

ACADEMIC YEAR 2019 - 2020 - FALL SEMESTER
GENEVA SCHOOL OF ECONOMICS AND MANAGEMENT

DATES	PROCEDURES AND DEADLINES	WHAT YOU NEED TO DO
15 August 2019	Deadline for requesting a change in faculty for University readmission for registered students or ex-registered students for Bachelor applicants	Deadline Go to the Registrar's (Admissions) office at UNI-DUFOUR, 2nd floor or login via page admissions.unige.ch
17 August 2019	Deadline for leave of absence requests.	Complete the appropriate form, available at GSEM Student Services office and on the website.
5 September 2019	Jeûne Genevois	
9 September 2019	Welcome days	UNI DUFOUR
10 to 13 September 2019	Mathematics preparatory course	Read through the information available on the Faculty's website
16 SEPTEMBER 2019	OFFICIAL START OF ACADEMIC YEAR - FIRST DAY OF CLASS	
16 September 2019	1st year BA classes are cancelled and replaced by a mandatory information session No seminars (SE) take place this week	
18 to 25 September 2019	Exam paper viewing according to the conditions announced by each teacher	Refer to information found on GSEM website (Students Services "exam" page)
27 September 2019	Deadline for requesting a change in Faculty for Bachelor students who were enrolled at UNIGE during Spring semester and who sat the make-up exam session. (Present your transcript).	Login via page admissions.unige.ch
	Deadline for equivalency and/or validation requests, for studies succeeded previously followed for students who start their 1st or 2nd part of the BA	Submit a request addressed to the Comité scientifique through GSEM Student Services
4 October 2019	Deadline for requesting a change in Faculty for 1st year BA students (1st semester of University enrolment), without previous university studies and admitted unconditionally	Login via page admissions.unige.ch
<i>latest 3 weeks after publication of grades</i>	<i>Request for grade validation (from August/September make-up session) for 2nd part Bachelor in Economics and Management and Master students</i>	Complete the appropriate form, available at GSEM Student Services office 3287A and on the website.
11 October 2019	Dies Academicus. Academic holiday, no class	
14 October 2019	*Deadline for definitive registration to Fall and year-long courses and exams (BA and MA). Also applies to students enrolled as Observers, students who are not enrolled in a regular program, exchange students and students from other faculties. *Deadline for choice of "Orientation" for BA student	For regular students = register online. For observers, exchange, extra-faculty students = fill out the registration form found on website and hand in to GSEM Student Services or visit GSEM student Services directly.
4 to 8 November 2019	Reading week	Course review, essay writing and readings given under the supervision of teaching staff
Date to be set by SIA	Deadline for submission of exchange study application (check out the Faculty's website).	Submit an application to the Service of International Affaires
30 November 2019	Application deadline to Complementary certificate of applied statistics (CCSA) for all candidates.	Via the website unige.ch/admissions or for GSEM Students, complete the appropriate form, available at GSEM Student Services office and on the website.
20 December 2019	End of Fall semester - start of CHRISTMAS BREAK	
13 January 2020	Start of Fall exam session	
17 January 2020	Deadline for leave of absence requests.	Complete the appropriate form, available at GSEM Student Services office and on the website.
1 February 2020	End of Fall exam session	
17 February - 28 February 2020	Exam paper viewing according to the conditions announced by each teacher	Refer to information found on GSEM website (Students Services "exam" page)
<i>latest 3 weeks after publication of grades of the fall semester</i>	<i>Deadline to withdraw from any course if possibility mentioned in the study regulations and according to conditions of the latter</i>	Complete the appropriate form, available at GSEM Student Services office 3287A and on the website.
<i>latest 3 weeks after publication of grades of the fall semester</i>	<i>Request for grade validation (from August/September make-up session) for 2nd part Bachelor in Economics and Management and Master students</i>	Complete the appropriate form, available at GSEM Student Services office 3287A and on the website.