

## Course and examination fact sheet for guest students - Spring semester 2019

### 1. ECTS credit and workload policy

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

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

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

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

### 2. Bidding and course system

#### Bidding

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

As mentioned above, the maximum workload policy at HSG is 40 ECTS per semester. Students are responsible for limiting their bidding to this number. Substantially justified requests for a larger contingent must be submitted electronically to Student Mobility by the end of the last main round at the latest. In case no approved request is submitted and bidding has not been correspondingly adjusted by the student by seven days after the last waiting list round has ended, allocated courses will be irrevocably removed from the course list in the order of the last allocated courses until the minimum workload of 16 ECTS is reached. Courses that have been removed cannot be completed.

Course system			
Autumn semester	Spring semester		
Course number	Course number	Level	Remarks
1,000 – 1,999	2,000 – 2,999	Assessment	First year of Bachelor education - Not open to guest students - Except language courses which are open to guest students
3,000 – 3,999 5,000 – 5,999	4,000 – 4,999 6,000 – 6,999	Bachelor	Bachelor courses open to all guest students - Business teacher education courses not open to guest students
7,000 – 7,999 9,000 – 9,999	8,000 – 8,999	Master	Master courses open to all Master guest students - Master courses open to Bachelor guest students in exceptional cases only - CEMS courses open only to CEMS students - SIM courses not open to Bachelor guest students - Business journalism courses not open to guest students - Business teacher education courses not open to guest students - MBA programmes not open to guest students
10,000 – 10,999	10,000 – 10,999	Ph.D.	Not open to guest students

#### Course descriptions and course schedule

- Course descriptions are available on our [website](#) in the section "Course information, registration and workload".
- Be on time to class - course description indicates :00 but class will start at :15.
- Avoid registering for courses that clash since classes taking place at the same time often have the same examination schedule.
- If presentations are required, complete these as early as possible and not at the end of the semester during examination time.
- Instructors expect students to read their HSG student mail (firstname.lastname@student.unisg.ch) and keep to deadlines.
- Contact your instructors/ their assistants with any questions especially regarding learning expectations. Also ask your Buddy!
- Assessment criteria (examination, papers, and presentations) are stated in course descriptions.

### Dropping classes

The last day to drop classes in Compass is the day before the start of the registration period for the central examinations. Students need to inform the lecturer about their withdrawal.

## **3. CEMS students**

### **CEMS core course**

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

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

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

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

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

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

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

## **4. Examinations**

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

At HSG there are two different types of examination period. Decentral examinations mostly take place in the last weeks of the lecture period but can also take place in the first weeks of the lecture period. Central examinations take place after the end of the lecture period.

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

### **4.1 Examination registration**

#### **Decentral examination:**

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

#### **Central examination:**

→ Examination registration via Compass. Further **instructions** will follow before the central examination registration period.

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

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

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

Keep in mind the deadlines and/or other specific examination registration requirements for each class. If instructed by the lecturer to register for a "decentral" examination, case study, etc. on StudyNet, you must do so.

#### **Plagiarism**

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

### Examination adjustments due to disabilities or chronic illnesses

Students who require special examination conditions owing to disability and/or chronic illness have to apply for them through the [StudentWeb](#) in due time. (Bachelor or Master · Examinations/Achievements · Examinations · Compensation for disadvantages). To provide evidence of the necessity of the adjustments, they have to upload either a confirmation of the approved examination adjustments signed by the home university or a document such as a medical certificate or a neuropsychological assessment in the StudentWeb. For detailed information, please see the fact sheet on the StudentWeb-site.

**Deadlines:** Decentral examinations = at least four weeks before the examination; central examinations = before the expiry of the registration period.

### Failed examination

Failed examination may not be re-taken nor failing grades improved through additional assignments. Failed courses will appear on the transcript.

### Applying for a HSG degree studies

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

## 4.2 Absence due to illness or accident at examinations

### Procedure concerning decentral examinations

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

### Procedure concerning central examinations

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

## 5. Grade reporting - HSG transcript

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

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

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