



# Guidelines for incoming exchange students at GSEM\*

Guidelines in effect as of 18 September 2023

\*Students with at least half of their courses registered at the GSEM, i.e. at least 50% of courses with a code starting with "Sxxxxx", are considered to be **incoming exchange students attached to the GSEM**.

Once attached to the GSEM, it is no longer possible for students to change the faculty to which they are attached.

## 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 in the '[Programme des cours](#)', from the University to Geneva.

Access to certain courses may be restricted. Please consult the restriction guide drawn up by the Academic Exchange Office.

Mobility students enrolled in a Bachelor's program may have their access to the following courses restricted:

- S240008 - Soft skills
- S240001 - Institutional Project A
- S240010 - Institutional Project B

Registration is subject to availability, with priority given to regular GSEM students.

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, core courses of the Master in Business Analytics and any of the courses offered in the Master in Commodity Trading.

All students must comply with the guidelines set out in the document "Procedure to establish the Learning Agreement/Study plan 2023-2024".

## 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.

## 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.

### A. Incoming GSEM students register for courses and exams:

- **For all courses**, whether or not they are GSEM courses, to the GSEM, within the deadlines indicated, via the [online form](#), "Registration to courses and exams".
- **For courses at Faculty of Humanities**: students must register, within the indicated deadlines, using the GSEM online form AND complete a form available from the Student Secretariat of the Faculty concerned and submit it to the latter in accordance with its academic calendar.

Students are required to limit their enrolment to two Faculties/Centres/Institutes to avoid the risk of overlapping exam times, which GSEM cannot guarantee.

To determine whether or not the chosen courses are part of the GSEM, you need to check whether or not the course is included in the GSEM study plans.

- If the course is part of a GSEM Study Plan, it is not counted as a course from another faculty. It is "included" in the group of GSEM courses.

*For example, the course "D200008 – Algorithmique appliquée" is a Centre Universitaire Informatique (CUI) course, but since it is included in a GSEM syllabus, it is included in the GSEM courses.*

- On the other hand, if the course is not present in any GSEM Study Plan, but only in another syllabus, then the course is considered to be part of another Faculty.

*For example, the course "32C2064 – Développement Web" is a Faculty of Humanities course and is not included in a GSEM syllabus, so it is not included in the GSEM courses.*

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.

- ### B. Students not attached to the GSEM
- who wish to take GSEM courses must register with their home faculty. Registrations are then forwarded to GSEM Student Services by the secretariats of the other Faculties/Centers/Institutes.

## EXAMS

GSEM organizes three exam sessions:

- an ordinary exam session in **January/February**
- an ordinary exam session in **May/June**
- an extraordinary 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 no 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 exams. You should familiarize yourself with this document.

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

### ABSENCE FROM AN EXAM

A student's unexplained absence from an exam is recorded as such in the grade transcript. It represents a fail for that exam.

If you do not attend an exam because of *force majeure*, you must inform the GSEM Student Services immediately in writing, containing proof of the *force majeure*. If the grounds for the absence are accepted, the absence is recorded as justified.

If you are ill or involved in an accident, you must provide the related medical certificate **within three days of the date of the illness or accident**, except in the case of *force majeure*. The request must be submitted [online](#): "Notice of absence for an exam".

### 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. The minimum grade to acquire the credits for the courses is : 4.00/6.00.

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 extraordinary 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 extraordinary exam session in August/September. To sign up, you must complete [online form](#), "Registration to courses and exams", by the stated deadline (around 15th of July).

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 Academic Advisor](#).

If you have more general questions concerning accommodation, grants, etc., please contact the [Academic Exchange Office](#).

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