



## Fact sheet concerning individual course attendance<sup>1</sup>

The Dean of Studies has issued this fact sheet pursuant to Art. 77(1) of the University Statutes of 25 October 2010.

### 1 Scope of application

This fact sheet provides information about the registration process and the general conditions for students who would like to attend an individual course at the University of St.Gallen.

Various courses taught at the University of St.Gallen can also be attended individually by students from another university independently of a degree course without such students having to enrol at the University of St.Gallen.

### 2 Addressees

This fact sheet is aimed at students who are enrolled at another Swiss university or a partner university with which an agreement concerning individual course attendance has been concluded. Students can attend individual courses at the Bachelor's, Master's or Doctoral Levels; language courses and Assessment Year courses are expressly excluded from the individual course arrangement and are only taught in connection with the Assessment Year. Students who are enrolled at a *Fachhochschule* are unable to attend individual courses at the University of St.Gallen.

### 3 Admission criteria

Students who want to attend an individual course at the University of St.Gallen have to satisfy the admission requirements for the programme (in which the course is taught), be able to present confirmation of enrolment at their home university and to submit confirmation that the course is credited to them at their home university.

### 4 Further provisions

- Students can register for an individual course for a maximum of two semesters per degree course level.
- Students can attend a maximum of two courses with up to 8 credits per degree course level.
- Individual course attenders are not entitled to a course place or to the course being taught at all.
- If only individual course attenders have registered for a course, the University of St.Gallen may cancel this course without having to offer an alternative.
- Individual course attenders do not have the same rights as students of the University of St.Gallen or guest students. For instance, they cannot be granted alternative examination dates.
- If individual course attenders fail to appear for an examination for a valid reason and are therefore unable to earn the credits, they have to reregister for individual course attendance at a later date. If they are already in the second individual course semester at the University of St.Gallen, they will not be able to resit the examination. The possibility of resitting the examination on an alternative date is expressly excluded.
- Individual course attenders have to comply with the legal provisions of the University of St.Gallen

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<sup>1</sup> Pursuant to Art. 123 of the University Statutes of 25 October 2010 (No. 217.15, Consolidated Statute Book of the Canton of St.Gallen), only the German version of these regulations shall be legally binding.

## 5 Registration procedure

Students must register through the "Registration for individual courses" form, which must be submitted including all necessary documentation. Deadlines for studies on Bachelor's and Master's level are 31 August for the autumn semester and 31 January for the spring semester. Deadlines for studies on PhD level can be enquired of the PhD Office. The form can be found in the internet at:

<http://www.unisg.ch/de/Studium/Austauschprogramme/IncomingProgramme/Einzelkursbesucher>

The Dean of Studies makes the conclusive decision regarding admission and informs applicants. Student Administration then manually enrolls the applicants for the course and registers them for their examinations. An e-mail account is generated, and individual course attenders are given a password. Individual course attenders who do not come from a Swiss university are given a Swiss matriculation number.

## 6 Fees

Students who have registered for individual course attendance must pay a registration fee of CHF 250. Another CHF 100 semester fees for individual course attendance becomes payable per semester and degree course level (regardless of the number of courses). Partner universities with which special agreements have been concluded and at which students from our university do not have to pay any fees by reciprocal agreement when they attend individual courses at the other university, are exempt from this rule.

## 7 Effectiveness

The Dean of Studies has put this fact sheet into force as from 1 February 2014.

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