

Bidding Instructions: PhD level

Contents

1. Definition of bidding
2. De-registration from a course/seminar
3. Registration Summer School courses (GSERM)
4. Overview
5. Required information
6. Principles / elements of bidding
7. Course registration
8. Special application process (SBV)
9. Bidding evaluations

1. Definition of bidding

The term "bidding" denotes the electronic course allocation procedure of the University of St.Gallen. It enables PhD students to register in the courses of their choice before every semester. On the basis of this information, the system allocates the courses.

The bidding (course registration at PhD level) is completed in one round. An allocation process takes place after this round. The bidding starts on 26 January 2023, 3.00 p.m. and lasts till 08 February 2023, 12.00 noon.

2. De-registration from a course/seminar

Please be aware that from Autumn semester 2017 under Art. 44 (3) of the Award Regulations (PromO 17) for the Degree of Doctor of Philosophy (PhD) of the University of St.Gallen, dated 7 November 2016 a bidding registration for a course or seminar of the coursework and research phase is binding. The registration shall also oblige the student to sit the course and relevant examination.

De-registration from a course or seminar shall be possible until 22 February 2023 at the latest by sending an email to the PhD Office (phd@unisg.ch). Later de-registrations are only possible due to results of special circumstances such as illness, accident or family events (birth, death) and needs to be done directly through the lecturer in charge.

This regulation according to Art. 12 of the Implementation Provisions for the Award Regulations for Doctor's Degrees of the University of St.Gallen, dated 2 May 2017 shall also be applicable for a11 PhD students.

3. Registration for HSG Summer School Courses (GSERM)

The GSERM courses are indicated in the course title.

Registration for the following Summer School (GSERM) courses needs to be done **via bidding and additionally** via GSERM <https://gserm.org/apply-now/> as from 23 February 2023:

-courses for the curriculum

-voluntary courses **with** an exam. These will be listed on the score card under optional work (**only possible if all required elective courses have already been completed**).

The bidding round for Spring semester 2023 lasts from 26 January 2023, 15.00 h to 08 February 2023, 12.00 noon. Until 22 February 2023, noon, registrations or cancellations of courses can still take place via PhD Office.

Registrations solely through GSERM take place as from 23 February 2023 for

-voluntary courses **without** an exam

-voluntary courses **if not all required elective courses have been completed** (not shown on the score card)

The registration via GSERM can only be made as from 23 February 2023. Earlier registrations must be kept pending and will not be confirmed.

For the GSERM courses a contribution towards expenses will be charged.

- A **flat rate** of CHF 250 for PhD students who need the courses for their curriculum.
- CHF 250 **per course** for those who take the course voluntarily.
- A course participation of 80% is required. If the "voluntary participants" do not attend the courses the full cost of CHF 1100.-- per course will be charged.

<https://gserm.org/locations/university-of-st-gallen/>

In case of voluntary participation, the course attendance is only possible if there are free places.

If more than twelve HSG doctoral students enrol in a course, we reserve the right to give preference to doctoral students in the late stage of their studies (second semester or later).

4. Overview

If you have paid, you are allowed to join the bidding!

Basically, access to bidding is only cleared for those PhD students who have paid their semester invoice. Please allow for the period required for the money to be transferred, which may take five to ten working days.

Courses / seminars with low demand

If it becomes apparent that the demand for a course / seminar on the PhD-Level is very low, the University may cancel it at short notice.

5. Requisite information

Information about the courses can be found in the course directories (<https://courses.unisg.ch/>).

6. Principles/elements of bidding

Screen structure

The bidding site can be found in Compass (<https://compass.unisg.ch/>) in the <Bidding> module. The header area contains the filter functions and the link to the key for the details.

7. Course registration

"+" button

This button serves to select courses.

"-" button

This button serves to cancel your selection (only during the bidding round takes place). Once the courses have been allocated, you need to contact the PhD office as well as the person in charge of the course in order to cancel your registration. Cancellation of a course is only possible until 22 February 2023 by e-mail (phd@unisg.ch).

"i" button

This button leads you to the relevant course description. (If any information should be missing on a course fact sheet, please directly contact the relevant faculty member)

Elective course outside of your PhD programme

If you wish to attend an elective course outside of your PhD programme please contact the PhD Office (e-mail: phd@unisg.ch) within the bidding deadline since these courses are not shown in the bidding list.

8. Special application process (SBV)

Faculty select this process if the general conditions for allocation to this course are at variance with those of the bidding process (this may concern the point in time and the criteria for allocation). The special application process can be identified by the acronym SBV. In such cases, a course cannot be selected through the bidding process; instructions on course selection are provided in the respective course and examination fact sheet.

9. Bidding evaluations

The results of the allocation process can be viewed in Compass through the menu <Bidding>, <Allocated Courses>.

For questions regarding the bidding process, please contact the PhD Office by e-mail: phd@unisg.ch

St.Gallen, 06 December 2023