



ACADEMIC YEAR 2010/11

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WEB ADDRESSES

International Exchange website ▪ www.exchange.unisg.ch
ISP program website ▪ www.isp.unisg.ch
CEMS program website ▪ www.cems.unisg.ch

DEADLINES

Regular Exchange BACHELOR MASTER CEMS MIM	COORDINATOR ONLINE NOMINATION DEADLINES Fall Term 2010 1 February to 15 April 2010 Spring Term 2011 15 May to 15 August 2010
	STUDENT ONLINE ENROLLMENT DEADLINES Fall Term 2010 1 February to 15 May 2010 Spring Term 2011 1 September to 1 October 2010
ISP International Study Program for INTERNATIONAL MBA STUDENTS (10 week program)	COORDINATOR ONLINE NOMINATION DEADLINES ISP Fall Term 2010 1 February to 15 April 2010 ISP Spring Term 2011 15 May to 15 August 2010
	STUDENT ONLINE ENROLLMENT DEADLINES ISP Fall Term 2010 1 February to 15 May 2010 ISP Spring Term 2011 1 September to 1 October 2010

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	By <i>student application deadline</i> <input type="checkbox"/> Online enrollment confirmation form <input type="checkbox"/> Housing Application (if desired) After arrival in St. Gallen <input type="checkbox"/> Registration at Resident's Registration 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	By <i>student application deadline</i> <input type="checkbox"/> Online enrollment 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 (if desired)

DEGREE PROGRAMS	
Bachelor degrees	<p>Programs (in German) ▪ www.bachelor-stufe.unisg.ch</p> <p>Business Administration (Betriebswirtschaft)</p> <p>Economics (Volkswirtschaft)</p> <p>International Affairs/Social Sciences (Internationale Beziehungen)</p> <p>Law (Recht)</p> <p>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</p> <p>www.cems.unisg.ch</p>
DM2	<p>Double degree program 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 program at master level between University of St.Gallen and:</p> <ul style="list-style-type: none"> FGV-EAESP, Sao Paulo
OTHER PROGRAMS	
ISP program	<p>Program for International M B A students (10-week program in English)</p> <p>Core courses (required of all students):</p> <p>Leadership in European Companies</p> <p>Strategic Management:</p> <p>Team Building: Leadership and Team Competencies</p> <p>European Corporate Governance</p> <p>European Cultural History</p> <p>Elective courses (at least three are required):</p> <p>International Entrepreneurship</p> <p>European Business Law</p> <p>Europe's Business Environment: Rules, Reform and Restructuring</p> <p>Global Managerial Communication</p> <p>Optional course</p> <p>German Language</p>
LANGUAGE OF INSTRUCTION	
	<p>Main language: German, many courses in English (course availability will vary)</p> <p>ISP program 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 program 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
→ Incomings → Courses and Academics approximately one month before beginning of term

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

Bachelor students: courses available only from Bachelor level; Master level courses in exceptional cases with permission from instructor. **CEMS and SIM courses are not open to Bachelor students.**

ISP course descriptions → www.isp.unisg.ch

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

COURSE REGISTRATION

Course registration takes place *after* arrival in St. Gallen
Students will have two weeks to attend classes before selecting their program.

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 with permission of the instructor.

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. (1 ECTS = 30 hours of course work)

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. 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

6	5.5	5	4.5	4	<4
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	<p>No on-campus housing available. Housing office locates housing for exchange students if requested and for a fee.</p> <ul style="list-style-type: none"> • 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) <p>Students may arrange housing on their own by using the online housing market on the student union website (www.myunisg.ch) or on the city of St. Gallen's website (www.stadt-st-gallen.ch).</p>
Board	<p>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.</p>
Academic Expenses	<p>Books, course materials: approx. CHF 400 per semester.</p>
Other Expenses	
Transportation	<p><i>Bus</i>: monthly pass CHF 63.-; card w/ 12 single rides CHF 22.– <i>Train</i>: "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</p>
Health insurance	<p>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.</p>
Visa & Resident permit fees	<p>Students are responsible for any visa and/or permit-related documents (fees vary: ~CHF 66.- to 220.-)</p>
FACILITIES	
	<ul style="list-style-type: none"> • Library: (410,000 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	
	<p>35 clubs: BuddySystem, Student Union, cultural & sport activities, etc.</p>
CAREER SERVICES & INTERNSHIPS	
	<p>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</p>
EXCHANGE COORDINATOR SERVICES	
	<p>The International Exchange handles all administrative tasks related to exchange students and also offers assistance and guidance to incoming students.</p>
UNIVERSITY E-MAIL	
	<p>Each student will receive an e-mail address & access to Lotus Notes after their arrival in St. Gallen</p>

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 program. No weekend arrivals for students arranging housing through Housing Office.

OPTIONAL LANGUAGE PROGRAM

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

MANDATORY ORIENTATION PROGRAM

A 2-day Orientation Program takes place prior to each semester. **All students** are required to attend. Program includes orientation and social activities

TERM CALENDAR 2010/11

FALL SEMESTER

8 September–19 November 2010	ISP Fall 2010
8–17 September 2010	Optional language program (for fall semester guest students)
16–17 September 2010	Mandatory orientation program for fall semester guest students
20 September–23 December 2010	Fall semester 2010
20 September–1 October 2010	Course registration
20–30 September 2010	Application ERASMUS scholarship (applies only to eligible students)
4 October 2010	Study Abroad Fair: exchange students present home schools to HSG students
1–13 November 2010	Break fall semester 2010 (block seminars)
8–19 November 2010	Registration for exams in regular exam period (January/February)

SPRING SEMESTER

10 January–18 March 2011	ISP Spring 2011
9–18 February 2011	Optional language program (all spring semester guest students)
17–18 February 2011	Mandatory orientation program for spring semester guest students
21 February–28 May 2011	Spring semester 2011
21 February–4 March 2011	Course registration
21 February–3 March 2011	Application ERASMUS scholarship (applies only to eligible students)
2 May 2011	Study Abroad Fair: exchange students present home schools to HSG students
4–16 April 2011	Break spring semester 2011 (block seminars)
11–22 April 2011	Registration for exams in regular exam period (June/July)
22 April 2011	Good Friday (university closed)
25 April 2011	Easter Monday (university closed)
2 June 2011	Ascension (university closed)
13 June 2011	Pentecost (university closed)