



GUIDELINES

FOR INCOMING EXCHANGE STUDENTS AT GSEM

Directives in effect as of 16 September 2019

Academic calendar

It is important that you familiarize yourself with the [academic calendar](#) of the Geneva School of Economics and Management (GSEM). This calendar sets out the dates of the three exam sessions and the deadlines for signing up for courses and exams. It is available on the GSEM website.

Course selection

All of the courses offered at UNIGE are catalogued here:
http://wadme.unige.ch:3149/pls/opprg/w_rech_cours.debut.

Level of study

If you are enrolled in a Bachelor's program at your home university, you cannot sign up for Master's courses at GSEM. Likewise, if you are enrolled in a Master's program at your home university, you cannot sign up for Bachelor's courses at GSEM. If you are enrolled in a Master's program, you can take courses in several of the Master's programs offered at GSEM, but you cannot sign up for the Master's internships, the Master's thesis or any of the courses offered in the Master's in Commodity Trading.

Signing up for courses and exams

When you sign up for a course at GSEM, you are automatically signed up for the exam as well.

Please follow one of the two sign-up procedures below, depending on the faculty offering the course you wish to take:

- **For courses at GSEM, the School of Social Sciences or the Global Studies Institute:** print and complete the [course/exam sign-up request form for auditors, students not enrolled in a regular program and exchange students](#) (available on the GSEM website) and submit it to GSEM Student Services by the stated deadline.
- **For courses at all other faculties, centers and institutes:** print and complete the [course/exam sign-up request form for auditors, students not enrolled in a regular program and exchange students](#) (available on the GSEM website) and submit it to GSEM Student Services by the stated deadline AND complete the form available from the Student Services of the faculty in question and submit it by that faculty's deadline.

If you are enrolled as an exchange student at GSEM, you must complete at least half of all your courses at GSEM. As a general rule, you cannot sign up for courses in more than two faculties (including GSEM). This is to avoid overlaps in the exam scheduling, although we cannot guarantee that there will be no overlap even if you sign up for courses in only two faculties. You can submit a request to sign up for courses in three faculties provided you explain your reasons for wishing to do so.

The deadlines for signing up for courses and exams are set out in the GSEM academic calendar and must be strictly followed.

Please note: Once you have signed up for a course and the exam, you cannot subsequently withdraw from them. You cannot make changes to the courses you have signed up for once the official sign-up deadline has passed.



Exams

GSEM organizes three exam sessions:

- an ordinary exam session in January/February
- an ordinary exam session in May/June
- an additional exam session in August/September.

The exact dates of each session are provided in the GSEM academic calendar.

At the University of Geneva, you can only take exams at the set place, time and date. This applies to all three exam sessions. You cannot take exams remotely or at another time or date, and no exceptions to this rule can be made.

The type of exam (written, oral, etc.) is the same for all students.

The [GSEM exam directive](#) sets out the rules to be followed before, during and after exams. You should familiarize yourself with this document.

The deadlines for signing up for courses and exams are set out in the GSEM academic calendar and must be strictly followed. There is no special treatment for incoming GSEM exchange students, who must take exams in accordance with the academic calendar and under the same conditions as regular GSEM students.

Absence from an exam

A student's unexplained absence from an exam is recorded as such in the grade transcript. It represents a fail for that exam.

If you do not attend an exam because of *force majeure*, you must inform the Dean immediately in a letter sent by mail and containing proof of the *force majeure*. If the grounds for the absence are accepted, the absence is recorded as justified.

If you are ill or involved in an accident, you must provide the related medical certificate within three days of the date of the illness or accident, except in the case of *force majeure*.

UNIGE grading scale

The UNIGE grading scale goes from 0.00 to 6.00, with 0.00 being the lowest possible grade and 6.00 the highest.

ECTS scale		UNIGE grades
A	Excellent	6.00, 5.75, 5.50,
B	Very good	5.25, 5.00
C	Good	4.75, 4.50
D	Satisfactory	4.25
E	Sufficient	4.00
F	Fail	< 4.00



If you fail an exam

You are given two attempts to pass each course. If you fail one or more of your exams during the ordinary exam sessions in January/February or May/June, you can retake the exam during the additional exam session in August/September.

Courses in the first level of the Bachelor's degree in economics and management are taught in French and English. If you fail an exam in one language during the ordinary exam session, you are authorized to retake the exam in the other language during the additional exam session. For example, if you take a course in French and fail the exam during the ordinary exam session, you are allowed to retake the exam in either English or French during the additional exam session.

Please note: If you fail an exam during the ordinary exam sessions in January/February or May/June, you are not automatically signed up to retake the exam during the additional exam session in August/September. To sign up, you must print and complete the [course/exam sign-up request form for auditors, students not enrolled in a regular program and exchange students](#) (available on the GSEM website) and submit it to GSEM Student Services by the stated deadline.

At the University of Geneva, you can only take exams at the set place, time and date. This applies to all three exam sessions. You cannot take exams remotely or at another time or date, and no exceptions to this rule can be made.

Viewing your exam papers

You have the possibility of viewing your graded exam papers. Information about the viewing times is provided on the GSEM website. You must comply with the specific instructions provided on the website for each viewing session. The viewing times are the same for all students and cannot be changed. You must view your exams yourself and are not allowed to take photos of your exam papers. If you failed an exam based on the UNIGE grading scale, your grade cannot be changed unless an error was made. If you wish to obtain recognition from your home university for credits that you failed to obtain for courses taken at UNIGE, you must discuss this with your home university.

Grade transcript

Depending on the courses taken, you will receive one or more grade transcripts each semester.

The official paper copies of your transcripts will be sent by mail to the address indicated when you enrolled at the University of Geneva.

Questions

If you have any questions relating to your studies, please contact [Student Services](#) and/or the [GSEM exchange advisor](#).

If you have more general questions concerning accommodation, grants, etc., please contact the International Affairs Office: <https://www.unige.ch/international/en/>.