

## Course and examination fact sheet for guest students - Autumn semester 2022

<b>Required workload per semester</b>	<ul style="list-style-type: none"> <li>• <b>Minimum: 16 ECTS / Maximum: 40 ECTS</b></li> <li>• <b>THEMIS</b> and <b>CEMS MIM</b>: Minimum of <b>24 ECTS</b> (incl. skill seminars)</li> <li>• <b>Average at HSG</b>: 24-30 ECTS; 1 ECTS = ~30 working hours</li> <li>• No extra credits for additional work (i.e., term papers, presentations, etc.); No partial credits</li> <li>• Follow your home university's guidelines for the required semester workload if you need more than 16 ECTS (THEMIS/CEMS: 24 ECTS).</li> </ul>
<b>Course registration (bidding) &amp; course system</b>	<ul style="list-style-type: none"> <li>• <b>Bidding</b> = course registration <b>on</b> our online platform <b>Compass</b></li> <li>• Bidding starts two weeks before the semester begins (see Bidding timetable in <a href="#">StudentWeb</a>).</li> <li>• CEMS students see information for CEMS further down</li> </ul>
<b>Detailed information</b>	<p>"<b>Bidding fact sheet guest students</b>" or "<b>CEMS bidding fact sheet</b>" on our <a href="#">website – section "Course information, registration and workload"</a></p> <p>Most courses are open for guest students --&gt; see "Course numbering" further down.</p> <p>We highly recommend you choose courses of your current study level.</p>
<b>Important</b>	<ul style="list-style-type: none"> <li>• <b>Students are responsible</b> for limiting their assigned courses to a <b>maximum of 40 ECTS</b></li> <li>• If you bid more than 40 ECTS, <b>courses will be removed irrevocably</b> to a minimum of 16 ECTS.</li> <li>• Removed courses cannot be attended nor completed.</li> <li>• If you need more than 40 ECTS, contact <a href="mailto:exchange@unisg.ch">exchange@unisg.ch</a> no later than by the end of the last bidding main round.</li> </ul>
<b>Course numbering</b>	
<b>Course information</b>	<p>See website – <a href="#">Courses in English Autumn semester</a> - Choose: BA or MA</p> <p>Note: If a language examination was taken in a previous semester, only courses and exams of a higher level of that language may be taken afterwards.</p>
<b>Assessment courses</b> 1,000 – 1,999	<b>Not open for guest students except for language courses.</b>
<b>Bachelor courses</b> 3,000 – 3,999 & 5,000 – 5,999	<b>All courses are open</b> for guest students.
<b>Master courses</b> 7,000 – 7,999 & 9,000 – 9,999 & 11,000 – 11,999	<b>All courses are open for MA guest students.</b> BA students may attend MA courses if necessary and if prerequisites are <u>fully</u> met.
<b>Courses not open</b> to bachelor guest students	<ul style="list-style-type: none"> <li>• Core courses of all Master programmes</li> <li>• SIM courses</li> </ul>
<b>Courses not open</b> to any guest students	<ul style="list-style-type: none"> <li>• Capstone Project Courses of the Bachelor in Business Administration</li> <li>• CEMS courses (only for CEMS guest students)</li> <li>• Business journalism courses</li> <li>• Business teacher education courses</li> <li>• MBA programmes</li> </ul>
<b>CEMS students</b>	(CEMS MIM = Joint Master Degree)
<b>CEMS core course</b>	You are automatically registered by the CEMS Programme Manager for the mandatory CEMS core course.
<b>CEMS exclusive course</b>	You need to bid for these courses in <b>the CEMS section</b> in the bidding.
<b>CEMS elective courses</b> (courses for CEMS curriculum from HSG Master curriculum)	Certain courses from the regular HSG curriculum fulfil the CEMS elective courses requirements. Therefore, you can bid for the elective courses in the <b>Master section</b> .
	In order to have CEMS elective courses (including grades) transferred to the CEMS curriculum on <a href="https://www.unisg.ch/en/cems">cems.org</a> CEMS students must inform the CEMS Programme Manager at <a href="mailto:cems@unisg.ch">cems@unisg.ch</a> about their choice. (CEMS core and exclusive courses are automatically listed.) Current and previous CEMS curricula are available at on <a href="https://www.unisg.ch/en/cems">cems.org</a> CEMS Community > Academic Members > School list > 'University of St.Gallen' > Programme Offer.
<b>General information</b>	
<b>Lecture start</b>	Lecture is scheduled at 10:00 but the official start is at 10:15
<b>Punctuality</b>	Always be on time. It is neither common nor well-seen to arrive late in Switzerland.
<b>Deadlines</b>	<b>Deadlines</b> have to be met! There are no exceptions for handing in papers etc. late. For examination, papers, and presentation deadlines: Please <b>check</b> the course information sheets on <a href="#">courses</a> .
<b>Contact professors</b>	Lecturers send emails to your account: <a href="mailto:firstname.lastname@student.unisg.ch">firstname.lastname@student.unisg.ch</a>

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### Examinations

#### Decentral exams & decentral guest exams

- All guest students are automatically registered for decentral examinations which take place during or by the end of the lecture period (before 24 December 2022).
  - Approach the lecturer **during the first class** to find a date for the decentral exam
  - **Do not sign up for courses that coincide** to avoid having several exams at the same time!

#### Central exams (including Mid-Terms) & alternative decentral exams

- If you plan to take central exams instead (16 January – 11 February 2023), please note:
  - **Check the examination schedule** (available in [StudentWeb](#)) **before you bid for courses**. **Central exam dates may overlap** although the courses don't.
  - Enrolling for central examinations is binding and **cannot be modified**.
  - **No individual examination and no alternative date** is possible.

With courses allocation via bidding, students are **automatically registered** for the decentral examination.

If the examination is specified as central in the course information sheet --> [Courses in English Autumn semester](#), guest students are automatically registered for the decentral guest examination taking place within the lecture period). Exception regarding Mid-Term examination: all guest students are automatically registered for the **central Mid-Term examination** which takes place during the lecture period.

#### Please note:

If you sit an examination for which you are not officially registered for on Compass, such examination will be deemed invalid. The notification of grades and Academic Record will include only the results of the examinations for which you were officially registered. Further information is available in the [Decreases of the University of St.Gallen](#). Administrative fees may apply if the instructions for deregistering from examinations are not followed.

### Autumn semester 2022 19/09/ - 24/12/2022

Examination Type	Examination Date/Period	Examination Registration	Examination Deregistration Period	
			Free of charge	Fee-based
Mid-Term	18 – 19 November 2022	Students are <b>automatically registered</b> with course allocation via bidding. Alternative examination dates are <b>not</b> possible.	7-14 November in Compass. See instructions <a href="#">here</a> .	15.11 until the start of the examination for CHF 50. See instructions <a href="#">here</a> .
Decentral	<b>September-December</b> During the last weeks of the <b>lecture period</b> but may also take place earlier.	Students are <b>automatically registered</b> with course allocation via bidding. Students must schedule the examination date directly with the lecturer.	Until the start of the exam in Compass. See instructions <a href="#">here</a> .	Not applicable.
Central	<b>January-February (after the lecture period)</b> Instead of central examinations, guest students are entitled to take decentral guest examinations which take place during the lecture period. You must schedule the examination date directly with the lecturer.	All guest students are automatically registered for the decentral guest examination which takes place <b>during the lecture period</b> . Examination dates must be scheduled directly with the lecturer.	Until the start of the exam in Compass. See instructions <a href="#">here</a> .	Not applicable.
		Only if you prefer to take central examinations after the lecture period, you must deregister from the decentral guest student examination on Compass (which is irrevocable) and register for the central examination in Compass between 7 – 30 November 2022 (midnight CET)	Until 30 November in Compass. See instructions <a href="#">here</a> .	Until the start of the examination for CHF 50. See instructions <a href="#">here</a> .

#### Special needs

Students with a disability or condition and/or chronic illness can request compensation for disadvantages. **Deadlines:** Decentral and central examinations: Friday, CW 46. For detailed information and application form see [StudentWeb](#).

#### Course deregistration

You can drop courses you bid for **until Friday, 28 October 2022, 23:59 midnight CET**. **Once courses are dropped, they are irrevocably deleted and cannot be added to your bidding again.**

#### Examination deregistration

Examination deregistration is possible ([details here](#)) but students must still meet the minimum requirement of 16 ECTS semester workload after course withdrawal (24 ECTS CEMS MIM and THEMIS).

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### Absence due to illness or accident during examination time

#### Procedure regarding decentral examinations

- Email your lecturer responsible for the examination before the exam begins.
- Submit a written proof (medical certificate, etc.) via [Compass](#).
- Contact the lecturer to schedule an alternative examination date as soon as possible.
- The alternative examination must take place until 30 January.

#### Procedure regarding central examinations

- Submit application and written proof via [Compass](#) before the examination begins.
- Alternative examination possible only possible if matriculated at HSG in the following semester.

### Non-appearance

**Non-appearance without prior deregistration (central, decentral, Mid-Term examinations) result in a grade 1.0!**

### Failed examination

- No re-takes available at HSG.
- Failing grades may not be improved through additional assignments.
- Failed courses will appear on the transcript/ Academic Record (but without ECTS credits).

### Plagiarism

The theft of intellectual property is a serious offence. Such an offence can have drastic consequences for your studies and professional life. The University of St.Gallen instructs its students in academic work and sanctions any instances of plagiarism. For detailed information and fact sheet see [StudentWeb](#).

### Guest students enrolled for two consecutive semesters

Guest students enrolled for **two consecutive semesters** at the University of St.Gallen must take the official examination as indicated in the course information sheet during the first semester. If the course information sheet indicates central examination, a decentral guest examination is only possible if the lecturer agrees. If the lecturer does not agree, **you must deregister from the decentral guest examination and register for the central examination via Compass by 30 November 2022.**

### Applying for HSG degree studies

If you would like to begin a degree at HSG after you have returned to your home university have finished your course of study there, please note that examinations may only be considered for transfer towards your studies at the HSG if they were taken in the format as indicated in the course information sheet.

### Grade reporting – digital notification of grades and transcript/Academic Record

- About six weeks after the end of the exchange term, **grades** will be published in **Compass**. You will be notified by email to your [firstname.lastname@student.unisg.ch](mailto:firstname.lastname@student.unisg.ch)-email account each time grades are published. Check your unisg-inbox and Compass, also after your departure. The notifications of grades published in Compass are binding.
- Grades may be appealed. **Deadline for appeals:** 14 days after the publication of grades in Compass.
- The **final transcript / Academic Record** will be published in Compass once all grades for all courses are submitted (provided that no appeal has been made); partial transcripts are not issued. **The document is verifiable – please send it to your home university coordinator. You will be informed via email once the Academic Records are published.**
- Digital notification and academic record include only the courses for which the examination was taken. Course title, course number, HSG grade, and ECTS credits are stated. Credits are given only when the examination is successfully passed. A failed course does not receive any credits, but it will appear on the transcript with the failing grade. It is not possible to have a course listed as "attended" or "passed".

### HSG grading scale

Examination results shall be awarded grades in quarter-grade steps between 1.00 and 6.00, with 6.00 being the highest grade and 1.00 being the lowest grade. The half-grade steps shall have the following meaning:

- 6.0 = excellent
- 5.5 = very good
- 5.0 = good
- 4.5 = satisfactory
- 4.0 = marginal
- 3.5 = unsatisfactory
- 3.0 = poor
- 2.5 = poor to very poor
- 2.0 = very poor
- 1.5 = very poor to useless
- 1.0 = useless

### Questions?

Should you have any questions regarding examinations for guest students, grading systems, notification of grades or transcripts/ academic records, please contact the colleagues by [questranscripts@unisg.ch](mailto:questranscripts@unisg.ch).