

**ACADEMIC YEAR 2023 - 2024- FALL SEMESTER
GENEVA SCHOOL OF ECONOMICS AND MANAGEMENT**

DATES / DEADLINES	PROCEDURES	HOW TO DO?
15 August 2023	Deadline for requesting a change in faculty Deadline for University readmission for registered students or ex-registered students Deadline for Bachelor applicants	Go to the Registrar's (Admissions) office at Uni-Dufour, 2nd floor or login via page admissions.unige.ch
19 August 2023	Deadline for leave of absence requests	Complete the appropriate form on your intranet
7 September 2023	Jeûne Genevois (holiday)	
11 September 2023	Welcome days	Welcome days UNIGE
12-13-14-15 September 2023	Mathematics preparatory course	Read through the information available on the Faculty's website
15 September 2023	Welcome Session GSEM Master Students	Refer to information available on GSEM website (Student Services – Start of Academic Year)
18 September 2023	Official start of academic year - first day of class	
18 September 2023	1st year Bachelor classes are cancelled and replaced by a mandatory information session and workshops	Refer to information available on GSEM website (Student Services – Start of Academic Year)
19 September to 25 September 2023	Exam paper viewing according to the conditions announced by each teacher	Refer to information found on GSEM website (Students Services "exam" page)
30 September 2023	Deadline for equivalency and/or validation requests, for studies succeeded previously followed for students who start their Master	Complete the appropriate form on your intranet
1 October 2023	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).	Apply online on the platform: admissions.unige.ch (login UNIGE)
	Deadline for equivalency and/or validation requests, for studies succeeded previously followed for students who start their 1st or 2nd part of the Bachelor	Submit a request addressed to the Comité scientifique through GSEM Student Services
8 October 2023	Deadline for requesting a change in Faculty for 1st year Bachelor students (1st semester of University enrolment), without previous university studies and admitted unconditionally	Login via page admissions.unige.ch
latest 2 weeks after publication of grades	Request for grade validation (from August/September make-up session) for 2nd part Bachelor in Economics and Management and Master students	Complete the appropriate form, available at GSEM Student Services office 3287A and on the website.
13 October 2023	Dies Academicus. Academic holiday, no class	
16 October 2023	*Deadline for definitive registration to Fall and year-long courses and exams (Bachelor and Master). Also applies to students enroled as Observers, students who are not enroled in a regular program, exchange students and students from other faculties.	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.
	*Deadline for choice of "Orientation" for Bachelor student	
6 to 10 November 2023	Reading week	Course review, essay writing and readings given under the supervision of teaching staff
Date to be set by SMAC	Deadline for submission of exchange study application (check out the Faculty's website).	Submit an application to the Service of academic mobility
30 November 2023	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.
22 December 2023	Last day of classes of the fall semester: The activities of December 24, 2021 will be provided at other times, as announced by each teacher.	
15 January 2024	Start of Fall exam session	
19 January 2024	Deadline for leave of absence requests	Complete the appropriate form on your intranet
3 February 2024	End of Fall exam session	
13 February - 16 February 2024	Exam paper viewing according to the conditions announced by each teacher	Refer to information found on GSEM website (Students Services "exam" page)
latest 2 weeks after publication of grades of the fall semester	Deadline to withdraw from any course if possibility mentioned in the study regulations and according to conditions of the latter	Complete the appropriate form on your intranet
	Request for grade validation (from August/September make-up session) for 2nd part Bachelor in Economics and Management and Master students	Complete the appropriate form on your intranet