

MASTERS REGISTRATION

Autumn Semester Courses 2023

Winter exam session 2024

Dear Students,

Please find below useful information regarding the registration for the Autumn semester courses 2023 and the Winter exam session 2024.

REGISTRATIONS

- From **Monday, October 2nd to Sunday, October 15th, 2023 (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 February 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 November 17th, 2023, by email.
- Warning: your registration on Moodle is not equivalent to a course/exam registration.

LATE REGISTRATIONS

- From **Monday, October 16th to Friday, October 27th, 2023 (noon)** with a fee of CHF 200.00. Please contact us by email to receive the e-banking details.
- After October 27th, 2023, 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 must register for the courses/exams BEFORE OCTOBER 15th, 2023, via biologie-etudiants@unil.ch (late registrations are possible until October 29th, 2023).

UNSUBSCRIPTIONS/CHANGES

- During the 2 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.

WINTER 2024 EXAM SESSION

- From **Friday, January 12th to Saturday, February 3rd, 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 October 27th at the very latest.

EXAM SCHEDULE NOTIFICATION

- **Mid-February 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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