



University of St.Gallen



CEMS Master's in International Management Double Degree Programme 2019 – 2020

Version: April 2018

**"From insight
to impact"** 

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Note: The information in this brochure is based on the HSG regulations at the time of printing and may be subject to change. Please see current legal basis and information in StudentWeb.



Commitment to Management Education

CEMS is about opportunities: the opportunity for you to benefit from an international education and to experience cultural diversity, the opportunity for companies to take part in the development of management education and to have privileged access to a recruitment pool of highly motivated young managers, and the opportunity for leading management schools to build on their strengths through cooperation. The success of CEMS rests on its ability to unite these opportunities into one partnership.

CEMS has created the CEMS Master's in International Management Programme, which acts as a flagship to give its graduates international recognition. It sets a common standard in management education, which embraces and builds upon the individual strengths of the educational programme of each school. Its main ingredients are excellence in management education, experience abroad, an emphasis on team work, and competency in three languages.

Over the past years, the Financial Times has constantly ranked the CEMS MIM top class among the top 10 European Master's of Science programmes in Management. However, CEMS is more than an excellent academic programme; it allows you to network with other future global managers providing the basis for a more closely-knit global business community in the future.

It is by joining the CEMS partnership that companies show their commitment to management education. CEMS enables companies to contribute to a programme which develops the type of human resources they need, that are individuals of proven mobility and quality.

Today CEMS is a global league of 31 world-class academic institutions and over 70 international companies as well as 7 NGOs. It is this partnership that will enable the young managers with a CEMS Master's degree to make an important contribution to the future course of the international business world.



CEMS Team



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What is CEMS and what is the CEMS MIM?

CEMS – The Global Alliance in Management Education

CEMS is a strategic alliance of leading business schools and multinational companies. Its first mission is to set a global standard of excellence for pre-experience Master's in management. Founded in 1988 in Europe, the network has grown steadily, largely due to the success and popularity of the CEMS Master's in International Management: the MIM programme. Today, CEMS is the global league of leaders on the pre-experience Master's market and it cannot be equalled in terms of reputation of its members: 31 world-class academic institutions collaborate with more than 70 corporate partners and 7 NGOs to offer international postgraduate students a unique blend of high quality education and professional experience.

While the academic institutions provide the highest standards of teaching and research excellence, the CEMS Corporate Partners contribute the practical and business-oriented skills and experience necessary to achieve the greatest level of success. CEMS Alumni are the perfect embodiment of highly qualified young professionals eager to comprehend and appreciate the diversity of cultures all over the world. Today, over 13'000 alumni of 96 nationalities live and work in over 85 countries.

CEMS MIM – A top ranked Master's in Management degree programme

The CEMS Master's in International Management (CEMS MIM) is a top-level post-graduate degree open to multilingual students enrolled in a Master's in Management programme at one of the CEMS member schools.

Constantly ranked among the best in the world by the Financial Times, the CEMS MIM is the ultimate academic-corporate bridge programme. Multinational companies and international calibre professors from top business schools and universities combine to design and deliver theoretical knowledge and practical know-how.

This exposure to top-class teaching and the operational expertise of world-renowned companies gives CEMS students a golden opportunity to consolidate previous knowledge and apply newly acquired skills.

This balance of theoretical and experiential learning is achieved via a multifaceted, carefully designed 12-month programme.



CEMS Mission Statement

CEMS is a global alliance of academic and corporate institutions dedicated to educating and preparing future generations of international business leaders. The CEMS academic and corporate members work collectively to develop knowledge and provide education that is essential in the multilingual, multicultural and interconnected business world.

The joint CEMS Master's in International Management is the main vehicle for achieving this goal.

Common to all activities is the aim of promoting global citizenship, with particular emphasis placed upon the following values:

- The pursuit of excellence with high standards of performance and ethical conduct
- Understanding and drawing upon cultural diversity with respect and empathy
- Professional responsibility and accountability in relation to society as a whole



CEMS Network

CEMS Academic Members

- Aalto University – School of Business, Helsinki, Finland (Aalto)
- Corvinus University of Budapest, Hungary (CUB)
- Copenhagen Business School, Denmark (CBS)
- ESADE, Barcelona, Spain (ESADE)
- Fundação Getulio Vargas – EAESP, São Paulo, Brazil (FGV)
- Graduate School of Management – St.Petersburg State University, Russia (GSOM)
- HEC School of Management, Paris, France (HEC)
- HKUST Business School, Hong Kong, China (HKUST)
- Indian Institute of Management, Calcutta, India (IIMC)
- Keio University, Tokyo, Japan (Keio)
- Koç University, Istanbul, Turkey (KOC)
- Korea University Business School, Seoul, South Korea (KUBS)
- London School of Economics, Great Britain (LSE)
- Louvain School of Management, Louvain-la-Neuve, Belgium (LSM)
- National University of Singapore (NUS)
- Norwegian School of Economics, Bergen, Norway (NHH)
- Nova School of Business and Economics, Lisboa, Portugal (NOVA)
- Richard Ivey School of Business – University of Western Ontario, London, Canada (Ivey)
- Rotterdam School of Management – Erasmus University, Rotterdam, The Netherlands (RSM)
- Stockholm School of Economics, Sweden (SSE)
- The American University in Cairo - School of Business, Egypt (AUC)
- Tsinghua University – School of Economics and Management, Beijing, China (Tsinghua)
- UCD Michael Smurfit Graduate Business School, Dublin, Ireland (UCD)
- Universidad Adolfo Ibáñez, Santiago, Chile (UAI)
- Università Commerciale Luigi Bocconi, Milano, Italy (UB)
- Universität St.Gallen, Switzerland (HSG)
- University of Cologne, Germany (UoC)
- University of Economics, Prague, Czech Republic (VSE)
- University of Sydney Business School, Australia (USYD)
- Warsaw School of Economics, Poland (SGH)
- Vienna University of Economics and Business, Austria (WU)

For more detailed information on each institution, see www.cems.org/academic-members, the websites of the CEMS Partner Universities.



CEMS Corporate and Social Partners

CEMS was built on the vision of creating a bridge between the academic and corporate worlds. Since its creation in 1988 CEMS has worked alongside industry representatives and academics in providing expertise, insight and vision for all aspects of programme development, implementation and support. At the outset, there were 9 CEMS Corporate Partners. Today, there are more than 70.

The CEMS Corporate Partner community consists of a wide range of multinational companies with an excellent reputation both on a national and international level and operating in the fields of finance, industry and services and consulting. CEMS Corporate Partners are active contributors to the CEMS network interested in the development of international management education and recruitment.

Social Partners have been an integral part of CEMS since late-2010 and are here to make an impact on the curriculum, the alliance and the thinking of the next generation of business leaders. Social Partners have an international scope and an interest in positively influencing business schools and students.

For a complete list of CEMS Corporate and Social Partners and for additional information on these companies, please see www.cems.org/corporate-partners.



CEMS Student Board

The Student Board is the voice of the CEMS students within the CEMS global alliance. The Student Board consists of one representative from each of the member schools and manages its projects, targeted at enhancing the CEMS experience for the students, by

- gathering students' opinions about CEMS and the CEMS MIM and bringing recommendations to improve the same
- implementing and managing global projects which have a positive impact on all CEMS students
- providing support and a communication platform to the CEMS Clubs to help them achieve their goals.

In carrying out the above, in an ethical and socially responsible way, the Student Board acts as the official voice of CEMS students, representing their interests before the Academic, Corporate and Administrative stakeholders of the CEMS Alliance. The Student Board is organised in project teams and functions. The latter include MiM Affairs, Marketing and Communications Advisory, CEMS Club Support, Responsible Leadership, Corporate Partners and Alumni Relations. The Student Board is headed by an executive team (President, Vice-President Finance and Vice-President Operations).



For more information, please contact the HSG student representative at student_rep@cemscopych.ch.



CEMS Club St.Gallen

Who are we?

The CEMS Club St.Gallen is a team of dedicated CEMS students who strive to form and maintain a strong relationship between all stakeholders involved in the programme. We are fascinated by the idea of a truly international education, we cherish working in multinational teams and we highly appreciate the possibility to make friends all over the world from all over the world. Driven by this spirit, we engage current and former CEMS students to be part of the community and enrich the experience for everybody involved.

What do we do?

The CEMS Club facilitates the contact between CEMS students of the University of St.Gallen and CEMS students from our partner universities. We also build bridges to the CEMS Corporate Partners and the CEMS Alumni. We achieve this by providing various formal and informal events throughout the semester ranging from weekend trips for students to dinners with Corporate Partners.

In short, we aim at

- facilitating an active CEMS community by representing the interests of the CEMS students of the University of St.Gallen and the CEMS incoming students
- increasing CEMS's reputation by promoting it among students and companies
- organising various events in order to enhance contacts between local and incoming CEMS students, CEMS Alumni, Corporate Partners and academic representatives.



If you would like to learn about CEMS from a student's perspective, or if you have any questions, contact us:

E-Mail: info@cemsclub.ch

Facebook: CEMS Club St.Gallen

Instagram: [cemsclubstgallen](#)

Each semester the CEMS Club St.Gallen welcomes motivated students to participate in its board or contribute as a teamie!



CEMS Alumni Association

There are many reasons to join the CEMS programme. One of the main advantages is the lifelong network to create and maintain friendly and professional long lasting contacts with over 13'000 CEMS Alumni worldwide.

Today, in Switzerland, we are a community of about 550 Alumni which is small enough for personal networking and truly diverse in terms of nationalities and industry representation.

We organise exciting events on a monthly basis such as conferences on current topics, after work drinks in Zurich and Geneva, cultural events and outdoor sport activities enjoying Swiss nature.

Join CEMS – and join the CEMS Alumni Association in Switzerland and worldwide!

Contact us for more information on the CEMS Alumni in Switzerland at
LCSwitzerland@cemsalumni.org

For more details on Alumni initiatives, check out ch.cemsalumni.org

Your CEMS Alumni Local Chapter Board Members:

Arnie Devine (RSM 2004; HSG)

Vica Herstatt (UoC 2011; ESADE)

Dr. Michael Studer (HSG 2001; Bocconi)

Nathalie Naglis (HSG 2015; SGH)

Dr. Philipp Wilhelm (HSG 1999; UCL)

Luiza Dobre (ESADE 2010; HSG)

Patric Niffeler (UCD 2013; HEC)

Marta Widz (SGH 2003; LSE)

Daniel Marfurt (HSG 2015; Aalto)

Mihaela Pisau (president) (CBS 2012; HSG)





CEMS Curriculum

The CEMS curriculum has been designed to ensure that you receive both a solid foundation in economics and management and an early exposure to different cultures.

CEMS Programme Overview

CEMS MIM YEAR								
Aug–Jan Term 1 – School 1		Feb–Jul Term 2 – School 2			Term 3 International Internship			
3 ECTS	30 ECTS	1 ECTS	15 ECTS	15 ECTS	Minimum 8 weeks			
Block Seminar	Global Strategy and other CEMS courses	Responsible Global Leadership Seminar	Global Management Practice and other CEMS courses	Business project	At any time during the graduate period of studies			
	Business Communications Skill Seminars 1 ECTS	Skill Seminars 1 ECTS						
ONGOING LANGUAGE TRAINING AND TESTING								

The current CEMS course programme at all CEMS universities is available at www.cems.org. For further information concerning the CEMS MIM curriculum, also refer to the CEMS student guide and graduation rules at www.cems.org

The total workload of the CEMS MIM curriculum is 66 ECTS. The minimum workload per term during the official CEMS year is 24 ECTS; courses, skill seminars, block seminars, and business projects included.



Block Seminar and Responsible Global Leadership Seminar

The Block Seminars are intensive one-week seminars on innovative management topics, which are the official start of the one-year CEMS MIM curriculum. Students from all CEMS institutions gather at different locations all over the world for the Block Seminars held by interdisciplinary inter-university teacher teams. Block Seminars convey what we call the "CEMS spirit" as they are an exceptional opportunity for students to combine intellectual challenge and socialising with peers from all over CEMS.

Depending on when the autumn term begins at different CEMS institutions, Block Seminars can take place between the end of August and early October. The Block Seminar is a mandatory element of the programme and can under no condition be postponed. Students will need to make sure that they will be able to attend one at the beginning of the programme. A slot is reserved for all students at their autumn term school. Applications for transfer to a different location is open in May and is coordinated centrally through the CEMS database. Students interested in the transfer must consult with their autumn term school in order to avoid mandatory class overlaps. The Block Seminar accounts for 3 ECTS.

The Responsible Global Leadership Seminar (RGL) is a two-day course, which takes place at the beginning of the spring term. The RGL Seminar is an experiential learning component of the CEMS MIM, which brings together representatives from Corporate and/or Social Partners, professors, and students. Depending on the spring term starting date at different CEMS institutions, RGL Seminars can take place between January and early-April. As the RGL Seminar is a mandatory element of the programme that can under no circumstances be postponed, it is the student's responsibility to make sure that they will be able to attend a RGL Seminar at the beginning of the spring term. Contrary to the Block Seminar, no specific re-allocation of places is foreseen for the RGL seminars. Schools may include a social event in connection with the RGL seminar, likewise participation can be declared mandatory. The RGL Seminar accounts for 1 ECTS.

Please note: both seminars may include a fee.



Term abroad

Students spend one semester abroad at another CEMS university, either the autumn term 2019 or the spring term 2020. For further information please see the section "Term abroad" on p.34 in this brochure.

CEMS Courses

The academic focus of the CEMS programme replies to the educational needs of CEMS students and the talent needs of CEMS companies. It reflects the unique character of the CEMS organisation. Thus, CEMS courses build the bridge between university education and the business world and are international in dimension. CEMS students must pass CEMS courses accounting for 45 ECTS in the MIM programme.

During the autumn term, students have to successfully complete a mandatory CEMS core course in the field of Global Strategy while during the spring term, students have to successfully complete a mandatory CEMS core course in the field of Global Management Practice. These courses are offered exclusively to CEMS students. The remaining CEMS courses are a selection of the best courses with an international management profile chosen from the portfolio of the member institutions. By choosing these courses, students are enabled to pursue their home Master specialisation(s).

Certain CEMS courses taken at the HSG will automatically be credited towards the HSG Master's degree. Details can be found in the "CEMS credit transfer rules and guidelines" which can be downloaded at <http://studentweb.unisg.ch> – Master – Programmes – CEMS MIM – CEMS HSG students – Downloads.

The following flexibility rules may apply:

- CEMS electives accounting for a maximum of 7.5 ECTS can be substituted by the CEMS Research Project (see p. 16).
- CEMS courses and Skill Seminars accounting for a maximum of 15 ECTS may be taken outside the official MIM year, i.e. one year before the start or one year after the end of the CEMS MIM year.
- After application of above flexibility rules, students must successfully pass a minimum of 24 ECTS per term, and will be able to credit no more than 37.5 ECTS per term. This includes courses, Block Seminar, Responsible Global Leadership Seminar, Skill Seminars and Business Project.

A list of CEMS courses offered at all CEMS institutions can be found at www.cems.org.



Business Projects

Within the CEMS MIM curriculum, Business Projects are designed as a real-life learning experience for students. International student teams solve a real business problem for a company as a one semester part-time assignment, tutored by a company representative and a professor in parallel. The Business Project is a consultancy-like project and accounts for 15 ECTS. The student teams work independently and present their results to the company in a final report and an oral presentation. Each CEMS student must do a Business Project during the spring term.

Skill Seminars and Business Communication Skill Seminar

CEMS students have to attend two Skill Seminar days (1 ECTS) and two Business Communication Skill Seminar (BCSS) days (1 ECTS). 1 day = 8 hours = 0.5 ECTS. The Skill Seminars in practical skills give students the essential requirements to work effectively in an international management environment. Emphasis is placed on skills such as communication, teamwork, negotiation, presentation and intercultural skills. Skill Seminars are often offered in close cooperation with companies and can be taken any time during the CEMS studies.

The BCSS are a mandatory element of the autumn term programme that cannot be replaced or postponed. During this two-day seminar students learn how to use a variety of techniques to effectively communicate in a business environment. The BCSS are offered in English at each school with the aim that the students transfer the acquired skills to other languages. Unlike the other Skill Seminars, the BCSS can be failed, if the learning objectives are not met.

CEMS Research Project

The Research Project is an optional programme element which can replace CEMS elective credits up to a maximum of 7.5 ECTS. It can lead to the thesis for the home studies, but a Master's thesis cannot be validated for a Research Project. The student is responsible for finding the professor and the topic – and for having the project approved by the Academic Director of the home institution. The report is graded by the tutoring professor at either the home or host institution.

The Research Project can only be done during the CEMS MIM year.

Criteria for the CEMS Research Project

- Issue-focused: dealing with a specific problem, be it a corporate, economic or theoretical problem.
- Internationality: dealing with a question that applies to more than one country.



Internship abroad

Internships provide students with the real-life professional learning experience of integrating into an organisation's culture and processes. The main objective is to turn academic experience and theoretical knowledge into a professional, multi-cultural business experience. Internships can take place at a CEMS Corporate Partner, though not compulsory. They can also take place at a non-profit organisation such as in a humanitarian mission, provided that responsibility levels correspond to the CEMS requirements. CEMS Internships must therefore

- cover a consecutive period of at least 8 weeks full-time in the same company (the first 8 weeks of a full-time employment is also accepted),
 - be a full-time activity at professional level (first job level) where the student is given one or more challenging projects with a certain degree of autonomy,
 - be supervised by a tutor within the company,
 - be an intercultural experience and thus need to take place abroad.
- For CEMS internships, "abroad" is defined as outside the country of the CEMS home institution.
- be during the graduate level of studies, starting with the date when the student fulfilled all official Bachelor's degree study requirements.

The internship can be fulfilled at any time during the graduate period of studies (also prior to CEMS selection) except parallel to the studies during the two CEMS MIM terms.

For validation, students need to provide the company with a standard CEMS Internship Evaluation Form to be completed and returned to the home university at the end of the internship. This form can be downloaded at www.cems.org or at <http://studentweb.unisg.ch> – Master – Programmes – CEMS MIM – HSG CEMS students – Downloads. Students must provide the original hard copy evaluation form to the home school.

Students are responsible for finding their own internship. If students wish to receive internship offers by e-mail, they can use the CEMS online job market for students and alumni at www.cems.org.

The "CEMS Internship Guide" gives help and information on internship possibilities, visa and other regulations in each CEMS country. The document is available at www.cems.org/mim/curriculum/internship.

Students planning to graduate in 2020 must start the internship by the end of August 2020 at the latest.



Language Requirements

All CEMS graduates must have language competence in three languages, one of which is English and another which must be one of the CEMS languages. For the third language requirement a CEMS student is encouraged to step out of their comfort zone. For instance, if a student speaks English and French, the student may then use the third language requirement as an opportunity to discover another language outside of the Indo-European language family group, i.e. Chinese or Arabic.

The minimum language requirements are the following:

Language 1 – English

- Mother tongue or Proficiency
(fulfilled through CEMS MIM entry requirement and mandatory BCSS)

Language 2 – a CEMS language

- Mother tongue or
- B2 oral /B1 written level

Language 3 – any language

- Mother tongue or
- Language course at elementary level with a minimum of 5 ECTS or 60 contact hours

For more detailed information about language assessment, language combinations and preparation please refer to <http://studentweb.unisg.ch> – Master – Programmes – CEMS MIM – HSG CEMS students – Downloads "CEMS language Guidelines"



Integration of the CEMS Curriculum into the HSG study structure

Scenario 1: Start of HSG Master programme in the autumn semester

Languages / Internship			
<ul style="list-style-type: none">• Block Seminar• CEMS courses• BCSS skill seminar → at home school	<ul style="list-style-type: none">• Responsible Global Leadership Seminar• CEMS courses• Business project• Skill seminars → at host school	<ul style="list-style-type: none">• Make up of courses and/or skill seminars acc. to flexibility rules	<ul style="list-style-type: none">• Make up of courses and/or skill seminars acc. to flexibility rules
Official CEMS MIM year			
1 st Semester / autumn	2 nd Semester / spring	3 rd Semester / autumn	4 th Semester / spring (optional)
HSG Programme			

→ Application for CEMS programme in the autumn semester preceding the start of your Master programme (for HSG Bachelor students **only**)

or

Languages / Internship			
Application to CEMS		<ul style="list-style-type: none">• Block Seminar• CEMS courses• BCSS skill seminar → at either home or host school	<ul style="list-style-type: none">• Responsible Global Leadership Seminar• CEMS courses• Business project• Skill seminars → at either home or host school
Official CEMS MIM year			
1 st Semester / autumn	2 nd Semester / spring	3 rd Semester / autumn	4 th Semester / spring
HSG Programme			

→ Application for CEMS programme in the first autumn semester of your Master programme



Scenario 2: Start of HSG Master programme in the spring semester

Languages / Internship			
• max. 15 ECTS CEMS courses and/or skill seminars → at home school	• Block Seminar • CEMS courses • BCSS skill seminar → at either home or host school	• Responsible Global Leadership Seminar • CEMS courses • Business project • Skill seminars → at either home or host school	• Make up of courses and/or skill seminars acc. to flexibility rules
Official CEMS MIM year			
1 st Semester / spring	2 nd Semester / autumn	3 rd Semester / spring	4 th Semester / autumn (optional)
HSG Programme			

→ Application for CEMS programme in the autumn semester preceding the start of your Master programme or in the first autumn semester of your Master programme

Credit transfer of CEMS requirements towards the HSG Master's degree

Some of the CEMS requirements will be credited towards the HSG Master's degree. Details can be found in the 'CEMS credit transfer rules and guidelines' which can be downloaded at <http://studentweb.unisg.ch> – Master – Programmes – CEMS MIM – HSG CEMS students – Downloads.



Career Forum /CEMS online job market

The CEMS Career Forum, an exclusive CEMS recruitment and professional networking event, is a highlight event of the year and is held in mid-November. Students can participate in the Career Forum and in the interviews several times during their CEMS studies. Students are pre-selected for interviews with Corporate Partners prior to the event and upon submission of a formal application. Students are offered the chance to participate in accredited Skill Seminars during the Career Forum.

Furthermore, CEMS has an online job market and an online CV database of CEMS students and alumni. These are exclusive for CEMS students, alumni and Corporate Partners and give a unique opportunity for networking, job and internship search.

Graduation

The graduation ceremony takes place during the CEMS Annual Events which are organised by one of the CEMS institutions each year at the end of November/beginning of December. To graduate, CEMS students must have successfully completed all mandatory components of the CEMS MIM curriculum including her/his home degree by 30 September of each year at the latest. The graduation must take place maximum 1.5 years after graduation from the home degree. Exceeding the limit of 1.5 years between graduation from the home degree and fulfilment of all CEMS MIM requirements will need to be approved. Also a maximum of 5 years may have passed between the end of the MIM year and graduation from the home degree.

The CEMS MIM certificate will show grades according to the ECTS grading scale "A–F" for Block Seminars, CEMS courses and the Business Project. Language proficiency will be indicated according to the Common European Framework Agreement language levels.



CEMS Application

CEMS Selection Process

The CEMS Master's in International Management allows a selected group of highly qualified students to obtain a double degree at the University of St.Gallen according to the following CEMS-wide selection criteria:

Intellectual potential and knowledge

- Intellectual potential
- Academic excellence
- Prior knowledge in the Business Field

Attitude and soft skills

- Desire to achieve
- Interpersonal competencies
- Integrity
- Critical thinking
- Motivation for the MIM Programme

International orientation

- Language skills
- International openness and cross-cultural aptitudes

Stage 1: Online application

Criteria for application/selection:

- Previous academic record (min. 50 ECTS and min. HSG grade average of 4.50 at Bachelor level or Bachelor or Master degree with 4.50 min. grade average).
- If applying with a non-HSG Bachelor degree, a minimum of 60 ECTS credits in business-related subjects must have been passed on Bachelor level.
- English language test results (see section "English language requirements for the CEMS MIM application" on p.27).

Stage 2: Pre-Selection

All complete application files will be evaluated and scored according to the abovementioned CEMS-wide selection criteria (focusing on: desire to achieve, social engagement, international orientation and motivation) based on the CEMS Background Information Form. Please be aware that you will need proof/confirmation of all background information. For additional clarifications, you may be contacted by phone for a short interview on 6/7 November 2018. The score of the evaluation together with your Bachelor degree grade average (50% each) will determine whether you will be invited to stage three of the selection process. You will be informed by e-mail by 12 November 2018.



Stage 3: Assessment Centre with CEMS Corporate Partners

Applicants meeting the above requirements and having passed the pre-assessment, must then participate in the assessment centre (AC) organised by CEMS Corporate Partners and the local CEMS Programme Manager. The assessment centre is held in both German and English. Please indicate in your application which language you prefer.

The assessment centre consists of four parts

1. Presentation
2. Case study
3. Group discussion
4. Interview

The Corporate Partners will give their professional advice on each student's performance, taking into consideration the CEMS criteria, but do not decide to which school students may go on their term abroad. The University of St.Gallen will make the final decision on whether students will be accepted to the programme considering the results of the pre-assessment and the AC as well as the criteria mentioned above.

The assessment centre will take place on 20-21 November 2018. There is no possibility to advance or postpone the AC. Due to a very tight schedule and limited availability of the CEMS Corporate Partners, we are not in a position to accommodate personal time schedules for the assessment centre. Since the time and date of the AC are given on very short notice, students are strongly requested to keep the 2 days of the AC free. The AC will last approx. 3 hours per applicant.

If – for a particular reason – you would like to take the AC on a specific one of the two days, you may send a written request by e-mail to cems@unisg.ch by the end of the application deadline.

You will be informed by e-mail at the latest one week after the assessment centre whether or not you passed.



Stage 4: CEMS profile achieved

Students who successfully pass stages 1 to 3, prove to have a potential CEMS profile will be admitted to the CEMS Master's in International Management programme.

Stage 5: Schools for the term abroad

The allocation of term abroad places in the different CEMS Partner Universities will take place after the student's final acceptance to the CEMS MIM. Term abroad places will be allocated based on the following: acceptance to the CEMS MIM, prioritised list of universities in the application form, Bachelor grade average, as well as results of the pre-assessment and the AC (one third each).

Accepted candidates

After the application process is completed, the CEMS MIM admission documents, including the information of the university for the term abroad, will be published in the Mobility-Online portal. Details regarding the CEMS MIM curriculum as well as maintaining enrolment status at the HSG while abroad will also be available. The host university will forward detailed information on the studies abroad (visa requirements, housing opportunities, courses, etc.) to the students concerned in due time before the semester starts.



Timing, application link & deadline

Timing

HSG students may participate in the CEMS MIM in the first or second year of their Master level studies. Application is possible during the last year of the Bachelor level (for HSG Bachelor students only) or at Master level. Students not accepted to CEMS may apply again the following year.

Application link

The application must be submitted online through the Mobility-Online portal <http://studentweb.unisg.ch> Master – Programmes – CEMS MIM – CEMS Application Mobility-Online.

Deadline

Thursday, 25 October 2018 –16.00 (CET) The online application opens on 1 October 2018 and closes on 25 October 2018 at 16.00 (CET). The CEMS MIM online application including an original signature and all required documents must be uploaded to the Mobility-Online portal by 25 October 2018, 16.00 (CET).

Late or incomplete applications will not be considered.



Prerequisites for the CEMS MIM application

- Students must be enrolled at the HSG at the time of application.
- Minimum 4.50 grade average in the studies (Bachelor or Master) relevant for admission to the HSG Master degree studies. The average will be rounded to two decimal points.
- HSG students applying from the Bachelor level must have achieved 50 ECTS at Bachelor level up to and including spring semester 2018 (not including Assessment Year) and a minimum HSG grade average of 4.50; the average will be rounded to two decimal points.
- Applicants with a non-HSG Bachelor's degree must show a minimum of 60 ECTS in business-related subjects completed at the Bachelor level.
- Proof of a valid English test as mentioned in the section "English language requirements for the CEMS MIM application".
- Students with admission conditions may take their term abroad in the 4th semester of their Master's degree studies only. However, if all admission conditions are successfully met in the 1st semester of the Master's degree studies, then a term abroad in the 3rd semester is possible.



English language requirements

In order to be admitted to the selection process students must demonstrate a good knowledge of English. Therefore, one of the following certificates or tests must be provided:

- TOEFL (min. 100 pts internet-based)
- Cambridge Certificate of Advanced English (grade B or higher)
- Cambridge Certificate of Proficiency in English (grade C or higher)
- IELTS – International English Language Test System (Academic Test only – grade 7 or higher)
- BEC Higher (grade B or higher)
- Bachelor degree fully completed in English if obtained in an English speaking country or if from a CEMS or EQUIS/AACSB accredited institution. Language of instruction must be declared on the diploma or confirmed by the university.

Note: HSG Bachelor degree not valid because not "fully" in English.

The results must be uploaded to the Mobility-Online portal no later than 25 October 2018, 16.00 (CET). Be sure to plan your test early enough, as no exceptions can be made.

The test may not be more than two years old by the date of the CEMS MIM programme application deadline *i.e. the test must have been taken on or after 25 October 2016*. Test results from test dates on or prior to 24 October 2016 cannot be accepted. Fulfilment of the HSG Foreign Language Requirements in English is NOT sufficient for the CEMS MIM application.



Required application documents:

- Signed confirmation of the CEMS MIM online application from the Mobility-Online portal*
- Recent portrait photograph
- CEMS Background Information Form*
- CV (max. one page) in English
- Motivation letter (max. two pages) in English (will be relevant for the AC)
 - stating your motivation and interest in the CEMS MIM programme
 - AND answering the following three questions with a practical example:
 - International orientation: describe an experience/situation abroad that challenged or impressed you (e.g. during an internship, a project, travels, or the like).
 - Integrity: what was the greatest set-back in your life so far and how did it affect you?
 - Desire to achieve: describe an outstanding achievement and why you are proud of it.
- University transcripts and/or degrees
 - Students with HSG Bachelor: University transcripts from Bachelor level (up to and including spring semester 2018) or HSG Bachelor diploma supplement with detailed grade information.
 - Students with non-HSG degree: *Original or certified copies of grade transcripts, overall grade average from degree studies relevant for admission to the HSG Master degree studies and the grading scale* must be uploaded no later than the application deadline. Documents must be in one of the Swiss national languages or in English. *Additionally, all original transcripts must be submitted to the CEMS Office no later than 25 October 2018 – 16.00 (CET)*. The originals will be returned to you at the assessment day or can be picked up at the CEMS office.
- CEMS Mother Tongue Declaration (one form per declared mother tongue)*
Important: mother tongue(s) cannot be changed after the application deadline
- Valid English language test (see English language requirements)
- Previous internship / work evaluations

All documents must be uploaded to the Mobility-Online portal. *Late or incomplete applications will not be considered.*

* Forms can be downloaded during the online application process from the Mobility-Online portal.



Guidelines for planning the term abroad

Students are responsible for deciding which semester of their Master level studies would be best to spend abroad. The timing of the term abroad may impose certain curricular requirements.

HSG Master programme starting in autumn semester				
Masterprog.	1. Semester	2. Semester	3. Semester	*4. Semester
MBI	not possible	recommended	possible	possible
MSC		recommended	recommended	possible
MAccFin		possible	recommended	possible
MBF		possible	recommended	possible
SIM		not possible	recommended	possible
MUG		not possible	possible	possible
MEcon		possible	recommended	possible
MiQE/F		possible	recommended	possible
MIA		recommended	recommended	possible
MIL		recommended	possible	possible
MLaw		recommended	possible	possible
MLE		recommended	recommended	not possible
MOK		possible	possible	possible

HSG Master programme starting in spring semester				
Masterprog.	1. Semester	2. Semester	3. Semester	*4. Semester
MBI	not possible	possible	recommended	possible
MSC		not possible	recommended	possible
MAccFin		possible	recommended	possible
MUG		not possible	possible**	possible
MEcon		not possible	recommended	possible
MIA		not possible	recommended	possible
MIL		not possible	possible	possible
MLaw		not possible	possible	possible
MLE		possible	not possible	recommended

* 4th semester optional except MLE

** May extend the duration of your studies, e.g. due to the two-semester long practice project starting in autumn each year.

Important: Exceptions are possible from the 2nd semester on but must be verified and approved in advance by the responsible Master programme director.



Selecting universities for the term abroad

In the application, you must select seven CEMS Partner Universities of your choice and in the order of your preference. You may also choose both semesters of one university. An overview of CEMS Partner Universities can be found at www.cems.org.

When making your selections, please also consider criteria such as local language, language of instruction, semester dates, course offer, cost of living, travel advisories, etc.

For further information please see the following pages:

- Overview of partner universities and possible exchange terms:
<http://studentweb.unisg.ch> – Exchange – Before an exchange – Exchange programmes – Partner universities – Search portal partner universities
- Experience reports: <http://studentweb.unisg.ch> – Exchange – Before an exchange – Exchange programmes – Partner universities
- Partner university websites
- www.eda.admin.ch / itinerisApp / www.bag.admin.ch

Allocation of host universities for the term abroad

Applicants who have successfully passed the CEMS selection process are ranked according to their university grade average, their pre-assessment and assessment centre results. Term abroad places are then allocated according to ranking: students with the highest ranking will be awarded their highest prioritised place first. Once a place has been allocated, it is binding. There is no guarantee that you will be allocated to one of the schools out of your prioritised list. Students not allocated a slot will be asked to login to the Mobility-Online portal again and may select additional priorities for a second allocation round. There are enough places available to allocate all selected students. A rejection of the proposed place will not entitle you to any further proposals and furthermore will be considered as a cancellation of your participation in the CEMS MIM programme (see cancellation policy).



Terms & conditions

General

- Participation in the CEMS MIM programme is at the student's discretion and is not required for completing an HSG Master's degree.
 - Only students who successfully pass all stages of the selection process will be admitted by the HSG CEMS Office to the CEMS MIM programme.
 - The CEMS MIM can be combined with all HSG Master programmes. For students enrolled in the following programmes special application requirements apply:
 - Master in Law (MLaw) and Master in International Law (MIL): all students
 - Master in Management, Organization Studies and Cultural Theory (MOK) and Master in International Affairs (MIA): only students not holding a HSG Bachelor's degree or any other Bachelor's degree in business administration.
- Please contact the HSG CEMS Office for further information.
- Accepted candidates may spend only one term abroad.
 - A term abroad in the first semester of your Master level studies is not possible (a semester on leave does not count as first semester).
 - When participating in a double degree programme, at least 60 ECTS of your Master level studies must be acquired at the University of St.Gallen.
 - ***All admission conditions must be successfully completed as stated in the HSG compensation rules for admission conditions including official notification of results by the time the exchange term begins.***
 - Participation in the CEMS MIM programme does not incur any additional tuition fees as long as you are regularly enrolled in an HSG Master's degree programme (except for a 100 Euro student registration and handling fee invoiced directly from the CEMS Head Office in Paris).
 - Coursework completed at the host university may be credited towards HSG Master degree studies, if approved by the HSG Admissions and Crediting Office.
 - Students participating in the CEMS MIM programme will generally need at least four semesters to complete their HSG Master's degree.



- A term abroad beginning between 1 July and 31 December is considered as an absence in the autumn semester.
- A term abroad beginning between 1 January and 30 June is considered as an absence in the spring semester.
- Simultaneous applications during the same selection period to more than one programme (partner university exchange, CEMS, Themis, any double degrees programme, Freemover and Swiss Mobility) for the same semester and academic year are not permitted.
- Students accepted for partner university exchange or to CEMS or a double degree programme may not apply to any other of these programmes during the same selection period (autumn semester 2018).
- Students not accepted to CEMS or a double degree programme may apply for partner university exchange, Freemover, Themis or Swiss Mobility, provided they meet the respective application deadline.
- Students cancelling an allocated place are not permitted to apply to any other programme.

Requirements for beginning the CEMS MIM programme

- Students must have successfully completed their Bachelor degree requirements and must be enrolled in one of the HSG Master programmes and/or the CEMS MIM by the start of the CEMS MIM programme in autumn 2019.
- Students entering the CEMS MIM programme before receiving their Bachelor's degree results must forfeit their participation in the programme in the event of failing their degree.
- The HSG Master's degree may not be received before the official start of the CEMS MIM programme, i.e. before October 2019.
- **No remaining credits from a prior level of study** by the time the term abroad begins. Exception: Admission condition "bookkeeping examination" and admission condition "foreign language requirements without credits".
- **All admission conditions must be successfully completed as stated in the HSG compensation rules for admission conditions including official notification of results by the time the term abroad begins.**

Master students not holding an HSG Bachelor's degree

- Students who do not have an HSG Bachelor's degree may only apply for CEMS once they are definitively registered in a Master's programme at the HSG.
- Please also note the general application requirements and the requirements for beginning the CEMS MIM programme, in particular those regarding admission conditions and required business studies.



Special needs - students with disability or a chronic illness

If you have a disability or a chronic illness, you may face particular challenges during the course of your studies. For your CEMS studies to be as successful as possible, a number of aspects require organisation, reflection and special requests in advance. To be able to provide you with the best possible assistance in finding a university that can support your needs, it is indispensable that you contact the HSG CEMS Office well in advance before applying for the CEMS MIM programme. If you are a student with special needs and you have applied for the SEMP scholarship by the deadline, you can apply for additional SEMP special needs funds. For more information please write an e-mail to: cems@unisg.ch

Cancellation policy

Cancellation of participation in the CEMS MIM programme whether before or during the programme or as a result of failed courses (including failed or incomplete admission conditions) is subject to a cancellation fee according to the HSG fee regulations. Please note that by withdrawing from the programme you also withdraw from your allocated place for the term abroad. The place is then forfeited and cannot be transferred to another student. Students withdrawing from the CEMS MIM programme (also during the selection process, i.e. as soon as an invitation to the assessment centre has been received) are not eligible to apply to any further exchange programmes on Master level (partner university exchange, Freemover, Swiss Mobility, Themis and double degree programmes). The cancellation policy also applies if the exchange place is cancelled due to internships, employment, military service/civil protection, holidays, admission to another university, insufficient grade average or failed/incomplete HSG academic requirements as stipulated by the exchange programme conditions.

If the term abroad cannot be taken up due to force majeure (political unrest, environmental catastrophes, long-term illness, accidents, etc.), no cancellation fee will be charged. In such cases the place will be forfeited. The University of St.Gallen will not be obliged, but will try to offer an alternative option. It is the student's own responsibility to decide whether to withdraw from an allocated place in a country threatened with earthquakes, war or other hazards.

Consult the travel and health advisories of the Foreign Affairs Department regarding your host country on www.eda.admin.ch, itinerisApp and www.bag.admin.ch (security precautions, vaccinations, etc.).



Term Abroad

Registration at the host university

Newly selected CEMS students will be officially pre-registered at the host university by the HSG CEMS Office, after which they will be contacted directly by the host university. It is the student's own responsibility to follow all instructions and meet all deadlines of the host university regarding university application and enrolment, course registration, etc.

Start date and orientation programme at the host university

It is the student's responsibility not to miss the start date of the term at the host university. Term dates at the host university often differ from the HSG's term dates. Please consider this when selecting possible universities. Most universities will also organise orientation programmes for guest students prior to the beginning of the term. Students must arrive at the host university on time for orientation and the start of their courses. Late arrivals leave a bad impression on the host university, cause them extra work, may cost the HSG future exchange slots and finally, put you at a disadvantage in getting your term off to a good start.

Transfer of credits towards HSG degree

Coursework from a term abroad must satisfy the standards of the Master's Level both in terms of subject matter and academically. In exceptional cases, undergraduate courses may be credited to Contextual Studies if the host university does not offer any corresponding courses at the Master's level.

No compulsory subjects can be credited to the Master's level. For courses to be credited to core electives, please see our programme-specific rules. The course plan for the term abroad must be approved by the Admissions and Crediting Office before starting the exchange semester.

It is your responsibility to obtain the course descriptions in time from your host university.

Important information regarding the crediting process can be found at <http://studentweb.unisg.ch> – Exchange – Crediting Process.

Crediting guidelines

A minimum of 16 transferable ECTS credits must be completed with a positive grade at the host university, otherwise no credits from the exchange term will be transferred towards the HSG degree.

A maximum of 30 ECTS credits can be credited to the HSG degree per exchange semester at Master's level.



Please see the implementation provisions concerning coursework done by HSG students (Outgoing) at other universities.

Crediting process:

Step 1: Preparation:

Plan your course programme at the host university.

Step 2: Create a crediting request in Compass and save as a PDF

Send your crediting request (PDF) together with your Acceptance Letter and the detailed, official course descriptions to admissions@unisg.ch (E-mail subject line: Exchange term transfer credit/your degree programme/planned exchange semester date/host university).

Course descriptions should not be older than one year and should include detailed information on content, workload, pre-requisites, literature, examination format and grading. In addition, the course level (Bachelor / Master) should be visible.

Step 3: Processing your crediting request

The Admissions and Crediting Office will process your crediting request as fast as possible. Please note that at certain times of the year many crediting requests are received simultaneously and may therefore need two to three weeks to process.

Please plan enough time to process your application (4-8 weeks before the start of the exchange semester).

Step 4: Crediting of coursework from a term abroad

Make sure that your original grade transcript from the host university is submitted to the SMO. PDF documents are only permitted if sent directly from the host university to cems@unisg.ch.

As soon as SMO has received all the required documents (experience report, HSG representation confirmation), they will forward your grade transcript to the Admissions and Crediting Office for your results to be credited. Once the credit transfer is complete, you will receive a notification of results.

Coursework completed during an exchange semester may be credited no later than by the end of the lecture period of the subsequent semester. Crediting is not possible at a later date.



HSG enrolment during the term abroad

You must maintain your enrolment status at the HSG throughout the whole duration of the CEMS MIM programme, also during your term abroad and must pay the HSG semester tuition fees. HSG and CEMS enrolment must be completed in Compass according to the official HSG enrolment deadlines.

HSG bidding during the term abroad

During the term abroad you will have access to HSG bidding, which will be limited to those courses whose examinations you are entitled to take: compulsory courses and core electives in the Master's degree programmes. Bidding must be completed in Compass according to the HSG bidding period.

HSG examinations

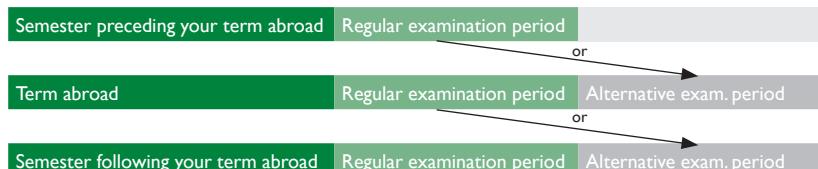
Students participating in a recognised study abroad programme, are permitted to take examinations for compulsory subjects, core electives as well as languages (without class attendance) either in the central examination period or defer them to the next alternative examination period. Advanced sittings of examinations are not permitted.

See also the latest implementation provisions concerning alternative examination dates at <http://studentweb.unisg.ch> Master – Legal basis & fact sheets – Implementation provisions for resits or advanced sittings of examinations.

Registration for examinations taking place at regular and alternative dates must be completed in Compass. Students must first complete their semester enrolment in Compass so that they can select the option to register provisionally for the alternative examination date. A provisional registration is not an official registration; the official exam registration must be completed during the regular examination registration period.

Examinations in the central examination period

Possibility to write exams for compulsory subjects and core electives in the alternative examination period





Exams at the host university

All coursework from a term abroad must be completed at the host university. For legal reasons, exams not taken at the host university due to illness, for example, may not be administered at the University of St.Gallen.

Costs

Tuition fees must be paid to the HSG during the term abroad. HSG students are not required to pay basic tuition fees at the host university but will be responsible for all other costs related to their term abroad. A 100 Euro student registration and handling fee will be invoiced to the students directly from the CEMS Head Office in Paris. This fee is used to fund central services provided by the CEMS Association/CEMS Head Office. Additionally, there might be fees for the Block Seminar and the Responsible Global Leadership Seminar.

Scholarships Swiss-European Mobility Programme (SEMP)

Students on exchange at one of our European partner universities through the partner university exchange, CEMS, Themis, DM2 or SSE double degree programmes are eligible to apply for a SEMP scholarship. The application procedures will be available in the Mobility-Online portal after allocation of the exchange university. SEMP programme regulations may be subject to change by the Swiss Federal Council.

Sublet room

During your term abroad you can sublet your room to a guest student coming to St.Gallen. Contact our Housing Office for more information: housing@unisg.ch.



Promotion of the HSG while abroad

CEMS MIM students are required to promote the HSG to local students during their term abroad. This can be done at a study abroad fair or similar events, such as international dinners or the like. The promotion activity must be confirmed by the host university on the HSG representation confirmation form and the completed form must be uploaded to the Mobility-Online portal within four weeks after the end of the term abroad. The form can be downloaded from the Mobility-Online portal.

Experience report

All CEMS MIM students are required to write an experience report on their term abroad and upload it to the Mobility-Online portal within four weeks after the end of the term abroad at the latest. These reports are a helpful source of information for future students considering a term abroad. The report should contain information on your personal experience with the host university, the courses, as well as the people and culture of your host country. Guidelines for writing the report can be found in the Mobility-Online portal.



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