-mail address at the University. Your mailbox should therefore be checked regularly and kept up to date.

Access to Examination Papers

After receiving notification of your grades by mail, time windows will be available for access to examination papers. The relevant information is available on the StudentWeb under 'Examinations/Access to examination papers' or directly from your teacher.

Languages

The HSG Language Center offers professional language courses to all students interested in developing their fluency in a particular language. We provide conversation courses for students and, furthermore, maintain an infrastructure of software programs for individual language learning. 'Rosetta Stone' is one of the online programmes offered by the Language Center.

Would you prefer to learn or extend your knowledge of a language on your own? The Multimedia Room at the HSG Language Center (Gatterstrasse 3) provides various self-study materials designed to enhance your language skills. If you have questions concerning language courses in general, the HSG Language Center will provide you with comprehensive information and advice.

As a recognised test centre, the Language Center also offers students the opportunity to sit various international language and aptitude tests: the 'Test of English as a Foreign Language (TOEFL)', the 'Graduate Management Admission Test (GMAT)', the 'Test d'évaluation de français (TEF)', and further tests of the 'Chambre de commerce et d'industrie de région Paris Ile-de-France (CCI)'. Corresponding preparation courses for some of these language and aptitude tests are also available.

⇒ www.sprachenzentrum.unisg.ch

Conversation Courses

Conversation courses are an ideal supplement to conventional language courses: conversations with students whose native tongue is your foreign language help you to further enhance your command of the target language and to overcome language barriers. The small number of participants creates a relaxed atmosphere and offers first-hand insights into various cultures.

Conversation courses are a free service offered by our Language Center. As a rule, you can register for the following courses or apply for the role of course leader: Chinese, German, Swiss German, English, French, Italian, Japanese, Portuguese, Russian and Spanish. Upon your request, we would be pleased to add any additional language or language level to the list.

⇒ konversationskurse@unisg.ch

TOEFL

The 'Test of English as a Foreign Language (TOEFL)' is a standardised language test and an internationally recognised instrument for the appraisal of university students' command of the English language. The HSG Language Center offers tailor-made TOEFL preparation courses and support on our homepage, www.sprachenzentrum.unisg.ch. Please note, however, that you cannot register for TOEFL examinations through the Language Center; registrations must be made via the ETS homepage.

⇒ www.ets.org/toefl

Widely accepted

More than 9,000 universities and other educational institutions in over 130 countries accept or require TOEFL results as evidence of an academically adequate command of the English language. This makes TOEFL the world's most widely accepted English test. A list of all the institutions accepting TOEFL results – the TOEFL Destinations Directory – can be found on the international website.

GMAT

The 'Graduate Management Admission Test (GMAT)' is a standardised, computer-based aptitude test that certifies students' ability to read economic sciences at university level. The GMAT is also significant for admission to studies at the University of St.Gallen. In particular, it is required for executive education (MBA, EMBA) and consecutive Master's programmes such as SIM or MIA. Registrations must be made via the following homepage.

⇒ www.mba.com

Designing Your Studies

TEF

The 'Test d'évaluation de français (TEF)' is also a standardised, computer-based test; it attests students' proficiency in academic and professional French. The Ministry of Education officially recognises the TEF for admission to degree courses at French universities. Please register for this test with Ms Petronela Lucas.

✉ petronela.lucas@unisg.ch

DFP

The 'Diplômes de français professionnel (DFP)' include the 'Diplôme de français des affaires' and the 'Diplôme de français juridique'. Both examinations are official tests of the 'Chambre de commerce et d'industrie de région Paris Ile-de-France (CCI)'. These tests can be sat at various levels of the 'Common European Framework of Reference for Languages (CEFR)' and as a rule are held twice a year. Detailed information can be obtained from the Language Center and Ms Petronela Lucas.

✉ petronela.lucas@unisg.ch

Exchange Opportunities

We offer a variety of options for shaping the course of your studies. These include spending an exchange semester abroad or at another Swiss university. Take advantage of this opportunity to enhance your academic and personal development.

A network
with over
200 partner
universities
worldwide

For many of our graduates, an exchange semester at another university was one of the most formative experiences of their university years. We strive to enable as many students as possible to benefit from an exchange. With the following options open to both Bachelor's and Master's levels, you can choose the option that best suits you:

Questions about an exchange? – Student Mobility

If you have any questions about exchange opportunities, please contact the Student Mobility Office by telephone or e-mail or in person. Consult the wide range of exchange programmes available online, or collect a copy of the exchange brochure from the Student Mobility Office.
Tellstrasse 2, CH-9000 St.Gallen, Tel +41 71 224 23 39, Fax +41 71 224 24 45
exchange@unisg.ch, www.exchange.unisg.ch



- an exchange semester at one of the HSG's more than 200 partner universities (Exchange at a Partner University)
- an exchange semester at a Swiss university (Swiss Mobility)
- a self-organised exchange semester outside the HSG's partner network (Freemover)
- joint certificate or double degree Master programmes

Exchange at a Partner University

We offer Bachelor and Master students the opportunity to spend one exchange semester per degree level at one of our partner universities worldwide. Application for exchange at a partner university takes place once a year. An overview of our partner universities is available on the StudentWeb.

Swiss Mobility

If you prefer to stay in Switzerland, you also have the opportunity for an exchange experience. With Swiss Mobility you can spend a semester at any Swiss university (IHEID Geneva excluded).

Freemover

Students may spend a semester abroad as a Freemover at any university recognised by the HSG and as long as it is not in violation of any partner agreements. Planning a Freemover semester requires both independence and organisational ability, since Freemovers apply directly to the host university and are responsible for fulfilling all the requirements of the host university. During the Freemover semester, students pay a reduced HSG tuition fee, as well as the tuition fees of the host university.

Themis

Themis is a joint certificate programme in international business law for MIL, MLaw and MLE students, offered in collaboration with our Themis partner universities in Europe and Asia. Students complete a semester abroad, an international internship and a 3-day seminar. Upon fulfilment of all three requirements, students will be awarded the programme's joint certificate emphasising their excellent theoretical and practical business law skills.

Double Degree Programmes

In cooperation with several partner universities, we offer students the opportunity to earn both a Master's degree from the HSG and an equivalent degree from a partner university. With over a dozen partnerships, double degrees are available in all Master programmes.

The Double Degree Agreement for Management Education in Europe (DM2) offers students in the MBI, MSC, MBF, MAccFin, SIM, MUG, MiQE/F, and MEcon programmes the option to gain a Master's degree from HEC Paris, ESADE, Rotterdam School of Management or Bocconi. MEcon and MiQE/F students can also apply for a double degree with the SSE (Stockholm). Also available is a double degree exclusively for SIM and MBF students with FGV-EAESP in Sao Paulo. The double degree partnerships with Nanyang Technological University in Singapore and INCAE in Costa Rica are reserved for SIM students. MIA students can choose from among four double degrees in the USA, France, Colombia and South Korea. MIL, MLE and MLaw also offer students the opportunity for a double degree in the USA.

A further opportunity for a double degree is through our flagship programme: CEMS Master's in International Management (CEMS MIM). CEMS is an alliance of 30 of the world's leading business schools and over 70 multinational companies who jointly award the CEMS MIM degree. The programme includes a semester abroad at one of the CEMS partner universities, as well as participation in demanding business projects and skill seminars conducted by the Corporate Partners. After graduation CEMS students become part of a lifelong global network. This programme is generally open to all Master students.
⇒ www.cems.unisg.ch



Roland Berger – a global firm

Roland Berger, founded in 1967, is the only leading global consultancy with German heritage and of European origin. With 2,400 employees working in 36 countries, we have successful operations in all major international markets. Our 50 offices are placed in the key global business hubs. Roland Berger advises major international industry and service companies as well as public institutions. Our services cover the entire range of management consulting from strategic advice to successful implementation. Everyone at Roland Berger is committed to three core values: excellence, entrepreneurship and empathy. These values shape everything we think and do. As a result, we create lasting, measurable value.

Roland Berger in Zurich

The Swiss office – established in 1997 – is located in Zurich city and is an excellent starting point of a promising career. We are looking for people who love to write their own story, who contribute with ideas and want to exploit their entrepreneurial freedoms.



Prepared for the future.

A degree course at the HSG fosters students' specialist and personal development and creates optimal conditions for a successful future.

*"From insight
to impact"* 

Designing Your Studies

Credit transfer

Coursework completed abroad is credited to HSG degree studies wherever possible. Information is provided on the StudentWeb on previous exchange credit transfers so that students can inform themselves when planning their courses.

Costs

Students participating in most exchange programmes will pay only the HSG tuition fees during their exchange semester. Students in the Free-mover programme will pay a reduced HSG tuition fee during their semester abroad as well as the tuition fees of their host university.

Students in all programmes are responsible for their own expenses related to travel, accommodation, course materials, etc.

⇒ www.master-stufe.unisg.ch

⇒ www.exchange.unisg.ch

Funding an Exchange Semester

An exchange semester may result in additional costs based on personal needs. Since we would like to offer all HSG students the opportunity to benefit from an exchange semester, we provide expert information about funding opportunities. Please contact the Student Mobility Office or the Advice Center for Study Funding for assistance.

⇒ www.studyfunding.unisg.ch

⇒ www.exchange.unisg.ch

Coaching and Mentoring

The Coaching Programme of the University of St.Gallen is an optional additional service for students in the Assessment Year. It provides undergraduates with stimuli for personal development, helps them reflect on their personal life situations, and fosters important core competencies that are beyond the scope of degree courses (self-reflection, personal responsibility, social competence and leadership skills). Supervision by experienced coaches as well as a range of selected seminars reinforce individuality, create orientation and stability, and open up space for discussions about values and goals in life and studies.

⇒ www.coaching.unisg.ch

The Mentoring Programme of the University of St.Gallen and HSG Alumni offers you support in your professional and personal development, on the Bachelor, Master and Doctoral levels. Mentors from the worlds of business,



politics, the media, culture or academia accompany you on an individual basis over a period of two years. The exchange of knowledge, views and visions supports you in overcoming current challenges, reflecting on experiences, and obtaining a long-term and professionally orientated outlook.

⇒ www.mentoring.unisg.ch

By its own account, the charitable **MyHandicap** Foundation aims to (re)integrate disabled people into working and social life. Its mission is to improve the circumstances of those whose everyday lives are substantially impaired by a physical disability or a serious chronic illness. Its online platform offers expert advice and information to those concerned and their relatives.

⇒ www.myhandicap.ch

Equal Opportunities

At Equal Opportunities we are committed to equal opportunities for development, regardless of gender, background or age. In a cross-departmental function, we create the University's framework conditions for all its members, including equal opportunities in academic careers, university leadership, and reconciling work and family life. We pay particular attention to gender justice. Our counselling service also includes your personal concerns: we are your confidential contact in cases of violations of personal integrity (discrimination, bullying or sexual harassment).

⇒ www.chancengleichheit.unisg.ch

Studying with Children

In order to support parents in reconciling their studies with family life, you will find six breastfeeding rooms at various locations on campus. These rooms are each equipped with a nursing chair and breastfeeding cushion, a water connection and kettle, cups and nursing tea, and a fridge, as well as nappy changing mats.

The 'Löwenzahn' and 'Triangel' day-care centres are tailored to the needs of students' and University members' children. Both facilities are within walking distance of the University.

The little guests of the 'Löwenzahn' crèche are cared for in mixed-age groups of no more than 12 children each. The crèche is open from Monday to Friday, from 07:30am through to 06:15pm. The Löwenzahn crèche takes children from the age of three months up to and including Kindergarten age. You can enrol your children for a minimum of two half-days (or one full day) per week. Our somewhat larger guests are looked after in a day-care

Designing Your Studies

centre. The school-age day care is open from Monday to Friday from 11:00am to 06:15pm; during the school holidays, other opening hours apply. In the school-age day care we gladly welcome all children from Year 1 up to Year 6.

⇒ www.kinderkrippe-loewenzahn.ch

The 'Triangel' is a QualiKita-certified crèche (www.quali-kita.ch) and offers all-day care for babies, toddlers, and nursery and primary school pupils. In four sub-groups with a small age mix, 44 children aged between three months and Year 6 are looked after; 20 staff are responsible for the children's welfare and create a promising environment for them.

⇒ www.triangel-kita.ch

The HSG supports parents

The 'Familienplattform Ostschweiz' offers information about extra-familial care resources in the region. University members benefit from free care.
⇒ www.familienplattform-ostschweiz.ch

Study Funding

We encourage our students to gain as much practical experience as possible. The University's administration, Institutes, and Schools offer interesting work opportunities.

⇒ www.hsgcareer.ch

⇒ www.unisg.ch > University > Working

Because it is not centrally organised, many students find the Swiss scholarship and loan system confusing. There is a lack of tangible information, especially for non-German speakers. Our Advice Center for Study Funding provides expert advice on existing funding opportunities, as well as information about budget planning and various possibilities of keeping living costs low. Personal consultations are readily available.

The University also has its own student support fund. In principle, all students are entitled to apply for assistance, provided that they have completed two semesters at the HSG. As a result, while applications from first-semester students are reviewed, these are assessed in more detail. The main factor remains the financial need of the student, as anchored in the regulations. The fund pays out scholarships and loans to students in need. Applications must be submitted to our Advice Center for Study Funding.

The application deadlines are 1 March (Spring semester) and 1 October (Autumn semester).

⇒ www.studyfunding.unisg.ch

✉ studienfinanzierung@unisg.ch

Counselling and Pastoral Care

Counselling and Psychological Services

Are you at a low personal ebb? Are you afraid of examinations? Do you have problems in your relationship or simply a small question? All these and many other questions can be addressed in a personal consultation. The HSG Counselling and Psychological Services provide a safe base for discussing personal issues. Student counsellors are familiar with the demands and pressures of full-time studies. Consultations are subject to strict professional discretion. Up to four appointments are free of charge. The team at Counselling and Psychological Services consists of Katharina Woog, Mark Laukamm and Dr. Florian Schulz. These experts also offer you appointments for counselling at short notice. Appointments can be made by e-mail or by telephone.

⇒ www.opsy.unisg.ch



Designing Your Studies

Students with disabilities

We would like to enable all students to pursue their studies successfully on the basis of equal rights. We provide expert support with degree course planning and organisation. Current or prospective students with disabilities can contact Ms Dr. Regula Dietsche.

Phone +41 71 224 31 91

✉ specialneeds@unisg.ch

⇒ www.unisg.ch/en > University > Services > Advice > Advisory services > Special Needs

Pastoral Care

Our Catholic, Jewish, and Protestant ministers provide pastoral care and spiritual guidance to all members of the University community, regardless of their religious denomination. The University Chapel offers a safe haven for pause and reflection. The Chapel is situated in the Aula Building (02) and is open to all University members from Mondays to Fridays from 08:00 a.m. to 06:00 p.m.

Protestant University Chaplaincy, Steinbockstrasse 1, 9010 St.Gallen

Tel. +41 71 744 71 77

⇒ www.treffpunkt-steinbock.ch

Catholic University Chaplaincy, Dufourstr. 87, 9000 St.Gallen

Tel. +41 71 222 95 10

⇒ www.akademikerhaus.ch

Military Liaison Office

The Military Liaison Office advises students at all levels on all matters concerning military, civil defence, or community service. We represent students in relation to the military authorities and the University. While we are part of the official channels for military affairs, we have no decision-making powers. In general, even during your studies, compulsory military service takes priority. To finish your studies without any tensions or difficulties, conflicts need be identified and appropriate measures taken in good time. More information is available on our website or during our office hours (Tuesday, 10:00am-12:00pm and 02:00-04:00pm).

⇒ www.milvrb.unisg.ch

✉ milvrb@unisg.ch

HSG Advisory Services

Degree-course-related services	Student Administration	Administrative questions about regular studies	Assessment: assessment@unisg.ch Bachelor: bachelor@unisg.ch Master: master@unisg.ch	+41 71 224 35 00 +41 71 224 36 00 +41 71 224 37 00
	PhD Office	Administrative questions about PhD studies	phd@unisg.ch	+41 71 224 22 20
	Admissions and Crediting Office	Questions about admissions, accreditation and degree course organisation	admissions@unisg.ch	+41 71 224 39 31
	Student Mobility	The central contact for outgoing and guest students	exchange@unisg.ch	+41 71 224 23 39
	Career & Corporate Services (CSC)	Career advice, application documents review and career entry preparation	csc@unisg.ch	+41 71 224 31 00
Specific support	Advice Center for Study Funding	Advice about budgets, scholarships and loans	studienfinanzierung@unisg.ch	+41 71 224 28 68
	Coaching and Mentoring Programme	Personal and professional support from a coach/mentor	coaching@unisg.ch mentoring@unisg.ch	+41 71 224 75 29 +41 71 224 75 30
	Counselling and Psychological Services	Minor and major life crises, development of new strategies and problem-solving strategies	beratung@unisg.ch	+41 71 224 26 39
	Equal Opportunities Service Center	Questions about equal opportunities e.g. studying with children, bullying, or sexual harassment	chancengleichheit@unisg.ch	+41 71 224 21 53
	Military Liaison Office	Studying and military service	milvrb@unisg.ch	+41 71 224 73 43
	Pastoral Care (Jewish, Protestant and Catholic pastoral care)	Markus Anker (Protestant) Thomas Reschke (Catholic) Hermann Schmelzer (Jewish)	markus.anker@unisg.ch thomas.reschke@unisg.ch	+41 71 744 71 77 +41 71 222 95 10 +41 71 223 59 23
	Special Needs	Studying and working with a disability and/or a long-term illness	specialneeds@unisg.ch	+41 71 224 31 91
	Writing Lab	Professional support for students in their writing processes	schreiben@unisg.ch	+41 71 224 25 62

⇒ www.unisg.ch > Studying > Information > Counselling > Further advisory services



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Staying Connected

Continuing Your Studies

After you have passed the Assessment Year, or if you have already been awarded a recognised Bachelor's degree in a different major, we offer five Bachelor's degree majors and 13 Master's programmes. These degree courses are supplemented by six PhD programmes.

5 Bachelor's,
13 Master's and
6 PhD pro-
grammes

Below is a list of all HSG degree programmes. Expert course advice is available. If you have any questions regarding your major, please contact your academic advisor.

⇒ www.unisg.ch > Studying

Bachelor's programmes	Abbreviation	Programme language	Contact
Business Administration	BBWL	German and English	majorbw@unisg.ch www.bachelor-stufe.unisg.ch
Economics	BVWL	German and English	majorvwl@unisg.ch www.bachelor-stufe.unisg.ch
International Affairs	BIA	German and English	mia@unisg.ch www.bachelor-stufe.unisg.ch
Law	BLaw	German	sabine.greiser@unisg.ch www.bachelor-stufe.unisg.ch
Law and Economics	BLE	German	katrin.krehan@unisg.ch www.bachelor-stufe.unisg.ch

Additional qualifications	Level	Programme language	Contact
Book and Publishing Studies	Bachelor	German	buchwissenschaften@unisg.ch www.lbw.unisg.ch
Business Education	Bachelor/ Master	German	wipaed@unisg.ch www.wipaed.unisg.ch
Business Journalism	Master	German	lwj@unisg.ch www.lwj.unisg.ch



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Gebäude 01, Raum 006 | +41 71 224 30 15 | shop@unisg.ch





EXCHANGE
SEMESTER?

In the HSG Alumni community, you are welcome anywhere in the world and will meet exciting people. Why don't you link up with former HSG students in more than 180 HSG Alumni clubs, for instance at one of the 350 annual events worldwide? You can find out more at hsgalumni.ch, Facebook, YouTube and LinkedIn.

Staying Connected

Master's programmes	Abbreviation	Programme language	Contact
Master in Business Innovation	MBI	German	mbi@unisg.ch www.mbi.unisg.ch
Marketing, Services and Communication Management	MSC	German and English	msc@unisg.ch www.msc.unisg.ch
Accounting and Finance	MAccFin	German	maccfin@unisg.ch www.maccfin.unisg.ch
Banking and Finance	MBF	English	mbf@unisg.ch www.mbf.unisg.ch
Strategy and International Management	SIM	English	sim@unisg.ch www.sim.unisg.ch
Business Management	MUG	German	mug@unisg.ch www.mug.unisg.ch
Management, Organisation Studies and Cultural Theory	MOK	German	mok@unisg.ch www.mok.unisg.ch
Economics	MEcon	German and English	mecon@unisg.ch www.mecon.unisg.ch
Quantitative Economics and Finance	MiQE/F	English	miqef@unisg.ch www.miqef.unisg.ch
International Affairs and Governance	MIA	German and English	mia@unisg.ch www.mia.unisg.ch
International Law	MIL	English	mil@unisg.ch www.mil.unisg.ch
Law	MLaw	German	mLaw@unisg.ch www.mls.unisg.ch
Law and Economics	MLE	German	mle@unisg.ch www.mle.unisg.ch

PhD programmes	Abbreviation	Programme language	Contact
Management	PMA	German and English	pma@unisg.ch www.pma.unisg.ch
Economics and Finance	PEF	English	pef@unisg.ch www.pef.unisg.ch
Finance	PiF	English	pif@unisg.ch www.pif.unisg.ch
International Affairs and Political Economy	DIA	English	dia@unisg.ch www.dia.unisg.ch
Organisation Studies and Cultural Theory	DOK	German and English	dok@unisg.ch www.dok.unisg.ch
Law	DLS	German and English	dls@unisg.ch www.dls.unisg.ch

Staying Connected

Lifelong Learning

The Executive School of the University of St.Gallen offers various certificates, short courses, diplomas, an MBA programme (full-time and part-time) and various Executive MBA programmes. The Executive School's course advisors will be happy to answer any questions about choosing the right course, individual learning objectives, balancing work and part-time study, and lifelong learning programmes at the University of St.Gallen. Together, the advisors and you will identify the best course for you – objectively and without any programme bias.

Executive Education has a long tradition at the University of St.Gallen with more than 6,000 participants annually. The programmes are research-based and provide participants with highly applicable insights. The University of St.Gallen is the highest-ranked University in German-speaking Europe; and it occupies fourth place in the consolidated *Financial Times* European Business School Ranking. Its programmes in further education are offered equally in English and German.

⇒ www.es.unisg.ch

Career & Corporate Services (CSC)

Our aim is to ensure that our students are ideally prepared for the labour market. At Career & Corporate Services (CSC), we offer expert career planning assistance. CSC staff provide various career advice services: application document review, mock interview, developing suitable career perspectives, and useful tips for your further professional career.

Please contact us by telephone to arrange a personal consultation. Also, visit our career platform for job advertisements, career events with companies, and career workshops; its download section contains helpful worksheets, curriculum vitae and motivation letter templates, links, and a great deal more. Just log in with your matriculation number and HSG password.

⇒ www.hsgcareer.ch

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Staying Connected

Recruiting Events

Furthermore, we organise diverse recruiting events and bring you into contact with different fields and companies.

At the HSG TALENTS conference, which takes place each spring, over 100 top companies present themselves during four weeks on campus. In the autumn semester, the emphasis is on field-specific events such as the HSG Banking Days, the HSG Consumer Goods and Retail Days, the HSG Industrial Day, the HSG Insurance Day and the HSG Luxury Day. The 'Long Night of Careers' offers you the possibility to get to know career themes from a rather different perspective and in a relaxed and enjoyable framework.

These events enable interesting insights into diverse fields and companies. Make the most of the chance, form some valuable contacts with company representatives and perhaps you will find your future employer.

HSG Alumni

The University of St.Gallen not only consists of students, teaching faculty and various other staff. The pronoun 'we' covers the entire HSG family, and this also includes our alumni and alumnae. HSG Alumni, the official organisation for former students, has more than 27,000 members. Its aim is to promote networking among former students and to maintain their ties with their alma mater – and thereby to create value for former students and for the University, its students, teachers and Professors in St.Gallen.

Besides around 350 events during the year and other interesting offers, HSG Alumni also provides a wide range of student services. Selectively, student initiatives are offered financial support, or inputs from students get published in *alma*, the HSG Alumni member magazine.

- ⇒ www.hsgalumni.ch
- ⇒ www.facebook.com/HSGAlumni
- ⇒ www.youtube.com/HSGAlumniOfficial

Network with
more than
27,000 members

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We Go Beyond – With You. For You.



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HIRING**

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HSG Foundation

The construction of the Rosenberg Campus, the extension of the University Campus and the founding of the Center for Disability: the generous engagement of alumni and friends has significantly fostered these and other important advances at the University of St.Gallen. The HSG Foundation aims to continue this tradition and to enable strategic developments at the HSG. This support helps us to ensure the positioning of the University of St.Gallen as a leading business university, which sets global standards for research and teaching.

Whether it is the support for an innovative research idea, the funding of talented students with specific scholarships or the funding of infrastructure projects such as the campus building at Tellstrasse 2, the HSG Foundation can help you realise your concept for sustainable funding ideas. We will bring you together with the right people at the University for your funding area and partner with you to help make your vision a reality.

Funding at the HSG means to invest in future of people and their ideas. On behalf of the next generation of HSG students, the HSG Foundation would like to thank you for your support.

⇒ www.unisg.ch/en/universitaet/fuerfoerdererderhsg/hsg+stiftung

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University of St.Gallen (HSG)

Student Welcome Services

Editorial Student Guide

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