



# **Welcome Session**

## **GSEM Masters programs**

Friday, 12 September 2025

14:15 – 15:00 pm

François Grey, Vice-Dean  
for Learning Innovation  
Room MR280, Uni Mail



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# *Welcome Session Outline*

1. Introduction
2. Rules & Regulations
3. Exchange
4. Closing remarks



# Introduction



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# *Six World-Class Masters Programs*

- 1. Economics**
- 2. Responsible Management**
- 3. Statistics**
- 4. Commodity Trading**
- 5. Wealth Management**
- 6. Business Analytics**





**Elsa Gonay**  
***Academic Advisor***

Geneva School of Economics and Management



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## ***GSEM Presentation VIDEO***

**<https://www.unige.ch/gsem/en/students/practical-information/presentation/>**



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# Highlights of the Video Presentation

1. UNIGE Student Portal / Portail étudiant UNIGE : [here](#)



## 2. Courses' Program / Programme des cours : [here](#)





### 3. Moodle : here



# Language and Credits

Taught in English

90 ECTS:

- ✓ Economics
- ✓ Responsible Management
- ✓ Statistics
- ✓ Wealth Management
- ✓ Commodity Trading

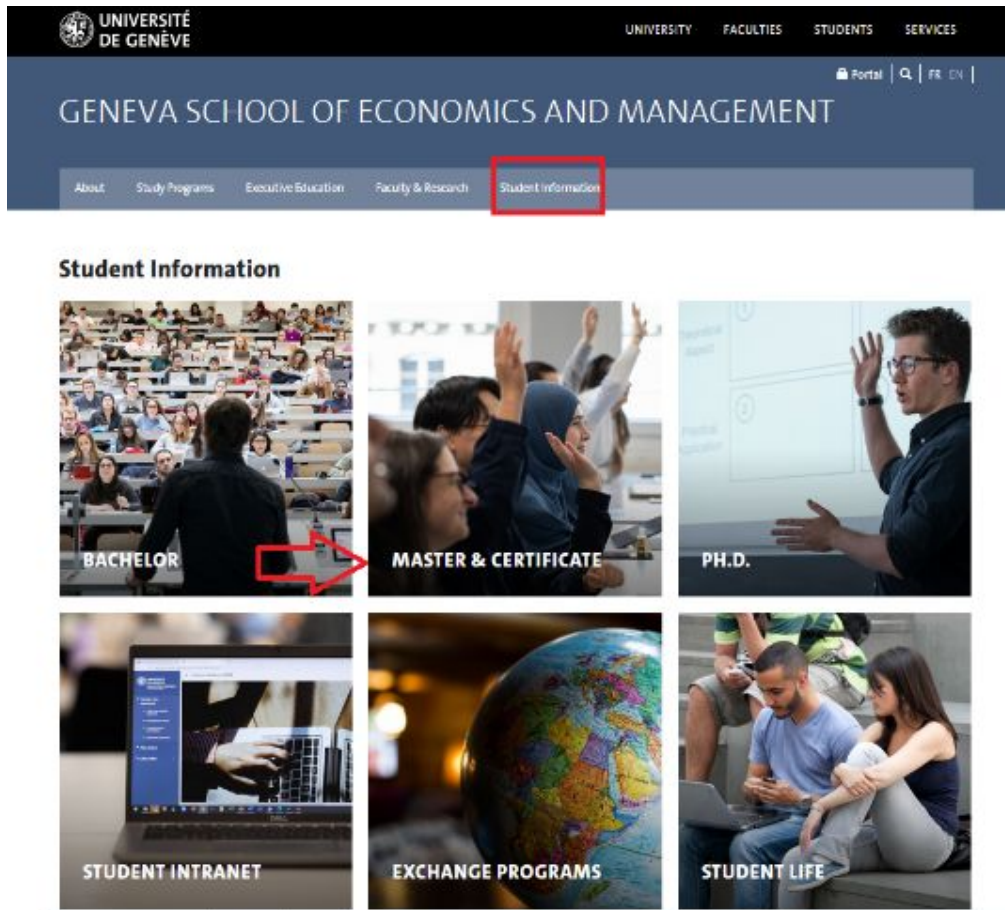
120 ECTS:

- ✓ Business Analytics



# Where to find information?

<https://www.unige.ch/gsem/en/students/>



- ✓ Academic Calendar
- ✓ Schedules
- ✓ Study plans
- ✓ Study regulations
- ✓ Application Directives
- ✓ Forms
- ✓ Mobility Guidelines
- ✓ Directive Exam
- ✓ Directive on Evaluations
- ✓ FAQ
- ✓ ...



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# How to receive information?

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



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# How to submit a request?

Please log in on you GSEM Student  
INTRANET

## Student request

### Type of request

What is the subject of your request:

Outside these deadlines, you cannot select the request, see [academic calendar](#).

Next →

# Health & Wellness

- Take care of your **health** and **wellness**
- **Tools** available to help you if needed
- GSEM Student Services can connect with **UNIGE Services**
- Request for special accommodation (*Besoins particuliers*) : specific process to be followed
- More information : *UNIGE Student Health Service*

# Rules and Regulations



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## **Equivalences**

### **When?**

Deadline to submit the request: **26 September 2025**

### **How?**

Form to be submitted on the GSEM Student Intranet, with justification

### **How many credits?**

Max. 30 ECTS for 90 ECTS program

Max. 40 ECTS for 120 ECTS program

### **Restrictions?**

No equivalence for Master Thesis

No equivalence for lower level of studies



## Grading scale

- Based on 6.00 (**0.00 to 6.00** with ¼ of point)
- **4.00** = minimum grade to obtain (ECTS) credits
- If min. 4.00 obtained, no possibility to retake the exam to improve the grade
- If **grade between 3.00 and 3.75**, possibility to validate the grade (up to 9 ECTS) credits maximum
- Conservation of grade not automatic, must be submitted by the student according to deadline and process

## **Attempts**

**Core courses**: 2 attempts maximum

**Elective courses**: 4 attempts same class or 2 attempts and, if failed only on 2<sup>nd</sup> attempt, change for another class



## Exam sessions

### 2 Ordinary Sessions:

- January/February
- May/June

If absent, failed or excused ; automatically registered for the retake session

### 1 Extraordinary Session (retake) :

- August/September



## Co-requisites

- To be passed by August-September 2026 at the latest
- For the co-requisites, a minimum grade of 4.00 is required.

### Admin. aspect :

Register to course through GSEM Student Intranet (! not on the *portail.unige.ch*)

## Complementary Program

- To be passed by August-September 2026 at the latest

### Admin. aspect :

Register to course through *portail.unige.ch*

## Duration of studies

90 ECTS Program : Min. 3 – Max. 5 Semesters

120 ECTS Program : Min. 4 – Max 6 Semesters

## Courses and exams

Registration to courses = Registration to exams

### Deadlines:

Fall Semester: 13 October 2025

Spring Semester: 9 March 2026

**After these deadlines: no modification**

## Unforeseen event affecting your studies

### Absence to evaluations

= **Fail**, except if sickness or accident

To be justified within 3 days, via GSEM Student Intranet (+ **original document** to be presented)

### Duration of your studies

Leave

Derogation

To be evaluated by Scientific Committee, in collaboration with Academic Advisor, according to the Regulations



## **Cheating and plagiarism**

Investigation and sanction if proven, according to the process

## **Master Thesis and Internship**

Application Directives of your program to be consulted

## **Rules of behavior**

*Code of Ethics and Professional Conduct for the Geneva Institutions of Higher Education ([here](#))*

## **Elimination of the program**

Less than 12 ECTS acquired by January-February 2026

Co-requisites courses / Complementary program not acquired by August-Septembre 2026

Definitive failed core courses

Deadline to submit master thesis or internship report not observed

Deadline to earn necessary credits (90 or 120) within the time limits

**Reference :** [Program regulations](#)

# Question on your studies ?

Please consult:

1. Frequently Asked Questions : [here](#)
2. Documents available on the website : [here](#)

**Still need help ?**



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□ Send an email to:

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

- From your **etu.unige.ch** email address
- Specifying your **student n°** and **program**

*Kindly note... if the answer is available on our website, your request will not be considered as a priority.*

# In collaboration with Scientific Committee of your Program...

**Margot Richert**  
Program Coordinator

**Uni Mail 3287 A (3<sup>rd</sup> floor)**  
**Office hours of Student services**

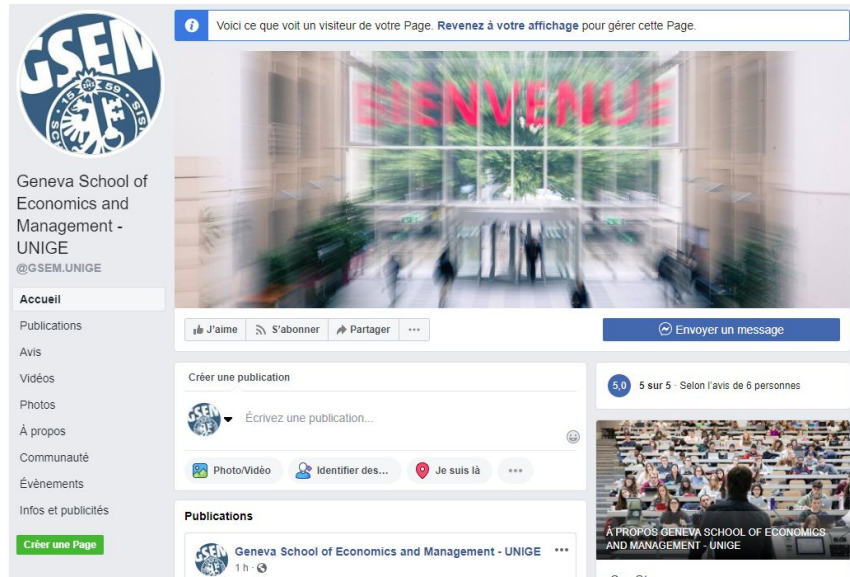
- General questions about the Master
- Registration courses / exams
- Schedule courses / exams
- Regulations / directives
- Transcript
- Forms

**Elsa Gonay**  
Academic Advisor

**Uni Mail 3203 (3<sup>rd</sup> floor)**  
**Office hours (without appointment)**  
**Tuesday 11 am to 12:00**

- Exchange
- Derogation
- Health problems and special needs
- Equivalence requests
- Failure of exams and continuation of your studies

## Follow us on social media ...

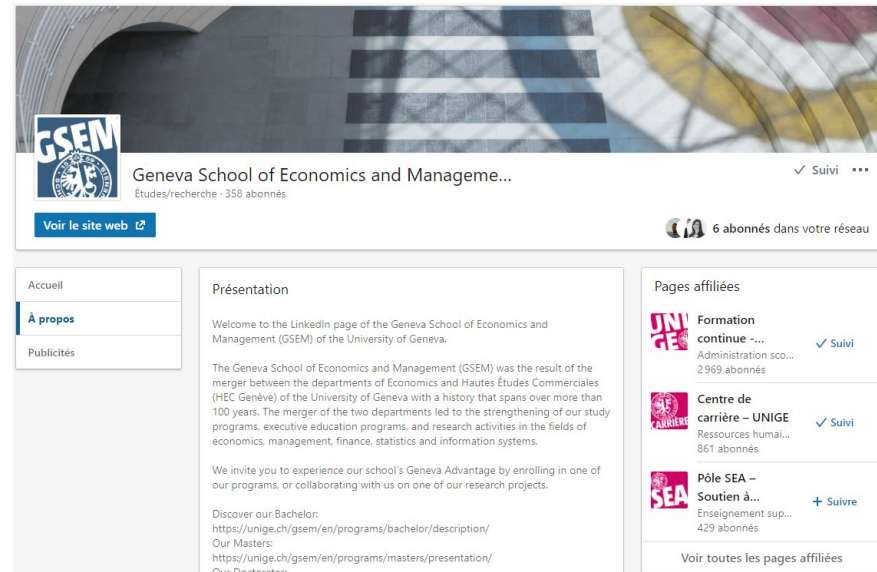


### Facebook page

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



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



# Exchange



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- **EXPERIENCES...**

- ... academic : feed your academic career

- ... possibly linguistic: discovery or improvement of a foreign language

- ...cultural : new environment



# Exchange: Highlights of the 'Mobility Guidelines'

## When ?

From 3rd Semester

## How long ?

One semester = 30 ECTS credits max\*. But be careful, it might differ from one program to another

## Application file ?

- Online registration from 13 October 2025
- Deadline to submit your application file (paper): 27 November 2025

**\*WARNING: subject to equivalences already obtained for previous university studies**

## *Before the exchange...*

### Requirements?

Having acquired:

- ✓ If applicable, all co-requisites courses
- ✓ MaECO : 30 ECTS credits of core courses
- ✓ MaRM : 30 ECTS credits of core courses
- ! Choice between Internship and Mobility*
- ✓ MaSTAT : 18 ECTS credits of core courses
- ✓ GEMWeM : 36 ECTS credits (including 24 core courses of 1st part)
- ✓ MaBAN (Research Concentration): 63 ECTS credits core courses of 1st year

- **Application?**

- Please consult the website of Academic Exchange Office to know the required documents & the deadlines
- Additional documents for GSEM students:
  - ❖ Provisional study plan
  - ❖ Detailed descriptions of the courses envisaged
  - ❖ Transcript of grades of last diploma

💡 *Tip: keep a copy of your application form...*



- **Study plan?**

- Provisional when applying to Academic Exchange Office
- Once the destination is known, the study contract **must be confirmed** before the beginning of the stay

! The final attribution is conditional

- The Host University must accept the student
- The final study contract must be accepted by the GSEM Academic Advisor, in collaboration with the Scientific Committee

- **Validation?**

- The study contract must be prepared according to **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 for validation on the February transcript

# Mobility: information sessions

From Academic Exchange Office (SMAC) :

- International Academic Exchange Week : **from October 6 to 9, 2025**
- General Information Session : **7 October 2025 12:15** (MR080, Uni Mail)



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# Mobility: information sessions

From GSEM:

All information are available in the '**Mobility Guidelines**', on GSEM website

## STUDENT INFORMATION

Incoming students

Outgoing Bachelor Students

Outgoing Master students

### Exchange Programs



INCOMING STUDENTS



OUTGOING BACHELOR STUDENTS



OUTGOING MASTER STUDENTS

### ACADEMIC EXCHANGE OFFICE

WHAT FOR?	The Academic Exchange Office offers <b>administrative support</b> for your exchange stay.
WHO?	Please click <a href="#">here</a> to find the correct person to contact.
WHERE?	This service of the University of Geneva welcomes you to its offices on the 1st floor of Uni Dufour from 10 am.

### GSEM SUPPORT FOR EXCHANGE PROGRAMS

# Mobility: questions

- **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)

# 1st Contact : Academic Exchange Office



[Isabelle de VINCK](#)

## **Advice and Guidance**

Uni Dufour, 1st Floor, Office 129

Reception by appointment

<https://unige-smac.agenda.ch/>

Tel.: 022 379 80 86

[conseilmobilite@unige.ch](mailto:conseilmobilite@unige.ch)

This office is closed during the university summer vacations.



**Bureau conseil mobilité UNIGE – Ms. Isabelle de Vinck | Uni Dufour | 1st Floor**

- By appointment, from Monday to Friday, except on Wednesdays

**SMAC | Uni Dufour | 1st Floor | Offices 127 - 132**

- From Monday to Friday: 10:00 am – 12:30

**GSEM Mobility Reception hours | M 3202 | 3<sup>rd</sup> floor (Uni Mail)**

Without appointment:

Tuesday : 2:30 – 4:30 pm

Thursday : 2.00 – 4.00 pm

**GSEM Student Services | M 3287 A | 3<sup>rd</sup> floor (Uni Mail)**

- Monday and Friday: 9:30 am – 12:00
- Wednesday: 2.30 – 4:30 pm

# Closing Remarks



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- **Specific Welcome Sessions of this afternoon:**

**Master in Wealth Management** : from 3:15 pm, room M 1170 (Uni Mail)

**Master in Economics** : from 3:15 pm, room M 3220 (Uni Mail)

**Master in Responsible Management** : from 3:15 pm, room M 2170 (Uni Mail)

**Master in Statistics** : from 3:15 pm, room M 2160 (Uni Mail)

**Master in Business Analytics** : from 3:15 pm, room M 1160 (Uni Mail)

**Master in Commodity Trading**: session on Wednesday

- **Further questions:**

**From Monday**

GSEM Student Services, Room 3287A, 3<sup>rd</sup> floor (Uni Mail)