

Welcome to the GSEM

Welcome Session Mobility IN Spring Semester

> Monday 19 February 2024 Uni Mail, MR060





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Geneva School of Economics and Management



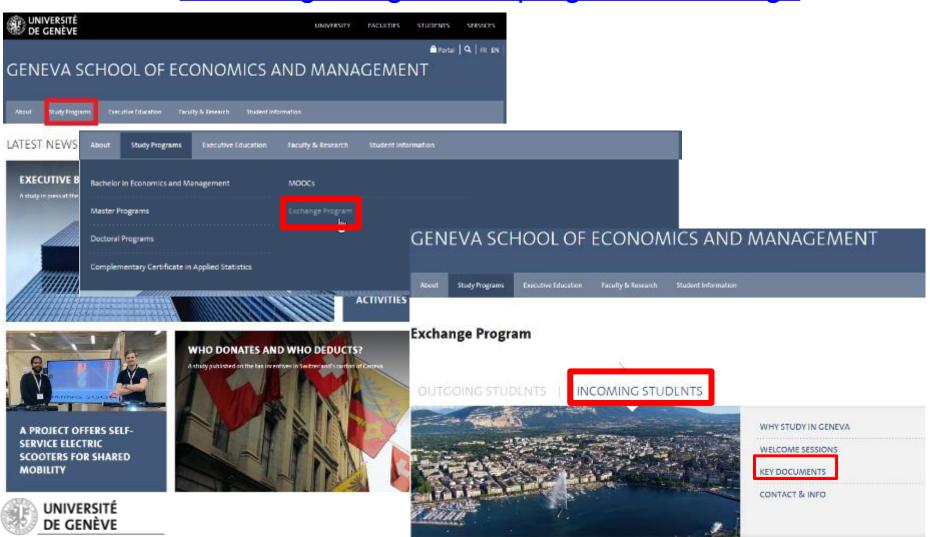
Where to find the information?

<u>Video</u> presentation of the Geneva School of Economics and Management



Where to find the information?

GENEVA SCHOOL OF ECONOMICS AND MANAGEMENT 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 <u>here</u>

Guidelines for incoming exchange students at GSEM

- It provides all relevant information regarding:
 - Academic Calendar
 - Registration to courses
 - Exams
 - Absence to exams
 - Grading
 - Failure
 - Consultations of exams
 - Transcript of grades



Guidelines for incoming exchange students at GSEM

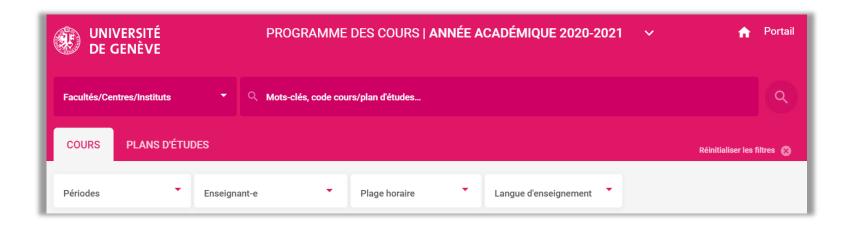
- Choice of courses & level of study :
 - ✓ Bachelor Students can follow Bachelor courses only
 - ✓ Master Students can follow Master courses only

! 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

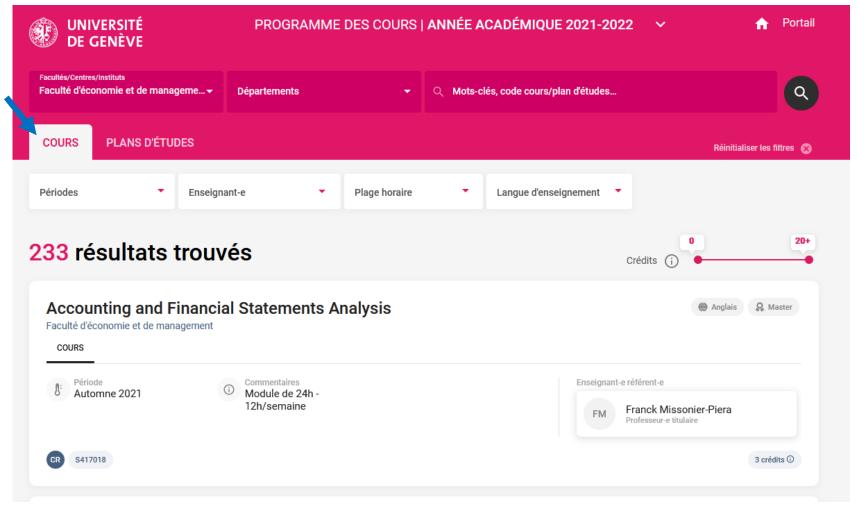


- It lists the courses you will follow and their value in ECTS credits
- Consult the online class schedule in order to establish your study program

wwwi.unige.ch/cursus/programme-des-cours/web/

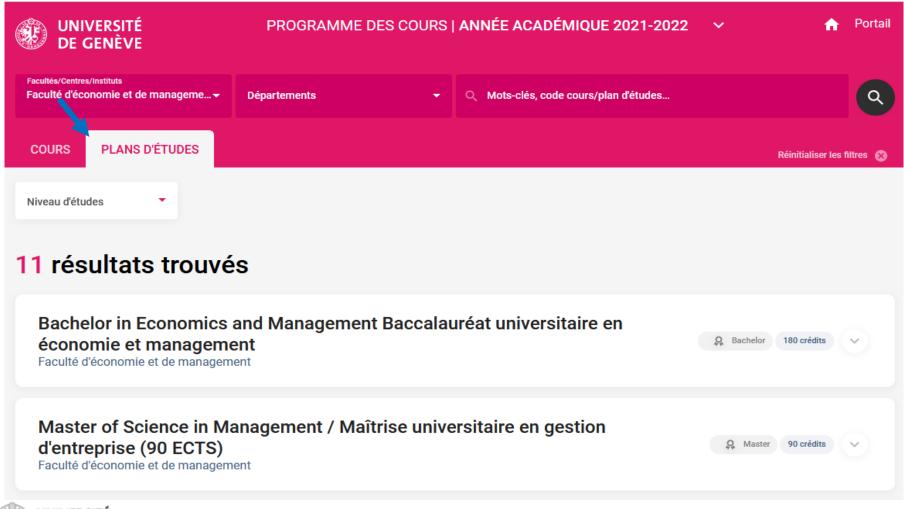


Class schedule : 2) Choose "COURS" or...



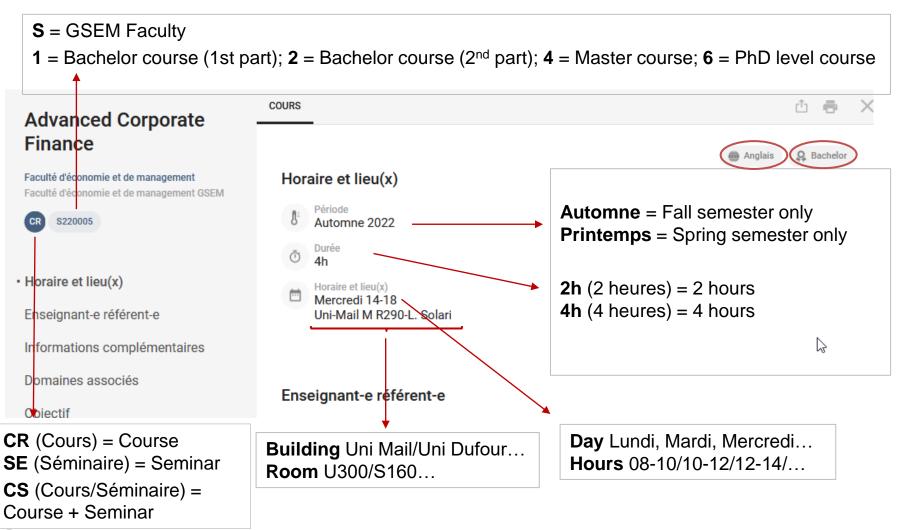


Class schedule: 2) ... "PLANS D'ETUDES"





Course information (if "cours")





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



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

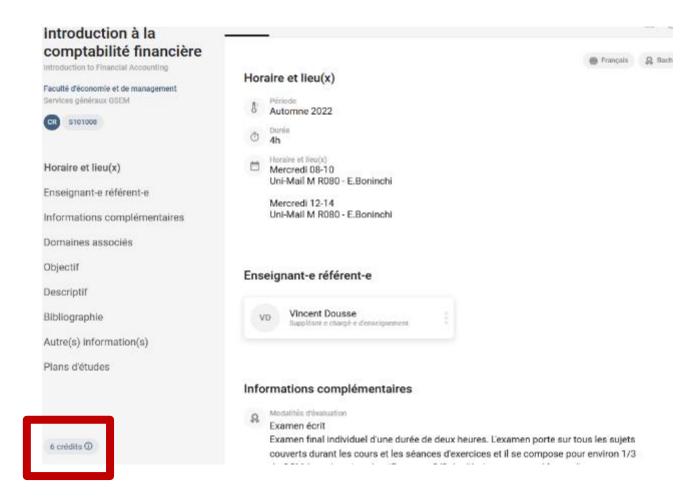
Printemps = Spring semester only

Day Lundi, Mardi, Mercredi... **Hours** 08-10/10-12/12-14/...

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



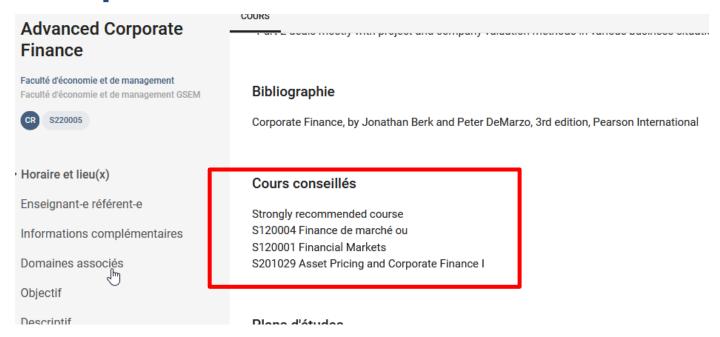
Credits



- 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

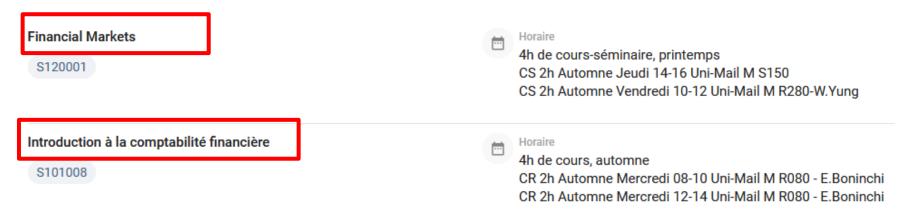


If you click on the course, you get more detailed information about the course, as well as its prerequisite (*Cours conseillés*):

- Recommended courses
- Strongly recommended courses
- No information = No recommended courses



Languages of courses



Courses with a title in English are taught in English:

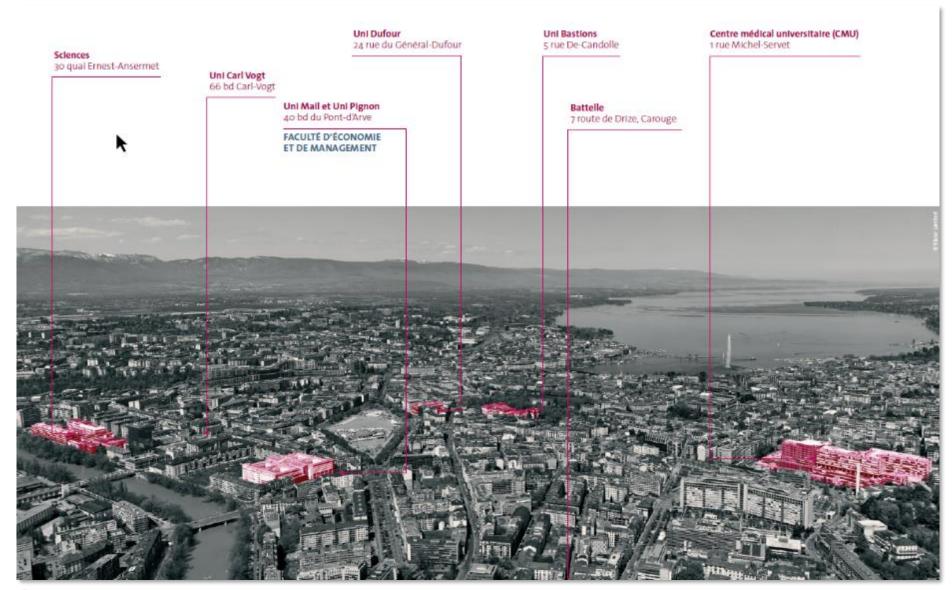
- "Financial Markets" is taught in English

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







- For you just arrived for Spring Semester 2024 (Semester exchange)
- For all courses: Fill out the online form on GSEM Website

STUDENT INFORMATION

Forms

All GSEM student forms are accessible via the GSEM Student Intranet by clicking here.

If you do not have access to the GSEM Student Intranet:



Registration form for courses/exams: (students who do not have access to the intranet)
 (to be completed from March 6 to 13, 2023, also register in the Faculties or Institutes concerned according to their deadlines)

Other forms

Civil protection postponement request



Military postponement request

(to be completed at least 14 weeks before the start of the service, accompanied by an explanatory letter)



Choose langage (French or English)





Student request : click NEXT



Student request

Request for registration for courses/exams

If you are a <u>regular student</u> (Bachelor, Master, Complementary Certificate), connect to your UNIGE portal https://portail.unige.ch/ to register for courses during the periods indicated in the academic calendar.

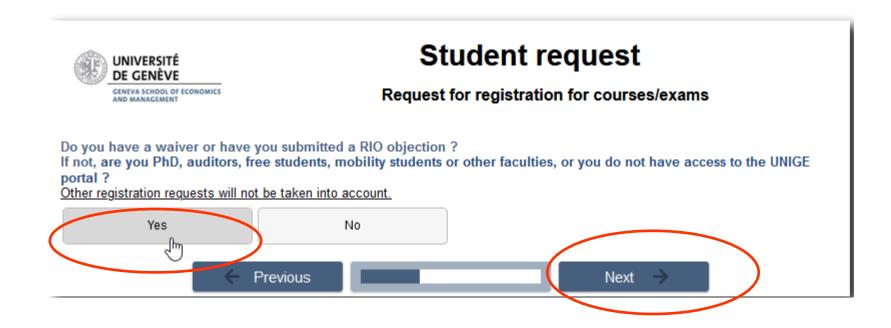
Only students who do not have access to the **GSEM Student Intranet**, can use this course/exam registration form.

Other registration requests will not be taken into account.



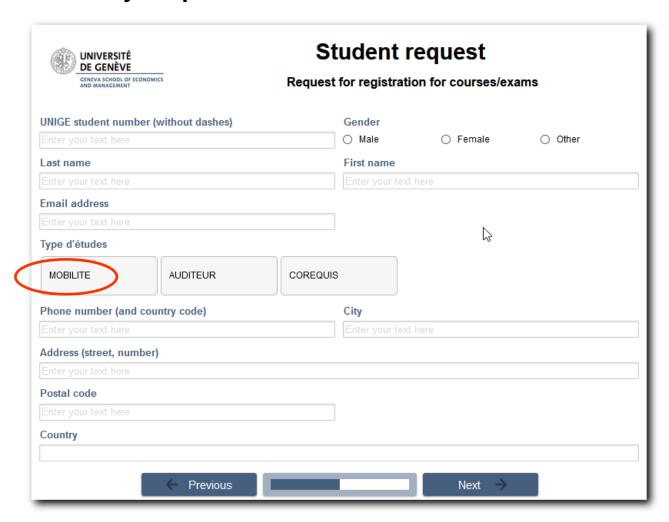


Mobility student : YES > Next



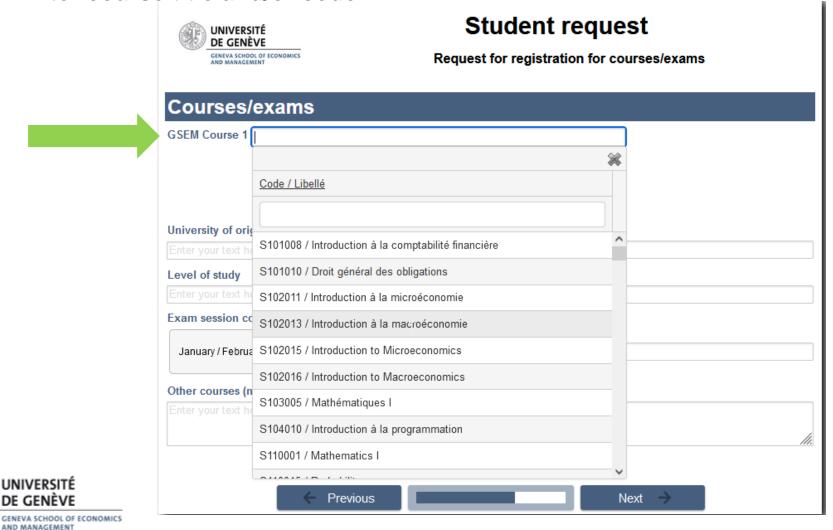


Fill in the form with your personal data + select « MOBILITE »

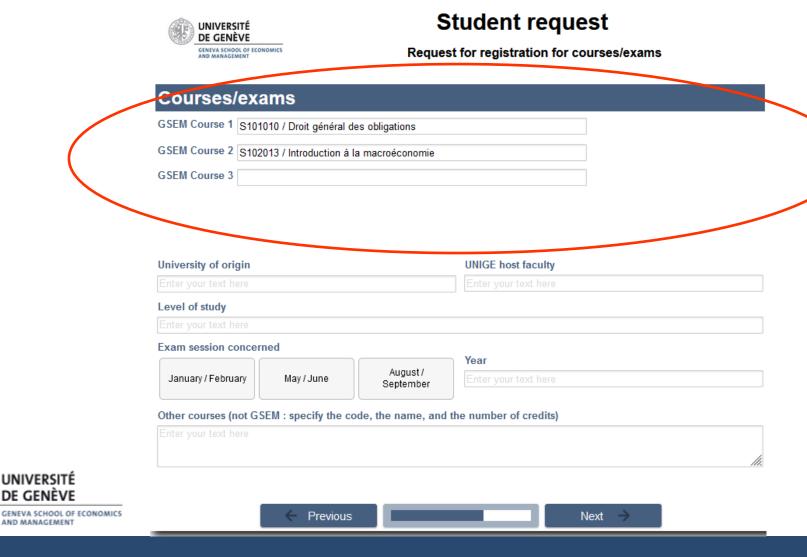




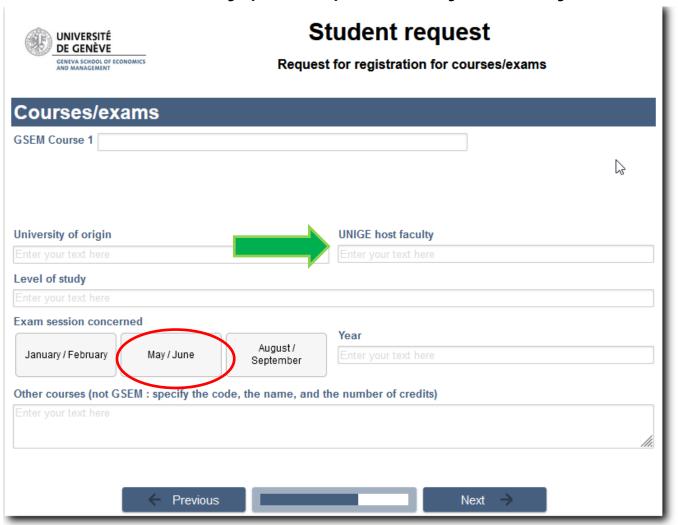
Enter course title and/or code



Enter course title and/or code



Fill in other data... UNIGE host faculty (GSEM!) + January/February



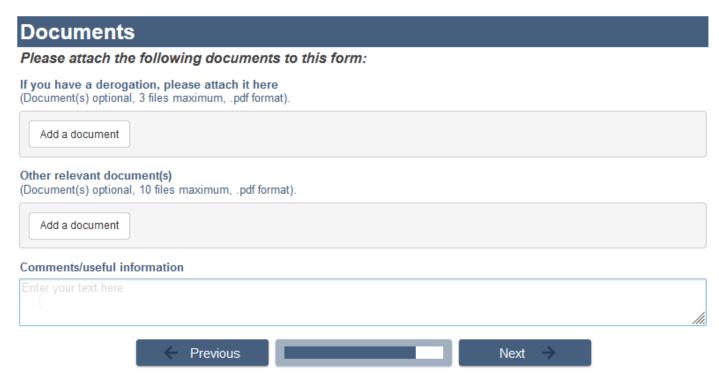


Optional documents



Student request

Request for registration for courses/exams





Finalization and SUBMIT the form



Student request

Request for registration for courses/exams

Finalize and submit the form

Please note:

GENEVA SCHOOL O

This form is not intended for regular students.

You are about to submit a final registration form. Please note that if the request is accepted, these registrations cannot be modified once the form has been submitted.

If you are not sure about your registration, please wait a few more days to submit a definitive application.

The deadline for submission is always 4 weeks after the first day of class.

Consult the detailed academic calendar.

Bachelor's students are not allowed to take Master's courses and the Master's courses in Commodity Trading and the mandatory Master's courses in Business Analytics are closed to exchange students.

Personal data is treated in a strictly confidential manner in compliance with applicable data protection legislation. For more informations, refer to UNIGE's Personal Data Protection Policy.

$\left\{ \right\}$	Check the box to confirm: I understand that communications will be sent to my UNIGE e-mail address and I agree to consult it. I agree to immediately contact Student Services by email (service-etudiants-gsem@unige.ch) if I do not receive an acknowledgement email within 10 minutes of submitting my form. I have read the disclaimers and certify that the information on this form is accurate.
É E	← Previous ✓ Save
F ECONOMICS	

- ! Not yet opened Available in March
- ➤ To be submitted by the following deadline: 11 March 2024
- ! For courses from Faculty of Humanities (Faculté des Lettres):

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

For classes of Maison des langues : contact them directly

Note:

Registration to courses = Registration to exams

Once submitted, the registration is <u>final</u> and cannot be modified.



How to register to courses and exams?

Be careful, in practice:

- 1. You will fill in the form online to submit your registration
- 2. You will receive, by email, acknowledgement of receipt.
- When your application has been **processed** by our Services, you will receive a confirmation with a link to access the decision (courses accepted and/or rejected).

Keep both emails:

- Acknowledgement of receipt = You have <u>submitted</u> the form
- Confirmation with a link = Courses <u>acceptance/refusal</u> decision



How to register for courses and exams?

- If you are a GSEM registered student (host Faculty) you can register for all courses with our form but at least 50% of your courses must be included in GSEM's Study Plans.
- If GSEM is not your host Faculty, please contact your host Faculty to know how to register for courses and exams at your home faculty. GSEM restrictions apply to GSEM courses.
- UNIGE regulation on Mobility states that you can only choose courses in 2 different Faculties.



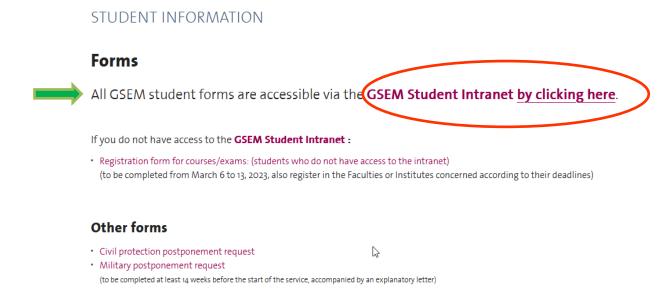
How to register for courses and exams?

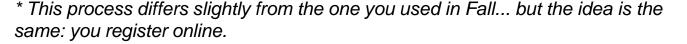
- Only for students who are staying the whole academic year (Fall + Spring semesters):
 - Online form for Fall Semester
 - Access to <u>GSEM Student Intranet</u> for Spring Semester

In both cases: deadlines to be observed



- If you are here since September 2023 (annual exchange ONLY)
- <u>For all courses</u>: You now have access to <u>GSEM Student Intranet</u>*: Fill out the <u>form</u> on GSEM Website







How to register to exams?

It is the same registration for courses and exams.

Spring Exam session: June 3 to June 22, 2024

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 1/4 of point (ex. 3.25, 4.00, 5.75)
- The exams are offered in differents forms: writting, speaking, MCQ or Develop answer, etc.



In case of exam failure

- Mobility students are given two attempts to pass each course.
- ➤ If you <u>fail</u> one or more of your exams during the ordinary exam sessions (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 <u>not automatically</u> signed up to retake the exam during the extraordinary exam session in **August/September**.
- To sign up, you must complete the <u>online form</u> on GSEM website by the stated deadline (<u>21 July</u>).

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

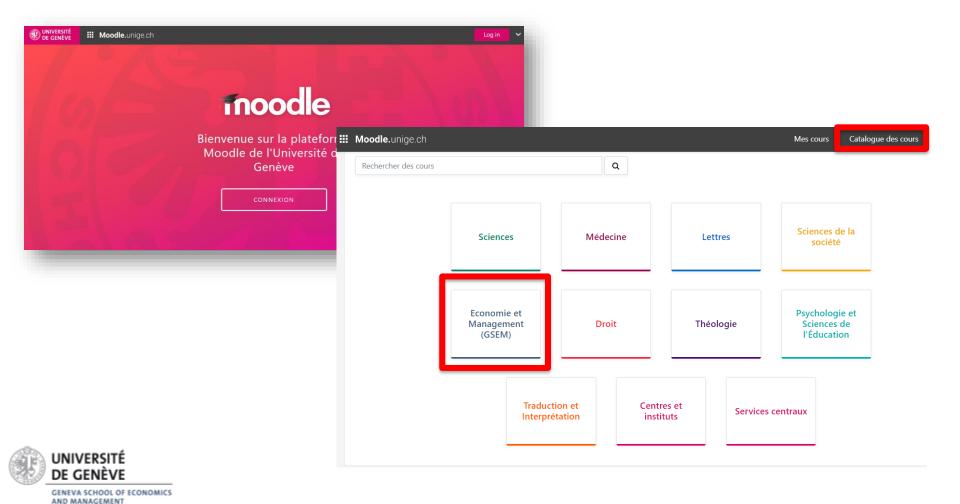
You cannot take exams remotely or at another time or date, and no exceptions to this rule can be made.



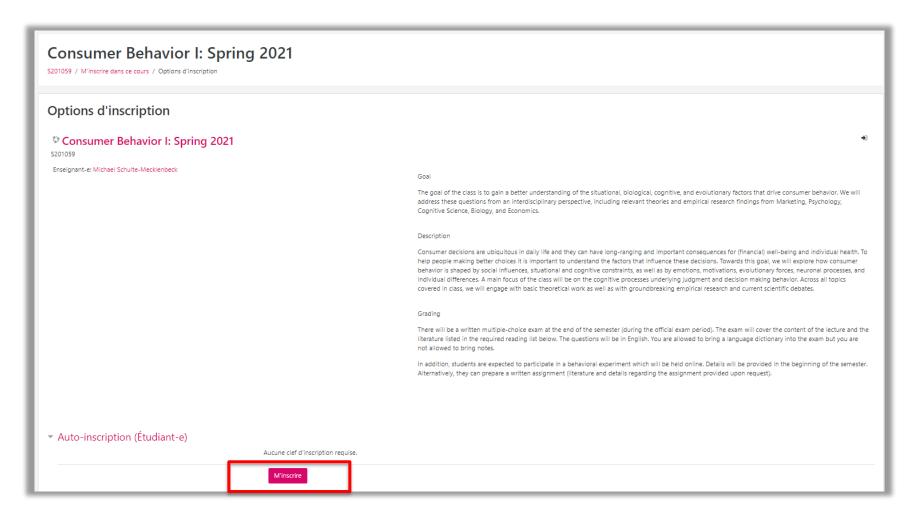
This applies to all three exam sessions.

How to have access to online content?

www.moodle.unige.ch

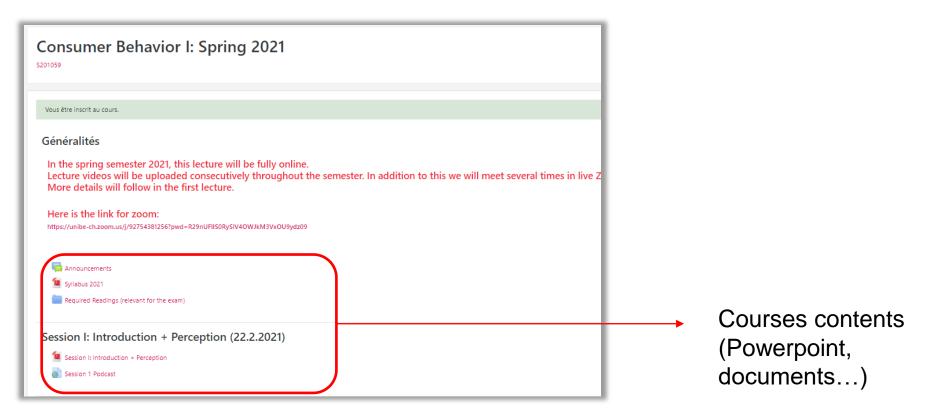


How to have access to online content?





How to have access to online content?



MOODLE = You are not registered to courses and 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 (<u>portail.unige.ch</u>)
- 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



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

- Monday, 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



GSEM Mobility Academic Advisor | M 3254 | 3rd Floor (Uni Mail building)

- Please consult my availabilities on the <u>website</u>
 - Advises regarding choices of courses at the GSEM
 - Mobility Guidelines
 - Health problems or specific needs
 - > Failure of exams

mobility-gsem@unige.ch



Academic Exchange Office Uni Dufour building (1st floor)

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



Be careful:

All emails must be sent from your etu.unige.ch email address.

No answer will be provided if you are sending emails from external email address.



Thank you for your attention and enjoy your stay!

