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UNIVERSITY ADDRESS

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International Exchange
Dufourstrasse 50
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Switzerland
**WEB ADDRESSES**

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

**DEADLINES**

### COORDINATOR NOMINATION DEADLINES

#### Regular Exchange

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Nomination Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>February 1 to April 15, 2008</td>
</tr>
<tr>
<td>Master</td>
<td>May 15 to August 15, 2008</td>
</tr>
<tr>
<td>CEMS MIM</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Nomination Period</th>
</tr>
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<tbody>
<tr>
<td>Fall Term 2008</td>
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<td>May 15 to August 15, 2008</td>
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### STUDENT ENROLLMENT DEADLINES

#### Online registration

<table>
<thead>
<tr>
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<tr>
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<td>February 1 to June 1, 2008</td>
</tr>
<tr>
<td>Spring Term 2009</td>
<td>September 1 to October 1, 2008</td>
</tr>
</tbody>
</table>

### ISP

#### International Study Program for International MBA Students

<table>
<thead>
<tr>
<th>Program Type</th>
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<tbody>
<tr>
<td>ISP</td>
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</table>

<table>
<thead>
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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 & ENROLMENT REQUIREMENTS

As soon as coordinators have added a student nomination, an automatic e-mail message will be sent directly to the nominated student containing further instructions about how to complete the online registration by the student. A PDF document with Registration Package and Health Insurance Confirmation Form from will also be submitted at the same time by e-mail. The Registration Package contains documents regarding enrolment, 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 (BWL)
- Economics (VWL)
- Law (Jus)
- International Affairs/Social Sciences (Internationale Beziehungen)
- Law & Economics

Master degrees
- Quantitative Economics and Finance (in English) - www.miqef.unisg.ch
- International Affairs and Governance (in English) – www.mia.unisg.ch
- Accounting and Finance – www.maccfin.unisg.ch
- Banking and Finance (in English) – www.mbf.unisg.ch
- Information, Media and Technology – www.imt.unisg.ch
- Strategy and International Management (in English) – www.sim.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
Community of European Management Schools - double degree program www.cems.unisg.ch

OTHER PROGRAMS

ISP Program
Program for International MBA students (three-month program in English)
- Core courses (required of all students):
  - Leadership in European Companies
  - Strategic Management
  - Leadership and Team Competencies: Outdoor Training
  - European Corporate Governance
  - European Cultural History
- Elective courses (at least two are required):
  - International Entrepreneurship
  - European Business Law
  - Europe’s Business Environment: Rules, Reform and Restructuring
  - 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 230+

**LANGUAGE COURSES**

All incoming exchange students will participate in an intensive German course during the Introduction Program with the option to continue 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. Law courses in German.

**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.exchange.unisg.ch - > Incomings -> Programs - > ISP

**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 recommendend, 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>ECTS Grades</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
</tr>
</tbody>
</table>

## 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 500 to 700 or higher depending on individual requirements
- Single apartments - CHF 600.- and up
- Security deposit – CHF 350.- refunded upon departure, less fees for damages and/or cleaning
- Liability insurance – approx. CHF 30.-
- Gas/Electricity – when not included in rent: approx CHF 30.-
- Telephone fees –
  - Hook-up fee: CHF 50.-
  - Basic monthly fee: CHF 25.-
  - Phone rental per month: CHF 10.-
  - Security deposit: 500.- (Swisscom: for internet & phone connection)
  - Disconnecting fee: CHF 90.-

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 5.- to 15.-). 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 Fees

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

## Facilities

- Library: (320,000 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.
- Student Union – www.myunisg.ch
- Sports: weight & workout rooms, gym, tennis, beach volleyball, sauna, football pitch: 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 also have to arrange for a Schengen visa.

**Arrival Date**
Students may arrive up to one week prior to their Introduction Program. No weekend arrivals for students arranging housing through Housing office.

**Mandatory Orientation Program**
An Introduction Program takes place prior to each semester. All students are required to attend. Program includes orientation, social activities and German language instruction. Native German speakers will attend afternoon events.

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**Term Calendar 2008/09**

<table>
<thead>
<tr>
<th>Term</th>
<th>From</th>
<th>To</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall 2008</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction Program</td>
<td>Wed., Sept. 3, 2008</td>
<td>Friday, Sept. 12, 2008</td>
<td>Required for all guest students</td>
</tr>
<tr>
<td>All Saints’ Day</td>
<td>Saturday, Nov. 1, 2008</td>
<td>University closed</td>
<td></td>
</tr>
<tr>
<td><strong>Spring 2009</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction Program</td>
<td>Wed., February 4, 2009</td>
<td>Friday, February 13, 2009</td>
<td>Required for all guest students</td>
</tr>
<tr>
<td>Spring semester 2009</td>
<td>Mon., February 16, 2009</td>
<td>Saturday, May 23, 2009</td>
<td></td>
</tr>
<tr>
<td>ISP Spring 2009</td>
<td>Mon. January 12, 2009</td>
<td>Friday, March 13, 2009</td>
<td></td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday, April 10, 2009</td>
<td>University closed</td>
<td></td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday, April 13, 2009</td>
<td>University closed</td>
<td></td>
</tr>
<tr>
<td>May Day</td>
<td>Friday, May 1, 2009</td>
<td>University close</td>
<td></td>
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<tr>
<td>Ascension</td>
<td>Thursday, May 21, 2009</td>
<td>University closed</td>
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