Welcome to the GSEM

Welcome Session Mobility IN

Thursday 22 September 2022
MS130
Margaux Biermé

Academic Advisor (mobility, masters, certificate in applied statistics, programme Horizon académique)

Geneva School of Economics and Management
Where to find the information?

www.unige.ch/gsem/en/programs/exchange
Our programs

1 Bachelor in Economics and Management
✓ Bilingual program
✓ Large offer of courses in Economics and Management

5 Masters programs:
✓ Taught in English
✓ Economics
✓ Responsible Management
✓ Statistics
✓ Business Analytics
✓ Wealth Management
Guidelines for incoming exchange students at GSEM

• Reference Document available here:

  www.unige.ch/gsem/fr/programmes/mobilite/documents-importants/

• It provides all relevant information regarding:
  - Academic Calendar
  - Exams
  - Absence to exams
  - Grading
  - Failure
  - Consultations of exams
  - Transcript of grades
  - …
Guidelines for incoming exchange students at GSEM

• Choice of courses & level of study:

  ✓ Bachelor Students can follow Bachelor courses only

  ✓ Master Students can follow Master courses only

! Closed to Exchange Students:
  - Master’s internship
  - Master’s thesis
  - Core courses of Master in Business Analytics
  - All courses of Master in Commodity Trading
Class schedule: 1) Programme des cours

- It lists the courses you will follow and their value in ECTS credits
- Consult the online class schedule in order to establish your study program

[wwwi.unige.ch/cursus/programme-des-cours/web/](wwwi.unige.ch/cursus/programme-des-cours/web/)
Class schedule:
2) Choose “COURS” or…

Accounting and Financial Statements Analysis
Faculté d’économie et de management

COURS

- Période: Automne 2021
- Commentaires: Module de 24h - 12h/semaine

Enseignant-e référent-e
Franck Missionier-Piera
Professeur-e titulaire

CR S417010

3 crédits
Class schedule:
2) “PLANS D’ÉTUDES”
Course information (if “cours”)

- **S** = GSEM Faculty
- **1** = Bachelor course (1st part); **2** = Bachelor course (2nd part); **4** = Master course; **6** = PhD level course

### Advanced Corporate Finance

**Faculté de droit et de gestion**
Faculté de droit et de gestion GSEM

**Advanced Corporate Finance**

**Horaires et lieux**

- **Période**: Automne 2022
- **Durée**: 4h

**Enseignant-e référent-e**

- **Mercredi 14-18**
- **Uni-Mail M R290-L. Solari**

**CR (Cours)** = Course
**SE (Séminaire)** = Seminar
**CS (Cours/Séminaire)** = Course + Seminar

**Building** Uni Mail/Uni Dufour...
**Room** U300/S160...

**Automne** = Fall semester only
**Printemps** = Spring semester only

- **2h (2 heures)** = 2 hours
- **4h (4 heures)** = 4 hours

**Day** Lundi, Mardi, Mercredi...
**Hours** 08-10/10-12/12-14/...
Course information (if “plan d’études”)

**S** = GSEM Faculty
1 = Bachelor course (1st part); 2 = Bachelor course (2nd part); 4 = Master course; 6 = PhD level course

---

**Introduction à la comptabilité financière**

S101008

---

**Day** Lundi, Mardi, Mercredi...
**Hours** 08-10/10-12/12-14/...
**Building** Uni Mail/Uni Dufour...
**Room** U300/S160...

---

**CR** (Cours) = Course
**SE** (Séminaire) = Seminar
**CS** (Cours/Séminaire) = Course + Seminar
2h (2 heures) = 2 hours
4h (4 heures) = 4 hours
**Automne** = Fall semester only
**Printemps** = Spring semester only
• **ECTS credits** : number of credits (3 or 6 ECTS credits)
• 1 ECTS credit represents approximately 25-30 academic hours (including studying hours)
• 1 semester = 30 ECTS credits
Prerequisite courses

If you click on the course, you get more detailed information about the course, as well as its prerequisite (Cours conseillés):

- **Recommended courses**
- **Strongly recommended courses**
- **No information = No recommended courses**
Languages of courses

Courses with a title in English are taught in English:
- “Financial Markets“ is taught in English

Courses with a title in French are taught in French:
- “Introduction à la comptabilité financière” is taught in French

**Bachelor classes**: You can answer during the exams either in French or English
Registration form to courses and exams

• **For GSEM, SDS and GSI courses:**

  Fill out the form on your GSEM Student Intranet: [https://www.unige.ch/gsem/en/students/forms/](https://www.unige.ch/gsem/en/students/forms/)

  ➢ ! Not yet opened - Available in October

  ➢ To be submitted by the following deadline: **17th October 2022**

• **For other Faculties (Law, Sciences, etc.):**

  Fill out the form on your GSEM Student Intranet + Registration to Student services of the related Faculty/School

---

GSEM = Geneva School of Economics and Management  
SDS = Geneva School of Social Sciences  
GSI = Global Study Institute
How to register to courses and exams?

**Be careful:**
- We won’t give back any confirmation for your course/exam registration
- Keep the email confirmation. If anything is wrong with your registration, we will contact you. If we don’t, then you’re all set for the semester
How to register for courses and exams?

- If you are a GSEM registered student (host Faculty) you can register for GSEM, SDS and GSI courses with our form but **at least 50% of your courses must be GSEM’s courses**. The opposite applies if your host Faculty is SDS or GSI.

- UNIGE regulation on Mobility states that you can only choose courses in **2 different Faculties (GSEM, SDS and GSI are counted as 1)**.

- If you wish to register one or more courses in other Faculties than GSEM, SDS or GSI, please contact them for modalities.

- If you are not a GSEM, GSI or SDS registered student (host Faculty) we will check with your host Faculty if they allow you to register one or more course(s) at the GSEM.

GSEM = Geneva School of Economics and Management
SDS = Geneva School of Social Sciences
GSI = Global Study Institute
Examples

- You are a Bachelor/Master Student and you want to register to:
  - 3 courses at the GSEM
  - 1 course at the GSI
  - 1 course at SDS
  - 1 course at the Law Faculty

✓ Good! You have 50% of your courses at the GSEM and no more than 2 ‘groups’ of Faculties

You are a Bachelor/Master Student and you want to register to:

- 3 courses at the GSEM
- 1 course at SDS
- 1 course in Sciences
- 1 course in Law

Not good! You are exceeding the number of ‘group’ of Faculties in which you can register!
Examples

- You are a Bachelor/Master Student, attached to the GSEM, and you want to register to:
  - 1 course at the GSEM
  - 2 courses at the GSI
  - 1 course at SDS
  - 1 course at the Law Faculty

Not good! You do not have 50% of your courses at the GSEM

- You are a Bachelor/Master Student and you want to register to:
  - 4 courses at the GSEM
  - 1 course at GSI

Good! All courses are from the same group and you are registered for min. 50% of your courses at the GSEM
How to register for exams?

It’s the same registration for courses and exams.

Fall exam session: January 9 to January 28, 2023

Your exams schedule is available 3 weeks before the start of the exams session in the window displays at our Student Services.
Exams

• Grade at UNIGE: 0.00 to 6.00

• The minimum grade to acquire the credits for the courses is: **4.00/6.00**
  As soon as you acquire the minimum passing grade (4.00), the credits are acquired and it’s not possible to retake your exam

• The grade is given at ¼ of point (ex. 3.25, 4.00, 5.75)

• The exams are offered in different forms: writing, speaking, MCQ or Develop answer
In case of exam failure

- Mobility students 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 extraordinary exam session in August/September, but you are not obliged to do so.

  ✓ If you wish to return to your university with one or more courses failed on your transcript and make arrangements with them, you can do so.

  ✓ *We do not expect a minimum of successful credits. For us, both successful and failed credits appear on the transcript.*
In case of exam failure

✓ However, if you want to exercise your second attempt, you can do so but:

− You are not automatically signed up to retake the exam during the extraordinary exam session in August/September.

− To sign up, you must complete the course/exam sign-up request form on your GSEM Student Intranet by the stated deadline (around 15th of July).

! At the University of Geneva, you can only take exams at the set place, time and date!

You cannot take exams remotely or at another time or date, and no exceptions to this rule can be made.

This applies to all three exam sessions.
How to have access to online content?

www.moodle.unige.ch
How to have access to online content?
How to have access to online content?

Courses contents (Powerpoint, documents...)

MOODLE = You are not registered to the exams!
At the end of the semester

• The GSEM transcript of records will be sent by post to the address you provided when you registered with UNIGE

• If necessary, this address can be modified on the student portal (portail.unige.ch)

• If you need an electronic copy by email, please write at the end of the semester to service-etudiants-gsem@unige.ch specifying your request
Question?

**GSEM Student Services** | M 3287A | 3rd Floor (Uni Mail building)

- Monday, Wednesday, Friday: 9:30 – 12:00
- Tuesday and Thursday: 14:30 – 16:30

General questions about the studies:

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

[service-etudiants-gsem@unige.ch](mailto:service-etudiants-gsem@unige.ch)
GSEM Mobility Academic Advisor | M 3254 | 3rd Floor (Uni Mail building)

- Monday: 13:30 – 15:30
- Tuesday: 14:30 – 16:30

- Advises regarding choices of courses at the GSEM
- Mobility Guidelines
- Health problems or specific needs
- Failure of exams

mobility-gsem@unige.ch
Question?

**Academic Exchange Office** | MR 050 | Ground floor (Uni Mail building)

Monday – Friday: 10:00 am – 12:30

- Contact with your home University
- Administrative issues (accommodation, VISA, scholarship, etc.)

Email address of your coordinator:

- **Students IN WORLD (outside Europe)**: Claire.Giordano@unige.ch
- **Students IN EUROPE (SEMP/Ex-Erasmus)**: Arnaud.Waeber@unige.ch
- **Students IN Swiss Exchange Programme**: Marisol.Pedrosa@unige.ch
Thank you for your attention and good luck!