

MASTERS REGISTRATION

Spring Semester Courses 2024

Summer exam session 2024

Dear Students,

Please find below all information relating to your registration for courses for the Spring 2024 semester as well as for exams for the Summer 2024 session.

REGISTRATIONS

- From **Monday, February 19th to Sunday, March 17th, 2024 (23:59)** on <https://hecnet.unil.ch/inscriptions> (UNIL login). If any issues: helpdesk@unil.ch.
- The master's thesis is considered as a course/exam, please register if you think you will present your thesis between now and July 6th 2024.
- For the optional courses that have not yet started, please register and you will be able to withdraw your registration, without any consequence, until April 21st, 2024 by email.
- **Warning** : your registration on **Moodle** is not equivalent to a course/exam registration.

LATE REGISTRATIONS

- From **Monday, March 18th to Friday, March 29th, 2024 (noon)** with a fee of CHF 200.00. Please contact us by email to receive the e-banking details.
- After March 29th, 2024, no registration will be accepted for any reason whatsoever.

REGISTRATIONS TO COURSES OUTSIDE HEC

- Please be informed and respect deadlines, rules and procedures of the Universities and/or faculties which are welcoming you. Once registered, please send a copy of this registration to the Master's administration office to ensure we can include it in your study plan.
- For the Biology School, you have to register for the courses/exams BEFORE MARCH, 17TH 2024, via biologie-etudiants@unil.ch (late registrations are possible until March 31st, 2024).

UNSUBSCRIPTIONS/CHANGES

- During the 4 official registration weeks, you can unsubscribe or modify any of your registrations directly online and with no fee.
- During the late registration weeks, you can unsubscribe for a fee of CHF 200.- by sending us an e-mail.

SUMMER 2024 EXAM SESSION

- From **Monday, June 10th to Saturday, July 6th, 2024 (Saturdays included)**. Please consult our [Academic calendar](#) for more info.
- If you need special arrangements for medical reasons, please refer to this [document](#) and send us a valid medical certificate by March 29th 2024 at the very latest.

EXAM SCHEDULE NOTIFICATION

- **Mid-May 2024**
- We remind you that we are not responsible for potential schedule clashes for students who take courses outside HEC or outside official study plans.

DURATION OF STUDIES

- If you exceed the duration of your studies, you will be declared as failed. Please refer to your [study regulations](#) to know the durations.
- For just cause, you can request an extension of the duration of your studies by writing a registered letter to the Master's administration office with supporting documents, before the end of your last semester. The Faculty can extend your duration of studies up to a maximum of 2 semesters.

We wish you the very best for your studies and remain at your disposal should you require any further information.

Administration des cursus Master

Service de l'enseignement et affaires étudiantes

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