University of St. Gallen

A LEADING UNIVERSITY IN
MANAGEMENT, ECONOMICS, LAW, SOCIAL SCIENCES AND INTERNATIONAL AFFAIRS

As one of Europe’s leading business universities located in Switzerland, we offer university degrees and executive education at the highest international level. A practical approach and integrative view characterise our education and support the HSG’s unique concept. With a number of degree programmes taught in English, the HSG is also attractive to students from other countries – we unite 80 nationalities on our campus.

Student Mobility
www.exchange.unisg.ch

CEMS
www.cems.unisg.ch

ISP
www.isp.unisg.ch

CONTACT INFORMATION

University of St. Gallen
Student Mobility
Tellstrasse 2
9000 St. Gallen • Switzerland

TELEPHONE
+41 71 224 23 39

GENERAL E-MAIL
exchange@unisg.ch

FAX
+41 71 224 24 45

ERASMUS CODE
CH ST-GALL09

FULL SEMESTER EXCHANGE

Bachelor • Master • PhD
• CEMS • Swiss Mobility

<table>
<thead>
<tr>
<th>Program</th>
<th>Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn semester</td>
<td>September to December</td>
<td></td>
</tr>
<tr>
<td>Spring semester</td>
<td>February to May</td>
<td></td>
</tr>
</tbody>
</table>

G S P
Globalship Programme

<table>
<thead>
<tr>
<th>Program</th>
<th>Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn semester</td>
<td>September to December</td>
<td></td>
</tr>
</tbody>
</table>

SHORT-TERM EXCHANGE

ISP
International Study Programme for MBA students

<table>
<thead>
<tr>
<th>Program</th>
<th>Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn term</td>
<td>September to November</td>
<td></td>
</tr>
<tr>
<td>Spring term</td>
<td>January to March</td>
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</table>
## Degree Programmes

<table>
<thead>
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<th>Bachelor degrees</th>
<th>in English and in German</th>
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<tr>
<td></td>
<td>Business Administration</td>
</tr>
<tr>
<td></td>
<td>Economics</td>
</tr>
<tr>
<td></td>
<td>International Affairs</td>
</tr>
<tr>
<td>in German (including many courses in English)</td>
<td>Law</td>
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<tr>
<td></td>
<td>Law &amp; Economics</td>
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</table>

<table>
<thead>
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<th>Master degrees</th>
<th>in English</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Banking and Finance</td>
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<tr>
<td></td>
<td>Strategy and International Management</td>
</tr>
<tr>
<td></td>
<td>Quantitative Economics and Finance</td>
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<tr>
<td></td>
<td>International Law</td>
</tr>
<tr>
<td>in English and in German</td>
<td>International Affairs and Governance</td>
</tr>
<tr>
<td></td>
<td>Marketing, Services &amp; Communication Management</td>
</tr>
<tr>
<td></td>
<td>Accounting and Finance</td>
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<tr>
<td></td>
<td>Economics</td>
</tr>
<tr>
<td>in German</td>
<td>Business Innovation</td>
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<tr>
<td></td>
<td>Business Management</td>
</tr>
<tr>
<td></td>
<td>Legal Studies</td>
</tr>
<tr>
<td></td>
<td>Law and Economics</td>
</tr>
<tr>
<td></td>
<td>Organization Studies and Cultural Theory</td>
</tr>
</tbody>
</table>

| CEMS | The Global Alliance in Management Education - Master in International Management double degree programme | <www.cems.unisg.ch> |

<table>
<thead>
<tr>
<th>Double degrees</th>
<th>« DM2 » double degree programme partners:</th>
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<tbody>
<tr>
<td></td>
<td>• ESADE</td>
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<tr>
<td></td>
<td>• HEC Paris</td>
</tr>
<tr>
<td></td>
<td>• Rotterdam School of Management</td>
</tr>
<tr>
<td></td>
<td>• Università Bocconi</td>
</tr>
<tr>
<td>Other double degree programme partners:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• FGV-EAESP, São Paul</td>
</tr>
<tr>
<td></td>
<td>• Stockholm School of Economics</td>
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<tr>
<td></td>
<td>&lt;www.unisg.ch/doubledegrees&gt;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doctoral degrees</th>
<th>Ph.D. Programme in Management (PMA) – five specialisations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Accounting English</td>
</tr>
<tr>
<td></td>
<td>• Business Innovation German</td>
</tr>
<tr>
<td></td>
<td>• International Business English</td>
</tr>
<tr>
<td></td>
<td>• Strategy and Management English</td>
</tr>
<tr>
<td></td>
<td>• Marketing German</td>
</tr>
<tr>
<td>Ph.D. Programme in Finance (PiF) English</td>
<td>&lt;www.unisg.ch&gt;</td>
</tr>
<tr>
<td>Ph.D. Programme in International Affairs and Political Economy (DIA) English and German</td>
<td>&lt;www.unisg.ch&gt;</td>
</tr>
<tr>
<td>Ph.D. Programme in Organization Studies and Cultural Theory (DOK) English and German</td>
<td>&lt;www.unisg.ch&gt;</td>
</tr>
<tr>
<td>Ph.D. Programme in Law (DLS) German</td>
<td>&lt;www.unisg.ch&gt;</td>
</tr>
</tbody>
</table>
## SPECIALISED SHORT-TERM PROGRAMMES

### ISP
**International Study Programme**

| 10-week programme in English for **MBA** students from partner universities |
| ISP students **must be enrolled in an MBA programme** at their home university and have significant work experience. |

**Core courses (required for all students)**
- Leadership in European Companies
- Strategic Management
- Team Building: Leadership and Team Competencies
- European Corporate Governance
- European Culture and International Management

**Elective courses (minimum two required)**
- International Entrepreneurship
- Investment Banking
- Europe's Business Environment
- Global Managerial Communication

**Optional courses**
- German Language (for beginners)
- European Company Exploration

www.isp.unisg.ch

### GSERM
**Global School in Empirical Research Methods**

| The Global School in Empirical Research Methods (GSERM) is a high-calibre 2-3 week integrated PhD programme teaching methodology for PhD students and postdocs from leading universities all over the world |
| GSERM tuition fees cannot be allocated with exchange slots. |

www.gserm.ch

## OTHER SPECIALISED PROGRAMMES

### GSP
**Globalship Programme**

| The Globalship Programme (GSP-HSG) is an exclusive exchange programme for ambitious students on Bachelor’s level. It enables students from the participating universities to spend two semesters abroad at one of the participating institutions. An internship is also an integral part of the programme. The GSP-network consists of the following universities around the globe: University of Virginia, McIntire School of Commerce, Fundação Getulio Vargas - Escola de Administração de Empresas de São Paulo (FGV-EAESP), National University of Singapore, NUS Business School and University of St.Gallen (HSG). |
| www.gsp.unisg.ch |
### Language of Instruction

German and English (course availability will vary depending on degree programme). ISP courses taught entirely in English.

### Language Requirements

Guest students are not required to have German language knowledge, but basic language skills are helpful. For courses taught in German students should have at least level B2/C1.

**English language requirement for guest students:**

- **Bachelor – Master – CEMS:** No English test result required however very good knowledge is essential.
- **ISP:** Non-native English speakers must have minimum TOEFL score of 89 (ibt) or IELTS score 6.5. This requirement is waived for students enrolled in an English-taught MBA at the home university.

### Language Courses

**Incoming exchange students are invited to enroll in a cost-free, seven-day intensive German language course before the semester starts and may continue with the course during the semester.**

Other language courses offered during the semester may include: Chinese, English, French, Italian, Japanese, Portuguese, Spanish, Russian

ISP students may take part in ISP German language for beginners as one of their electives.

### Course Information

Courses offered in English in Business Administration, Economics, International Affairs, Social Sciences and Law.

**Courses not open to guest students:**

- Assessment year (exception: language courses, if space permits)
- CEMS courses (open to CEMS guest students only)
- PhD / Doctoral (open to PhD students only)
- MBA
- Wirtschaftspädagogik = teacher education courses
- Wirtschaftsjournalismus = economic journalism courses

#### Bachelor

The definite programme is available about one month before the semester starts.

Bachelor students are advised to attend courses corresponding to their level of study at their home university. Master courses may be attended if necessary and if prerequisites are met, however, students should confirm course recognition with home university in advance.

**Courses from SIM (Master in Strategy and International Management) are not open to Bachelor students.**

Course information and descriptions

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

→ Incoming details guest stay → Course information

#### Master

The definite programme is available about one month before the semester starts.

Master students are advised to attend courses corresponding to their level of study at their home university. Bachelor courses may be attended if necessary, however, students should confirm course recognition with home university in advance.

Course information and descriptions

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

→ Incoming details guest stay → Course information

#### CEMS MIM

CEMS MIM course programme & descriptions

[www.cems.org](http://www.cems.org)

→ CEMS Community → Academic Member → School List → University of St. Gallen → Programme Offer

#### ISP

International Study Programme for MBA students

ISP course programme and course descriptions

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

#### PhD

PhD guest stay is more flexible with regard to requirements as workload and course selection. Contact the PhD exchange programme manager in due time.

[www.unisg.ch/studium/doktorat](http://www.unisg.ch/studium/doktorat)
Course registration takes place through an online bidding process about three weeks before the semester begins. Student Mobility will inform guest students about the process well in advance. Information is also available on www.exchange.unisg.ch—Incoming details guest stay
Courses take place throughout the entire semester (13 weeks) and/or in block seminars.

ISP students register for classes with the ISP programme director.

The workload per semester averages 24-30 ECTS credits. It is compulsory that guest students take a course load of at least 16 ECTS credits per semester at the University of St. Gallen. However, they should follow the minimum requirements of their home university. CEMS students must follow the CEMS regulations.
At the University of St. Gallen 1 ECTS corresponds to 30 hours of course work including lectures, independent study, projects, exams, etc.
Credits are awarded only for successfully passed courses.

Seminars, lectures, self-study. Students are expected to attend all lectures, to complete all course-related assignments and to take exams in order to receive a course grade.
Classes range in size from 20 to 300 students. ISP classes have fewer than 40 students.

Examinations may be oral and/or written. Presentations/course participation may also constitute part of the final grade.

Decentral: guest students can normally take their exams as decentral exams, during the last weeks of the lecture period (December or May). They should contact their instructor at the beginning of the course about the exam schedule.
Central: Central exams take place in January and June.

Guest students enrolled for two consecutive semesters:
Students staying for two consecutive semesters must take exams for their first semester courses as specified in the course/exam description. If a “central exam” is specified, they may schedule a “decentral exam” if the course instructor permits.

See individual course descriptions for information on exam format and schedule.

<table>
<thead>
<tr>
<th>St.Gallen grade</th>
<th>ECTS grade</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,0</td>
<td>A</td>
<td>excellent</td>
</tr>
<tr>
<td>5,5</td>
<td>B</td>
<td>very good</td>
</tr>
<tr>
<td>5,0</td>
<td>C</td>
<td>good</td>
</tr>
<tr>
<td>4,5</td>
<td>D</td>
<td>satisfactory</td>
</tr>
<tr>
<td>4,0</td>
<td>E</td>
<td>marginal</td>
</tr>
<tr>
<td>3,5</td>
<td>F</td>
<td>unsatisfactory</td>
</tr>
<tr>
<td>3,0</td>
<td></td>
<td>poor</td>
</tr>
<tr>
<td>2,5</td>
<td></td>
<td>poor to very poor</td>
</tr>
<tr>
<td>2,0</td>
<td></td>
<td>very poor</td>
</tr>
<tr>
<td>1,5</td>
<td></td>
<td>very poor to useless</td>
</tr>
<tr>
<td>1,0</td>
<td></td>
<td>useless</td>
</tr>
</tbody>
</table>

Student Mobility will send two transcripts for each student to the home university 6-8 weeks after the end of the term.
LIVING EXPENSES

Housing
Housing Office locates off-campus housing for guest students if requested.
- Non-refundable application fee: CHF 250.– (required)
- Housing price per room: CHF 550.– to 750.– or higher per month, depending on personal requirements
- Facility management fee: CHF 150.–
- Liability insurance: approx. CHF 30.–
They may arrange housing on their own. See housing website for links.

www.exchange.unisg.ch

Meals
On-campus cafeteria offers hot meals on weekdays over lunch. Salad bar, sandwiches, snacks
(prices from CHF 7.– to 14.–). Monthly food budget: CHF 500.– and CHF 600.–.

Academic expenses
Books, course materials: approx. CHF 400.– per semester.

Transportation
Bus: monthly pass CHF 59.– (25 and younger) and CHF 73.– (over 25); 6 single rides CHF 13.80
(with half fare card) and CHF 17.10 (regular cost)
Train: Half-fare travel card CHF 175.– valid one year: half price on all train fares within
Switzerland with some reduced fares for ferries, trams, ski lifts, etc.

Health insurance
Full-semmer guest students must either have proof of sufficient health insurance coverage for
Switzerland from provider in home country or purchase health insurance in Switzerland (costs
vary CHF 90.– to 280.–/month). Acceptable proof varies according to nationality.

Fees for visa & residence permit
Students are responsible for any visa and/or permit-related documents (fees vary: CHF 66.– to
240.–)

STUDENT SERVICES

Student Mobility
Student Mobility handles all administrative responsibilities related to guest students.
www.exchange.unisg.ch

BuddySystem
The BuddySystem organizes various events for guest students bringing local and international
students together and promoting Swiss culture through various events.
www.myunisg.ch

Career Services Center
Guest students have access to information on internships and may participate in recruitment
fairs.
www.csc.unisg.ch • www.hshtalents.unisg.ch

Library
600,000 volumes; 130,000 E-books; 30,000 E-journals
www.biblio.unisg.ch

Sports Office
Sports activities on- & off-campus. Weight & workout rooms, gym, tennis, beach volleyball,
football field. Off-campus recreation facilities nearby for skiing, sailing, golfing, climbing, etc.
www.sport.unisg.ch

Computer Services
Approximately 225 PCs available to students. Access on campus via a public net and wireless
LAN. Access off campus by Remote Access Service. Each student has a university e-mail address
& access to university network after their arrival in St.Gallen during orientation.
www.tutor.unisg.ch

Student Union
More than 80 student clubs: BuddySystem, Student Union, cultural & sport activities.
www.myunisg.ch

VISA & RESIDENCE PERMIT

Semester exchange
Students staying **more than 90 days** in Switzerland must verify with the Swiss consulate in their
residence country if they have to apply for a visa determined by their respective citizenship.
To apply for a visa, they will need to use the acceptance letter from Student Mobility sent
electronically after their acceptance to exchange studies in St.Gallen is confirmed. Students are
responsible for all related fees. Students are required to obtain a **residence permit** after they
arrive in St.Gallen. Employment is not possible with this type of visa.

Short-term exchange • ISP
ISP students may enter and reside for **up to 90 days** in Switzerland depending on their
nationality. Students from visa-compulsory countries apply for a student visa. Student Mobility
provides an acceptance letter electronically but does not otherwise assist with visas. ISP students
should contact the nearest Swiss consulate for more information about requirements.

ARRIVAL DATE

Autumn semester: after 1 September • CEMS students: depending on block seminar
Spring semester: after 1 February • ISP students: after 1 January
No weekend arrivals possible if housing arranged through Housing Office.

OPTIONAL GERMAN LANGUAGE PROGRAMME • BACHELOR • MASTER • PH.D. • CEMS • SWISS MOBILITY • GSP
Student Mobility organises an optional seven-day intensive German language course prior to the
start of each semester. All students with beginning, intermediate, and advanced levels of German
are welcome to attend free of charge. No credits are awarded for this course.

MANDATORY ORIENTATION PROGRAMME • BACHELOR • MASTER • PH.D. • CEMS • SWISS MOBILITY • GSP
A mandatory two-day Orientation Programme takes place prior to each semester.
All students are required to attend. The programme includes orientation, access to
university network and student e-mail, as well as social activities. No credits are awarded.
## Nomination by Partner University

<table>
<thead>
<tr>
<th>Nomination by Partner University</th>
<th>Autumn term deadline</th>
<th>Spring term deadline</th>
<th>Globalship Programme: autumn term deadline only!</th>
<th>Late nominations may be possible until 20 September but require prior verification with Student Mobility Swiss Mobility nominations only: 30 November at the latest</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONLINE NOMINATION</td>
<td>1 February to 15 April</td>
<td>1 February to 15 April and 15 May to 15 September*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bachelor • Master • CEMS ISP • PhD • Swiss Mobility • GSP</td>
<td></td>
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</tbody>
</table>

## Student Application Requirements

After a nomination is entered in the database, Student Mobility will contact the student with further instructions and information about completing the application online, housing and health insurance requirements.

<table>
<thead>
<tr>
<th>Student Application</th>
<th>Autumn term deadline</th>
<th>Spring term deadline</th>
<th>Globalship Programme: autumn term deadline only!</th>
<th>Swiss Mobility applications only: 15 December at the latest</th>
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</thead>
<tbody>
<tr>
<td>ONLINE STUDENT APPLICATION</td>
<td>1 February to 15 May</td>
<td>15 August to 30 September</td>
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<tr>
<td>Uploaded by student application deadline</td>
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<td></td>
</tr>
<tr>
<td>Bachelor • Master • CEMS ISP • PhD • Swiss Mobility • GSP</td>
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<tr>
<td>Enrolment confirmation form</td>
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<tr>
<td>Copy of passport</td>
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<tr>
<td>Photo</td>
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</tr>
<tr>
<td>Housing application (if desired)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

| ISP Uploaded by student application deadline | After arrival in St.Gallen |                                                                                     |                                                                                                   |
| Enrolment confirmation form | Registration at Resident’s Office |                                                                                     |                                                                                                   |
| Copy of passport | Proof of valid health insurance (see Application Guide) |                                                                                     |                                                                                                   |
| Photo |                                                                                     |                                                                                     |                                                                                                   |
| Non-native English speakers: a copy of a min. TOEFL test score of 89(itb) or IELTS score 6.5 must be enrolled in English-taught MBA/MA at the home university. |                                                                                     |                                                                                                   |
| Housing application (if desired) |                                                                                     |                                                                                     |                                                                                                   |

## Term Calendar 2016/17

### Autumn Semester 2016
- **06 September – 24 November 2016**: ISP Autumn 2016 (programme for MBA students from partner universities)
- **End of August/beginning of Sept. 2016**: CEMS block seminar (one week, starting SUNDAY)
- **07 – 16 September 2016**: Optional language programme for autumn semester guest students
- **15 – 16 September 2016**: Mandatory orientation programme for autumn semester guest students
- **19 September 2016**: Mandatory CEMS semester kick-off day for CEMS students
- **19 September – 23 December 2016**: Autumn semester 2016 (includes exams for guest students who stay for only one semester)
- **Starts about 2½ weeks before 19 Sept. 2016**: Course registration - bidding (CEMS students one week earlier)
- **27 September 2016**: International Day: exchange students present home schools to St.Gallen students
- **31 October – 11 November 2016**: Break Autumn semester 2016 (block seminars and CEMS requirements may take place)
- **1 November 2016**: All Saints’ Day (university closed)
- **7 - 18 November 2016 (provisional)**: Registration for exams in central exam period (January/February)

### Spring Semester 2017
- **10 January – 23 March 2017**: ISP Spring 2017 (programme for MBA students from partner universities)
- **08 – 17 February 2017**: Optional language programme spring semester guest students
- **16 – 17 February 2017**: Mandatory orientation programme for spring semester guest students
- **20 February 2017**: Mandatory CEMS semester kick-off day for CEMS students
- **20 February – 27 May 2017**: Spring semester 2017 (includes exams for guest students who stay for only one semester)
- **Starts about 2½ weeks before 20 Feb. 2017**: Course registration - bidding (CEMS students one week earlier)
- **21 – 24 February 2017**: CEMS Business Project Kick-Offs
- **End of April/beg. of May 2017, tbd**: International Day: exchange students present home schools to St.Gallen students
- **3 April – 14 April 2017**: Break spring semester 2017 (block seminars and CEMS requirements may take place)
- **10 – 21 April 2017 (provisional)**: Registration for exams in central exam period (June/July)
- **14 April 2017**: Good Friday (university closed)
- **17 April 2017**: Easter Monday (university closed)
- **25 May 2017**: Ascension (university closed)
- **04 June 2017**: Whitsun/Pentecost (university closed)
## EXTERNAL RELATIONS & DEVELOPMENT AND STUDENT MOBILITY

**University of St. Gallen**  
**Student Mobility**  
**Tellstrasse 2 • 9000 St. Gallen • Switzerland**

<table>
<thead>
<tr>
<th>General telephone</th>
<th>General e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>+41 71 224 23 39</td>
<td><a href="mailto:exchange@unisg.ch">exchange@unisg.ch</a></td>
</tr>
</tbody>
</table>

### Dean External Relations and Development  
CEMS Academic Director  
**JUERGEN BRÜCKER**  
T: +41 71 224 29 20  
juergen.bruecker@unisg.ch

### Head of Student Mobility  
Asia & Oceania  
**NICOLE GSSELL**  
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### North & Latin America  
Freemovers - worldwide  
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esther.staeheli@unisg.ch

### Europe, Russia, Middle East & Africa  
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### CEMS  
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### Swiss Mobility  
**MARION SCHÖNENBERGER**  
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marion.schoenenberger@unisg.ch

### PhD & Faculty Exchange  
SSERM Summer School of Empirical Research Methods  
**HANS-JOACHIM KNOPF**  
T: +41 71 224 31 07  
hans-joachim.knopf@unisg.ch

### SSERM Summer School of Empirical Research Methods  
**SANDRA RUPF**  
T: +41 71 224 34 17  
sandra.rupf@unisg.ch

### Transcripts for guest students  
Scholarships: Swiss European Mobility Programme  
Swiss Federal Scholarships  
**HELEN OBRIST**  
T: +41 71 224 27 59  
helen.obrist@unisg.ch

### Double degrees: DM2 - FGV - SSE  
**LAMIS EL FARRA**  
T: +41 71 224 23 24  
lamis elfarra@unisg.ch

### Globalship Programme  
Assistant to Dean  
**SYBILLE CARNIER**  
T: +41 71 224 34 15  
sybille.carnier@unisg.ch

## FOUNDATION FOR STUDENT HOUSING

**Housing Office**  
**Tellstrasse 2 • 9000 St. Gallen • Switzerland**

<table>
<thead>
<tr>
<th>General telephone</th>
<th>General e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>+41 71 224 22 00</td>
<td><a href="mailto:housing@unisg.ch">housing@unisg.ch</a></td>
</tr>
</tbody>
</table>

IRENE MARCIELLO • BEATRICE FREI • SHEILA ALBERT