Fact sheet: Bidding

Pursuant to Art. 77(1) of the University Statutes, Art. 15 of the Examination Regulations for the Assessment Year, Art. 43(bis) of the Course Regulations for the Bachelor's Level and Art.24(bis) of the Course Regulations for the Master's Level the Dean of Studies of the University of St.Gallen hereby issues the following fact sheet.

1. Bidding Fundamentals

1.1. Definition
The term "bidding" denotes the electronic course allocation procedure of the University of St.Gallen. It enables students to register their interests and the intensity of those interests in the courses of their choice before every semester. Students' interests in the courses are taken into account according to decreasing intensities; where this is not possible, the random principle is applied.

The allocation through the bidding is the prerequisite for the course attendance, for the exam registration and the crediting of academic achievements.

Detailed instructions for the bidding can be found in the StudentWeb (StudentWeb/General/Administrative Process/Choice of course and Bidding).

1.2. Conditions for bidding
The bidding is only possible with a valid semester enrolment. This also applies to the enrolment into the supplementary courses in Business Education, the Certificates in Business Journalism and Data Science Fundamentals as well as required supplementary work.

Bidding will only be activated with a paid semester invoice. The processing time for public payment transactions must be taken into account – this can require five to ten working days.

1.3. Bidding Procedure

Assessment Year
In the Assessment Year, the bidding process is completed in one single round per semester. Each semester, a total of 1000 points is available for the whole bidding, and the points cannot be transferred to the following semester. The time at which points are placed does not have an effect on the chances of
allocation, which will take place after the bidding round. In contrast to the other Levels, students in the Assessment Year who have not entered any, or incomplete, bids are automatically allocated to course places that are still free. However, there is no automatic allocation of language courses and a retroactive allocation is subject to an administrative fee.

**Bachelor’s and Master’s level**

The core studies and the contextual studies are divided into two independent biddings. For each of the biddings, a total of 500 points is available, and the points cannot be transferred from one bidding to another or to the following semester. The biddings are divided into a preliminary round, three main rounds and five subsequent waiting list rounds. Allocation takes place after each round. The points that were assigned on courses that have not been allocated will be freed up for the following round. During one bidding round, the time at which points are placed does not have an effect on the chances of allocation, which will take place after each bidding round. Conversely, the round in which the bids are made has a great influence the chances of allocation.

The total number of allocated courses is limited to 40 credits per semester. Students are responsible for limiting their bidding to this number. Substantially justified requests for a larger contingent must be submitted to the Dean of Studies by the end of the last Main Round at the latest. (The date of the post stamp counts.) In case no approved request is available and bidding has not been correspondingly adjusted by the student by 7 days after the last Waiting Round is over, all allocated courses with the exception of compulsory courses will be irrevocably out-bidded. They cannot be completed.

1.4. *Language of instruction determines language of examination*

Some courses are offered both in German and in English. In the bidding, it is possible to choose the language of instruction. This simultaneously determines the language of examination, which is identical with the language of instruction. A retroactive change of language of examination in retrospect is not possible.

1.5. *Bidding on already completed courses*

Already completed academic performances – both passed and failed – cannot be repeated within the same attempt (for supplementary work courses apply special regulations). For certain constellations it is technically possible to bid for already completed courses and register for the respective exams, although an entitlement to sit these examinations does no longer exist. A successful bidding allocation does therefore not necessarily entitle to sit an exam. This has to be noted specifically for language courses, since the separation of courses and exams may result in incongruities. In the Bachelor’s Level, languages with course attendance can only be completed and credited (incl. minus-credits) for Critical Thinking and Cultural Awareness once.

1.6. *Special Cases*

**Foreign Languages**

In the **Assessment Year**, one foreign language (not the mother tongue) needs to be chosen and will then be valid for both the autumn and the spring semesters. For languages that are offered at **several levels** in the autumn semester bidding (French, Italian, Spanish), it is possible to be retrospectively bidded into a lower or higher level of the same language. In order to do so, an informal request must be sent via Email to the Dean’s Advisory Office (assessment@unisg.ch) until the end of the Spring semester bidding at the very latest.

In the **Bachelor’s and Master’s Levels**, for languages exists a separation of courses and examinations. As a result, it is possible to exceptionally register for the exam without a prior bidding and course allocation. Each student is granted fours exam attempts. As soon as two attempts are undertaken,
language courses will no longer appear in the bidding. This also applies for proof of language skills that needs to be delivered within the context of supplementary work. In this case, a proof of language skills can only be provided through external equivalent certifications.

**Accountancy Exam/accountancy course**
The accountancy course is only taught in the autumn semester. After the end of the bidding process for the Assessment Year, the accountancy course will automatically be allocated to all the students who have not produced any evidence of proficiency in accountancy. This allocation is not binding and does not oblige students to attend the accountancy course. Independently from the bidding allocation, students must register themselves for the accountancy examination in Compass during the registration period.

**Special application process (SBV)**
This process is selected by the faculty for courses with general conditions and criteria that do not match those of the bidding process. These courses can be identified by the acronym SBV and cannot be selected on the through the bidding; instructions on course selection are provided in the respective course fact sheets. These courses will also be allocated until the end of the bidding at the latest.

1.7. **Cancellation of courses**
If it becomes apparent that the demand for a course at Bachelor's- or Master’s Level is very low, the University may cancel it at short notice. The students concerned will be offered a substitute course. The decision concerning the cancellation of a course and the requisite number of participants is within the competence of the Dean of Studies.

2. **Special rules for specific student groups**
To certain groups of students, the following deviating rules apply:

2.1. **Outgoing students**
HSG students who are on an exchange may only avail themselves of a limited bidding range in their programmes. It is limited to compulsory subjects and core electives.

2.2. **Students enrolled in supplementary courses and certificates**
When enrolled for a supplementary course or certificate, the bidding points are deducted in all the programmes where the allocated course is part of the curriculum. Thus it may well happen that no bidding points are available any more in the second Bachelor’s programme. Furthermore, it can theoretically happen that more than 500 points are registered as used.

3. **Bidding and exam registration**

3.1. **Courses with central examinations**
For courses with central exams, the bidding and a successful allocation do not equal an exam registration. Students who fail to register for their central exams during the exam registration period are not entitled to sit those.

3.2. **Courses with decentral examinations**
For courses with decentral examinations, the bidding and successful allocation entitles to sit the respective exams and no further registration needs to be undertaken during the exam registration period.
3.3. Timetable- and examination planning without overlaps

In the bidding, it is possible to bid for and be allocated to courses that are taught at the same time. It has to be taken into consideration that the central examination plan is based on the semester course timetable. This means, that courses that are taught overlap in the course timetable are highly likely to also overlap in the examination plan. It is the students’ responsibility to only bid for central courses that do not overlap in the course timetable. Arranging individual exam dates with faculty members or sitting the exam on the official alternative date is not permitted.

4. Missed bidding and retrospective allocation

4.1. Principle

The timely and correct bidding is each student’s responsibility. A retrospective allocation is in principle not possible. Exceptions can only be considered if an extraordinary case of hardship can be proven.

4.2. Criteria

In the context of the general check on proportionality, various criteria are assessed that must be satisfied cumulatively for a case of hardship assessment to be conducted:

- The students must provide evidence that non-allocation would be bound to prolong their studies. The consequence that the students may not avail themselves of semester leave but will have to enrol on a regular basis instead does not constitute a prolongation of their studies in this sense.

- The students must provide evidence that they have made efforts to have the courses in question in the relevant subjects of core and contextual studies allocated to them in the previous semesters.

- The students must provide evidence in the current bidding that they have bid for courses in the relevant subject of core and contextual studies. This requires evidence of a certain readiness to enter into a compromise: they have bid for all objectively acceptable courses in all waiting list rounds.
  - acceptable is defined as: courses that are merely not desirable owing to subjective preferences regarding subject matter or examination issues;
  - not acceptable is defined as: individual overlaps with other, already allocated courses.

- If students were allocated the courses in previous semesters but did not sit the examinations, reasons must be provided.

4.3. Application

Applications for case of hardship assessment can be submitted within 7 days after the final waiting list round to the respective level of the Dean’s Advisory Office in writing per postal services or via e-mail (the date of the postmark will be deemed to be the date of effective delivery). Applications must include a verbalised request and all evidences required. A credible explanation of why all the criteria listed in para. 4.2 are satisfied must be provided. The decision made by the Dean of Studies in free cognition and relating to the previous approach is final.

4.4. Retrospective allocation

In case the application is granted, students will be booked by first priority into courses which still have free places. Only when no other course has any free places left or the result will be an overlap with a regularly allocated course, a manual allocation into an overbooked course can be made.
5. Contact

For questions regarding the bidding, please contact the respective level of the Dean’s Advisory Office (assessment@unisg.ch, bachelor@unisg.ch or master@unisg.ch)

6. Effectiveness

This fact sheet was put into effect by the Dean of Studies on August 1, 2016\(^1\). All previously issued and bidding fact sheets are revoked by the same date.

\(^1\) Pursuant to Art. 123 of the University Statutes (Consolidated Statute Book of the Canton of St.Gallen No. 217.15, US), only the German version of this fact sheet is legally binding in cases of disputes regarding translation and interpretation.