



# Welcome session

## Master in Responsible Management

Monday 19 September  
15:30 - M 1150



**UNIVERSITÉ  
DE GENÈVE**

GENEVA SCHOOL OF ECONOMICS  
AND MANAGEMENT



**Margaux Biermé**  
***Academic Advisor (mobility, masters, certificate)***  
**Geneva School of Economics and Management**



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# INTERNATIONAL EXCHANGE



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# International exchange in a nutshell

- **When?** 3rd semester
- **Duration?** 1 semester maximum
- **Credits?** 12 ECTS (instead of internship)
- **Where?** 130 partnerships all over the world [Panorama](#)
- **Application deadlines?**
  - **World / Europe: November 30th (13:00)** for a departure Fall 2023 or Spring 2024
  - **Switzerland: February 15th 2023** for an exchange in Fall 2023  
**September 15th 2023** for an exchange in Spring 2024

# International exchange : Highlights of the 'Mobility Guidelines'

## *Before the Exchange...*

- **Prerequisite?** Min. 30 ECTS credits of compulsory courses by the time of the exchange semester
- **Applications?**
  - Check the application requirements on [Academic Exchange Office](#) website
  - + GSEM documents: provisional study plan, descriptions of courses, transcript of grades

 *Tip: keep a copy of your application file, the GSEM will not have it...*

- **Study contract?** To be provided no later than two months before the start of the academic exchange
- **Validation?** Preparation of the Study contract & choice of courses according to ['Mobility Guidelines'](#)



# International exchange: Highlights of the 'Mobility Guidelines'

During the Exchange...

- **Amendment of the study contract?** Possible until 1 month after the start of the semester at the welcoming university

*After the Exchange...*

- **Delivery of the official transcript?** To be provided directly by the welcoming university (not by the student!)
- **Deadlines to submit the transcript?** March 10, 2024, for validation on the February 2024 transcript



# International exchange : information sessions

From [Academic Exchange Office \(SMAC\)](#) :

- International Academic Exchange Week : **from October 3 to 7 2022**
- General Information Session : **Thursday October 6, 2022 12:15** (MR080, Uni Mail)

From [GSEM](#):

All information are available in the '**Mobility Guidelines**', on [GSEM website](#)



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### Exchange Program

OUTGOING STUDENTS | INCOMING STUDENTS

WHY STUDY ABROAD  
APPLICATION  
TESTIMONIALS  
INFORMATION SESSION  
CONTACT & INFO

# International exchange

- **Questions ? Depends on the topic...**

The [Academic Exchange Office](#) (**SMAC**) is the competent service for the administrative management of your stay (destinations, application file, relations with the host university, accommodation, scholarship, etc.).



The [GSEM Academic Advisor](#), in collaboration with the Scientific Committees of the Master programs, is responsible for the academic aspects of your mobility stay (study contract, choices of courses, etc.) :

[mobility-gsem@unige.ch](mailto:mobility-gsem@unige.ch)

The [GSEM Student Services](#) is at your disposal for any other question (absence for mobility, etc.).

[Service-etudiants-gsem@unige.ch](mailto:Service-etudiants-gsem@unige.ch)



# GENERAL INFORMATION



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# Where to find the information ?

www.unige.ch/gsem/students

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## Student Information

This section provides current and future students with useful information for studying at the Geneva School of Economics and Management (GSEM) under the best possible conditions.

The study programs, regulations, forms, schedules, and information about exam periods are available below.

If you can't find an answer to your question here, please contact the Student Services.

GENERAL INFORMATION | DOCUMENTS | STUDENT LIFE



- STUDENT SERVICES
- START OF ACADEMIC TERM
- ACADEMIC CALENDAR
- EVALUATIONS & EXAMS
- TEACHING MODALITIES
- LANGUAGE SUPPORT CLASSES
- IT SUPPORT
- MOBILITY
- FAQ

- ✓ Schedules
- ✓ Study plans
- ✓ Study regulations
- ✓ Forms
- ✓ FAQ
- ✓ ...



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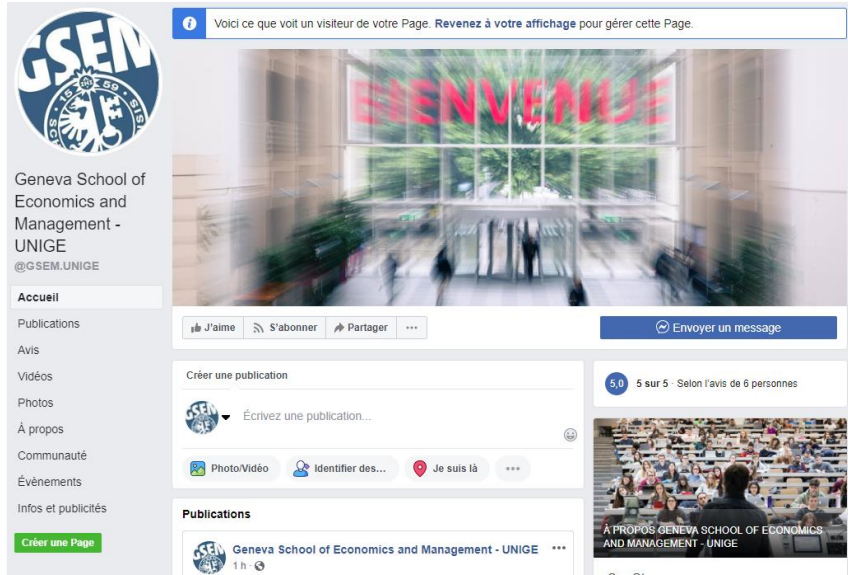
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# Where to receive the information ?

Please activate your @etu.unige.ch email address and login on your student portal:  
[www.portail.unige.ch](http://www.portail.unige.ch)



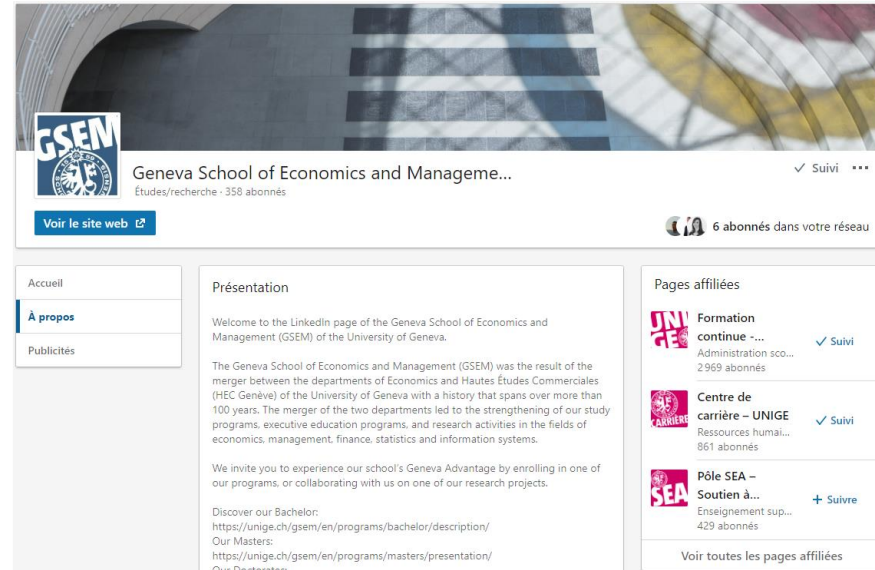
# Follow us on social media ...



**Facebook page**  
«Geneva School of Economics and Management - UNIGE»  
@GSEM.UNIGE



**LinkedIn page**  
«Geneva School of Economics and Management – UNIGE»



[gsem-management@unige.ch](mailto:gsem-management@unige.ch)

**Karen Longden**  
Program Coordinator

**Uni Mail 3287 A (3<sup>rd</sup> floor)**

**Wednesday 09:30 – 12:00 &  
Friday 09:30 12:00**

General questions about the Master

- Registration courses / exams
- Schedule courses / exams
- Regulations / directives
- Transcript
- Forms

**Margaux Biermé**  
Academic Advisor

**Uni Mail 3254 (3<sup>rd</sup> floor)**

**Office hours (without appointment)  
Monday 13:30 – 15:30 &  
Tuesday 14:30 – 16:30**

- International exchange
- Health problems and special needs
- Equivalence requests
- Failure of exams and continuation of your studies



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