

Faculty Affairs



University of St.Gallen



***"From insight
to impact"*** 

Welcome to the University of St. Gallen

Guide for Future Professors at the University of St. Gallen

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We are looking forward to meeting you! Grüezi, and welcome!



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1. The President of the University of St. Gallen and the Vice-President for Research and Faculty Welcome You



Prof. Dr. Bernhard Ehrenzeller
President



Prof. Dr. Thomas Zellweger
Vice-President for Research and Faculty

Esteemed colleagues,

“From Insight to Impact” – this is our motto. As a leading business university, we promote integrated thought, responsible action and an entrepreneurial spirit of innovation. This is what makes our University so special. Our research not only achieves a high degree of academic recognition but also aims to deliver a contribution to solving social problems. We appreciate new colleagues who will collaborate with us in this sense and who want to continue to write the success story of the University of St. Gallen together with us.

Our University is a community, and our 3,000 employees are thus more than just our most valuable resource. In research and teaching, executive education and services, we together establish criteria with the aim of letting our University become not only an attractive centre for thinking and learning but also a place of inspiration – and a place where you can feel at home.

We hereby welcome you to your new academic place of life and work. This Guide offers you some rapid orientation with regard to our campus, the town of St. Gallen and the Swiss working environment.

2.

Your Points of Contact: The Dean of the Vice-President's Board for Research and Faculty, and the Faculty Affairs Team



From left to right:

Sabrina Helmer Specialist, Faculty Development

Sandra Torgler Specialist, Faculty Services

PD Dr. Monika Kurath Dean, Vice-President's Board for Research and Faculty

Honorata Kaczykowski Head, Faculty Affairs

Manuella Karrica Dean's Assistant and Co-ordinator, Faculty Services

We will support you during the entire process of your appointment up to your start here at the University of St. Gallen and indeed beyond. Our concerns are

- to make clear to you our process of appointment and selection, and to support you individually in this process in the fullest possible way;
- to handle your move to St. Gallen as smoothly as possible;
- to accompany your integration into Switzerland, and that of your immediate family, individually and according to your needs;
- to enable a dynamic start for your work at the University of St. Gallen (HSG);
- to offer you an attractive and innovative range of options in professional development and coaching.

We will gladly take account of your individual wishes and special needs. You can reach us at ► facultypositions@unisg.ch.

3. The University of St. Gallen Presents Itself

Small – but great!

We are one of the leading business universities in Europe, hosting the largest Department of Economics in the German-speaking world, and we have a threefold accreditation: AACSB, EQUIS and AMBA. We are one of the twelve universities of Switzerland, and with around 8,800 students we are counted among the smaller Swiss universities – but the only one with a distinct profile in the study of economics. Our mandate covers research, teaching and executive education; and to this end we organise research mostly in our institutes or centres, teaching within our schools, and executive education partly via the Executive School and partly via the institutes or centres. Moreover, we are in the process of setting up a School of Computer Science and a Joint Medical Master, the latter in collaboration with the University of Zurich.



Facts and Figures
2019/2020

Innovative Structures of Teaching, and Students Aware of Their Responsibility

In the fields of Economics, Law and Social Sciences, as well as International Relations, we offer 25 programmes of study on the Bachelor, Master and Ph.D. levels – of which 17 are offered in English. In addition, there are various Master programmes in executive education and courses leading to a Certificate. The contextualisation of current problems plays a formative role in our teaching. Courses in disciplines from the humanities, cultural studies and social sciences (such as history, philosophy, ethics, psychology, sociology or area studies), which enable a holistic and critical perspective on the student's chosen Major, thus form an integral component of all our programmes of study. By means of these Contextual Studies, inter alia, we equip our students with a social, historical and cultural awareness which – besides their specialist competence – makes them capable of acting responsibly and thoughtfully on their future paths. We will also implement a new quality of learning by means of our Learning Center, which from 2022 will offer innovative surroundings for future learning.

Roughly a hundred full and associate professors, over eighty assistant professors and thirty senior lecturers, each belonging to one of our schools, are responsible for the education of our students. There are furthermore roughly 550 part-time lecturers who also contribute to the teaching.

Many-faceted Research and Researchers

In our research we aspire not only to satisfy international academic demands but also to achieve impact in society. Following our slogan "From insight to impact", we therefore carry out fundamental research as well as research that is practical in orientation. In selected areas, such as the Global Center for Customer Insight (GCCCI) and the Global Center for Entrepreneurship and Innovation (GCE&I), we are counted at the very top of international research. Since the foundation of

our University as a Business Academy, in 1898, we have attributed great significance to the question of knowledge transfer. We frequently work together with companies in long-term research partnerships. Our excellence in research subsists because of the multiplicity of our specific academic disciplines, and it is sustained by a strong and differentiated support for research in Switzerland generally. Our approaches and methods in research are no less diverse in consequence. We bring together academic researchers who work in the field and who work at a desk, just as we bring together those who publish in leading subject journals and those who write path-breaking books. The people who are significantly involved in these research results are not just the full and associate professors, the assistant professors as well as the senior lecturers, but also the roughly 900 younger academic talents on the Ph.D. and post-doctoral levels.

A High Degree of Self-financing

As a cantonal university, we receive our basic funding from the Swiss federal government and the cantons. To supplement our basic public funding, we generate on average 50 per cent of our budget ourselves. In comparison to other Swiss universities, we thus have the highest degree of self-financing at our disposal. The keystones for this are our commitments to executive education as well as to externally funded research and to the provision of services. To these commitments must be added donations from private individuals, foundations and companies.

3.1. The President's Board, and Other Bodies of the University of St. Gallen

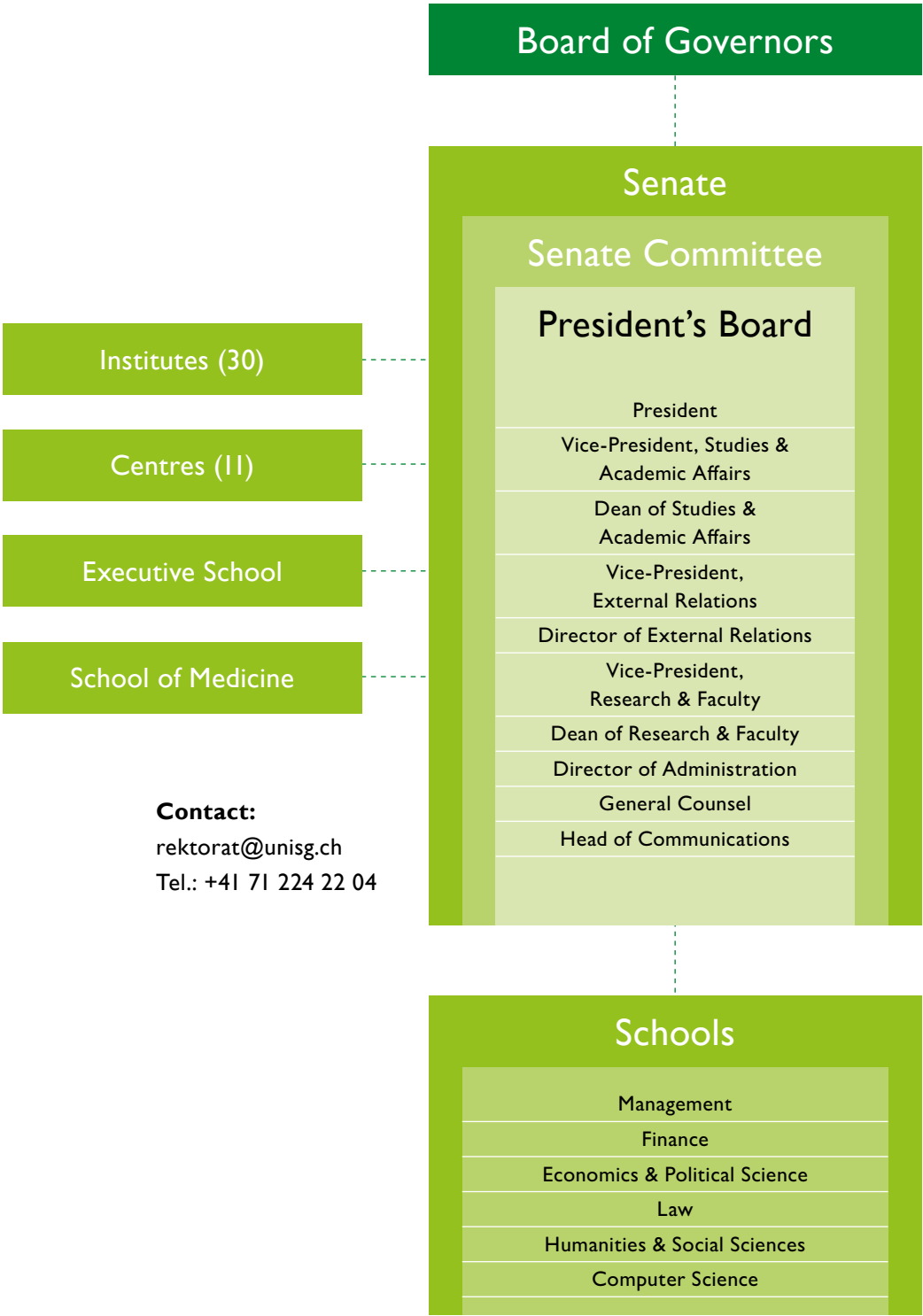


From left to right:

lic. iur. Hildegard Kölliker General Counsel
Prof. Dr. Ulrich Schmid Vice-President, External Relations
Dr. Marc Mayer Dean of Studies and Academic Affairs
Prof. Dr. Thomas Zellweger Vice-President, Research and Faculty
Dr. Peter Lindstrom Director of External Relations
Prof. Dr. Monika Büttler Vice-President, Institutes and Executive Education
lic. phil. Marius Hasenböhler-Backes Head of Communications
New Acting Head: Jürg Roggenbach, M.A. (not pictured)
Prof. Dr. Bernhard Ehrenzeller President
Dr. Bruno Hensler Director of Administration
Prof. Dr. Peter Leibfried Vice-President, Studies and Academic Affairs
PD Dr. Monika Kurath Dean of Research and Faculty

The President's Board of the University of St. Gallen functions as a steering committee in collaboration with the Board of Governors, the Senate and the Senate Committee. The President's Board supports and advises the President in the fulfilment of his duties. The Vice-Presidents and the Deans supporting them, the Director of Administration, the General Counsel, the Dean of Studies, and the Head of Communications, as well as the President himself, all belong to the President's Board. The president and the vice-presidents are elected from among the full professors. Prof. Dr. Bernhard Ehrenzeller has held the position of president since February 2020.

All full professors are members of the Senate, our highest academic body. The deans of the schools are members of the Senate Committee. The Board of Governors is the supervisory body of the University; its members are elected by the Cantonal Council.



3.2. Schools

Our schools are responsible for teaching on the Bachelor, Master and Ph.D. levels, as well as in the field of executive education. The largest share of the course offerings is provided by the faculties working in economics, namely the School of Management (SoM-HSG), the School of Finance (SoF-HSG) and the School of Economics and Political Science (SEPS-HSG). The Law School (LS-HSG), in its study programmes, prepares students for the classical legal career profiles in law firms and the judiciary, but it also attaches a particular importance to interdisciplinarity and practical relevance. The School of Humanities and Social Sciences (SHSS-HSG) has a special role to play: combining different aspects of the humanities, cultural studies and social sciences, the School offers students a general academic education, in subjects from social and cultural studies, that supplements their professional training. The Executive School of Management, Technology and Law (ES-HSG) rounds off the HSG course portfolio with its tailor-made offerings in executive education for people from working life. With the foundation of a new School of Computer Science (SCS-HSG) and its Bachelor, Master and Ph.D. study programmes in Computer Science, HSG will in future be making a contribution to the training of computer specialists. In co-operation with the cantonal hospital of St. Gallen and the University of Applied Sciences of Eastern Switzerland, the HSG is also offering an innovative study programme in Medicine, at the new School of Medicine (Med-HSG): its new Joint Medical Master (JMM) is situated at the interface with economics and business studies. Like the ES-HSG, the School of Medicine is organised as an institute.

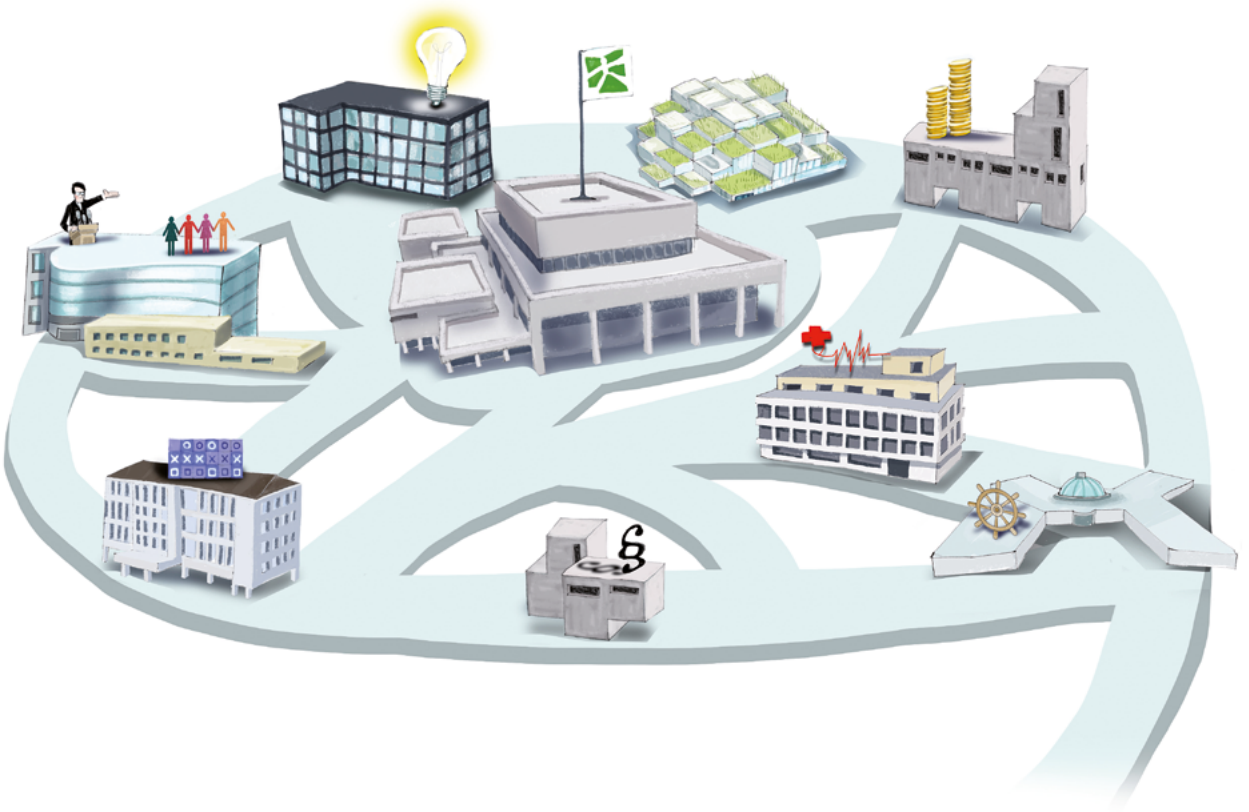
Each school is led by a dean who is elected, from the body of professors at the school, for a period of office lasting from two to four years. The respective dean's office is at your disposal for any general questions you may have:

Schools

www.som.unisg.ch	som@unisg.ch	Tel.: +41 71 224 25 06
www.sof.unisg.ch	sof@unisg.ch	Tel.: +41 71 224 70 80
www.seps.unisg.ch	seps@unisg.ch	Tel.: +41 71 224 23 25
www.ls.unisg.ch	lawschool@unisg.ch	Tel.: +41 71 224 34 07
www.shss.unisg.ch	shss@unisg.ch	Tel.: +41 71 224 27 66
www.scs.unisg.ch	scs@unisg.ch	Tel.: +41 71 224 26 27

Institutes with Study Programmes

www.es.unisg.ch	executiveschool@unisg.ch	Tel.: +41 71 224 75 00
www.jmm.unisg.ch	jmm@unisg.ch	Tel.: +41 71 224 75 86



The Schools of the University of St. Gallen and Their Study Programmes

	SoM-HSG School of Management	SoF-HSG School of Finance	SEPS-HSG School of Economics and Political Science	LS-HSG Law School
Bachelor programmes	Major in Business Administration (BWL)		<ul style="list-style-type: none"> Major in Economics (VWL) Major in International Affairs (BIA) 	<ul style="list-style-type: none"> Major in Law (BLaw) Major in Law and Economics (BLE)
Master programmes	<ul style="list-style-type: none"> Business Innovation (MBI) Marketing, Services and Communication Management (MSC) Accounting and Finance (MAccFin) Strategy and International Management (SIM) Business Management (MUG) Management, Organization Studies and Cultural Theory (MOK) (a programme conducted jointly with the SHSS-HSG with the main responsibility at the SoM-HSG) Master of Science in Computer Science 	Banking and Finance (MBF)	<ul style="list-style-type: none"> Economics (MEcon) Quantitative Economics and Finance (MiQE/F) International Affairs and Governance (MIA) 	<ul style="list-style-type: none"> International Law (MIL) Law (MLaw) Law and Economics (MLE)
Ph.D. programmes	<ul style="list-style-type: none"> Management (PMA) Accounting Business Innovation General Management Marketing Computer Science (DCS) 	Finance (PiF)	<ul style="list-style-type: none"> Economics and Finance (PEF) International Affairs and Political Economy (DIA) 	Law (DLS)
Global Centers	<ul style="list-style-type: none"> Global Center for Customer Insight (GCCl) Global Center for Entrepreneurship & Innovation (GCE&I) 		<ul style="list-style-type: none"> Global Center for International Economics (GCEI) 	
Profile areas		System-wide Risk in the Financial System		

SHSS-HSG School of Humanities and Social Sciences	MED-HSG School of Medicine	SCS-HSG School of Computer Science	ES-HSG Executive School of Management, Technology and Law
Management, Organization Studies and Cultural Theory (MOK) (a joint programme of the SHSS-HSG with the main responsibility at the SoM-HSG)	Joint Medical Master (a joint programme with the University of Zurich and the FHS St.Gallen University of Applied Sciences)	Master of Science in Computer Science (MCS)	<ul style="list-style-type: none"> • Master of Business Administration (MBA-HSG) • Executive MBA in General Management (EMBA-HSG) • International Executive MBA (IEMBA-HSG) • Global Executive MBA in General Management (GEMBA-HSG) • Executive MBA in Business Engineering (EMBE-HSG) • Executive Master Business Law for Managers • Executive Master in Financial Services and Insurance (MBA-FSI) • Executive Master of European and International Business Law (M.B.L.-HSG)
Organization Studies and Cultural Theory (DOK)		Computer Science (DCS)	
Transcultural Workspaces			

3.3. Institutes and Living Practical Relevance

«*From insight to impact*» is the living credo of the University, as characterised in particular by its institutes and by the dedicated service of its teachers outside the realm of academic life.

Institutes and Research Institutes

With its more than thirty institutes and research institutes, managed within the University in a broadly autonomous and entrepreneurial way, HSG boasts a unique structure. Roughly 80 per cent of all full professors belong to an institute or research institute. The Institutes each represent a consortium of academically related chairs, bundling their competencies under a single roof. They enable, besides fundamental research, a form of training, research and executive education that is close to working life and practically relevant. Their focus on specific themes also opens up co-operations and synergies between these institutes and research institutes and/or partners in the realm of working life; such co-operations and synergies can lead to cross-cutting research projects or to the establishment of in-house research laboratories. The institutes contribute significantly to the University's high degree of self-financing, and they also carry out a large part of its work in developing new and upcoming talents. In so doing, the institutes shape the culture of HSG and its reputation as a leading business university to a significant degree.



Institutes

Secondary Employment

A further component of the living practical relevance of the HSG is represented by the various commitments its faculty members take on outside their employment at the University. With their chosen commitments going beyond what is demanded by their employment contracts, the HSG academics make an important contribution to business and to society. At the same time, such commitments create further possibilities for them to learn directly and practically from working life for the sake of research and teaching, to discover current and relevant issues that can then feed back into their work at the University. With this in mind, HSG gives you the leeway that is usual at Swiss universities, namely one day per week in the case of a full-time position. In this context, the HSG academics are also carrying with them the reputation of the University; they have a special responsibility towards society and remain under public scrutiny. Members of the faculty may not carry out any activities which would have an adverse impact on the fulfilment of their contractual duties or on the principle of freedom and independence of teaching and research.

3.4. Faculty

The University of St. Gallen employs roughly 220 full-time academic teachers, each belonging to one of the six schools. The full-time teaching and research staff comprises:

- Full professors
- Associate professors
- Assistant professors
- Senior lecturers

As well as this, the part-time teaching staff at the University of St. Gallen comprises roughly 400 members. The external teachers come from the fields of research and practical experience, thus contributing to the diversity of the course offerings.

Full Professors

Full professors carry the main responsibility for teaching and research within their subject areas. They are employed on a permanent basis, although their teaching and research performance are evaluated again after eight years, after which they are accordingly re-elected by the Senate and the Board of Governors. Besides their teaching and research, they also make a substantial contribution to the training, development and encouragement of young academics and emerging research talents (Ph.D. students and postdoctoral researchers), as well as to the processes of academic self-governance. These professors belong to their school and to the Senate, and amongst other roles they can also take on the functions of a dean, of a vice-president or indeed of the president. Their teaching load comprises eight contact hours per week per semester ¹ or roughly 144 hours per academic year, including complete responsibility for the examinations. A reduction of the teaching load is possible in the case of outstanding achievements in research, as well as in the case of special tasks carried out in the service of academic self-governance, and applications for such a reduction can be made to the relevant school and the President.

Full professors each become qualified for their position by means of a competitive appointments process.

¹ That is, 8 sessions of 45 minutes each per week during 24 weeks of the academic year (1 semester = 14 weeks, including 2 weeks' semester break).

The University places the following resources for research and teaching activities at your disposal:

- Two research associates or teaching assistants (Ph.D. students each with a maximum 70 per cent contract)
- One personal administrative assistant (50 per cent contract)
- An annual travel costs subsidy, for participation in conferences, of up to CHF 5,000
- One research semester after seven years' employment
- A lump sum towards a personal reference library (a one-off payment, after taking office, of CHF 5,000)

Associate Professors

They are responsible for a stand-alone subject area and as a rule their position constitutes a stage in an academic career that enables a promotion to the rank of full professor, if their performance in teaching and research meets the requirements. Such a promotion can only happen if the funds for a full professorship are available; if so, the process can be initiated by the relevant school. Holders of an associate professorship are employed on a permanent basis. Their teaching and research performance are evaluated regularly. Besides teaching and research, they also take care of supervising Ph.D. students and their doctorates. Associate professors belong to a school and can occupy a position on various committees and other bodies in the name of academic self-governance. Their teaching load comprises eight contact hours per week per semester ¹² or roughly 144 hours per academic year, including complete responsibility for the examinations. A reduction of the teaching load is possible in the case of outstanding achievements in research, as well as in the case of special tasks carried out in the service of academic self-governance, and applications for such a reduction can be made to the relevant school and the President.

Associate professors each become qualified for their position by means of a competitive appointments process.

In principle, the University places the following resources for research and teaching activities at your disposal:

- An annual amount of money (CHF 25,000) for an assistantship,
- An annual travel costs subsidy, for participation in conferences, of up to CHF 5,000,
- One research semester after seven years' employment,
- A lump sum towards a personal reference library (a one-off payment, after taking office, of CHF 5,000).

¹² That is, 8 sessions of 45 minutes each per week during 24 weeks of the academic year (1 semester = 14 weeks, including 2 weeks' semester break).

Assistant Professors

An assistant professorship is considered to be a position for training purposes and for establishing an academic profile. Assistant professors also take part in research and teaching but are elected, as a rule, for a maximum of six years (three plus a further three years). Before the completion of the first three years, an intermediate evaluation of the professor's academic achievements takes place at the school, based on the criteria of the job profile specific to that school. An extension of the length of employment, of two years at the most, may be approved by the President on the basis of demonstrated family or social commitments. After a successful Habilitation (acquiring a recognised postdoctoral qualification), it is possible for assistant professors to supervise Ph.D. students. Their teaching load comprises four contact hours per week per semester, ³ with a 100 per cent contract, or roughly 72 hours per academic year. Holders of an assistant professorship have at their disposal a guaranteed individual research time of two days per week, for research that is relevant to their career; and this research time is recognised as valid regardless of the percentage of their employment contract.

Assistant professors each become qualified for their position, as a rule, by means of a competitive appointments process. This position constitutes a stage in an academic career that may enable a promotion to the rank of an associate or, in certain cases, a full professorship, if their performance in teaching and research meets the requirements. Such a promotion can only happen if the funds for an associate or full professorship are available. If these funds were already reserved by the school at the time when the position in question was advertised, then the holder of this assistant professorship has a tenure-track position. If the necessary funds are not yet secured, then the assistant professor has a position with an option of promotion; and if the funds or a professorship become available, a promotion to an associate or full professorship is possible – as is the case with colleagues having a tenure-track position. In both cases (that is, a tenure-track position and one with an option of promotion), an evaluation is held after six years at the latest that also makes comparisons with international colleagues on the same career level and in the same subject area. If this evaluation has a positive result, the promotion can be successfully completed; it is initiated by the relevant school in question.

As a rule, assistant professors are employed full-time. Exceptions are possible, up to a minimum contractual basis of 50 to 75 per cent.

³ | That is, 4 sessions of 45 minutes each per week during 24 weeks of the academic year (1 semester = 14 weeks, including 2 weeks' semester break).

In principle, the University places at your disposal an annual travel costs subsidy, for participation in conferences, of up to CHF 2,500. In the case of a promotion or appointment to an associate or full professorship at the University of St. Gallen, the previous and the new appointment are calculated together with regard to the entitlement to a research semester.

Senior Lecturers

Senior lecturers also take part in teaching and research, and they are employed on a permanent basis. They train both Bachelor and Master students and, presuming that they have a Habilitation, they supervise Ph.D. theses. To be elected as a senior lecturer, it is necessary to have completed an academic training with a doctorate and to demonstrate commitment to teaching as one's principle activity. Senior lecturers each become qualified for their position either by means of a competitive appointments process or by means of a non-competitive appointment. Their teaching load comprises eight to twelve contact hours per week per semester per academic year, including complete responsibility for the examinations.

Part-time Lecturers

Teaching staff on fixed-term contracts, employed by the semester, also contribute to teaching on a part-time basis. They are subject specialists from academia and from the realm of practical experience, project managers from our institutes or faculty members from other universities. Guest teachers also belong to the body of part-time lecturers. Research associates on a doctoral or post-doctoral level, as well as teaching assistants, play an active role in supporting teaching.

Representative Advocacy Groups

The interests of assistant professors, senior lecturers, part-time lecturers and research associates are represented by the Non-tenured faculty group (MIB). According to the University Statutes, the Non-tenured faculty group has the right to play a role in the self-governance of the University. Members of this group therefore have seats at school meetings, in the Senate, on the Senate Committee and on various other committees.

The Student Union (SHSG) is the mouthpiece of the students at the University of St. Gallen. According to the University Statutes, the Student Union also has the right to play a role in the self-governance of the University. A Student Union member thus also has a seat at school assemblies, in the Senate, on the Senate Committee and on various other committees.

3.5. Culture



The Human Being as Focus

Have you ever taken a closer look at our University logo? In it you can see – inspired by the homo vitruvianus, Leonardo da Vinci’s Vitruvian Man – the human being taking centre stage. You, as a human character, are the focus of our attention. Our dealings with one another are guided by mutual recognition and humanity, regardless of age, status, gender, origins, sexual orientation or health needs.

Integrity

We encounter one another with respect and take care with regard to the other person’s boundaries. We do not put up with forms of behaviour that damage, denigrate or exclude other people. We demonstrate zero tolerance towards each and every form of arbitrary behaviour, denigration, discrimination and bullying, and towards sexist or racist remarks, threats and violence. We follow the code of conduct of the University of St. Gallen, and we do not look away if there are breaches of this code but rather take action, even if we are not affected by them ourselves.

Good Academic Practice



Scientific
Integrity

Our research is based on intellectual integrity and academic freedom. We stand for integrity, transparency and truthfulness in our academic work. We pay attention to these fundamental principles in planning and carrying out research projects, in publishing research results and in writing academic reports, evaluations and peer reviews. In this context, more is at stake for us than merely the avoidance of plagiarism, the falsification of data and unfounded claims of authorship. We take a good look especially at problematic grey areas in relation to good academic modes of work, and develop with you, in our staff induction programme, a fundamental collective understanding of good academic practice.

A Holistic Approach

A holistic way of looking at problems, in our academic training and research, has characterised our work ever since the foundation of the University of St. Gallen (at that time a Business Academy) in 1898. We therefore actively integrate figures from quite diverse worlds of experience and with multi-faceted experiences of their own, as well as heterogeneous ways of thinking, into our teaching and research. We also contribute towards innovative solutions to current and future problems in business and in society in so far as we integrate materials from cultural studies, social sciences and the humanities into students’ core studies or make available supporting funds specifically for co-operation projects.

Awareness of Responsibility and Sustainability

Corresponding to the UN Principles for Responsible Management Education, we embed issues of social responsibility and sustainability in our teaching, research and executive education, in student and social commitments, as well as in our infrastructure and daily operations. As one of the first European business universities to do so, we thus established an Institute for Business Ethics (since 1989) and an Institute for Economy and the Environment (since 1992). Ten of our student associations are active in the field of responsibility and sustainability, among them oikos, Student Impact, the Vegan Club and Youth Engagement; they enrich and enliven our campus with multi-faceted workshops, conferences and other innovative projects. In 2018, questions were answered in over 130 of our courses such as “How can sustainably-produced chocolate be leveraged towards a breakthrough in Switzerland?” or “Are consumers ready for a circular economy in the garment industry?” In our own administration, we are continually optimising our processes, from paper recycling via energy supply to water management.

Working Together

We foster a culture of mutual trust and of co-operation between academic teachers, students and the professional services and administration that support academic life. We approach one another respectfully and do not attempt to give ourselves a high profile at the expense of our colleagues. Flat hierarchies, direct channels of communication and a personal closeness to each other are important to us. We foster a constructive way of dealing with mistakes that sustains and supports our work. When questions and problems arise, we look for unbureaucratic possible solutions, ideally over a cup of coffee or on the telephone.

Commitment

You should make the assumption that our students play an active and sustainable role in shaping our campus life. The commitment of our students is indeed unique in the university world. Representatives of the Student Union have a seat on all the important committees, and roughly half of our students are involved in one or other of the approximately 120 student associations and initiatives. We support the entrepreneurial spirit of our students by means of Startup@HSG.

The attitude of the teaching staff is in no way inferior to this student commitment. HSG traditionally offers its professors a high degree of personal responsibility and institutional autonomy. Our institutes introduce their specialist knowledge into numerous practical projects and co-operations, while our academic researchers are involved part-time in roughly 260 foundations and companies; here they generate surplus value for society and business from their research discoveries. From every Swiss Franc that the canton invests in our University we make five Francs.



Art@HSG

Being Embedded in the Region

As well as our international reputation and resonance, a stable embeddedness in the immediate region is a central characteristic of our identity. We thus reach out to inhabitants of the town with a programme of Public Lectures, inspiring dialogue; we invite the public to discover the many significant works of art on our campus; and we make our Library accessible to all those interested. Furthermore, we maintain a presence at regional events, and we are very well connected with the local institutions and companies. For children, we also organise a Children's University.

Language

We are located in the German-speaking part of Switzerland, which has four national languages; in consequence, German is our official language. In many parts of the University, English constitutes the working language and the language of instruction. Even if, in writing, we handle many administrative matters in German, we will naturally speak English with you in daily working life, and we will offer you English translations of official German-language documents. Since we expect that you will acquire a knowledge of the German language within your first years here, we will support you with individually tailored language courses.

4. Working and Researching at the University of St. Gallen

4.1. Appointments and Promotions

Trans-disciplinary Criteria

Our academic development is shaped to a high degree by successful new appointments. We therefore strive in every appointments process to recruit the academic figure with the best professional profile, and the one who most gladly wants to invest and creatively to develop further his or her energy and ideas at our University. Since every professor, in daily academic life, fulfils multi-faceted duties in research and teaching as well as in academic self-governance, we take account of the following criteria, according to the RELEAD schema, in evaluating every candidacy:

- R:** research or academic excellence
- E:** education or excellence in teaching
- L:** leadership or the direction of research groups
- E:** external funding or success in obtaining third-party funds
- A:** academic citizenship or engagement in academic self-governance
- D:** dissemination or the external impact of research, as in executive education, expert opinions and reports in the media



The Appointments Process

In order to be elected at the University of St. Gallen as a full or associate professor, and in certain cases as an assistant professor or senior lecturer as well, you undergo a competitive appointments process. The responsibility for this appointments process at the University of St. Gallen lies with the President. With this in mind, the President is supported in strategic and organisational matters by the Faculty Affairs Team of the Vice-President’s Board for Research and Faculty. The appointments process begins with the approval by the Board of Governors of the professorship that is to be filled. This is followed by the composition of an appointments committee, which establishes the profile and qualifications required and the decision-making criteria for the professorship. The appointment committee is composed of representatives to safeguard the interests of the entire University and the interests of the specific school or section concerned, as follows:

Representing the Interests of the Entire University	Representing Interests Specific to the School or Section
1 The President, or a representative designated by her/him	1 The dean of the school (as chairperson)
3 further members designated by the President, of whom none belong to the school advertising the position, and of whom two are not active at the University	2 full professors elected by the school, with the approval of the President
1 representative of the Non-tenured faculty who does not belong to the school advertising the position	1 representative of the Student Union
Total: 5 members	Total: 4 members

The appointments committee invites between three and six candidates to deliver presentations, based on their current research, that are open to members of the university community. The presentation by each candidate lasts roughly thirty minutes, as a rule, followed by a question-and-answer session of roughly 10-15 minutes. After each presentation, a closed discussion takes place between the candidate and the members of the committee. With the goal of letting the candidates get to know our University better, we also offer an informal supplementary programme, in which students also participate.

Subsequent to the research presentations, the appointment committee formulates a proposed nomination of a specific candidate, and this proposal is transmitted to the relevant school in the first instance. If the school, at its assembly, reaches a decision in favour of a candidate, then the President and the Director of Administration communicate an offer from the University of St. Gallen to the candidate in question in the framework of an appointment interview. In this interview, transitional rules for the candidate's start with us here are negotiated, the provisions and amenities of a professorship are discussed, the salary is determined in accordance with the Habilitation or achievements deemed to be equivalent as well as further academic achievements, and a specific period of reflection with regard to the offer is also determined. As a supplement to this, a welcoming interview takes place with a representative of the Faculty Affairs Team in which we clarify the candidate's needs regarding her or his family, residence, dual career and so on. If the candidate decides to accept our offer, an election follows in the Senate, then on the Board of Governors, and – in the case of a full professorship – the election is confirmed by the cantonal government of St. Gallen. After this, each professor receives the confirmation of her or his election, which replaces the contract of employment, delivered by post.

The Promotion Process

With the goal of supporting academic career development, we enable promotions to an associate or, if appropriate, a full professorship. Such a promotion is only possible under the preconditions that the necessary financial resources are available and that the academic achievements of the candidate were assessed as positive by the relevant school in a mid-term evaluation carried out according to the criteria of the **RELEAD** schema.

The promotion process for an associate or full professorship is initiated by a resolution at the assembly of the school concerned. The promotion itself takes place by means of an independent process of evaluation, in which the committee is convened with the same composition as in the case of an appointments process. If the evaluation is a positive one, the election follows in the Senate and on the Board of Governors, as well as – in the case of a full professorship – by the cantonal government of St. Gallen.

4.2. Our Services

The Grants Office



Grants Office

The team of the Grants Office is there to give you comprehensive advice about possibilities for financing your research in the fields of project support, career support and academic communication. As well as offering personal consultations, we accompany you in the process of writing applications to the supporting instruments of the University of St. Gallen, the Swiss National Science Foundation (SNSF), the EU and Innosuisse (the Swiss Innovation Agency), as well as in the handling of your externally funded projects.



Behavioral
Research Lab

Research Services

Do you do experimental research? Our Behavioral Research Lab offers you the necessary infrastructure. It is equipped for experiments researching human behaviour along the continuum between the real and the virtual. The Lab's team will support you as you carry out your study. Or do you do empirical and data-based research? In that case we support you with our experts in data and methods consulting. On our research platform Alexandria, our researchers can look after their personal profiles, their projects and their publications; Alexandria is also a service of our University that offers assistance in the context of the self-archiving (Open Access) of your publications.



Data and Methods



Alexandria

Academic Communication

Have you achieved research results that are of interest for a broader public? Or have you received a request for an interview on an issue that has just become particularly virulent? Our Communications team will be glad to help you. Our experts in communication co-ordinate requests from the media, support press conferences, help you in formulating announcements for the media and train you with regard to all media issues. Thanks to a special infrastructure, we can offer you the possibility to be connected live to a television broadcaster for the sake of interviews.



Communication

The Library

Our Library offers you over half a million licensed electronic journals and books in the subject disciplines taught by us here. We would be glad to give you a guided tour of our Library, to advise you on questions concerning open access and research data management, to support you in data mining, or to meet you at an aperitif after one of the readings by contemporary authors that regularly take place here. Since we maintain generous opening hours, you can reach us at almost any time.



Library

Support for Emerging Talents

Would you like to encourage your Ph.D. students and postdoctoral researchers? Great – so would we! The Young Investigator Programme (YIP) conveys trans-disciplinary competencies to your young and emerging researchers. By means of seminars, peer projects and counselling, we help your young and emerging talents – on the level of a Ph.D., postdoctoral research or an assistant professorship – in (amongst other things) finding their orientation in the academic system and supporting their employability, whether inside or outside academia. If you have questions about the supervision of your Ph.D. students, you can also turn to the team of the Ph.D. Office.



Support for
young Talents

In our Global School in Empirical Research Methods (GSERM), which takes place on an annual basis, you can take block courses on qualitative and quantitative research methods, make contact with internationally recognised researchers and connect with young and emerging researchers from around the world during our unique supplementary programme.

Services for Your Teaching

Would you like to prepare your teaching in an optimal way? The earlier you think about this, before you take up your professorship, the better. Our University offers its academic teachers freedom not only in research but also in teaching. Especially just at the beginning of your employment, the dean's office of the respective school will gladly help you with administrative questions related to teaching and with constructing the content of your courses, as will the Vice-President's Board for Studies and Academic Affairs. This board, or the Dean of Studies and Academic Affairs, is also your contact point for questions about examination procedures and possible grade alterations. In general, this vice-president's board is responsible for the strategic development of teaching and for the smooth running of the study programmes overall. The Vice-President's Board for Studies and Academic Affairs houses the Teaching Innovation and Media Lab (TIL), which together with the teaching faculty – and thus together with you – pursues the aim of developing innovative and at the same time academically demanding teaching formats. If you would like to conceive, produce or disseminate digital teaching content and tools, then the team of the Teaching Innovation and Media Lab will support you. Your ideas with regard to teaching are also in demand in the context of the new Learning Center. The Writing Lab, which advises and supports your students in their academic writing, also belongs to the Vice-President's Board for Studies and Academic Affairs.



TIL



Learning Center



Vice-President's
Board

in German



HDZ

In developing your teaching competencies, our Centre for Learning and Teaching in Higher Education (HDZ) stands by your side. The specialists in business education who are based here can offer you individual consultations, coaching and the possibility of sitting in on your classes, focusing on all the questions that arise in the context of teaching and learning, as well as various forms of further education concerned with teaching.

General Secretariat (GS)

The General Secretariat, as the central administrative unit of the President's Board and the interface with the higher-level cantonal authorities, co-ordinates the management of university bodies and is at the same time your point of contact for legal questions at HSG; the General Secretariat also monitors the areas of risk and compliance, archiving and records management. Would you like to enter into forms of research co-operation with external research institutions or partners from the realm of working life, but this co-operation is in need of a contractual foundation? The General Secretariat will place at your disposal sample contracts and checklists to get your research partnerships on track in an optimal way.

Human Resources (HR)



HR

The Human Resources department supports the employees of the University in all personnel-related matters and in the technicalities of social security. The HR unit supports the administrative services in questions of personnel and advises them with regard to the recruitment of new staff, training and executive education, grants, and other issues that their staff members may have. Moreover, the HR unit offers the employees of our University a multi-faceted range of trans-disciplinary competencies via the HSGacademy. Our HR specialists also support the institutes in questions of personnel, advising them with regard to the recruitment of new staff and leaping into action in the case of infringements of personal integrity. .

HSG IT: Information Technology and Research Infrastructure



HSG IT

Whether it be in setting up your workstation, in finding network solutions or in using licensed software – our IT specialists will support you in all aspects of computer science. The employees of the IT department provide you with advice and practical assistance if you have questions about using our IT infrastructure (whether in-house or cloud-based), if you are equipping a laboratory, if procurement issues arise in connection with public procurement law concerning IT infrastructure, and if help is needed with many other issues too. HSG IT is also concerned with issues such as online security, terms of use and awareness campaigns.

Finance and Real Estate

Are you in the process of building up your professorial chair and would like to make some significant purchases? In this case you will be dealing with the system of public procurement, since we as a cantonal institution are subject to this system. The system of public procurement prescribes the fundamental principles according to which public authorities can have their needs for goods and services covered by third parties. You will find out from our Finance department how you can proceed in each individual case. If it is a question of procurements concerning IT equipment or software, the Finance unit will work closely together with the IT unit.

The Real Estate department includes real estate management, facility management, mobility management, and the safety of both persons and buildings. Our Real Estate specialists advise you if you need support with events, lectures, examinations and other larger occasions; furthermore, they make teaching and office spaces available for our teaching and research work, including set-up and equipment.

Sport

As an employee of the University of St. Gallen, you can freely use our entire range of sports activities. From aikido via paragliding and sailing to yoga, here you can find your sportive counter-balance to daily working life. Moreover, we also offer guided tours (for example skiing, snow-shoe or cross-country skiing tours), surfing camps, hikes and active days for the whole family. Please contact us for some personalised advice or if you are planning a team event.



Sport@HSG

4.3. About Your Employment

As a professor, you receive from the General Secretariat the report of your appointment by the Board of Governors, including the working conditions and general conditions that were negotiated with the President. You will observe trust-based working hours (in other words, your actual working hours are not registered), and you have the right to the following holiday time:

Age	Holiday Days
From 21 up to 49 years	23 days
From 50 up to 59 years	28 days
From 60 years onward	30 days

As members of the academic personnel, professors are classified on level F of the pay scale according to the system of academic salaries. Full professors are classified on level F1, associate professors on level F1a, and assistant professors as well as senior lecturers on level F2. Research associates with a Ph.D. are classified on levels F8 or F9, academic assistants with a Master's degree on level F4 or, with a Bachelor's degree, on F6. If full and associate professors, as well as assistant professors, fulfil a leadership function at an institute, they receive in addition 25 per cent of their basic salary, according to their level of classification, for this leadership function – the so-called “institute quarter”. The classification level of full and associate professors is based on the completion of a Habilitation or the establishment of qualifications judged equivalent, as well as on any additional academic achievements. The classification level of assistant professors is based on the completion of their Ph.D. and on any additional academic achievements.

We pay your salary monthly, on the 25th day of the month. We only send a salary statement by post if the net amount has changed by comparison to the previous month. A thirteenth month's salary is also paid out, half in the month of June and half in December. Since we comprehensively take care of your social security, the following legally established salary deductions arise:

Old-age and survivors' insurance AHV ⁴ / IV ⁵ / EO ⁶	5.275 %
Unemployment insurance ALV ⁷ , up to max. CHF 148,200.–	1.10 %
Solidarity surcharge (ALV-Z), on salaries from CHF 148,200.–	0.50 %
Non-occupational accident insurance	0.7 %
Occupational pension BV (age-dependent; contributions sent to the St. Gallen Pension Fund) ⁸	max. 10.978 %

Status as of 1 January 2020

Old-age and Survivors' Insurance

The OASI (AHV) and invalidity insurance (IV) provide benefits for your retirement age, in the event of invalidity and also in the event of death. They are obligatory for all persons living or working in Switzerland. Already included in OASI (AHV) contributions are contributions to the compensation system for loss of earnings (EO), which regulates the way in which monetary compensation is calculated in case of loss of income because of community service, military service or maternity. The occupational pension (BV) secures the continuation of your accustomed standard of living in old age and in the case of invalidity. In the event of the death of the insured person, the occupational pension supports the person's survivors with a death benefit payable either as a pension or as a lump sum. The amount of the contribution to the age-dependent occupational pension is calculated as a maximum of 10.978 per cent. The so-called "institute quarter", a supplement of up to 25 per cent of your basic salary with which the leadership of an institute at the University is rewarded, is also included in the insurance. The amount of the salary deductions for AHV / IV and EO is determined by



AHV/IV

⁴ Information on OASI (AHV): www.ch.ch/en/ahv, and www.svasg.ch/produkte/ahv/versicherungsbeitraege (from the canton of St. Gallen, in German)

⁵ Information on invalidity insurance (IV): www.ch.ch/en/invalidity-insurance, and www.svasg.ch/produkte/iv/versicherungsleistungen/iv-rente.php (from the canton of St. Gallen, in German)

⁶ Information on compensation for loss of earnings (EO): www.bfs.admin.ch/bfs/en/home/statistics/social-security/social-insurance/income-compensation.html, and www.svasg.ch/produkte/eo (from the canton of St. Gallen, in German)

⁷ Information on Unemployment insurance (ALV): www.ch.ch/en/unemployment/, and www.sg.ch/wirtschaft-arbeit/arbeitslos-arbeit-finden/arbeitslosenentschaedigungl.html (from the canton of St. Gallen, in German)

⁸ Information on Occupational pension (BV): www.ahv-iv.ch/en/Social-insurances/Other-types-of-social-insurances/Occupational-benefit-plan-BV

your monthly gross total salary that is subject to AHV contributions, and this amount is directly deducted from your salary by us as your employer. We provide contributions that are just as high as your own as an employee, namely 5.275 per cent of your gross salary.



SGPK



Calculation Tool

The Pension Fund or Occupational Pension (BV)

Your contributions to the occupational pension fund (2nd pillar) depend on your savings plan with the St. Gallen Pension Fund (SGPK) and on your age. You can calculate the predicted amount of your old-age pension by means of the calculation tool of the SGPK.

Accident Insurance

Above and beyond the obligatory conditions, we have arranged insurance for you with AXA Winterthur in the event of both occupational and non-occupational accidents (BU and NBU). We pay the premiums for occupational accidents and illnesses; you pay only the premiums for the insurance of non-occupational accidents, in the amount of 0.7 per cent of your gross salary. A gross annual AHV salary of up to a maximum of CHF 300,000 is insured, and all medical, medicine and hospital costs in a private ward are covered. The daily sickness benefit insurance insures against loss of income in the event of illness, and it is also paid by us.

Parental Leave

Even though further discussions are currently taking place about it on a political level, long-term parental leave or paternity leave, as known in other European countries, is not (yet) a given in Switzerland. Going beyond the legal minimum that is prescribed, we grant our female employees a maternity leave of sixteen weeks after childbirth on full pay; and male employees who become fathers receive five days' paid paternity leave, to be taken in the first four months after the birth. Furthermore, mothers and fathers have the additional possibility of using all or half of their thirteenth month's salary as paid leave for up to a year after the birth of their child.

Family Allowance

In addition, you have a legal right to family allowances (CHF 230 per child up to the age of 16; CHF 280 for children from the age of 16 to 25 who are in education or training) and to a one-off childbirth allowance (CHF 1,360 maximum).



Family Allowance

4.4. Your First Working Days at the University of St. Gallen

We will be very glad to welcome you to the University of St. Gallen personally. Full and associate professors are greeted on their first working day by the President or by one of the vice-presidents. Assistant professors, as a rule, are greeted on their first working day by the dean of the school concerned as well as by its administrators. The personnel managers in your specific unit are also looking forward to getting to know you; they will give you the keys to your office and to the HSG premises. For your initial period at the University of St. Gallen, a mentor will be assigned to you who will provide you with advice and practical assistance which is meant to facilitate your integration. Furthermore, in the first month of your employment the Faculty Affairs team will organise further appointments with important offices at the University of St. Gallen, for example the Communications department, the General Secretariat, and the administration and deans of the vice-president's boards.

In due course you will be invited by the Vice-President's Board for Research and Faculty to an induction programme for newly appointed professors. In a group specific to your level, you will spend one or two half-days with the President, the vice-presidents and the board directors, who will inform you about our culture of leadership and co-operation, the strategy of the University, and our guidelines on academic integrity and the fundamentals of teaching and research, amongst other things.

As a newly appointed full professor, you will present yourself to your colleagues in a public inaugural lecture. This inaugural lecture, as a rule, takes place in your first year after taking office.

The beginning of your teaching activities is organised individually and depends on the planning process of the specific school. The Vice-President's Board for Studies and Academic Affairs and the administrators at your school will support you in the planning of your teaching. Basically, the academic year is divided into two semesters, an autumn semester and a spring semester. Teaching in the autumn semester begins in September and ends in December; teaching in the spring semester begins in February and ends in May.

Do you still have unanswered questions concerning the organisation of teaching? The Vice-President's Board for Studies and Academic Affairs will be glad to help you. Moreover, the Faculty Affairs team will also gladly assist you in answering questions during this initial period of your employment. You are welcome to contact us at the e-mail address ► facultypositions@unisg.ch and we will do our best to help you.

4.5. Relocation

The housing market in St. Gallen and its immediate region is relatively relaxed, in comparison to other parts of Switzerland such as the Zurich region or the Geneva region. Our Faculty Affairs team will be glad to help you with your move and matters related to it. We can assist you in searching for suitable places to live; we can accompany you, if you like, to viewing appointments; and we can help to organise the removal of your household goods for you. Furthermore, we can offer two furnished guest apartments with one or two bedrooms for a temporary rental. If you are entering Switzerland from outside the country, your housing situation should be settled before your arrival if possible.

You can find relevant offers on the following websites, among others:



Comparis



Homegate



immoscout24



Immowelt

in German



Airbnb St. Gallen



Mühlesteig St. Gallen

in German

In the case of full or associate professorships, we make a contribution toward removal costs according to what was agreed in the appointment interview with the President. Assistant professors and senior lecturers, as well as research associates, can apply for a contribution toward removal costs to the school or institute employing them. We would be very pleased if you choose a place of residence in Eastern Switzerland. Please note in this context that your choice of municipality has an influence on the amount you will pay in income tax (see the section “Income Tax and Wealth Tax” below). The town of St. Gallen offers you a multi-faceted range of cultural offerings as well as structures that are family-friendly. You can find more information in the sections on St. Gallen below, and you can also consult our Faculty Affairs team.

In the case of full or associate professorships, the Faculty Affairs team can, if you like, appoint a removals company which will then work with you and take care of the removal as well as the various customs formalities that may be necessary in connection with it. You can also take on responsibility for the removal yourself. If you are moving to Switzerland from outside the country, you will find further information on the website of the Federal Customs Administration.

Basically, when moving here from outside the country, it is the case that household effects for the personal use of those moving to Switzerland are exempt from duty. An application for exemption from import duties has to be made, to which a detailed inventory is attached. For the removal you also need your employment contract (that is, for professors, the confirmation of your election) and a rental contract or a proof of accommodation. As citizens of a foreign country, you and your immediate family members need valid travel documents recognised by Switzerland and with a validity lasting at least six months. If you do not belong to an EU or EFTA state, moreover, you need a confirmation of the receipt of Swiss residence permits before your arrival. Your formal relocation can be carried out at the respective border crossings during their opening hours. Please note that you must already declare any subsequent consignments when you cross the border with your effects for the first time.



Customs
Administration

4.6. Dual Career Services

We are committed to the principle of dual careers for our professors and their partners and would like to create good conditions for dual career couples. With this in mind, we offer individual support, career advice for both the academic and the non-academic sectors in Switzerland, the arrangement of contacts with selected recruitment agencies, and coaching. In addition, the (internal) jobs market of the University of St. Gallen is open to the partners of professors. We support the mediation of advertised positions, although the position targeted in each case may not stand in any direct relation of dependency, whether subordinate or superior, to the position of the person who first received an offer from the University (the “first hire”). If your partner is following an academic career path, he or she can use our services, for example taking part in the Young Investigator Programme (YIP) or being advised at the Grants Office. Furthermore, we are a member of various dual-career networks, whereby the partners of professors can, amongst other things, attend events organised by the International Dual Career Network (IDCN) at no cost. The Faculty Affairs team will also be glad to support you with regard to these issues.



IDCN

5. Arriving from Outside Switzerland

5.1. Your First Steps After Arrival

Great that you're here! Since Switzerland is constructed federally, you can take care of many matters locally and immediately in your municipality of residence – in a personal way, and from a single source.

Registration

As soon as you have arrived, you have fourteen days' time in which to be registered at your municipality of residence. For this registration you need a valid passport or a valid identity card or proof of personal identity for yourself and for your immediate family members, the application for residence A1 that you will receive from us (if relocating to the cantons of St. Gallen, Thurgau, Appenzell Innerrhoden or Appenzell Ausserrhoden), an up-to-date passport photo, a rental contract, and the confirmation of your election as professor that takes the place of an employment contract. For your family reunification, moreover, you must fill out the "Application Form for Family Reunification (Form A2)" (if relocating to the cantons of St. Gallen, Thurgau, Appenzell Innerrhoden or Appenzell Ausserrhoden). You also register your school-age children in the relevant school community.

Health Insurance

Having health insurance in Switzerland is obligatory. According to your particular needs, you can also take out various supplementary forms of insurance. You can freely choose your health insurance company for the basic and the supplementary forms of insurance. You should take care of the registration within the first three months. The comparison portal Comparis can assist you in the choice of your health insurance. We offer you, as a member of the University, discounted rates for the supplementary forms of insurance with the SWICA health insurance fund. Whatever premiums are due will be invoiced from the month in which you arrive by the health insurance fund for which you have decided (see also the "Insurance" section below).



Comparis



SWICA

Bank Account

In order to open a bank account, you need a valid passport or a valid identity card or proof of personal identity, a Swiss confirmation of your residence or a Swiss residence permit or settlement permit, and your appointment report as professor that counts as an employment contract. Citizens of non-EU/EFTA countries also need further documents that you should enquire about at the bank in question. You can go to the bank of your choice and open an account during their given opening hours; you will find a list of different banks on the homepage of the Swiss National Bank (SNB). If you are a citizen of the United States of America, please contact our Faculty Affairs team, who will assist with the opening of an account.



SNB

Driving License

If you possess a driving license, then you should exchange it within twelve months after your arrival for a Swiss driving license at the motor vehicle control office of your canton of residence. If you miss the deadline, you must take a new driving test in Switzerland. You can find further information on the webpage of the motor vehicle control office of your canton of residence.



Driving License

5.2. Residence and Work Permits

As soon as your election is confirmed by the corresponding bodies, we will request the necessary residence permit for you. For this purpose, our HR department will ask you at the appropriate time to provide the necessary personal data.

As a professor with a full, associate or assistant professorship, you will as a rule receive the Swiss C-category settlement permit because of your appointment. ⁹ This is valid for citizens of the EU/EFTA as well as for citizens belonging to other states. Your spouse as well as your children up to the age of 12 will also receive this residence status. If your children are older than 12 but still younger than 18, they will receive a Swiss B-category residence permit on their arrival. The C-category settlement permit is not tied to any particular purpose of residence and is valid without restrictions, though there is a five-year monitoring period.

Senior lecturers receive a B-category residence permit. This residence permit is tied to a specific purpose of residence, for example family reunification, studying or professional activity, and is valid for a period of five years. When this period has elapsed, you can apply for an extension of a further five years or for a C-category settlement permit. ¹⁰ As a rule, you will be invited to extend your permit by the municipality where you live, with the corresponding form, before the deadline runs out. Since the B-category residence status is bound to a specific

⁹ Directives on Foreign Citizens and Their Integration (AIG), section 3.5.3.1
www.sem.admin.ch/dam/data/sem/rechtsgrundlagen/weisungen/auslaender/weisungen-aug-d.pdf
(in German)

¹⁰ An application can be made for a C-category settlement permit after a residence period of five or, at the latest, ten years. After five years, citizens of the following states can apply: Liechtenstein, Belgium, Denmark, Germany, France, Greece, Italy, the Netherlands, Austria, Portugal, Spain, Andorra, Finland, Ireland, Iceland, Luxembourg, Monaco, Norway, San Marino, Sweden, Vatican City, the United Kingdom as well as Canada and the United States of America; foreign citizens who are married to Swiss citizens; foreign citizens who are married to persons with a settlement permit; and persons recognised as stateless. AIG Directives, section 3.5.2.1
www.sem.admin.ch/dam/data/sem/rechtsgrundlagen/weisungen/auslaender/weisungen-aug-d.pdf
(in German)

purpose, a proof of professional activity or of ongoing studies will be required for this application. In the case of students or Ph.D. students who belong to states that are not members of the EU/EFTA, their residence permits end six months after the completion of their studies at the latest and do not last any longer than eight years. ¹¹

If you retain your primary residence across the border in a neighbouring country, and commute every day, as a rule, between your place of residence and your Swiss workplace, then you will receive a G permit. This permit is valid for a period of five years and can be renewed when it expires. Cross-border commuters or so-called quasi-resident persons are subject to withholding tax at source in Switzerland. From 1 January 2021, a revision of the tax laws (on federal and cantonal levels) will come into force, enabling the retrospective normal tax assessment of quasi-residents in Switzerland, starting with the tax year 2021. This will have to be examined on a case-by-case basis.

Citizens of states that are not members of the EU/EFTA are, as a rule, only granted residence permits if they are carrying out a professional activity as managers, specialists, experts or otherwise qualified workers, or if they are staying in Switzerland for purposes of study. ¹² In this context, it is a question of complying with the agreed limitations on immigration. ¹³ If your civil partner is affected by these limitations, the Faculty Affairs team will assist you with reference to specialists in the law on foreign residents.

¹¹ Information for Students and Ph.D. Candidates (Non-EU/EFTA Nationalities), Migration Office of the Canton of St. Gallen:

www.sg.ch/sicherheit/einreise-aufenthalt-ausreise/formulare-und-merkblaetter/fuer-andere-staaten.html

¹² Information for Professionally Active Residents (Citizens of States That Are Not Members of the EU/EFTA), Migration Office of the Canton of St. Gallen:

www.sg.ch/sicherheit/einreise-aufenthalt-ausreise/formulare-und-merkblaetter/fuer-andere-staaten.html
(in German)

¹³ Application of Art. 121a BV, on immigration: the Federal Council approves legislative changes

www.ejpd.admin.ch/ejpd/de/home/aktuell/news/2017/2017-12-081.html (in German)

5.3. Family Reunification

The relocation of your whole family to Switzerland is quite uncomplicated, as long as you are married to your partner or your partner is a citizen of the EU/EFTA. For the United Kingdom, the bilateral accords between Switzerland and the EU are still valid during the transition period after the UK's departure from the European Union on 31 January 2020, and citizens of the United Kingdom thus still count as citizens of the EU during this transition period. ^{|14}

Persons with a right to C-category settlement have a legal entitlement to family reunification. Persons with a right to B-category residence may be granted family reunification by the cantonal migration authorities under certain conditions. In order to make a request for family reunification, you have to submit form A2, "Application for Family Reunification". ^{|15}

In the case of persons from a member state of the EU/EFTA, family reunification is possible for children and grandchildren under 21 years old, for parents and grandparents, and for family members who are not citizens of an EU/EFTA member state, as long as their maintenance has been paid for and will continue to be paid for. Persons making an application must have at their disposal a dwelling of their own and sufficient financial resources. ^{|16} The family members who have entered the country in a process of family reunification, regardless of their nationality, have the right to carry out a professional activity in Switzerland without restriction, as long as they are not relatives in the ascending line who have entered the country in the context of family reunification. ^{|17}

¹⁴ | "Mind the Gap" strategy for dealing with Brexit, State Secretariat for Migration (SEM): www.sem.admin.ch/sem/de/home/aktuell/news/2020/2020-01-310.html (in German)

¹⁵ | Application for Family Reunification, form A2: www.sg.ch/sicherheit/einreise-aufenthalt-ausreise/formulare-und-merkblaetter/fuer-eu-17-eu-8-efta-staaten.html (in German)

¹⁶ | Information on Family Reunification (EU-28/EFTA), Migration Office of the Canton of St. Gallen: www.sg.ch/sicherheit/einreise-aufenthalt-ausreise/formulare-und-merkblaetter/fuer-eu-17-eu-8-efta-staaten.html (in German)

¹⁷ | Family Reunification, State Secretariat for Migration (SEM): www.sem.admin.ch/dam/data/sem/eu/fza/personenfreizuegigkeit/factsheets/fs-familiennachzug-d.pdf (in German)

In the case of persons from states that are not members of the EU/EFTA and who do not have a C-category settlement permit, family reunification is possible for their spouses as well as for their unmarried children under 18 years old. For this purpose, they must prove that they have at their disposal a dwelling appropriate to their needs which is to be shared as such by the family members. It must be proven, moreover, that a sufficient income is available for the whole family. ¹⁸ In an integration agreement with the Migration Office, it will be established that the residence permit is granted with the reservation that knowledge of the German language up to Level A2 (according to the Common European Framework of Reference for Languages) must be acquired. ¹⁹

Civil partners of persons living in Switzerland can make their own application for a residence permit, as long as they are citizens of an EU/EFTA member state. Persons from states that are not members of the EU/EFTA who are following their civil partner to Switzerland will receive their own residence permit if they are carrying out a professional activity as managers, specialists, experts or otherwise qualified workers, or are beginning a course of study. In this case, please contact the Faculty Affairs team, who will assist you with reference to specialists in the law on foreign residents.

¹⁸ | Information on Family Reunification (Citizens of States That Are Not Members of the EU/EFTA), Migration Office of the Canton of St. Gallen:
www.sg.ch/sicherheit/einreise-aufenthalt-ausreise/formulare-und-merkblaetter/fuer-andere-staaten.html
(in German)

¹⁹ | Information on Integration Agreement for Persons Subject to Family Reunification, Migration Office of the Canton of St. Gallen:
www.sg.ch/sicherheit/einreise-aufenthalt-ausreise/formulare-und-merkblaetter/fuer-andere-staaten.html
(in German)

5.4. Income Tax and Wealth Tax

If you have your residence in Switzerland or you have a stay in the country related to professional purposes of at least thirty consecutive days, your income and your wealth will be taxed here. The federalist structure of the country also shapes Switzerland's tax system. This means that the tax burden is of variable weight according to place of residence, because of the tax laws of the individual cantons and the tax rates of the individual municipalities.

If you are assessed normally, you will pay direct taxes on the federal, cantonal and municipal levels. You are assessed normally if you transfer the centre of your vital interests to Switzerland and either receive a C-category settlement permit because of your appointment as professor or you obtain an annual gross income of over CHF 120,000 as a lecturer with a B-category residence permit. You are obliged to submit a tax return annually by a certain deadline. Your annual tax burden will be determined on the basis of your tax return. The tax office of your municipality will be glad to generate a preliminary tax estimate for you.

Income taxes are basically calculated according to the sum of all income sources. Net assets, from the difference between assets and liabilities, are subject to wealth tax.

For professionally active persons without a C-category settlement permit, with a gross annual income of below CHF 120,000, or with the centre of their vital interests outside Switzerland, income tax will be directly deducted from their salary by the employer and transferred to the tax administration. This form of tax is called tax at source. With the help of the Tax Calculator, you can work out the tax burden for any given municipality in the canton of St. Gallen; and in parallel to this you can also make a calculation with altered details for purposes of comparison.

Do you need further information on tax issues? If so, please consult the webpages of the Tax Office of St. Gallen (in German) or, for general information about the Swiss tax system, the webpage ► www.ch.ch/en/paying-taxes.

5.5. Insurance

Health Insurance

As already mentioned in the section “Your First Steps After Arrival”, every person who lives or works in Switzerland must take out insurance with a certified health insurance fund. Insurance policies for the Swiss healthcare system consist of the obligatory basic insurance and the supplementary forms of insurance.

What is covered by the obligatory basic insurance is legally regulated and identical for all insurance policies. What differs, however, is the amount of the premiums for the obligatory basic insurance. You have a free choice between the health insurance funds, since they must accept any person into the obligatory basic insurance. The basic insurance solely covers services that were carried out in the canton of residence of the insured person, unless it is a question either of services that have to be carried out, on medically necessary grounds, outside the canton, or of an emergency. We recommend that you take out a supplementary insurance that covers the costs of treatment beyond the limits of your canton of residence. We recommend, moreover, that you take out a supplementary insurance if you are a frequent traveller, and above all if you travel to the USA. The basic insurance covers the costs of treatment in cases of illness abroad only up to double the amount of costs that would be refunded if the treatment were to take place in Switzerland.

You can adjust optional supplementary forms of insurance according to your personal needs. For example, you can take out supplements for stays in hospital, alternative medicine, non-essential forms of medication, or psychotherapy. Insurance coverage for dental treatments is not included in the obligatory basic insurance; these services can be insured by means of supplementary insurance. It is important to know in this context, though, that the health insurer may refuse applications for supplementary forms of insurance on the basis of age, medical history or other criteria.

The amount of your monthly payments (premiums) for health insurance depends on your municipality of residence, your gender, your age and the amount of annual deductible (franchise) that you choose; for adults, the amount of the deductible can be freely chosen from a range between CHF 300 and CHF 2,500. Children have no such deductible. Once this annual franchise is used up, the health insurance then takes over the remaining costs. Of the latter costs, once again, you must cover a further 10 per cent as co-pay (up to a maximum of CHF 700). You can compare the cost of premiums offered by the various insurance funds on the Comparis webpage.



Accident Insurance

In the section “About Your Employment”, you already learnt that we insure you comprehensively against both occupational and non-occupational accidents in Switzerland and abroad. For your family members who are not active in the labour force, you must take out an accident insurance with a health insurance fund; and in this case the franchise regulations apply here as well. If your family members are professionally active for more than eight hours per week, the employer in question must insure them against both occupational and non-occupational accidents.

Personal Liability Insurance

A personal liability insurance is not essential but it is very strongly recommended. If you are renting a dwelling, many landlords will demand that such an insurance first be settled, since it covers the costs of damage caused by the tenant. In fact, this insurance also covers the cost, in the event of damage or loss, of material damage, medical expenses, compensation for non-material damage, compensation for loss of earnings, or even of an invalidity pension or a survivors’ pension.

5.6. The Pension System

Switzerland has at its disposal an effective and solid safety net of social security which is based on the principle of the so-called three pillars.



AHV/IV

The first pillar consists of the old-age and survivors' insurance (OASI, or AHV in German) and invalidity insurance (IV). The remit of the AHV/IV is to secure a person's basic subsistence needs in old age, in the event of invalidity and, for survivors, in the event of death. The AHV and IV are obligatory for all persons living or working in Switzerland; the contributions are deducted directly from your salary.



St. Gallen
Pension Fund

The second pillar of the pension system is the occupational pension (BV). This has a supplementing effect with regard to the AHV/IV and is meant to guarantee a pension income corresponding to at least 60 per cent of the person's final salary. In the event of death, benefits are paid for children who are minors and pensions are paid to the widow or widower. In the event of invalidity, the BV gives financial support. All employees who are insured with the AHV and who obtain a legally established minimum income are obliged to pay contributions. When you are appointed at the University of St. Gallen, we automatically register you with the St. Gallen Pension Fund, which is responsible for us.



Private Old-
Age Pension

The third component of the Swiss pension system is the private pension. With the private old-age pension, a distinction is made between Pillars 3a and 3b. A maximum annual amount can be paid into Pillar 3a which can then be applied as a deduction in your tax calculation. With this in mind you can open a 3a pension account with a bank or insurance company of your choice. No wealth taxes have to be applied to your pension capital in such an account, and the resulting interest and capital gains from it are free from income tax and from withholding tax. The capital in your 3a pension account may, under certain conditions, be withdrawn before you reach pensionable age. The early withdrawal of capital is only possible in the case of acquiring or constructing residential property in which you then live yourself, in the case of leaving Switzerland definitively, in the case of taking up a self-employed professional activity, or in the case of changing from one self-employed activity to another. Such a withdrawal is also possible if a total invalidity occurs. No particular rules apply to Pillar 3b. Savings assets and life insurances belong to Pillar 3b. Do you still need further information on individual pension planning? Please follow the official link to the Swiss Confederation, ► www.ch.ch/en/retirement-provision-system, or ask the Faculty Affairs team, who will organise a specialised consultation for you.

5.7. The Swiss Education System

In Switzerland, the school and training system lies under the sovereignty of the cantons. Differences thus arise – within the framework of key points that are binding across the country – from canton to canton. Compulsory schooling begins with school enrolment in kindergarten, upon reaching the age of four. Kindergarten is considered a part of the primary level of schooling, a level which lasts eight years altogether. After two years in kindergarten and six years at primary school there follows a transition to the lower secondary level, which prepares pupils either for vocational training or for attending a further level of secondary schooling. The lower secondary level, also called the obligatory secondary level, is managed in some cantons in an integrated way, but in other cantons it is divided up into parallel classes according to performance criteria (leading to secondary school or preparing students for apprenticeships and vocational qualifications).

After the three years of the lower secondary level, the transition lies ahead to the upper secondary level. The upper secondary level can be sub-divided into courses of training in either general education or vocational education (the dual education system). Upper secondary schools preparing for the Matura (the school-leaving certificate), and upper-secondary specialised schools, offer courses of training in general education and qualify their school graduates for studying at a university, a teacher training college (a university of teacher education) or an advanced technical college (a university of applied sciences). In the courses of training devoted to vocational education, young people learn a vocation related to services, manual skills, or industry and commerce. This course of training is mostly taken in host companies or vocational institutes with supplementing instruction in school. The vocational training courses take three to four years, and lead to the Federal Vocational Baccalaureate or the Federal Vocational Education and Training Diploma.

Training and education in the framework of advanced vocational education, the advanced technical colleges (universities of applied sciences), the teacher training colleges (universities of teacher education), as well as the cantonal universities and the federal institutes of technology (such as the ETH), belong to the tertiary level. In Switzerland there are ten cantonal universities in which teaching takes place either in German (Basel, Berne, Zurich, Luzern and St. Gallen), French (Geneva, Lausanne and Neuchâtel), Italian (Lugano) or in two different languages (German and French, in Freiburg/Fribourg). There are federal institutes of technology in Lausanne (the EPFL, in French) and in Zurich (the ETH, in German). English is becoming ever more important as a supplementary language of study. The advanced technical colleges are closely connected to concrete fields of activity; as practically orientated training institutions on a university level, they form a bridge between the university world and advanced vocational education. Switzerland has at its disposal seven public advanced technical colleges established by



swissuniversities

law. They include fourteen different subject areas altogether, which can be summarised in the following three major areas of study: Technology, Business and Design; Health, Social Work and Art; and Sport and other areas. The course offerings of the public advanced technical colleges established by law are supplemented by private course providers as well. On the webpage of [swissuniversities](http://swissuniversities.ch), the umbrella organisation of the Swiss institutions of higher education, you can find further information about the advanced technical colleges, the teacher training colleges and the universities.

In comparison with other OECD countries, the proportion of the population in Switzerland with a tertiary educational attainment is not particularly high. This statistic has to do with the significance of vocational education here. Switzerland's dual education system, that allows training to be closely co-ordinated with the needs of the labour market, is considered to be unique. Together with the course offerings of the universities, the branch of training devoted to vocational practicalities trains qualified specialist workers and managers for the different needs of the economy.

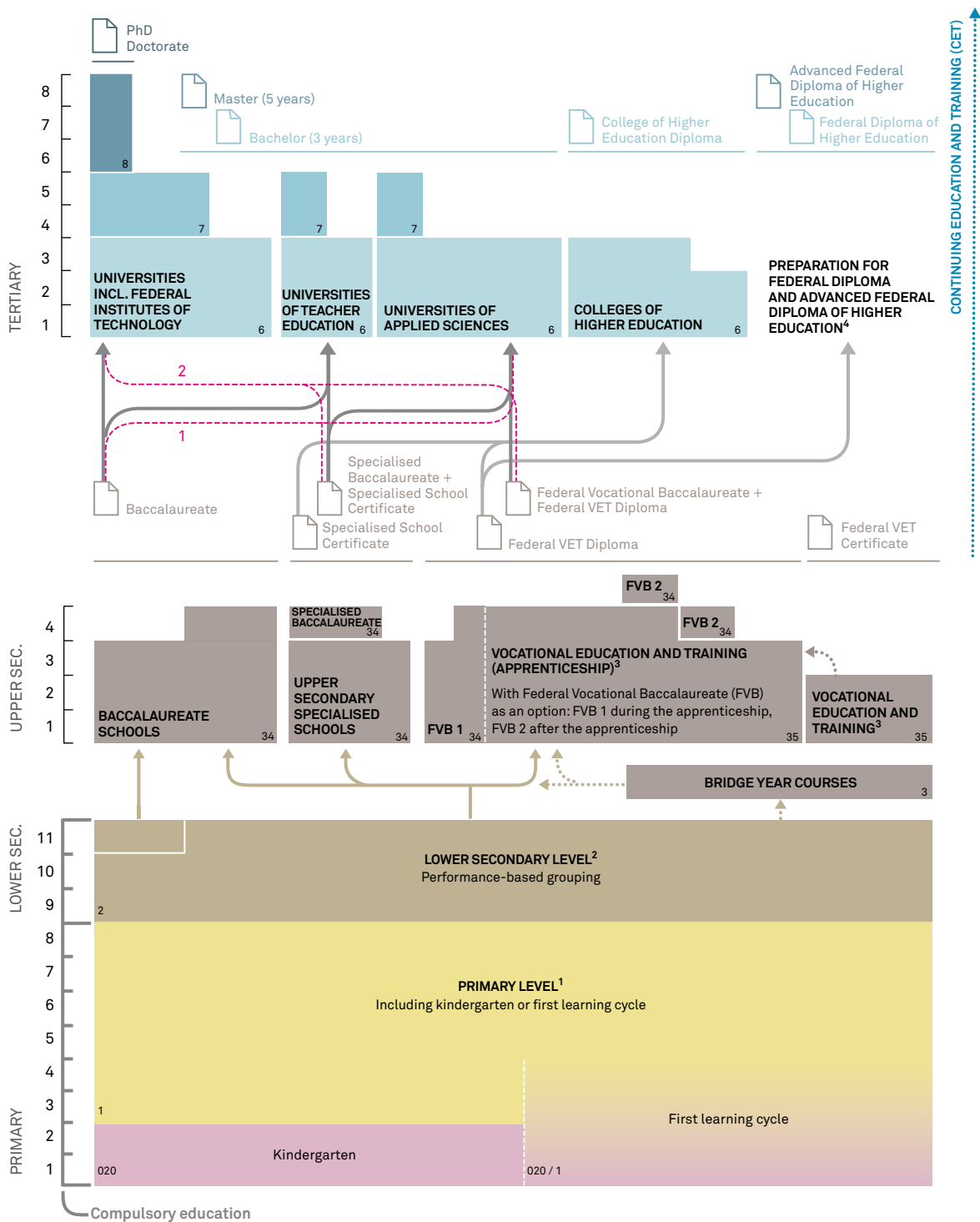


Public School
System

The public school system of Switzerland demonstrates a high standard and enables its pupils to develop themselves in many different directions. Switzerland is one of the few OECD countries in which pupils of public schools are superior, in terms of performance, to pupils of private schools. Private schools do exist in Switzerland and are distinguished, as a rule, by the low level of heterogeneity of their student body. You can find further information about school offerings in the canton of St. Gallen in this brochure, in the section “Schools in St. Gallen”. For further information, please also consult the webpage of the Swiss Media Institute on Education and Culture (Educa).

The following graphic gives you an overview of
the structure of the Swiss education system:





© EDK CDIP CDEP CDPE, August 2019

ISCED | International Standard Classification of Education 2011

- ISCED 8
- ISCED 7
- ISCED 6
- ISCED 4
- ISCED 34 + 35
- ISCED 2
- ISCED 1
- ISCED 020

- ¹ Two years of kindergarten or the first two years of a first learning cycle: included in compulsory education in the majority of cantons
- ² Lower secondary level: 4-year scuola media in the Canton of Ticino (pursuant to exception clause in Art. 6 HarmoS Agreement). Transition to Baccalaureate Schools possible after 10th school year
- ³ Vocational education and training (apprenticeship): training in a host company + instruction at a VET school + branch courses. For certain professions, a VET diploma can be obtained in a full-time school programme (e.g. in trade or IT schools).
- ⁴ Federal examination / Federal diploma of higher education = ISCED 6
Advanced federal examination / Advanced federal diploma of higher education = ISCED 7

6. Research and Life in Switzerland and in St. Gallen

6.1. Switzerland as a Centre of Research

Facts and Figures

Switzerland occupies an internationally outstanding position in research and innovation. According to the data from the Federal Department of Foreign Affairs (FDFA), ²⁰ in 2017 the country spent nearly 3.4 per cent of its GDP on research and development. In international comparison, Switzerland thus belongs to the group of countries who spend the most on research and development in relation to their GDP (fourth place among the OECD countries). This means that Switzerland spent 22.6 billion Francs on research and development, the largest part of which being financed and carried out by private companies.

Science and scholarship in Switzerland boast an above-average productivity in research: 1.2 per cent of all articles published worldwide come from Swiss academics. When this figure is recalculated in relation to the number of its inhabitants, Switzerland thereby emerges as a global leader. These publications enjoy a high degree of recognition in international terms: their impact lies above the global average of 17 per cent (third place, behind the United States and the Netherlands and in front of Great Britain). In the university rankings, it is above all both of the great federal institutes of technology (the ETH and the EPFL) that are very well placed, but the cantonal universities, like the University of St. Gallen, also do well. The proportion of foreign students is just under a quarter, while for Ph.D. students the figure is over 50 per cent. Switzerland thus ranks first for the international nature of its student body among the OECD comparison countries. 40 per cent of researchers at Swiss universities possess a foreign passport.

²⁰ | Science and Research in Switzerland – Facts and Figures, FDFA
www.eda.admin.ch/aboutswitzerland/en/home/wissenschaft/ueberblick/wissenschaft-und-forschung-in-der-schweiz.html



Financing and Carrying Out Research

Private companies finance roughly two thirds of the expenditure on research and development. The state – the Confederation and the cantons – contributes with roughly a quarter of these expenses, and ten per cent of the funds come from abroad, especially from the EU.

The private sector is heavily involved in the implementation of research and development, and a few large research-intensive corporations in the pharmaceutical industry and in biotechnology play a dominant role here. Approximately a quarter of research and innovation is carried out in the university field, including fundamental research above all at the federal institutes of technology (such as the ETH and the EPFL) and at the ten cantonal universities. Applied research and development is pursued at the advanced technical colleges. The universities are the primary sites for publicly financed research and development in Switzerland.

Publicly financed research and innovation in Switzerland function in co-operation with the Confederation and the cantons, and their respective responsibilities and subject boundaries are intertwined with one another. The Confederation is primarily responsible for public funding of research and innovation, and the stakeholders active on a federal level are the State Secretariat for Education, Research and Innovation (SERI), the Federal Department of Economic Affairs, Education and Research (EAER), the State Secretariat for Economic Affairs (SECO), and the ETH Board (for the federal institutes of technology). Responsibility for Switzerland's ten universities, eight advanced technical colleges and seventeen teacher training colleges lies on the cantonal level, although they enjoy a significant degree of autonomy and they organise themselves. The co-ordination of policy work related to higher education on the federal and cantonal levels is under the responsibility of the Swiss Conference of Higher Education Institutions (SCHEI or SHK in German), which is the highest body concerned with higher education policy. An important further player in the academic policy system is the Swiss Rectors' Conference, *swissuniversities*, which encourages co-operation between the universities and above all between the different kinds of institutions of higher education.

Research and development in Switzerland

2017

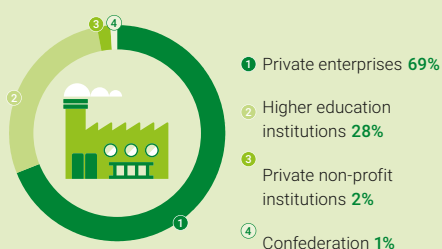
04 National economy

In CHF
22.6 billions

Intramural research and development expenditure

As % of GDP
3.4%

By sector of economic activity



International comparison

South Korea **4.55%**

Israel **4.54%**

Switzerland 3.37%

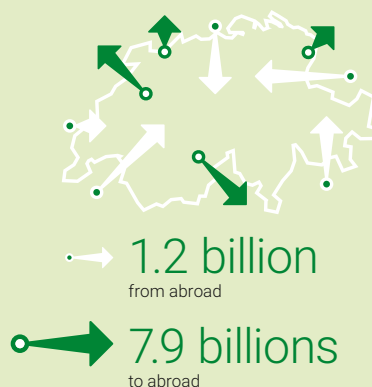
Sweden **3.33%**

Japan **3.20%**

United States **2.79%**

European Union **1.96%**

Funding of research and development in CHF



Research and development personnel

100%
81 751
Full-time equivalent jobs

of which
56%
of researchers

125 045
persons
♀ 36% ♂ 64%

Sources: FSO - Research and development (R&D) Swiss synthesis (Swiss RD); OECD - database PIST, STI division/EAS Paris, March 2019

www.statistics.admin.ch

© FSO 2019

Research and Development in Switzerland ²¹

²¹ | Science and Technology, Federal Statistical Office
www.bfs.admin.ch/bfs/en/home/statistics/education-science/technology.html

Public Support for Research and Innovation

The Confederation primarily engages in support for research and innovation by means of two national funding bodies: the Swiss National Science Foundation (SNSF, or SNF in German) and Innosuisse.

The SNSF is the most important Swiss institution for the support of academic research. It focuses on projects concerned with free and fundamental research which must satisfy the highest internationally recognised criteria of quality. The SNSF also supports applied fundamental research by means of special programmes of national funding priorities, especially in relation to social challenges that are of importance across the entire country. The SNSF gives particular attention to the support of new and emerging academic talents.



SNSF

Innosuisse is the federal funding agency for science-based innovation, and it prioritises in terms of practical orientation. The aim of Innosuisse is to support the development and market launch of products and services. Companies in the private sector are close partners of Innosuisse, among them especially the small and medium-sized enterprises (SMEs) who then actually bring the products to market.



Innosuisse

The bottom-up principle counts as one of the fundamentals of public support for research and innovation in Switzerland: individual research teams or companies take the initiative for activities in research and innovation, and they compete for project funding from the SNSF or from Innosuisse. Both funding institutions dispense their funds in competitive processes and judge applications in terms of their excellence. In international comparison, Switzerland is cautious with regard to the top-down prescription of issues to be funded and programmatic funding.

The cantons take on an important role in financing in so far as they support the cantonal universities and advanced technical colleges. Those cantons which themselves do not operate an institution of higher education contribute, by means of compensation payments, to financing the cantons which do have institutions of higher education. Support is given in the area of research above all by means of financing positions for academic personnel and by means of making research infrastructure available.



Euresearch



Grants Office

Switzerland is fully associated with Horizon 2020, the 8th framework programme of the European Union for Research and Innovation. Researchers who are active in Switzerland can therefore apply for all the funding advertised in the framework of Horizon 2020, and they can participate with the same rights and duties as researchers from an EU member state. A further full association is also being sought for the subsequent programme, Horizon Europe (2021–2027). The information network Euresearch informs, advises and connects researchers who are active in Switzerland with respect to participating in the EU framework programmes, and the regional contact point Euresearch Eastern Switzerland is integrated into the Grants Office of the University of St. Gallen. The experts at the Grants Office St. Gallen support researchers in writing applications to the various funding instruments.

6.2. Switzerland: Its Political System and Its Inhabitants

Switzerland developed over centuries out of a network of various alliances via a federation of states to a state confederation. Its national borders and its neutrality were internationally determined and recognised in 1815. The Swiss political system goes back to the federal constitution of 1848. Since then, both the competencies of the Confederation and the rights of its people have developed further and political diversity has increased.

Switzerland is a federalist state. As a consequence, the political and law-making competencies are divided up between the Confederation, cantons and municipalities. Federalism is what makes it possible for Switzerland to subsist and endure as a unity – despite its four linguistic cultures and its varied regional characteristics. Switzerland consists of 26 cantons, which in turn are sub-divided into 2,212 municipalities (status as of 1 January 2019). The number of municipalities decreases from year to year because of municipal amalgamations. Each canton itself regulates the division of duties between the canton and its municipalities.

Today, 8.4 million people live in Switzerland, of whom the proportion of foreign nationals is 25 per cent. The national languages are German, French, Italian and Romansh (Rhaeto-Romanic), which are spoken by 62 per cent, 23 per cent, 8 per cent and 0.5 per cent of the Swiss population respectively. 63 per cent of fellow inhabitants who are foreign nationals speak German. 70 per cent of people in Switzerland belong to a Christian faith community, while the share of those people who do not belong to any faith community amounts to 23 per cent. Would you like to find out more about Switzerland? Please visit the webpage of the Federal Chancellery.



The Swiss
Confederation



6.3. Daily Life and Housing in St.Gallen

Switzerland is both politically and economically stable. It has a well-functioning infrastructure (systems of transport, energy and telecommunications), a high degree of security and a very good public school system. Our employees appreciate the beautiful old town of St.Gallen and the attractive landscapes in the immediate region. Based on a general estimation, living costs in Switzerland for a family of four members (including basic insurance with a health insurance fund but excluding accommodation) amount to between CHF 70,000 and 80,000 per year.

The situation in the town and region of St.Gallen with regard to accommodation is relatively relaxed; if you are looking for a place to live in St.Gallen, you will find one – whether renting or buying. The private housing market is multi-faceted, and the value for money is comparatively good in Swiss terms. For the rental costs of a three-room apartment you should calculate from CHF 1,100 to 2,000 monthly, according to its particular amenities and position. An apartment with 4.5 rooms can be rented from CHF 1,500.

6.4. Schools in St.Gallen

If you are a parent, your child will be ready for compulsory schooling in Switzerland when she or he has reached the age of four by 31 July of a given year. The cantonal office for schools and music will accept registrations for public school on the pre-school, primary or lower secondary levels, and this office will also deal with the allocation of a school according to your place of residence or residential area. The public school system of the town of St.Gallen has at its disposal over sixty kindergartens, fourteen primary schools and four secondary schools, as well as two high schools. As a rule, girls and boys are taught together. Beside the (very good) public school system, there are also private schools which above all follow particular pedagogical concepts. In St.Gallen there are several private schools, such as for example the Forest Children St.Gallen, the New Town Schools St.Gallen, the Institut auf dem Rosenberg, the Rudolf Steiner School and Primaria.

The public schools, as a rule, are not all-day schools. The town of St.Gallen therefore offers day-care facilities for primary school children at several locations. These day-care facilities can be attended on five days of the week from 7.00 a.m. to 6.00 p.m. On the integrated town map, you can see an overview of the locations of the various day-care facilities (Betreuungsangebote) in the town of St.Gallen as well as their contact details.



Office for Schools
and Music



Private
Schools

in German



Day-Care
Facilities

in German

6.5. Childcare

In Switzerland, you have the possibility of letting specially trained staff take care of your children in nurseries from the age of three months up to four years. The child care ratio – that is, the proportion of childcare personnel to children – is, at 1:3, relatively generous. Each nursery follows a particular pedagogical concept. A childcare place at the standard rate costs, as a rule, up to CHF 100 per day for children who are eighteen months and older, and up to CHF 150 per day for children younger than eighteen months. However, most nurseries also offer rates dependent on income.



The University of St.Gallen is concerned for the well-being of your children. We therefore offer two day care facilities for children, the Triangle Nursery and the Löwenzahn Nursery, in immediate proximity of the campus. Here you can take advantage of reduced rates (Triangle: CHF 77-125 per day; Löwenzahn: CHF 67-95 per day). Your children will be given preference in finding a place here. Further information about these day-care facilities is available on their homepages.

The specialist unit for children and family at the Women's Centre of St.Gallen can also offer you advice and help with the arrangement of childcare at your home. The unit will also help you to organise childcare in case of emergency.

6.6. Public Transport

In the town of St.Gallen, and indeed in the whole of Switzerland, you will find an efficient network of public transport. At peak times, there is a bus on the main routes every 6-15 minutes, and in the evenings and on Sundays, on most routes, every 15-30 minutes. Local public transport is operated by the St.Gallen Public Transport Services (VBSG). At the ticket counter of the VBSG on Bahnhofplatz, from 8.00 a.m. to 6.30 p.m. (from Monday to Friday), you can obtain season tickets for local transport as well as multi-trip cards and day cards. Single tickets, day cards and multi-trip cards can also be purchased on the bus itself. You can reach the University campus on bus route 5 (getting off at the Universität/Dufourstrasse stop) and bus route 9 (getting off at the Universität/Gatterstrasse stop).

For travel by train beyond St.Gallen, it is easiest to book tickets on the website (or the app) of the Swiss Federal Railways (the SBB).



SBB

The Half Fare Travelcard is very popular with travellers; with it, you can book journeys by bus, train and ferry for half the normal price. For frequent travellers in particular, the GA (Generalabonnement) Travelcard is also worthwhile. With a GA, you can travel throughout the whole of Switzerland without having to purchase any further tickets; this Travelcard is also valid on ferries, and gives a discount on most mountain railways and cable cars. You can also obtain a day-card form of the GA, a one-day travel pass, from almost all municipalities.

6.7. Sport and Leisure

The town and region of St.Gallen offer numerous opportunities to practise both indoor and outdoor sports. You can obtain information about various associations and organisations, as well as various opportunities for sport, clubs and sport centres from the Sports Office of St.Gallen.



Sports Office

in German

Beyond the territory of the University there is a lot to discover as well. In the summer, the grounds of the Three Ponds (Drei Weieren) invite you to sunbathe. These artificially created ponds are located on the slopes of the Freudenberg, and they are a well-loved local recreation area. The various parks in St.Gallen form an oasis of peace in the midst of the hectic town. The Town Park, in between the Theatre and the Historical and Ethnological Museum of St.Gallen; the Lower Brühlpark, next to the Concert Hall; and the St. Leonhard Park all offer you space for strolls amid the greenery. Because of our proximity to Lake Constance (about twenty minutes by car and forty minutes by public transport), further leisure activities open up. The cycle paths in the town of St.Gallen are connected to the trans-regional bicycle network that traverses the whole of Switzerland.

In the entire region of Eastern Switzerland, furthermore, there are beautiful routes for skating. Rambling and hiking is a national pastime in Switzerland. The hiking paths are superb, with destinations clearly given on yellow signposts. And in winter, too, the region of St.Gallen has quite a lot to offer. Within the broader region, seven skiing areas are located (for example, Flumserberg, Malbun or Elm), all of which can be reached within two hours by car. All the skiing areas are also reachable by means of the well-developed public transport system.



MySwitzerland

To receive further suggestions about day-trip destinations, accommodation, transport and adventures in Switzerland, please make use of MySwitzerland, the information portal of Switzerland Tourism.

6.8. Economic Life

The greater Zurich area, onto which the region of St.Gallen borders, is the economic centre of Switzerland. This is, not least, thanks to the particularly strong presence of international companies, which here benefit from an extremely advantageous combination of the most important locational factors. The town of St.Gallen is a business location not only because of its outstanding educational offerings. Major national corporations such as Raiffeisen Switzerland and Helvetia Insurance also have their headquarters in St.Gallen. Furthermore, St.Gallen is known as Consulting Valley, since a large and above-average number of companies offering corporate and IT consulting have established themselves here. The students of the University of St.Gallen also make an important contribution to the attractiveness of St.Gallen as a business location by means of their entrepreneurial activities (start-ups).

In the town centre of St.Gallen, you will find a broad range of the most varied shops. Well-known department stores alternate with smaller chic boutiques. Local bakeries and confectioneries present their tasty wares in their shop windows. Cafés invite you to linger, and excellent dining facilities cater for gastronomic pleasures – among them the locally typical first-floor cafés of St.Gallen, traditional restaurants situated on the first floor of a building.

6.9. Culture, History, Attractions and Insider Tips

In the town of St. Gallen, you will find many visitor attractions from centuries past. The splendid buildings from several different epochs and in particular the colourfully-painted oriels or bay windows in the old town are typical of St. Gallen. The abbey precinct with the cathedral and the abbey library are landmarks of the town. In 612, Gallus, a wandering monk and missionary, withdrew to the valley of what would later become the town of St. Gallen. A century later, on the site of his cell, the Abbey of St. Gallen was founded. The abbey was a focal point of western written culture and learning, a place of great radiance throughout Europe. Its rich collection of medieval manuscripts on theology and other forms of learning, and on the abbey's own history as well, has been preserved up to the present day. If you visit the abbey library, which is architecturally impressive in its own right, you can admire manuscripts which are a thousand years old and more. The late-baroque cathedral was constructed from 1755 to 1760. Celebrated artists and master builders contributed to its construction, for example the Swabian painter Josef Wannenmacher who created the frescoes on the cathedral ceiling. The Abbey Precinct of St. Gallen was declared a UNESCO world heritage site, and thus especially worthy of protection, in 1983.

The Church of St. Laurenzen is, beside the Cathedral itself, the most significant church of the town. The present building dates back to the fifteenth century and was completely restructured from 1850 to 1854. From its tower you have a breath-taking view of the old town and the UNESCO world heritage site.

The colourfully painted oriels mentioned above arose at a time when wealthy textile merchants defined the image of the town of St. Gallen. They decorated the facades of their buildings with richly embellished extensions. Many of these oriels have been preserved, and they give the alleys of the old town a varied appearance and an artistic adornment. Do take the opportunity to form your own impressions of them by ambling through the picturesque alleys of the old town.

The Karlstor is a further visitor attraction of St. Gallen. Of the original eleven gates of the town wall, the Karlstor, constructed in 1570, is the only one that has been preserved. Not far from it stands the Waaghaus, which from the middle ages up to the nineteenth century served merchants both as a storehouse and for weighing goods. Today, the town parliament sits in the Waaghaus.

The cultural offerings of St. Gallen are multi-faceted. The Theatre of St. Gallen should be mentioned first of all; it is known far beyond the region for its productions of plays, operas and musicals. In the Concert Hall, you can enjoy the concerts of the Symphony Orchestra of St. Gallen, which is equally well-regarded far and wide. The cabaret and popular music scene is also a lively one, and you can find a wide range of choice at venues such as the Kellerbühne or the former cinema, the Palace.



Art Museum

Do you like art? The Art Museum of St.Gallen, with its collection of paintings and sculptures and its special exhibitions, counts as one of the most significant museums of Eastern Switzerland and is well-known internationally. The Lokremise, behind the main train station, is a further centre for art. It was constructed at the time when textile production was in its heyday, and today it is a cultural centre, a theatre, a repertory cinema, an art museum and a restaurant all in one. The Kunst Halle St.Gallen displays contemporary art, while the Museum im Lagerhaus shows naive art and art brut. Finally, we have an insider tip for you: the Art Foundry St.Gallen, in the ravine of the Sitter.



Art@HSG

Learning meets art at the University of St.Gallen. Works from internationally well-regarded artists such as Arp, Giacometti, Miró, Penalba, Tàpies, Richter, Cucchi or Disler are exhibited on campus. With its illustrious collection, the University could very well be considered a museum itself. In this context, the art is always linked to the architectural characteristics of the university buildings as well as to students' daily life. ProArte, the association for people interested in art at the HSG, will be happy to give you a guided tour of the campus and to tell you interesting things to know about the art works and the University.



Textiles Museum

As a Swiss textiles region, St.Gallen also offers you art to touch or to wear. Textile creations from St.Gallen are world-famous, and the textile industry has shaped the history of the town and region. Even before the nineteenth century, the textile industry was considered to be an essential economic factor in Eastern Switzerland, bringing St.Gallen a direct train connection to Paris – without stopping in Zurich on the way. Up to the beginning of World War One, embroidery from St.Gallen was moreover the most important Swiss export good. We recommend that you visit the Textiles Museum of St.Gallen, where you can become acquainted with the rich history of textiles here.

6.10. Highlights and Events in the Town of St.Gallen

The region has a lot to offer, and you should thus already be looking forward to its annually recurring events. The St.Gallen Festival held in the abbey precinct is a highlight of the summer, attracting opera fans above all, as is the St.Gallen Town Party, which is traditionally opened with a barrel-tapping ceremony on Gallusplatz. Every year families in particular are drawn to Aufgetischt, a street festival at which international buskers transform the streets of the old town of St.Gallen into a living open-air cultural centre. And speaking of children, the town of St.Gallen puts on a special town carnival every three years: the Children's Festival, for which schoolchildren from the town's schools, dressed up in festive garments, join a procession through the town and up to the Children's Festival meadow (directly behind the university grounds), where they round off the afternoon with performances and shows.

Listen up, music fans: one of the oldest and biggest open-air festivals takes place each year on the banks of the Sitter in St.Gallen. The OpenAir St.Gallen transforms the Sitter ravine over four days into the place to go for fans of rock, pop, indie, techno and hip-hop. If you prefer a more contemplative approach, you will enjoy the unique atmosphere of the Kulturfestival St.Gallen. In the courtyard of the Historical and Ethnological Museum, one of the most beautiful courtyards in St.Gallen, you can look forward to a programme spread over the summer weeks featuring selected international stars off the beaten track of mainstream music. The festival season is concluded each year by the Weiher open-air festival, which creates a quite special atmosphere around the family pool at Dreilinden, with its wonderful views over the town and beyond.

Furthermore, in autumn each year the OLMA opens its doors, the traditional Swiss fair for agriculture and food. The halls for tasting are well-known for their enormous choice of delicacies within and beyond the borders of Switzerland. But it is also the animal exhibitions, the sporting contests and the food and drinks stalls that entice over a quarter of a million visitors to Eastern Switzerland every year. We also recommend that you watch the "Säulirennen"; here, around 4.00 p.m. daily, fifteen rosy piglets run a race in three rounds. The arena is always packed out for this event, so arriving early is worthwhile.

A further highlight is the international show-jumping tournament, the CSIO. This is considered to be a premier event in equestrian sports, delighting several thousand spectators every year. Spectators can follow the various jumping competitions, throughout the day, and can then let themselves be spoiled in the evening with music and culinary entertainment.

Do also consult the webpage of the town administration of St.Gallen; it holds in store information for you about fairs, markets, festivals and a lot more besides. Are you interested in events and activities in and around St.Gallen? The best thing is then for you to register for the newsletter of the location promotion services of St.Gallen.

Highlights and Events:



St.Gallen
Town Party

in German



St.Galler Children's
Festival

in German



St.Galler Festival

in German



OpenAir St. Gallen

in German



Kulturfestival St. Gallen

in German



Weiheren OpenAir Festival

in German



Olma St. Gallen

in German



Aufgetischt

in German



CSIO



Town administration of
St. Gallen



Location promotion services of
St. Gallen

We wish you a great start at HSG!



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