

## **Confirmation – General Conditions and Code of Conduct**

By undersigning this document, I confirm,...

### *enrolment*

- that all the information provided by me is correct and complete;
- that the University of St.Gallen is authorized to check the information provided by me and any documents I have submitted for authenticity. I authorize any issuing offices to send the necessary information to the University of St.Gallen, and release such offices from the constraints of data protection to the extent to which this is necessary for the verification of any documents submitted;
- that I am not banned by any university from taking the courses offered at the University of St.Gallen;
- that I am aware of the fact that any kind of double matriculation must be disclosed;
- that the enrolment and processing fees will become due with enrolment and that they will not be reimbursed once I have paid them;
- that I am aware of the fact that this enrolment will not automatically grant me admission but is only an application for admission;
- that the photograph necessary for issuing my ID card must be of myself, and that I have acknowledged that by uploading a photograph which does not show my image can lead to punishment for falsification of documents pursuant to Article 251 of the Swiss Criminal Code [SR 311.0; StGB] or for fraudulently obtaining a false certification pursuant to Article 253 StGB.

### *Acceptance of risk and exclusion of liability*

- that I am directly responsible for taking out sufficient insurance coverage during my course of study, in particular for health and accident insurance, as well as private liability insurance;
- that I am aware that the University of St.Gallen declines any liability for any damage caused by me during my course of study to persons or objects;

### *Deadlines*

- that I am aware of the fact that the University of St.Gallen encourages and requires students to be self-reliant. Deadlines and dates are posted in the internet/intranet and are enforced by the HSG (University of St.Gallen) without exception. Students themselves have to collect the necessary information about binding legal bases, examination requirements, fact sheets, etc., as well as changes made to any of these. Students have an obligation to collect information. Students have to bear the consequences of their acts, omissions and/or ignorance themselves;
- that I am aware of the fact that deadlines are governed by the HSG's system time (GMT + 1);
- that I am aware of the fact that I will have to re-register through Compass each semester within the deadlines communicated, and that the bidding process for courses and registrations for examinations must be completed separately within the time windows provided for the purpose.

### *Conduct*

- that I am aware of the fact that unlawful, dishonest and disrespectful conduct will be deemed to be an infringement of the order of the University and can be punished by disciplinary proceedings;
- that I am expected to show respect to my fellow students, the members of the faculty and the administrative staff;
- that I am expected to act in the best interest of the University in good faith at all times even when I am not on the University Campus;
- that I am expected to observe my obligations as a representative of the University of St.Gallen, particularly during an exchange semester;
- that I am expected to treat any University property with care.

### *Studies*

- that I will apply the fundamentals of academic work (applicants in the Assessment Year are taught these fundamentals in a course entitled "Introduction to academic writing"; applicants who take up their studies after the Assessment Year will have to acquire this knowledge on their own);
- that the use of inadmissible aids in the drafting of written course work, written proof and in examinations, as well as the submission of written work/documents drafted by a third party, constitutes contempt of the University and is punished by disciplinary proceedings. I am aware of the fact that such conduct may result in my being expelled from the University and bound over to pay a fine and awarded grade 1.0 in examinations in accordance with Art. 37 of the University Act [Consolidated Statute Book of the Canton of St.Gallen, No. 217.11];
- that pursuant to Art. 34 of the University Act, I am subject to the disciplinary provisions of the University Act as an applicant for admission and as a participant in courses;
- that I am expected to collect the necessary information about any admissible and inadmissible aids before an examination and, in particular, to use no pocket calculators other than those approved by the University of St.Gallen (Texas Instruments TI-30);
- that I am aware of the fact that the payment of tuition fees, examination fees and other fees is the prerequisite for admission to the bidding process for courses;
- that I am aware of the fact that rights such as copyrights, data protection rights and personality rights may be restricted for the safeguard of orderly University operations and that, in particular, the copyright for work written at the University of St.Gallen will remain with the authors but that the University may restrict the right of use;
- that I am aware of the fact that any recordings of lectures at the University of St.Gallen are subject to the individual lecturers' consent. Any reproduction or publication will additionally be subject to the consent granted by the Dean of Studies.

### *Applicable law, communication and language:*

- that I accept and will abide by the legal provisions and directives in force at the University St.Gallen, such as the house regulations or HSGnet user guidelines, and undertake not to send any spam mail nor to misuse my email account in any other way
- that after enrolment, I will only use my student email address `firstname.name@student.unisg.ch` or, as necessary, `firstname.name@unisg.ch` for digital communication with in-house HSG offices, and that I will not have to answer unenrolled students' email enquiries to addresses outside the `unisg.ch` domain/prefix;
- that I am aware that I am obliged to open student-related emails and news and messages sent via internal electronic platforms and communications channels, and that I will be directly responsible for reading emails and messages too late or not at all;
- that I am aware that although the University of St.Gallen is bilingual (German and English), pursuant to Art. 123(1) of the University Statutes [Consolidated Statute Book of the Canton of St.Gallen, No. 217.15], the administrative language is German. Costs for the translation of individual documents will accrue to students, who can also translate such documents themselves. The legally binding version of all documents and decrees is the German version;
- that I am obliged to give notice of changes to any data submitted in the enrolment process (particularly the correspondence address) or to make such changes in the intranet myself, and to designate a correspondence address in Switzerland. If I do not fulfill this obligation, I will have to bear the consequences and any resulting disadvantages myself; in particular, any notifications shall still be considered to have been issued as per their mailing date and to have the force of law even if, for example, the shipment is lost in border-crossing postal traffic;
- that I agree with the provision of Art. 26a of the Administrative Jurisdiction Act [Consolidated Statute Book of the Canton of St.Gallen, No. 951.1] whereby correspondence and notifications may also be sent electronically;
- that any contradicting, superior Swiss, cantonal or university law will have priority over this agreement, and that the place of jurisdiction is St.Gallen.

With my signature I take cognizance of the fact that the provision of incorrect data or the failure to comply with one or several of the above points may lead to my exmatriculation or other measures being taken.

Place, date: \_\_\_\_\_ Signature: \_\_\_\_\_

For the enrolment of minors, the signature of a parent or legal representative is also necessary:

Place, date: \_\_\_\_\_ Signature: \_\_\_\_\_