

## Lecture course and seminar registration and assessment submission procedures

All lecture courses and seminars offered in an academic year appear on the [Programme des cours](#) at the end of the previous academic year, and are sent out to students via the mailing lists. At the beginning of each semester, students need to register for each lecture course and seminar's [Moodle](#) to access all relevant material. This does not constitute an official registration for the course or seminar.

To register officially, students must first sign up for a lecture course or seminar via the Faculty platform (IEL = *inscription en ligne; inscription aux cours*). Please note that following this procedure does not constitute registration for assessment. Registration for assessment is not automatic but must be done on the same Faculty platform at a later date (*inscription aux examens*, see below for each session's calendar). Kindly note that these deadlines also apply to Mobility students.

Timely reminders are sent via the departmental BA and MA mailing lists (please enrol if you haven't yet to [the BA distribution list](#) or [the MA list](#)).

Students are also asked to complete the departmental online form, which in most cases can be found on Moodle and is sent by Ms Susan Mesa at the beginning of each exam registration window.

January - February exam session (19.01-4.02.2026)	May - June exam session (26.05-13.06.2026)	August - September exam session (24.08-5.09.2026)
Official online course and seminar registration (IEL)  26 Sept. - 6 Oct. 2025	Official online course and seminar registration (IEL)  16 - 25 February 2026	Departmental online exam form completion  29 June - 5 July 2026
Departmental online exam form completion  17 - 27 October 2025	Departmental online exam form completion  2 - 12 March 2026	
Official online exam registration (IEL)  17 - 27 October 2025	Official online exam registration (IEL)  2 - 12 March 2026	Official online exam registration (IEL)  29 June - 5 July 2026

Reminder: there is no need to sign up officially during the exam registration window if you are crediting a lecture or seminar by **attestation**; one only needs to have signed up to the course or seminar (*inscription aux cours*) to validate it by passing this assessment. Please refer to the [Plan d'études](#) for each module's type of assessment.

Kindly note that assessment for any lecture course or seminar must take place within the three consecutive exam sessions immediately after its conclusion. For a lecture course or seminar taken in the autumn semester, the evaluation must happen in the January, May, or August exam sessions that follow its conclusion. You may use all

three of these sessions, but please note that if you submit a first attempt in August for an autumn lecture course or seminar which fails, you will have no further attempts available to you. If you have not passed a seminar during these three consecutive exam sessions, you will need to take a new seminar to achieve the required credits. Similarly, for a lecture course or seminar taken in the spring semester, the evaluation must happen in the May, August or January exam sessions that follow its conclusion. If you do not pass a lecture course within three exam sessions, this is a definitive fail.

Students can withdraw from exams up to approximately three weeks after the sign-ups; information about deadlines is communicated by the Faculty. They cannot withdraw past that deadline. Instructors can withdraw students from *hors-session* exams (*évaluations notées* and *contrôles continus*) until the last day of the exam session. Instructors cannot withdraw students from exams (written and oral exams *en session*) unless the student provides a medical certificate (or written proof of some other compelling reason).

Should a student require **special accommodation** when taking an exam (additional time, use of a laptop, etc.), kindly note that the cutoff dates to submit an application are listed below. All relevant details can be found [here](#).

**Dates for the academic year 2025/2026:**

1 <sup>st</sup> deadline for documents:	<b>12 May to 20 August</b> (decision communicated by <b>7 October</b> )
2 <sup>nd</sup> deadline for documents:	<b>24 September to 8 October</b> (decision communicated by <b>25 November</b> )
3 <sup>rd</sup> deadline for documents:	<b>12 November to 14 January</b> (decision communicated by <b>3 March</b> )
4 <sup>th</sup> deadline for documents:	<b>15 January to 12 March</b> (decision communicated by <b>28 April</b> )