



Common Welcome Session

GSEM Masters programs

Friday, September 15th 2023
2:15 – 3:15 pm



**UNIVERSITÉ
DE GENÈVE**

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

Room MR280, Uni Mail



Welcome Session Outline

1. A Word of Welcome
2. General Information
3. Regulation
4. Mobility
5. Closing remarks



A Word of Welcome

Prof. Markus Menz
Dean

Geneva School of Economics and Management



**UNIVERSITÉ
DE GENÈVE**

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

General Information



**UNIVERSITÉ
DE GENÈVE**

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

Margaux Biermé
Academic Advisor (mobility, masters, certificate)
Geneva School of Economics and Management



**UNIVERSITÉ
DE GENÈVE**

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

GSEM Presentation VIDEO

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



**UNIVERSITÉ
DE GENÈVE**

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

Highlights of the Video Presentation

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



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



The screenshot shows the top navigation bar of the University of Geneva website. On the left is the university's logo and the text "UNIVERSITÉ DE GENÈVE". On the right is a "Portail" link. The main content area has a dark red background with the text "PROGRAMME DES COURS ANNÉE ACADÉMIQUE 2023-2024 ..." and a dropdown arrow. Below this is a search bar with a dropdown menu for "Facultés/Centres/Instituts" and a search input field containing the text "Mots-clés, code cours/plan d'études...". A search icon is located to the right of the search bar.

3. Moodle : [here](#)



**UNIVERSITÉ
DE GENÈVE**

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

Our Programs

6 Masters programs:

Taught in English

90 ECTS:

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

120 ECTS:

- ✓ Business Analytics



UNIVERSITÉ
DE GENÈVE

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

Where to find the information?

www.unige.ch/gsem/students

GENEVA SCHOOL OF ECONOMICS AND MANAGEMENT

Portail | Q | FR | EN

About | Study Programs | Executive Education | Faculty & Research | **Student Information**


Student Information

This section provides current and future students with useful information for studying at the Geneva School of Economics and Management (GSEM) under the best possible conditions.

The study programs, regulations, forms, schedules, and information about exam periods are available below.

If you can't find an answer to your question here, please contact the Student Services.

GENERAL INFORMATION | DOCUMENTS | STUDENT LIFE



- STUDENT SERVICES
- START OF ACADEMIC TERM
- ACADEMIC CALENDAR
- EVALUATIONS & EXAMS
- TEACHING MODALITIES
- LANGUAGE SUPPORT CLASSES
- IT SUPPORT
- MOBILITY
- FAQ

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

Where to receive the information?

Please activate your @etu.unige.ch email address and login on your student portal:
www.portail.unige.ch



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

- Taking care of your **health** and **wellness**
- **Tools** available to help you if needed
- GSEM Student Services will guide you to relevant **UNIGE Services**
- More information : [Service santé des étudiant-es UNIGE](#)

Regulation



**UNIVERSITÉ
DE GENÈVE**

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

Equivalences

When?

Deadline to submit the request: **30 September 2023**

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 2024
- May/June 2024

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

1 Extraordinary Session (retake) :

- August/September 2024

Co-requisites

- To be passed by August-September 2024 at the latest
- For the co-requisites, a minimum grade of 4.00 is required.

Complementary Program

- To be passed by August-September 2024 at the latest

Admin aspect :

- Register to course through [GSEM Student Intranet](#) (! not on the *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: 16 October 2024

Spring Semester: 11 March 2024

After these deadlines: no modification



UNIVERSITÉ
DE GENÈVE

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

Unforeseen event affecting your studies

Absence to evaluations

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

To be justified within 3 days, via GSEM Student Intranet

Duration of your studies

Leave

Derogation

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



Cheating and plagiarism

Investigation and sanction if proven, according to the process

Master Thesis and Internship

Application Directive of your program to be consulted

To be submitted no later than 8 weeks before the end of the 5th Semester

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 2024

Co-requisites courses / Complementary program not acquired by August-September 2024

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



Question on your studies ?

Please consult:

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

Still need help ?



**UNIVERSITÉ
DE GENÈVE**

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

➤ Send an email to:

gsem-masters@unige.ch

- From your **etu.unige.ch** email address
- Specifying your **student no** and **program**

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



UNIVERSITÉ
DE GENÈVE

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

In collaboration with Scientific Committee of your Program...

Karine Rama
Program Coordinator

Uni Mail 3287 A (3rd floor)

Friday 09:30 12:00

General questions about the Master

- Registration courses / exams
- Schedule courses / exams
- Regulations / directives
- Transcript
- Forms

Margaux Biermé
Academic Advisor

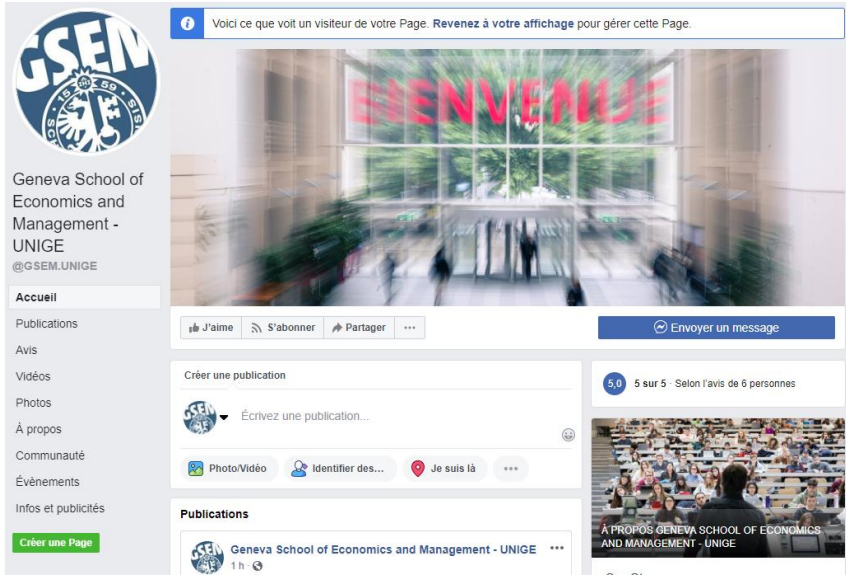
Uni Mail 3254 (3rd floor)

Office hours (without appointment)
Monday 1:30 – 3:30 &

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



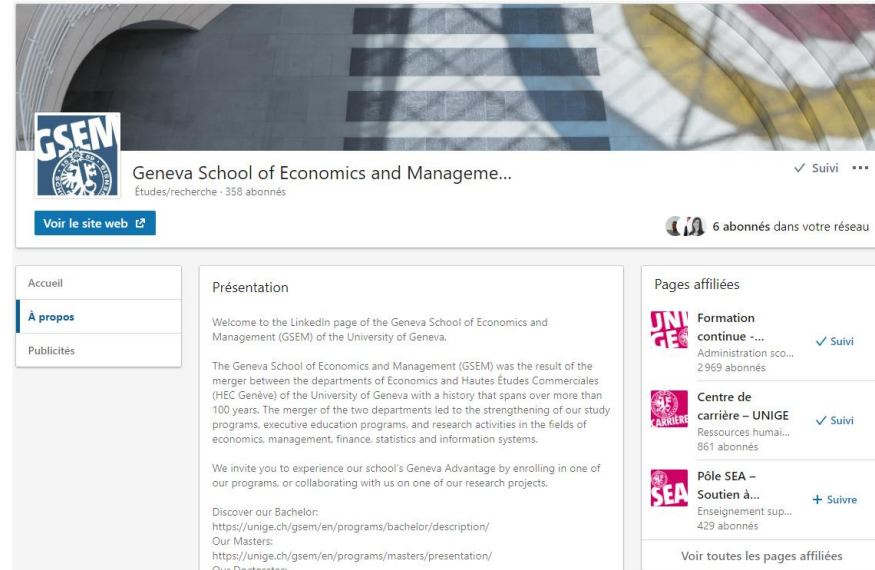
Follow us on social media ...



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



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



Mobility



**UNIVERSITÉ
DE GENÈVE**

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

- **EXPERIENCES...**

- ... academic : feed your academic career

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

- ...cultural : new environment



Mobility: 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 9 October 2023
- Deadline to submit your application file (paper): 30 November 2023

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

Before the exchange...

Requirements?

Having acquired:

- ✓ If applicable, all co-requisites courses
- ✓ ECO : 30 ECTS credits of core courses
- ✓ MiRM : 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, 2025, for validation on the February 2025 transcript



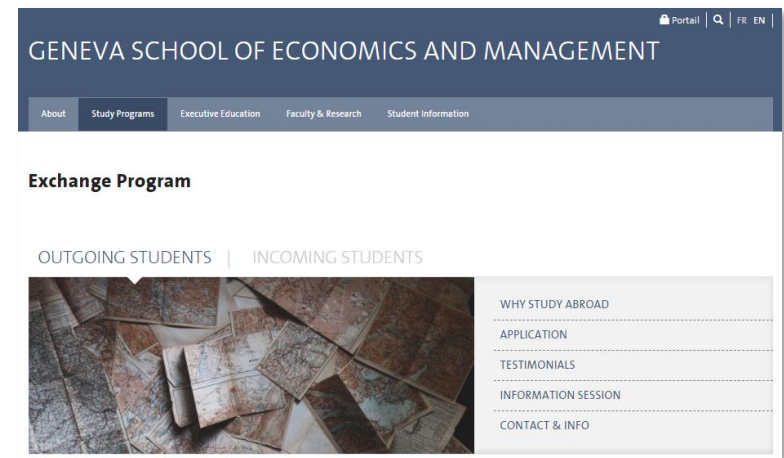
Mobility: information sessions

From [Academic Exchange Office \(SMAC\)](#) :

- International Academic Exchange Week : **from October 2 to 6, 2023**
- General Information Session : **Thursday October 5, 2023 12:15** (MR080, Uni Mail)

From [GSEM](#):

All information are available in the '**Mobility Guidelines**', on [GSEM website](#)



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 3254 | 3rd floor (Uni Mail)

Without appointment:

Monday : 1:30 – 3:30 pm

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

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

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

Master in Wealth Management : from 3:30 pm, room M2150 (Uni Mail)

Master in Economics : from 3:30 pm, room M3220 (Uni Mail)

Master in Responsible Management : from 3:30 pm, room M2193 (Uni Mail)

Master in Statistics : from 3:30 pm, room M4220 (Uni Mail)

Master in Business Analytics : from 3:30, room M5220 (Uni Mail)

- **‘Special Back-to-School’ Reception Hours:**

Student Services and Academic Support for Teaching: from 3:30 p.m. to 5:00 p.m., room 3250, 3rd floor (Uni Mail)

- **Welcome Drink:** from **4:15 pm**, in central hall of Uni Mail

