

Bidding Instructions: PhD level

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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 25 January 2024, 3.00 p.m. and lasts till 07 February 2024, 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 21 February 2024 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 22 February 2024:

-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 2024 lasts from 25 January 2024, 15.00 h to 07 February 2024, 12.00 noon. Until 21 February 2024, noon, registrations or cancellations of courses can still take place via PhD Office.

Registrations solely through GSERM take place as from 22 February 2024 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 22 February 2024. 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/programme/courses/course-table-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 below the details can be found.

Bidding

Course regulations
Ph.D. in Management (17PMA)

Course regulation area
All

ECTS
All

Course language
All

State
All

Search for...

Please use at least 3 letters as input.

Bookmarked courses only

Reset all filters

24 of 24 courses

Allocated courses

Doctoral Studies in Management - DR / bidding

Points available 500/500

Courses

Compulsory Subjects

Methods in Accounting Research [↗]

Number 10,000,1.00 ECTS 6.00 Language EN Seats open Select

Theories in Organization & Information Systems [↗]

Number 10,010,1.00 ECTS 6.00 Language EN Seats open Completed Select

The bookmark function to the left of the course title (outlined in red in the screenshot above), allows you to mark interesting courses and find them again later more quickly using the "Bookmarked courses only" filter.

7. Course registration

"Select". 

This button serves to select courses.

"Deselect" 

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 21 February 2024 by e-mail (phd@unisg.ch).

Course Title

Clicking on the course title leads you to the relevant course and examination sheet. 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 (SAP)

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 "SAP". 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 accessed in Compass via the menu <Bidding>, <Go to the allocated courses> (see red border in the screenshot below). On the new page that opens, the view of the allocated courses can be exported as a PDF via the link at the bottom right "Download allocated courses".

Bidding

At the moment, the bidding is not available. Please note the timetable and try again later.

- [Go to the allocated courses](#)
- [Back to dashboard](#)

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

St.Gallen, 04 December 2024