# International Exchange Contacts

**Dr. Jürgen Brücker**  
Associate Dean International Relations  
CEMS Academic Director  
Phone +41 71 224 29 20 • juergen.bruecker@unisg.ch

**Nicole Gsell**  
Head of Office International Exchange  
Program Manager Asia & Oceania  
Phone +41 71 224 27 43 • nicole.gsell@unisg.ch

**Diana Brunner**  
CEMS Program Manager • cems@unisg.ch  
Freemover Program Manager • diana.brunner@unisg.ch  
Phone +41 71 224 27 58

**Ursula Cole**  
Program Manager North & Latin America  
DM2 and FGV-EAESP Brazil Double Degrees  
Phone +41 71 224 31 50 • ursula.cole@unisg.ch

**Jacqueline Meier-Küng**  
CEMS Program Manager  
Phone +41 71 224 31 06 • cems@unisg.ch

**Lamis El Farra**  
Program Manager  
Europe, Russia, Middle East & Africa  
Phone +41 71 224 23 24 • lamis elfarra@unisg.ch

**Helene Obrist**  
Program Manager  
Swiss Mobility • MAPOW, ERASMUS & Swiss Federal Scholarships • Guest Student Transcripts  
Phone +41 71 224 27 59 • helen.obrist@unisg.ch

**Dr. Hans-Joachim Knopf**  
Program Manager  
PhD & Faculty Exchange  
Phone: +41 71 224 31 07 • hans-joachim.knopf@unisg.ch

**Beatrice Frei**  
Housing Manager  
Phone +41 71 224 27 62  
beatrice.frei@unisg.ch • wohnungsdienst@unisg.ch

**Antje Stoffel**  
Housing Manager  
Phone +41 71 224 24 95  
antje.stoffel@unisg.ch • wohnungsdienst@unisg.ch

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**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 program website • www.isp.unisg.ch  
CEMS program website • www.cems.unisg.ch
# Deadlines

## Regular Exchange

**Bachelor**

<table>
<thead>
<tr>
<th>Term</th>
<th>Online Nomination Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2010</td>
<td>1 February to 15 April 2010</td>
</tr>
<tr>
<td>Spring 2011</td>
<td>15 May to 15 August 2010</td>
</tr>
</tbody>
</table>

**Master**

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<th>Term</th>
<th>Online Nomination Deadline</th>
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<tr>
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**CEMS MIM**

<table>
<thead>
<tr>
<th>Term</th>
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<tbody>
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<td>1 February to 15 April 2010</td>
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<tr>
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</tbody>
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## Student Online Enrollment Deadlines

<table>
<thead>
<tr>
<th>Term</th>
<th>Online Enrollment Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2010</td>
<td>1 February to 15 May 2010</td>
</tr>
<tr>
<td>Spring 2011</td>
<td>1 September to 1 October 2010</td>
</tr>
</tbody>
</table>

## ISP

**International Study Program for International MBA Students**

(10 week program)

<table>
<thead>
<tr>
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</tr>
</tbody>
</table>

## 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 student application deadline**

- Online enrollment confirmation form
- Housing Application (if desired)

**After arrival in St. Gallen**

- Registration at Resident's Registration Office
- Proof of valid health insurance (depending on nationality and type of coverage a special confirmation form may be required)

### ISP Application

**By student application deadline**

- Online enrollment confirmation form
- CV
- Non-native English speakers entering the ISP program must provide a copy of a minimum TOEFL test score of 230+
- Housing Application (if desired)
### DEGREE PROGRAMS

**Bachelor degrees**
- Programs (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)

**Bachelor degrees**
- in English
  - 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

**Master degrees**
- in German
  - 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

**DM2**
- Double degree program at Master level between University of St.Gallen and:
  - ESADE, Barcelona
  - HEC, Paris
  - RSM Erasmus University, Rotterdam
  - Universita Commerciale Luigi Bocconi, Milano

**CEMS**
- The Global Alliance in Management Education - Master in International Management double degree program
  - www.cems.unisg.ch

### OTHER PROGRAMS

**ISP Program**
- Program for International MBA 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 two are required):**
- International Entrepreneurship
- European Business Law
- Europe’s Business Environment: Rules, Reform andRestructuring

**Optional courses**
- German Language

### LANGUAGE OF INSTRUCTION

Main language: German, many courses in English (course availability will vary)
ISP program taught entirely in English.

### LANGUAGE REQUIREMENTS

**German**
- 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.

**English**
- TOEFL requirement: Non-native English speakers entering the ISP program must have minimum TOEFL score of 89 ITB or PB 570

### 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](http://www.exchange.unisg.ch)

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](http://www.isp.unisg.ch)

**CEMS MIM** – course program & descriptions available at [www.cems.org](http://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 Course classes 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**

<table>
<thead>
<tr>
<th>ST. GALLEN GRADES</th>
<th>6</th>
<th>5.5</th>
<th>5</th>
<th>4.5</th>
<th>4</th>
<th>&lt;4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EXCELLENT</td>
<td>VERY GOOD</td>
<td>GOOD</td>
<td>SATISFACTORY</td>
<td>MARGINAL</td>
<td>UNSATISFACTORY</td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
</tr>
</tbody>
</table>

**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 on the student union website (www.myunisg.ch) or on the city of St. Gallen’s website (www.stadt-st-gallen.ch).

**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.–
|Health insurance| 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

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

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# Facilities

| Library: (410,000 volumes) | www.biblio.unisg.ch |
| Computer Services: Approximately 1500 networked PCs (incl. 60 Macs) | www.infob.unisg.ch or www.tutor.ch |
| 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. | Student Union www.myunisg.ch |
| Sports: weight & workout rooms, gym, tennis, beach volleyball, sauna, football field | www.sport.unisg.ch |
| Other off-campus facilities nearby for skiing, sailing, climbing, etc. | www.myswitzerland.ch |

# Student Services

35 clubs: Buddy System, 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.forumhsg.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 visa 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 3-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

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8–17 September 2010</td>
<td>Optional Language Program for all guest students Fall 2010</td>
</tr>
<tr>
<td>8 September–19 November 2010</td>
<td>ISP Fall 2010</td>
</tr>
<tr>
<td>15–17 September 2010</td>
<td>Mandatory Orientation Program for all guest students Fall 2010</td>
</tr>
<tr>
<td>20 September–23 December 2010</td>
<td>Fall semester 2010</td>
</tr>
<tr>
<td>20 September–1 October 2010</td>
<td>Course registration</td>
</tr>
<tr>
<td>20–30 September 2010</td>
<td>Application ERASMUS scholarship (applies only to ERASMUS students)</td>
</tr>
<tr>
<td>End of September 2010, date tba</td>
<td>Study Abroad Fair: Exchange students present their home schools to HSG students</td>
</tr>
<tr>
<td>1–13 November 2010</td>
<td>Break fall semester 2010 (block seminars)</td>
</tr>
<tr>
<td>8–19 November 2010</td>
<td>Registration for exams in regular exam period (January/February)</td>
</tr>
</tbody>
</table>

### Spring Semester

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>10 January–18 March 2011</td>
<td>ISP Spring 2011</td>
</tr>
<tr>
<td>9–18 February 2011</td>
<td>Optional Language Program for all guest students Spring 2011</td>
</tr>
<tr>
<td>16–18 February 2011</td>
<td>Mandatory Orientation Program for all guest students Spring 2011</td>
</tr>
<tr>
<td>21 February–28 May 2011</td>
<td>Spring semester 2011</td>
</tr>
<tr>
<td>21 February–1 March 2011</td>
<td>Course registration</td>
</tr>
<tr>
<td>21 February–3 March 2011</td>
<td>Application ERASMUS Scholarship (applies only to ERASMUS students)</td>
</tr>
<tr>
<td>22 April 2011</td>
<td>Good Friday (university closed)</td>
</tr>
<tr>
<td>25 April 2011</td>
<td>Easter Monday (university closed)</td>
</tr>
<tr>
<td>02 June 2011</td>
<td>Ascension (university closed)</td>
</tr>
<tr>
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<td>Study Abroad Fair: Exchange students present their home schools to HSG students</td>
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<td>4–16 April 2011</td>
<td>Break spring semester 2011 (block seminars)</td>
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<td>11–22 April 2011</td>
<td>Registration for exams in regular exam period (June/July)</td>
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