



Common Welcome Session

GSEM Masters programs

Friday, September 13th 2024
2:15 – 3:00 pm



**UNIVERSITÉ
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Room MR280, Uni Mail



Welcome Session Outline

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



A Word of Welcome

Prof. François Grey
Vice-Dean of Teachings

Geneva School of Economics and Management



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General Information



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Margaux Biermé
***Academic Advisor (exchange, masters, certificate,
Horizon académique Program)***
Geneva School of Economics and Management



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GSEM Presentation VIDEO

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



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Highlights of the Video Presentation

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



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



The screenshot shows the University of Geneva website interface. In the top left corner, there is the university's logo and the text "UNIVERSITÉ DE GENÈVE". In the top right corner, there is a "Portail" link. The main heading in the center reads "PROGRAMME DES COURS ANNÉE ACADEMIQUE 2024-2025 ...". Below this, there is a navigation bar with a dropdown menu labeled "Facultés/Centres/Instituts" and a search bar with the placeholder text "Mots-clés, code cours/plan d'études...". A search icon is visible on the right side of the search bar.

3. Moodle : [here](#)



Our Programs

6 Masters programs:

Taught in English

90 ECTS:

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

120 ECTS:

- ✓ Business Analytics



Where to find the information?

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



Student Information



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



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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**
- Request for special accomodation (*Besoins particuliers*) : [specific process](#) to be followed
- More information : [UNIGE Student Health Service](#)



Regulation



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Equivalences

When?

Deadline to submit the request: **27 September 2024**

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
- May/June

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

1 Extraordinary Session (retake) :

- August/September



Co-requisites

- To be passed by August-September 2025 at the latest
- For the co-requisites, a minimum grade of 4.00 is required.

Admin. aspect :

Register to course through [GSEM Student Intranet](#) (! not on the *portail.unige.ch*)

Complementary Program

- To be passed by August-September 2025 at the latest

Admin. aspect :

Register to course through *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: 14 October 2024

Spring Semester: 10 March 2025

After these deadlines: no modification

Unforeseen event affecting your studies

Absence to evaluations

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

To be justified within 3 days, via GSEM Student Intranet (+ **original document** to be presented)

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

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 2025

Co-requisites courses / Complementary program not acquired by August-Septembre 2025

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 ?



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➤ 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.



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In collaboration with Scientific Committee of your Program...

Margot Richert
Program Coordinator

Uni Mail 3287 A (3rd floor)
Office hours of Student services

General questions about the Master

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

Margaux Biermé
Academic Advisor

Uni Mail 3254 (3rd floor)

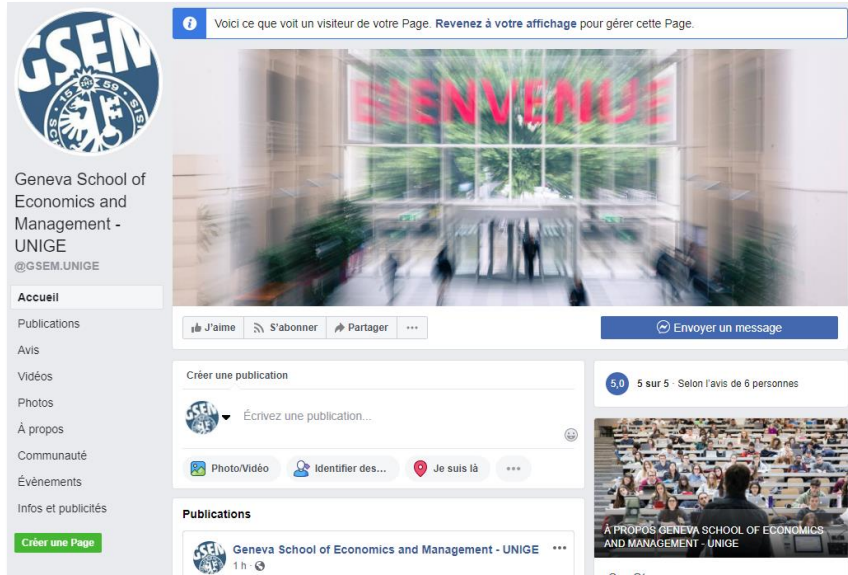
Office hours (without appointment)

Monday 1:30 – 3:30 pm

Tuesday 2:30 – 4:30 pm

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

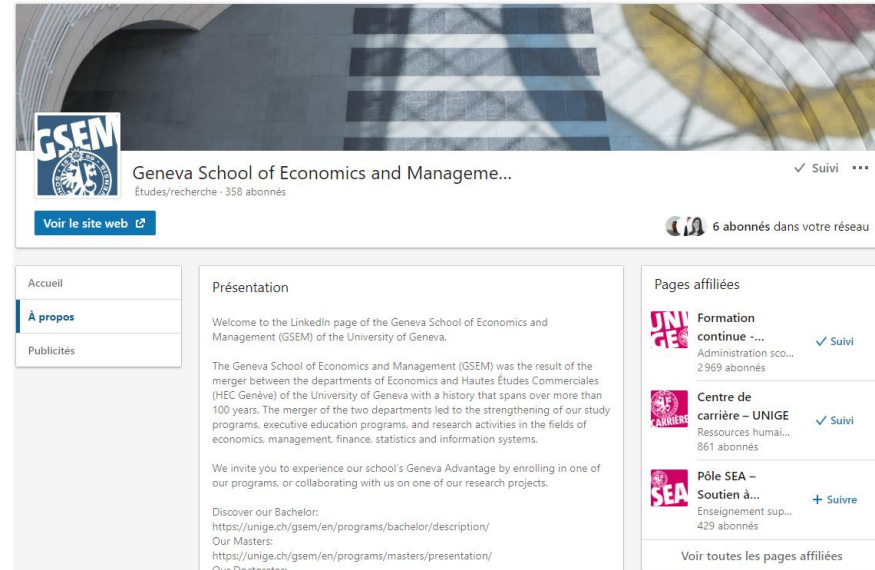
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«Geneva School of Economics and Management – UNIGE»



Exchange



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- **EXPERIENCES...**

- ... academic : feed your academic career

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

- ...cultural : new environment



Exchange: 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 14 October 2024
- Deadline to submit your application file (paper): 28 November 2024

***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 for validation on the February transcript



Mobility: information sessions

From Academic Exchange Office (SMAC) :

- International Academic Exchange Week : **from October 7 to 11, 2024**
- General Information Session : **Thursday October 10, 2024 12:15** (MR080, Uni Mail)

Mobility: information sessions

From GSEM:

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

STUDENT INFORMATION

[Incoming students](#)

[Outgoing Bachelor Students](#)

[Outgoing Master students](#)

Exchange Programs



INCOMING STUDENTS



OUTGOING BACHELOR STUDENTS



OUTGOING MASTER STUDENTS

ACADEMIC EXCHANGE OFFICE

WHAT FOR?	The Academic Exchange Office offers administrative support for your exchange stay.
WHO?	Please click here to find the correct person to contact.
WHERE?	This service of the University of Geneva welcomes you to its offices on the 1st floor of Uni Dufour from 10 am.

GSEM SUPPORT FOR EXCHANGE PROGRAMS



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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

Tuesday : 2.30 – 4.30 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

Closing Remarks



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

Master in Wealth Management : from 3:15 pm, room MR 030 (Uni Mail)

Master in Economics : from 3:15 pm, room M3220 (Uni Mail)

Master in Responsible Management : from 3:15 pm, room M2193 (Uni Mail)

Master in Statistics : from 3:15 pm, room M1130 (Uni Mail)

Master in Business Analytics : from 3:15 pm, room M5220 (Uni Mail)

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

Student Services and Academic Support for Teaching: from 4:00 p.m. to 5:00 p.m., GSEM Student Services, Room 3287A, 3rd floor (Uni Mail)

