



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



UNIVERSITÉ
DE GENÈVE

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT



Welcome Session Outline

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

Introduction

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

GSEM Presentation VIDEO

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

Highlights of the Video Presentation

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



The screenshot shows the UNIGE Student Portal homepage. At the top, there is a red header bar with the university's logo and the text "UNIVERSITÉ DE GENÈVE". On the right side of the header, the word "UNIVERSITÉ" is repeated. Below the header, the text "PORTAIL UNIGE" is prominently displayed in large, white, sans-serif letters. At the bottom of the page, there is a navigation bar with six items: "Accueil", "Mon UNIGE", "Activité académique", "Services", "Espace RH", and "Messagerie". The "Accueil" item is highlighted with a light gray background, while the others are white.

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



The screenshot shows the University of Geneva's website. At the top left is the university's logo and the text "UNIVERSITÉ DE GENÈVE". At the top right is a "Portail" link. The main title "PROGRAMME DES COURS" and subtitle "ANNÉE ACADEMIQUE 2024-2025 ... ▾" are centered. Below the title is a search bar with a dropdown menu for "Facultés/Centres/Instituts" and a search input field "Mots-clés, code cours/plan d'études...". A magnifying glass icon is on the right of the search bar.

3. Moodle : [here](#)



Language and Credits

Taught in English

90 ECTS:

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

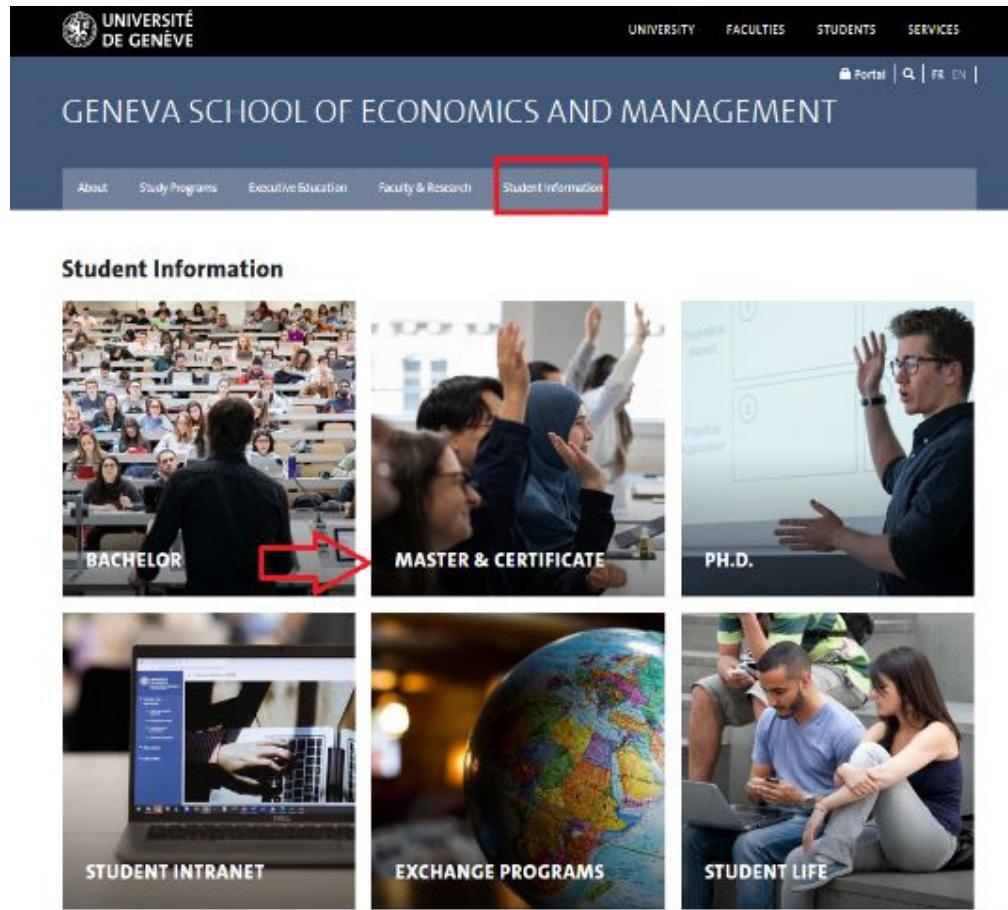
120 ECTS:

- ✓ Business Analytics



Where to find information?

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



The screenshot shows the website for the Geneva School of Economics and Management. At the top, there is a navigation bar with links for UNIVERSITY, FACULTIES, STUDENTS, and SERVICES. Below this is a search bar and language links (FR/EN). The main header reads "GENEVA SCHOOL OF ECONOMICS AND MANAGEMENT". Below the header, there is a sub-navigation bar with links for About, Study Programs, Executive Education, Faculty & Research, and Student Information. The "Student Information" link is highlighted with a red box and a red arrow points to it from the text below. The main content area is titled "Student Information" and features several images: a classroom (labeled BACHELOR), students raising hands (labeled MASTER & CERTIFICATE), a person giving a presentation (labeled PH.D.), a laptop screen (labeled STUDENT INTRANET), a globe (labeled EXCHANGE PROGRAMS), and two students sitting together (labeled STUDENT LIFE).

- ✓ 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



A screenshot of the Portail Unige student portal homepage. The top navigation bar includes links for 'ACCUEIL', 'Mon état civil', 'Année académique', 'Comptabilité', 'Garderie', 'Général', 'Nouvelles', and 'Recherche'. The main content area features several news and information modules. One module on the left is titled 'ANNÉE ACADEMIQUE 2016-2017' and 'Actualités'. Another module in the center is titled 'MÉTIERS D'AVENIR' and 'Actualités'. On the right, there are modules for 'Springer', 'Actualités', 'Actualités culturelles', 'Actualités de l'Université', 'Actualités de l'UNige', and 'Actualités de l'EPFL'. The bottom of the page has a footer with links for 'ACCUEIL', 'Mon état civil', 'Année académique', 'Comptabilité', 'Garderie', 'Général', 'Nouvelles', 'Recherche', and 'Contact'.

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](#).

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

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 $\frac{1}{4}$ 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 2nd 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 ?

- Send an email to:

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 (3rd 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 (3rd 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

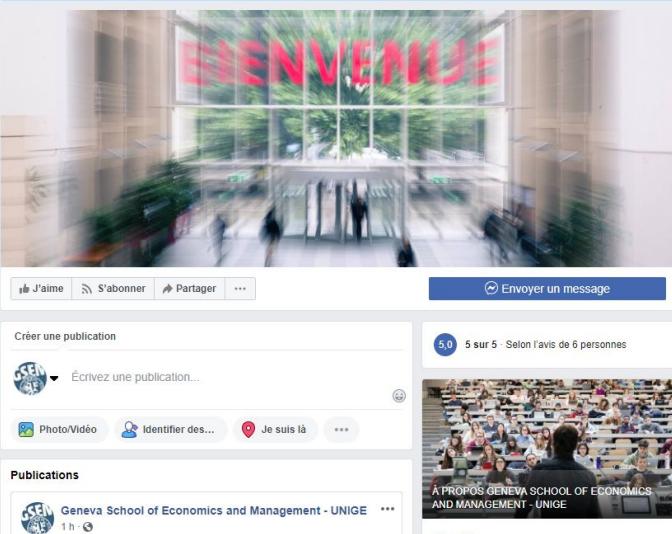
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Management -
UNIGE
@GSEM.UNIGE

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J'aime S'abonner Partager Envoyer un message

Créer une publication 5,0 5 sur 5 · Selon l'avis de 6 personnes

Écrire une publication... Photo/Vidéo Identifier des... Je suis là ...

Publié par Geneva School of Economics and Management - UNIGE 1 h

À PROPOS GENEVA SCHOOL OF ECONOMICS AND MANAGEMENT - UNIGE



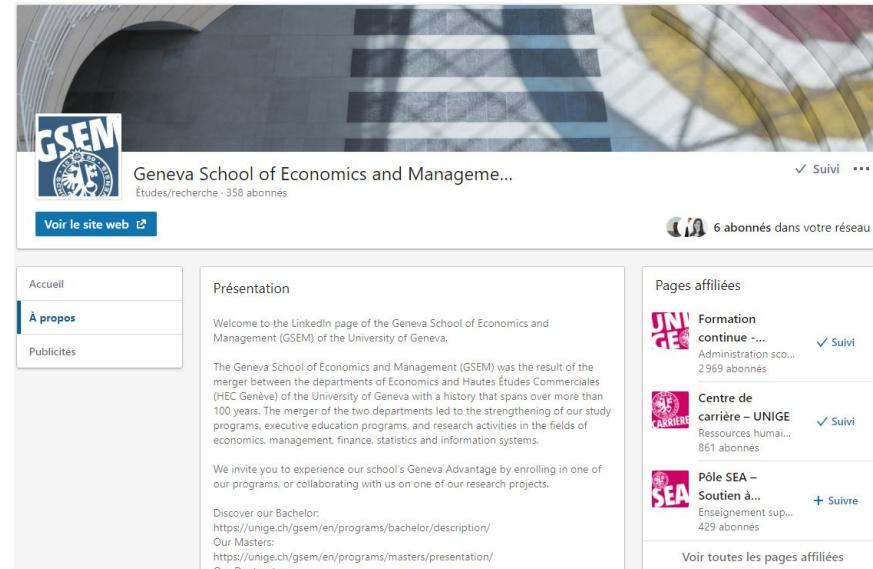
Facebook page

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



LinkedIn page

«Geneva School of Economics and Management – UNIGE»



Geneva School of Economics and Management - UNIGE Études/recherche - 358 abonnés

Voir le site web

Accueil À propos Publicités

Présentation

Welcome to the LinkedIn page of the Geneva School of Economics and Management (GSEM) of the University of Geneva.

The Geneva School of Economics and Management (GSEM) was the result of the merger between the departments of Economics and Hautes Études Commerciales (HEC Geneva) of the University of Geneva with a history that spans over more than 100 years. The merger of the two departments led to the strengthening of our study programs, executive education programs, and research activities in the fields of economics, management, finance, statistics and information systems.

We invite you to experience our school's Geneva Advantage by enrolling in one of our programs, or collaborating with us on one of our research projects.

Discover our Bachelor:
<https://unige.ch/gsem/en/programs/bachelor/>

Our Masters:
<https://unige.ch/gsem/en/programs/masters/presentation/>

Our Doctorates:

Pages affiliées

Formation continue ... Administration sco... 2959 abonnés

Centre de carrière - UNIGE Ressources humai... 861 abonnés

Pôle SEA - Soutien à... Enseignement sup... 429 abonnés

Voir toutes les pages affiliées



GENEVA SCHOOL OF ECONOMICS
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Exchange

- **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)

Mobility: information sessions

From GSEM:

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

The screenshot shows the GSEM website's 'STUDENT INFORMATION' section. It features three main sections: 'Exchange Programs' (with 'INCOMING STUDENTS' and 'OUTGOING BACHELOR STUDENTS' sub-sections), 'ACADEMIC EXCHANGE OFFICE' (with a table for 'WHAT FOR?', 'WHO?', and 'WHERE?'), and 'GSEM SUPPORT FOR EXCHANGE PROGRAMS'. A red arrow points from the 'OUTGOING BACHELOR STUDENTS' section to the 'OUTGOING MASTER STUDENTS' section, which is highlighted with a green border and a green arrow pointing to it.

STUDENT INFORMATION

Exchange Programs

INCOMING STUDENTS

OUTGOING BACHELOR STUDENTS

OUTGOING MASTER STUDENTS

ACADEMIC EXCHANGE OFFICE

WHAT FOR?	The Academic Exchange Office offers administrative support for your exchange stay.
WHO?	Please click here 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

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

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

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 | 3rd floor (Uni Mail)

Without appointment:

Tuesday : 2:30 – 4:30 pm

Thursday : 2.00 – 4.00 pm

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

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

Closing Remarks

- **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, 3rd floor (Uni Mail)