



Welcome to GSEM !

Monday February 17, 2020

12H15

MR060



**UNIVERSITÉ
DE GENÈVE**

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT



Follow us on social media ...

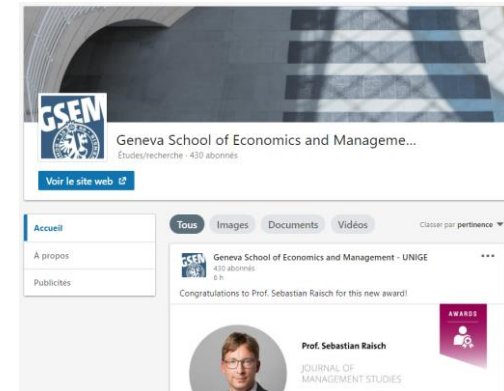


Facebook page

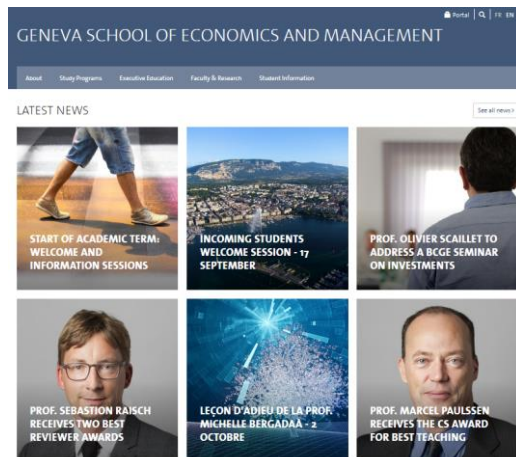
«Geneva School of Economics
and Management - UNIGE»
@GSEM.UNIGE

LinkedIn page

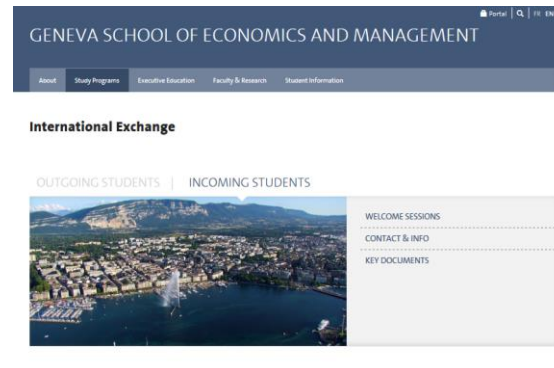
«Geneva School of Economics
and Management – UNIGE»



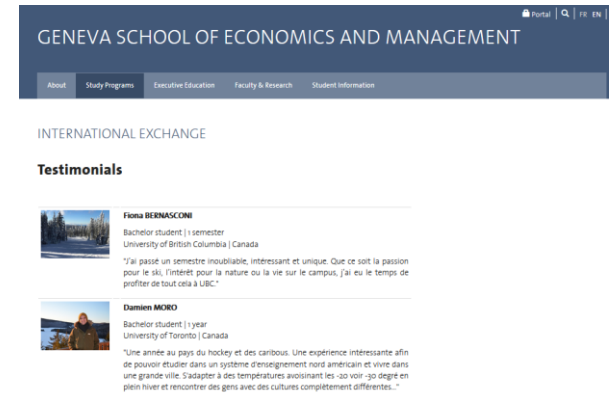
... and the GSEM website
unige.ch/gsem



News, events, faculty
members, study programs ...



international exchange ...
/en/programs/exchange



... & testimonials !

Share your experience with us !

Where to find the Information ?

Please activate your @etu.unige.ch
email adresse and login on your
student portal !

Where to find the Information ?

- <http://www.unige.ch/gsem>

- Student Information
- Mobility
- Incoming Student
- Key Documents

- <http://www.unige.ch/gsem>

- Espace étudiant
- Mobilité
- Etudiants IN
- Documents Important

OUTGOING STUDENTS | INCOMING STUDENTS



WELCOME SESSIONS

CONTACT & INFO

KEY DOCUMENTS

Advices

INTERNATIONAL EXCHANGE INCOMING STUDENTS

According to the GSEM Incoming Mobility Guidelines
[available here](#)

1

Go to the GSEM welcome session for exchange students.
[more info](#)

2

Download the tutorial to learn how to set up your class schedule and manage your course registrations.
[more info](#)

3

Register for courses and exams using the registration form, and return it to GSEM Student Services (M3287A).
[more info](#)

Regulations and practical advice

→ Students enrolled in a Bachelor's program at their home university cannot register for GSEM Master's courses. Likewise, students enrolled in a Master's program at their home university cannot register for GSEM Bachelor's courses. The Master's courses in Commodity Trading are not open to exchange students.

→ The deadlines for course and exam registration are provided in the GSEM academic calendar and must be complied with. Evaluation methods cannot under any circumstances be altered for exchange students. Exams are organized in the same way for all students, and all students must sit exams in keeping with the academic calendar.

- Please note: Once you have completed your registration, you cannot subsequently cancel it. After the registration deadline, all registrations are final.
- At the end of your stay, we will send a single official paper copy of your grade transcript to the address you provided in the student online portal. If you wish to change this postal address, please do so in the student portal: [portail.unige.ch](#)
- If you fail an exam or have any other questions, please contact the GSEM exchange advisor: mobility-gsem@unige.ch

Office hours on Thursdays from 11am to 12pm and on Wednesdays from 10am to 12pm, in office M3254.

For any other questions (regarding housing, scholarships, etc), please contact the International Affairs Department: www.unige.ch/international/en

1

MOBILITÉ INTERNATIONALE ÉTUDIANTS IN

Selon la Directive sur la Mobilité IN de la GSEM
[disponible ici](#)

1

Assister à la séance d'accueil pour la mobilité IN de la GSEM.
[plus d'infos](#)

2

Télécharger le tutoriel pour apprendre à créer votre horaire et à gérer vos inscriptions.
[plus d'infos](#)

3

S'inscrire aux cours et aux examens liés à l'aide du formulaire d'inscriptions et le déposer auprès du Service aux Étudiants (M3287A).
[plus d'infos](#)

Cadre réglementaire et conseils pratiques

→ Les étudiant-e-s inscrit-e-s dans un programme de Bachelor dans leur université d'origine ne sont pas autorisé-e-s à s'inscrire à des cours de Master de la GSEM. De même, les étudiant-e-s inscrit-e-s dans un programme de Master dans leur université d'origine ne sont pas autorisé-e-s à s'inscrire à des cours de Bachelor de la GSEM. Les cours du Master en négoce des matières premières ne sont pas ouverts aux étudiant-e-s en Mobilité IN.

→ Les délais d'inscription aux cours/examens sont indiqués sur le calendrier académique de la GSEM et doivent être scrupuleusement respectés. Aucun traitement particulier ne peut être accordé aux étudiant-e-s en mobilité à la GSEM. Ils/elles doivent présenter les examens selon le calendrier académique et selon les mêmes modalités que les étudiant-e-s réguliers-ères de la GSEM.

- Attention: Une fois que vous avez procédé à vos inscriptions, il n'est pas possible de les annuler. Passé le délai d'inscription, toute inscription est définitive.
- A la fin de votre séjour, nous n'envoyons qu'un seul Transcript of Records officiel en format papier à l'adresse figurant dans votre portail étudiant. Si vous souhaitez changer l'adresse postale que vous avez renseignée, veuillez-vous rendre sur votre portail étudiant: [portail.unige.ch](#)
- En cas d'échec à un examen ou pour toute autre question, merci de prendre contact avec le/la conseiller-ère mobilité de la GSEM: mobility-gsem@unige.ch

Permanences le mardi de 11h00 à 12h00 et le mercredi de 10h00 à 12h00 au bureau M3254.

Pour toute autre question (logements, bourses...), nous vous invitons à contacter le Service des Affaires internationales: www.unige.ch/international/fr

Guidelines

GUIDELINES

FOR INCOMING EXCHANGE STUDENTS AT GSEM

Directives in effect as of 16 September 2019

Academic calendar

It is important that you familiarize yourself with the [academic calendar](#) of the Geneva School of Economics and Management (GSEM). This calendar sets out the dates of the three exam sessions and the deadlines for signing up for courses and exams. It is available on the GSEM website.

Course selection

All of the courses offered at UNIGE are catalogued here:
http://wadme.unige.ch/3149/nls/opprg/w_rech_cours.debut.

Level of study

If you are enrolled in a Bachelor's program at your home university, you cannot sign up for Master's courses at GSEM. Likewise, if you are enrolled in a Master's program at your home university, you cannot sign up for Bachelor's courses at GSEM. If you are enrolled in a Master's program, you can take courses in several of the Master's programs offered at GSEM, but you cannot sign up for the Master's internships, the Master's thesis or any of the courses offered in the Master's in Commodity Trading.

Signing up for courses and exams

When you sign up for a course at GSEM, you are automatically signed up for the exam as well.

Please follow one of the two sign-up procedures below, depending on the faculty offering the course you wish to take:

- **For courses at GSEM, the School of Social Sciences or the Global Studies Institute:** print and complete the [course/exam sign-up request form for auditors, students not enrolled in a regular program and exchange students](#) (available on the GSEM website) and submit it to GSEM Student Services by the stated deadline.
- **For courses at all other faculties, centers and institutes:** print and complete the [course/exam sign-up request form for auditors, students not enrolled in a regular program and exchange students](#) (available on the GSEM website) and submit it to GSEM Student Services by the stated deadline AND complete the form available from the Student Services of the faculty in question and submit it by that faculty's deadline.

If you are enrolled as an exchange student at GSEM, you must complete at least half of all your courses at GSEM. As a general rule, you cannot sign up for courses in more than two faculties (including GSEM). This is to avoid overlaps in the exam scheduling, although we cannot guarantee that there will be no overlap even if you sign up for courses in only two faculties. You can submit a request to sign up for courses in three faculties provided you explain your reasons for wishing to do so.

The deadlines for signing up for courses and exams are set out in the GSEM academic calendar and must be strictly followed.

Please note: Once you have signed up for a course and the exam, you cannot subsequently withdraw from them. You cannot make changes to the courses you have signed up for once the official sign-up deadline has passed.

Exams

GSEM organizes three exam sessions:

- an ordinary exam session in January/February
- an ordinary exam session in May/June
- an additional exam session in August/September.

The exact dates of each session are provided in the GSEM academic calendar.

At the University of Geneva, you can only take exams at the set place, time and date. This applies to all three exam sessions. You cannot take exams remotely or at another time or date, and exceptions to this rule can be made.

The type of exam (written, oral, etc.) is the same for all students.

The [GSEM exam directive](#) sets out the rules to be followed before, during and after exam should familiarize yourself with this document.

The deadlines for signing up for courses and exams are set out in the GSEM academic calendar. There is no special treatment for incoming GSEM exchange student: must take exams in accordance with the academic calendar and under the same conditions as GSEM students.

Absence from an exam

A student's unexplained absence from an exam is recorded as such in the [Flyers](#) represents a fail for that exam.

If you do not attend an exam because of *force majeure*, you must inform the Dean immediately by letter sent by mail and containing proof of the *force majeure*. If the grounds for the absence accepted, the absence is recorded as justified.

If you are ill or involved in an accident, you must provide the related medical certificate within days of the date of the illness or accident, except in the case of *force majeure*.

UNIGE grading scale

The UNIGE grading scale goes from 0.00 to 6.00, with 0.00 being the lowest possible grade and 6.00 the highest.

ECTS scale	UNIGE grades
A Excellent	6.00, 5.75, 5.50,
B Very good	5.25, 5.00
C Good	4.75, 4.50
D Satisfactory	4.25
E Sufficient	4.00
F Fail	< 4.00

If you fail an exam

You 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 additional exam session in August/September.

Courses in the first level of the Bachelor's degree in economics and management are taught in French and English. If you fail an exam in one language during the ordinary exam session, you are authorized to retake the exam in the other language during the additional exam session. For example, if you take a course in French and fail the exam during the ordinary exam session, you are allowed to retake the exam in either English or French during the additional exam session.

Please note: If you fail an exam during the ordinary exam sessions in January/February or May/June, you are not automatically signed up to retake the exam during the additional exam session in August/September. To sign up, you must print and complete the [course/exam sign-up request form for auditors, students not enrolled in a regular program and exchange students](#) (available on the GSEM website) and submit it to GSEM Student Services by the stated deadline.

At the University of Geneva, you can only take exams at the set place, time and date. This applies to all three exam sessions. You cannot take exams remotely or at another time or date, and no exceptions to this rule can be made.

Viewing your exam papers

You have the possibility of viewing your graded exam papers. Information about the viewing times is provided on the GSEM website. You must comply with the specific instructions provided on the website for each viewing session. The viewing times are the same for all students and cannot be changed. You must view your exams yourself and are not allowed to take photos of your exam papers. If you failed an exam based on the UNIGE grading scale, your grade cannot be changed unless an error was made. If you wish to obtain recognition from your home university for credits that you failed to obtain for courses taken at UNIGE, you must discuss this with your home university.

Grade transcript

Depending on the courses taken, you will receive one or more grade transcripts each semester.

The official paper copies of your transcripts will be sent by mail to the address indicated when you enrolled at the University of Geneva.

Questions

If you have any questions relating to your studies, please contact [Student Services](#) and/or the [GSEM exchange advisor](#).

If you have more general questions concerning accommodation, grants, etc., please contact the International Affairs Office: <https://www.unige.ch/international/en/>.

Registration Form

COURSES AND EXAMS REGISTRATION

STUDENT CONTACT INFORMATION	
NAME (Mrs/M.) :	FIRST NAME :
Email address : @etu.unige.ch	Student registration N° :
Complete postal address: Please write on the back of this form	Phone N° :

STUDY STATUS	
<input type="checkbox"/>	Auditor (attach copy of payment statement)
<input type="checkbox"/>	Free candidate (enrolled in a School, Institute or Faculty other than GSEM - specify) :
<input type="checkbox"/>	Mobility : <input type="checkbox"/> SEMP <input type="checkbox"/> Other <input type="checkbox"/> Swiss Level : <input type="checkbox"/> Bachelor <input type="checkbox"/> Master
	Home University :
	Host Faculty at UNIGE : <input type="checkbox"/> GSEM <input type="checkbox"/> Other :
<input type="checkbox"/>	PhD student / Master's Complementary Program / Complementary Certificate
	Please specify :
<input type="checkbox"/>	Extra-curricular courses - If GSEM student, please specify :
<input type="checkbox"/>	Derogation granted
Please tick only one box :	
<input type="checkbox"/>	"I have already registered to exams organized by the GSEM" in previous sessions
<input type="checkbox"/>	"I've never registered to any GSEM exams before"

COURSES AND EXAMS REGISTRATION					
(Retake)					
Exam session : <input type="checkbox"/> Fall 20.. <input type="checkbox"/> Spring 20.. <input type="checkbox"/> Summer 20..					
COURSE NUMBER	EXACT COURSE TITLE	ECTS CREDITS	TEACHER'S NAME	ACCEPTED (space reserved for the Faculty)	DENIED (space reserved for the Faculty)

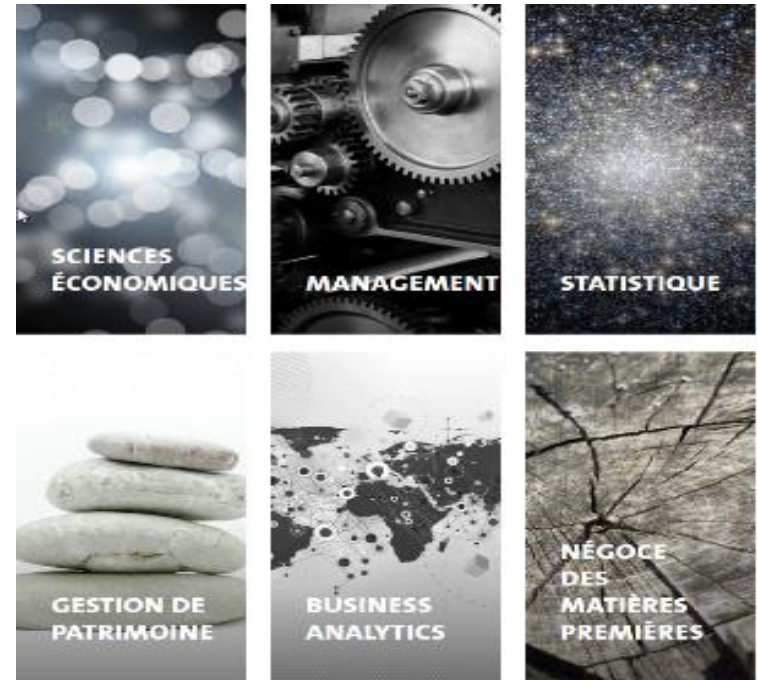
Caution :

- Mobility students cannot register to courses at a different level than their original program (Bachelor = Bachelor, Master = Master).
- Credits for courses acquired outside the program, by students regularly enrolled in the GSEM, will not be counted in their program.
- This document must be returned within the official deadlines of the Faculty (sen GSEM Academic Calendar).

BACHELOR

BACHELOR EN ÉCONOMIE ET MANAGEMENT	
6 semestres (max. 10 semestres)	
180 crédits ECTS	
Enseignements 1^{re} partie (1^{re} année)	60 crédits
Management	18 crédits
Economie, mathématiques et statistique	24 crédits
Finance, comptabilité et droit	18 crédits
Enseignements 2^e partie (2^e et 3^e années)	120 crédits
Cours communs obligatoires	30 crédits
Orientation à choix	60 crédits
Economie	
Management	
Cours libres à choix	30 crédits
Economie et économétrie	
Management	
Finance	
Statistique et mathématiques	
Systèmes d'information	
Hors faculté (max. 9 crédits)	

MASTERS



Bachelor Student :

- You can choose Bachelor level courses only !

Master Student :

- You can choose Master level courses only !
- Commodity Trading and Business Analytics courses are not open for exchange student

TUTORIAL STUDY PROGRAMME |

UNIGE class schedule

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

http://wadme.unige.ch:3149/pls/opprg/w_rech_cours.de
[but](#)

UNIGE class schedule



Année académique 2018-2019

Bienvenue sur le site du programme des cours, différents critères de recherche permettent d'accéder au détail des enseignements. Les données sont mises à jour régulièrement.



Recherche par Faculté, école, institut



Recherche par Code / Nom cours



Recherche par Enseignant



Recherche par Thème

Choose GSEM Faculty

Année académique 2018-2019

Recherche enseignement par faculté/école/institut (plans d'études, sections/départements)

- Faculté des sciences (S)
- Faculté de médecine (M)
- Faculté des lettres (L)
- **Faculté d'économie et de management (GSEM)**
- Faculté des sciences de la société (SDS)
- Faculté de droit (D)
- Faculté autonome de théologie protestante (T)
- Faculté de psychologie et des sciences de l'éducation (FPSE)
- Faculté de traduction et d'interprétation (FTI)
- Ecole de langue et de civilisation françaises (ELCF)
- Institut universitaire de formation des enseignants (IUFE)
- Global Studies Institute (GSI)
- Centre interfacultaire en droits de l'enfant (CIDE)
- Centre universitaire d'informatique (CUINF)

If you are a Bachelor student, choose the following program and click on *Rechercher*

Année académique 2018-2019

Recherche dans : Faculté d'économie et de management

Etudes en

Baccalauréat universitaire en sciences économiques

Baccalauréat universitaire en sciences économiques

Baccalauréat universitaire en gestion d'entreprise

Bachelor in Economics and Management (majeure/mineure) /
Bachelor in Economics and Management with concentration

Master of Science in Management

Master of Science in Statistics

Master of Arts in International Trading Commodity Finance and Shipping

Master of Science in Business Analytics

Master of Science in Wealth Management

Certificat complémentaire en statistique appliquée

Master of Science in Economics (90 crédits)

Master of Science in Commodity Trading

Master of Science in Commodity Trading

Cours hors plan

autre recherche

Les données

Archive

If you are a Master student, choose between the following programs and click on *Recherche*

Année académique 2018-2019

Recherche dans : Faculté d'économie et de management

Etudes en

- Baccalauréat universitaire en sciences économiques
- Baccalauréat universitaire en sciences économiques
- Baccalauréat universitaire en gestion d'entreprise
- Bachelor in Economics and Management (majeure/mineure) /
- Bachelor in Economics and Management with concentration
- Master of Science in Management
- Master of Science in Statistics
- Master of Arts in International Trading Commodity Finance and Shipping
- Master of Science in Business Analytics
- Master of Science in Wealth Management
- Certificat complémentaire en statistique appliquée
- Master of Science in Economics (90 crédits)
- Master of Science in Commodity Trading
- Master of Science in Commodity Trading
- Cours hors plan

autre recherche

Archive

Les données

GSEM Class Schedule (Bachelor)

Année académique 2018-2019



Critère de recherche :

Etudes en : **Bachelor in Economics and Management (majeure/mineure) /
Baccalauréat universitaire en économie et management**

Cliquer sur l'intitulé pour accéder au détail de l'enseignement

BACHELOR IN ECONOMICS AND MANAGEMENT (MAJEURE/MINEURE) / BACCALAURÉAT UNIVERSITAIRE EN ÉCONOMIE ET MANAGEMENT

(ETUDIANTS AYANT DEBUTE AVANT SEPTEMBRE 2017 MAIS APRES SEPTEMBRE 2014)

Common classes / Tronc commun (60 credits ECTS)

First Part / Première partie

Les enseignements obligatoires ci-dessous sont proposés à choix en version française ou en version anglaise. L'acquisition des crédits entraîne un "interdit" pour l'autre version linguistique.

Management (18 credits)

Les cours "S130005 Introduction au management A" et "S130006 Introduction au management B" ne seront plus dispensés dès l'année académique 2017-2018. Les étudiants censés s'y inscrire en 2016-2017 sont priés de prendre contact avec le Support académique à l'enseignement (service-etudiants-gsem@unige.ch) qui leur proposera une alternative.

Code	Libellé	Fac./ Ecole/ Inst.	Type/Semestre	Nb crédits
S130003	Introduction au management	GSEM	CR 2h A Lu 16-18, M R380 CR 2h A Je 08-10, U 600 Piaget Le cours du jeudi 11 octobre aura lieu en salle U 300	6
S130001	Introduction to Management	GSEM	CR 2h A Me 16-18, M R280 CR 2h A Je 12-14, M R290	6
S130004	Introduction au management des ressources humaines	GSEM	CR 4h P Ma 16-20, M R290	6



UNIVERSITÉ
DE GENÈVE

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

Understanding the abbreviations...

S203018	Introduction à l'économétrie	GSEM	CR 2h A Me 12-14, U 300 SE 2h A Je 16-18, M S160	6
S210021	Introduction to Econometrics	GSEM	CR 2h A Ma 08-10, M 2150 SE 2h A Ve 08-10, M 1170	6

- **CR** (*Cours*) = Class
SE (*Séminaire*) = Seminar
- **2h** (*2 heures*) = 2 hours
4h (*4 heures*) = 4 hours
- **A** (*Automne*) = Fall semester only
P (*Printemps*) = Spring semester only

Understanding the abbreviations...

S203018	Introduction à l'économétrie	GSEM	CR 2h A Me 12-14, U 300 SE 2h A Je 16-18, M S160	6
S210021	Introduction to Econometrics	GSEM	CR 2h A Ma 08-10, M 2150 SE 2h A Ve 08-10, M 1170	6

- **Lu** (*lundi*) = Monday
Ma (*mardi*) = Tuesday
Me (*mercredi*) = Wednesday
Je (*jeudi*) = Thursday
Ve (*vendredi*) = Friday
- 8-10/10-12/12-14/... : time schedule

Understanding the abbreviations...

S203018	Introduction à l'économétrie	GSEM	CR 2h A Me 12-14, U 300 SE 2h A Je 16-18, M S160	6
S210021	Introduction to Econometrics	GSEM	CR 2h A Ma 08-10, M 2150 SE 2h A Ve 08-10, M 1170	6

- **Buildings**

M = Uni Mail

U = Uni Dufour
Uni Dufour

B = Uni Bastions
Classroom 300

- **Classroom** (U300/S160/M2140...)

Sciences
30 quai Ernest-Ansermet

Uni Carl Vogt
66 bd Carl-Vogt

Uni Mail et Uni Pignon
40 bd du Pont-d'Arve

**FACULTE D'ECONOMIE
ET DE MANAGEMENT**

Uni Dufour
24 rue du Général-Dufour

Uni Bastions
5 rue De-Candolle

Battelle
7 route de Drize, Carouge

Centre médical universitaire (CMU)
1 rue Michel-Servet



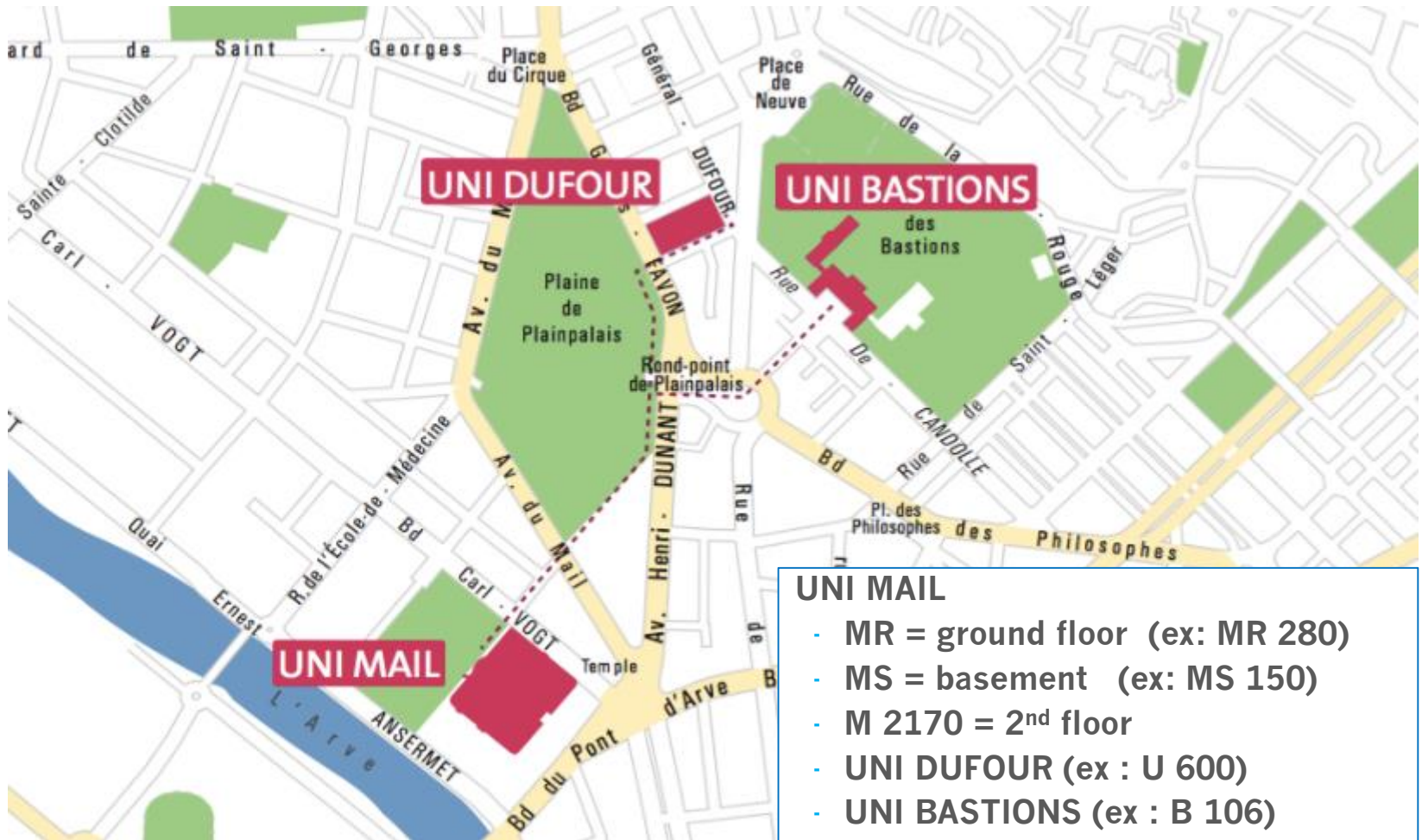
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**UNIVERSITÉ
DE GENÈVE**

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

UNI MAIL | UNI DUFOUR | UNI BASTIONS



Understanding the abbreviations...

S203018	Introduction à l'économétrie	GSEM	CR 2h A Me 12-14, U 300 SE 2h A Je 16-18, M S160	6
S210021	Introduction to Econometrics	GSEM	CR 2h A Ma 08-10, M 2150 SE 2h A Ve 08-10, M 1170	6

- **Crédits ECTS** : 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

S203018	Introduction à l'économétrie	GSEM	CR 2h A Me 12-14, U 300 SE 2h A Je 16-18, M S160	6
S210021	Introduction to Econometrics	GSEM	CR 2h A Ma 08-10, M 2150 SE 2h A Ve 08-10, M 1170	6

- If you click on the label of 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

S203018	Introduction à l'économétrie	GSEM	CR 2h A Me 12-14, U 300 SE 2h A Je 16-18, M S160	6
S210021	Introduction to Econometrics	GSEM	CR 2h A Ma 08-10, M 2150 SE 2h A Ve 08-10, M 1170	6

- Courses with a title in French, are taught in French :
 - *Introduction à l'économétrie* is taught in French
- Courses with a title in English, are taught in English :
 - *Introduction to Econometrics* is taught in English

Bachelor student : You can answer during the exams either in French or English.

How to register for exams?

- <http://www.unige.ch/gsem>
 - Student Information
 - Mobility
 - Incoming Student
 - Key Documents
- Fill out the form and hand it before **March 9 2020** at the Student Services:
Uni Mail - 3rd floor
Desk M 3287

OUTGOING STUDENTS | INCOMING STUDENTS



WELCOME SESSIONS

CONTACT & INFO

KEY DOCUMENTS

! Be careful !

- Student Services won't give back any confirmation for your exam registration
- **Make a copy before handing it and keep it with you during the exam session**

COURSES AND EXAMS REGISTRATION

STUDENT CONTACT INFORMATION	
NAME (Mrs/M.) :	FIRST NAME :
Email address : @etu.unige.ch	Student registration N° :
Complete postal address: Please write on the back of this form	Phone N° :

STUDY STATUS
<input type="checkbox"/> Auditor (attach copy of payment statement)
<input type="checkbox"/> Free candidate (enrolled in a School, Institute or Faculty other than GSEM - specify) :
<input type="checkbox"/> Mobility : <input type="checkbox"/> SEMP <input type="checkbox"/> Other <input type="checkbox"/> Swiss Level : <input type="checkbox"/> Bachelor <input type="checkbox"/> Master
Home University :
Host Faculty at UNIGE : <input type="checkbox"/> GSEM <input type="checkbox"/> Other :
<input type="checkbox"/> PhD student / Master's Complementary Program / Complementary Certificate
Please specify :
<input type="checkbox"/> Extra-curricular courses - If GSEM student, please specify :
<input type="checkbox"/> Derogation granted
<u>Please tick only one box :</u>
<input type="checkbox"/> "I have already registered to exams organized by the GSEM" in previous sessions
<input type="checkbox"/> "I've never registered to any GSEM exams before"

COURSES AND EXAMS REGISTRATION					
Exam session : <input type="checkbox"/> Fall 20.. <input type="checkbox"/> Spring 20.. <input type="checkbox"/> Summer 20.. <div style="text-align: right; font-size: small;">(Retake)</div>					
COURSE NUMBER	EXACT COURSE TITLE	ECTS CREDITS	TEACHER'S NAME	ACCEPTED <small>(space reserved for the Faculty)</small>	DENIED <small>(space reserved for the Faculty)</small>

Caution :

- Mobility students cannot register to courses at a different level than their original program (Bachelor = Bachelor, Master = Master).
- Credits for courses acquired outside the program, by students regularly enrolled in the GSEM, will not be counted in their program.
- This document must be returned within the official deadlines of the Faculty (sen GSEM Academic Calendar).

How to register for 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.
- UNIGE regulation on Mobility states that you can only choose courses in 2 different Faculties.
- 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 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.

How to register for exams?

It's same registration for courses and exams.

CHAMILO – MOODLE = **You are not registered to the exams!**

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

- Grade at UNIGE : 0.00 at 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
- Exams can only be presented at the locations, dates and times set by the Faculty

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 additional exam session in August/September.
- We do not ask you to participate in the catch-up session. If you wish to return to your university with one or more courses failed on your transcript and make arrangements with your university, you can do so. We do not expect a minimum of successful credits. For us, both successful and failed credits appear on the transcript.
- You are not automatically signed up to retake the exam during the additional exam session in August/September. To sign up, you must print and complete the course/exam sign-up request form and submit it to GSEM Student Services by the stated deadline.
- Courses in the first level of the Bachelor's degree in economics and management are taught in French and English. If you fail an exam in one language during the ordinary exam session, you are authorized to retake the exam in the other language during the additional exam session

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-étudiants-gsem@unige.ch specifying your request

QUESTIONS ?

- **GSEM Student Services** | M 3287 service-etudiants-gsem@unige.ch
 - Monday, Wednesday, Friday : 9:30 am – 12:00 am
 - Tuesday and Thursday : 14:30 am – 16:30 pm
- **GSEM Mobility** | M 3254 mobility-gsem@unige.ch
 - Tuesday : 11:00 am – 12:00 am
 - Wednesday : 10:00 am – 12:00 am
- **Mobility Counter** | MR 055 (local / Ground floor)
 - Monday – Friday : 10:00 am – 13:00 pm (without appointment)
- **Internationales Affaires Office** | MR 050 (Ground floor)
 - Monday – Friday : 10:00 am – 13:00 pm (Wednesday by appointment)