

ACADEMIC YEAR 2011/12

INTERNATIONAL EXCHANGE CONTACTS

DR. JUERGEN BRUECKER

ASSOCIATE DEAN INTERNATIONAL RELATIONS
CEMS ACADEMIC DIRECTOR
Phone +41 71 224 29 20 ▪ juergen.bruecker@unisg.ch

DIANA BRUNNER

CEMS PROGRAM MANAGER
Phone +41 71 224 27 58 ▪ cems@unisg.ch

JACQUELINE MEIER-KÜNG

CEMS PROGRAM MANAGER
Phone +41 71 224 31 06 ▪ cems@unisg.ch

SYBILLE CARNIER

PROGRAM MANAGER
FREEMOVER
Phone +41 71 224 31 06 ▪ sybille.camier@unisg.ch

DR. HANS-JOACHIM KNOPF

PROGRAM MANAGER
PHD & FACULTY EXCHANGE
SUMMER STUDY PROGRAMME
Phone: +41 71 224 31 07 ▪ hans-joachim.knopf@unisg.ch

ANTJE STOFFEL

HOUSING MANAGER
Phone +41 71 224 24 95
antje.stoffel@unisg.ch ▪ wohnungsdienst@unisg.ch

NICOLE GSELL

HEAD OF OFFICE INTERNATIONAL EXCHANGE
PROGRAM MANAGER ASIA & OCEANIA
Phone +41 71 224 27 43 ▪ nicole.gsell@unisg.ch

ESTHER STAEHEL (AS OF 01 DECEMBER 2010)

PROGRAM MANAGER NORTH & LATIN AMERICA
Phone +41 71 224 31 50 ▪ exchange@unisg.ch

LAMIS EL FARRA

PROGRAM MANAGER
EUROPE, RUSSIA, MIDDLE EAST & AFRICA
DM2 & FGV-EAESP BRAZIL DOUBLE DEGREES
Phone +41 71 224 23 24 ▪ lamis.elfarra@unisg.ch

HELEN OBRIST

PROGRAM MANAGER
SWISS MOBILITY
SCHOLARSHIPS: MAPOW, ERASMUS & SWISS FEDERAL
TRANSCRIPTS FOR GUEST STUDENTS
Phone +41 71 224 27 59 ▪ helen.obrist@unisg.ch

BEATRICE FREI

HOUSING MANAGER
Phone +41 71 224 27 62
beatrice.frei@unisg.ch ▪ wohnungsdienst@unisg.ch

TELEPHONE ▪ FAX ▪ E-MAIL

Tel: +41 71 224 23 39
Fax: +41 71 224 24 45
Central e-mail: exchange@unisg.ch

UNIVERSITY MAILING ADDRESS

University of St. Gallen
International Exchange
Dufourstrasse 50
CH-9000 St. Gallen
Switzerland

WEB ADDRESSES

International Exchange website ▪ www.exchange.unisg.ch
ISP programme website ▪ www.isp.unisg.ch
CEMS programme website ▪ www.cems.unisg.ch
Summer Study programme website ▪ www.ssp.unisg.ch

DEADLINES

Regular Exchange BACHELOR MASTER CEMS MIM	<p style="text-align: center;">COORDINATOR ONLINE NOMINATION DEADLINES</p> Fall Term 2011 1 February to 15 April 2011 Spring Term 2012 15 May to 15 August 2011
	<p style="text-align: center;">STUDENT ONLINE ENROLLMENT DEADLINES</p> Fall Term 2011 1 February to 15 May 2011 Spring Term 2012 1 September to 1 October 2011
<p style="text-align: center;">ISP International Study Program for INTERNATIONAL MBA STUDENTS (10 week program)</p>	<p style="text-align: center;">COORDINATOR ONLINE NOMINATION DEADLINES</p> ISP Fall Term 2011 1 February to 15 April 2011 ISP Spring Term 2012 15 May to 15 August 2011
	<p style="text-align: center;">STUDENT ONLINE ENROLLMENT DEADLINES</p> ISP Fall Term 2011 1 February to 15 May 2011 ISP Spring Term 2012 1 September to 1 October 2011

NOMINATIONS THROUGH COORDINATORS

Online nominations through coordinators should include the following:

- Last name
- First name
- Date of Birth
- Sex
- E-mail address
- Specify exchange semester: Fall or Spring
- Specify exchange program: Bachelor, Master, CEMS or ISP

REGISTRATION PACKAGE & ENROLLMENT REQUIREMENTS

As soon as coordinators enter a student nomination, an automatic e-mail message will be sent directly to the nominated student containing further instructions about completing the student's online enrollment. Coordinators must also download two PDF documents (Registration Package and Health Insurance form) from the online nomination database and forward these by e-mail to their nominated students. The Registration Package contains documents regarding enrollment, housing and health insurance.

Regular Exchange application	<p><i>By student application deadline</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Online enrolment confirmation form <input type="checkbox"/> Housing application confirmation form(if desired) <p><i>After arrival in St. Gallen</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Registration at Resident's Office <input type="checkbox"/> Proof of valid health insurance (depending on nationality and type of coverage a special confirmation form may be required)
ISP application	<p><i>By student application deadline</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Online enrolment confirmation form <input type="checkbox"/> CV <input type="checkbox"/> Non-native English speakers in the ISP program must provide a copy of a minimum TOEFL test score of 89(itb) or 570(pbt) This requirement is waived for students enrolled in an English-taught MBA/MA at the home university. <input type="checkbox"/> Housing application confirmation form (if desired)

DEGREE PROGRAMS	
Bachelor degrees	<p>Programmes (in German) ▪ www.bachelor-stufe.unisg.ch Business Administration (Betriebswirtschaft) Economics (Volkswirtschaft) International Affairs/Social Sciences (Internationale Beziehungen) Law (Recht) Law & Economics (Recht und Volkswirtschaft)</p>
Master degrees	<p>in English</p> <ul style="list-style-type: none"> Quantitative Economics and Finance ▪ www.miqef.unisg.ch International Affairs and Governance ▪ www.mia.unisg.ch Banking and Finance ▪ www.mbf.unisg.ch Strategy and International Management ▪ www.sim.unisg.ch <p>in German</p> <ul style="list-style-type: none"> Accounting and Finance ▪ www.maccfin.unisg.ch Information, Media and Technology ▪ www.imt.unisg.ch Marketing, Services & Communication Management ▪ www.msc.unisg.ch Economics ▪ www.mecon.unisg.ch Legal Studies ▪ www.mls.unisg.ch Law and Economics ▪ www.mle.unisg.ch
CEMS	<p>The Global Alliance in Management Education - Master in International Management double degree program www.cems.unisg.ch</p>
DM2	<p>Double degree programme at master level between University of St.Gallen and:</p> <ul style="list-style-type: none"> ESADE, Barcelona HEC, Paris RSM Erasmus University, Rotterdam Universita Commerciale Luigi Bocconi, Milano
HSG - FGV-EAESP DDP	<p>Double degree programme at master level between University of St.Gallen and:</p> <ul style="list-style-type: none"> FGV-EAESP, Sao Paulo
OTHER PROGRAMMES	
ISP programme	<p>Programme for International M B A students (10-week program in English) Core courses (required of all students): Leadership in European Companies Strategic Management: Team Building: Leadership and Team Competencies European Corporate Governance European Cultural History Elective courses (at least three are required): International Entrepreneurship European Business Law Europe's Business Environment: Rules, Reform and Restructuring Global Managerial Communication Optional course German Language</p>
LANGUAGE OF INSTRUCTION	
	<p>Main language: German, many courses in English (course availability will vary) ISP programme taught entirely in English.</p>
LANGUAGE REQUIREMENTS	
German	<p>Although the University of St. Gallen does not require exchange students to have knowledge of the German language, we strongly encourage students to have some basic skills in the language.</p>
English	<p>TOEFL requirement: Non-native English speakers in the ISP programme must have minimum TOEFL score of 89(itb) or 570(pbt). This requirement is waived for students enrolled in an English-taught MBA/MA at the home university.</p>

LANGUAGE COURSES

All incoming exchange students have the option to participate in an intensive German course before the start of the semester and may continue the course during the term.

Other language courses include: Arabic, Chinese, English, French, Italian, Japanese, Spanish, Russian

COURSES: AVAILABILITY & DESCRIPTIONS

Bachelor & Master : Course descriptions available at www.exchange.unisg.ch
→ Guest exchange stay at the HSGs → Courses and Academic issues approximately one month before beginning of term

Courses in English in Business, Economics, Leadership, Social Sciences, and Law.

Courses not open to guest students

- Assessment year courses (exception: language courses, if space permits)
- CEMS courses (are open to CEMS guest students only)
- Doctoral level courses
- Wirtschaftspädagogik = teacher education courses
- Wirtschaftsjournalismus = economic journalism courses
- Buchwissenschaften = book and publishing studies courses
- MBA courses

Bachelor students are recommended to attend courses that correspond to their level of study at their home university. Master courses may be attended if necessary and if prerequisites are met. Bachelor students should confirm with their home university if Master courses are recognized for credit transfer towards the home degree. **Master in Strategy and International Management (SIM) courses are not open to Bachelor students.**

ISP course descriptions → www.isp.unisg.ch

CEMS MIM – course programme & descriptions available at www.cems.org

COURSE REGISTRATION

Course registration takes place through an online bidding procedure approximately three weeks before the semester begins. Guest students will be notified about the exact process well in advance.

ACADEMIC & WORK EXPERIENCE REQUIREMENTS

Regular exchange: students are permitted to enrol in courses based on their current level of studies at their home university (Bachelor or Master). Undergraduate students may enrol in a higher course level if prerequisites are met and should confirm with their home university if Master courses are recognized for credit transfer towards the home degree.

ISP students must be enrolled in the MBA program at their home university and have significant work experience.

RECOMMENDED WORKLOAD

A minimum workload of 16 ECTS is recommended, however, students should follow the minimum requirements of their home university.
At HSG 1 ECTS equals 30 hours of course work (in and out of class)
Courses take place throughout the entire semester (13 weeks) and/or in block seminars.

LEARNING EXPECTATIONS

Seminars, lectures, self-study. Students are expected to attend all lectures, to complete all course-related assignments and to sit exams in order to receive a course grade.

Classes range in size from 20 to 300 students. CEMS core courses have maximum 30 students, ISP classes have fewer than 30 students.

EXAMINATIONS

Schedule: Examinations take place for exchange students during the last weeks of the semester. Exchange students will arrange dates with their instructors at the beginning of their course.

Format: Exams may be oral and/or written.

GRADING

ST. GALLEN GRADES

<u>6</u>	<u>5.5</u>	<u>5</u>	<u>4.5</u>	<u>4</u>	<u><4</u>
EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	UNSATISFACTORY > FAIL
A	B	C	D	E	F
ECTS Grades					

TRANSCRIPTS

Coordinators will automatically receive an official transcript for each student from the International Exchange 6-8 weeks after the end of the term.

LIVING EXPENSES

Housing

No on-campus housing available.

Housing office locates housing for exchange students if requested and for a fee.

- Non-refundable processing fee: CHF 250.– (required)
- Housing price per room: from CHF 550.– to 750.– or higher depending on individual requirements
- Security deposit: CHF 350.– refunded upon departure, less fees for damages and/or cleaning
- Liability insurance: approx. CHF 30.–
- Gas/Electricity: approx CHF 30.– (when not included in rent)

Students may arrange housing on their own by using the online housing market. See information on the International Exchange [housing website](#)

Board

No meal plan. On-campus cafeteria offers hot meals M-F over lunch. Salad bar, sandwiches, snacks (meal prices range from CHF 7.– to 14.–).

Students should budget between CHF 500 – 600 for food per month.

Academic Expenses

Books, course materials: approx. CHF 400 per semester.

Other Expenses

Transportation

Bus: monthly pass CHF 63.-; card w/ 12 single rides CHF 22.–

Train: "Halb-Tax Abonnement" CHF 150.– valid one year – half price on all train fares (possible reduced fares for: ferries, trams, mountain gondolas, ski lifts, etc.) within Switzerland

Health insurance

Exchange students must have health insurance. They must either have proof of insurance coverage from provider in home country or they must purchase health insurance in Switzerland (costs vary from CHF 160.- to 280.-/month). Acceptable proof will vary according to nationality.

Visa & Resident permit fees

Students are responsible for any visa and/or permit-related documents (fees vary: ~CHF 66.- to 220.-)

FACILITIES

- Library: (460,000 volumes) ▪ www.biblio.unisg.ch
- Computer services: Approximately 1500 networked PCs (incl. 60 Macs) Approximately 225 PCs available to students. Access on campus via a public net. A wireless LAN is available. Off campus the university provides a Remote Access Service. ▪ www.infob.unisg.ch or www.tutor.ch
- Student Union ▪ www.myunisg.ch
- Sports on- & off-campus: weight & workout rooms, gym, tennis, beach volleyball, football field ▪ www.sport.unisg.ch
- Other off-campus facilities nearby for skiing, sailing, climbing, etc. ▪ www.myswitzerland.ch

STUDENT SERVICES

35 clubs: BuddySystem, Student Union, cultural & sport activities, etc.

CAREER SERVICES & INTERNSHIPS

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

Information can be found at the Career Services Center ▪ www.csc.unisg.ch
Recruitment fair ▪ www.hsgtalents.unisg.ch

EXCHANGE COORDINATOR SERVICES

The International Exchange handles all administrative tasks related to exchange students and also offers assistance and guidance to incoming students.

UNIVERSITY E-MAIL

Each student will receive an e-mail address & access to Lotus Notes after their arrival in St. Gallen

VISA & RESIDENCE PERMIT

Regular exchange

Students on regular exchange must have a student visa to enter Switzerland. They will also be required to obtain a residence permit once they arrive in St. Gallen. The exchange office assists students in initiating the visa/permit process. Students are responsible for all related fees.

ISP students

ISP students may enter and reside for up to 90 days in Switzerland on a tourist basis provided they do not come from a visa-compulsory country. The exchange office does not assist ISP students with tourist visas, however, will provide students with an acceptance letter. ISP students from visa-compulsory countries will have to arrange for a Schengen visa.

ARRIVAL DATE

Students may arrive up to one week prior to the orientation programme. No weekend arrivals for students arranging housing through Housing Office.

OPTIONAL LANGUAGE PROGRAMME

The International Exchange organizes an optional in a 7-day German language programme prior to the start of each semester. All guest students with beginning, intermediate, and advanced levels of German are welcome to attend the programme free of charge.

MANDATORY ORIENTATION PROGRAMME

A 2-day Orientation Programme takes place prior to each semester.

All students are required to attend. The Programme includes orientation and social activities.

TERM CALENDAR 2011/12**FALL SEMESTER**

5 September–18 November 2011	ISP Fall 2011
7–16 September 2011	Optional language program (for fall semester guest students)
15–16 September 2011	Mandatory orientation program for fall semester guest students
19 September–24 December 2011	Fall semester 2011
Begins approximately 2 ½ weeks before 19 Sept. 2011	Course registration (bidding)
October 2011, tbd	Study Abroad Fair: exchange students present home schools to HSG students
31 Oct–12 November 2011	Break fall semester 2011 (block seminars)
1 November 2011	All Saints' Day (university closed)
7–18 November 2011	Registration for exams in regular exam period (January/February)

SPRING SEMESTER

9 January–16 March 2012	ISP Spring 2012
8–17 February 2012	Optional language program (all spring semester guest students)
16–17 February 2012	Mandatory orientation program for spring semester guest students
20 February–27 May 2012	Spring semester 2012
Begins approximately 2 ½ weeks before 20. February 2012	Course registration (bidding)
May 2012, tbd	Study Abroad Fair: exchange students present home schools to HSG students
2–14 April 2012	Break spring semester 2012 (block seminars)
12–23 April 2012	Registration for exams in regular exam period (June/July)
06 April 2012	Good Friday (university closed)
09 April 2012	Easter Monday (university closed)
17 May 2012	Ascension (university closed)