

# MASTERS REGISTRATION

## Autumn retake session 2024

Dear Students,

Please find below all information relating to your registration for the Autumn Retake exam session 2024.

### REGISTRATIONS

- From **Monday, July 15<sup>th</sup> to Sunday, July 28<sup>th</sup>, 2024 (23:59)** on <https://hecnet.unil.ch/inscriptions> (UNIL login). If any issues: [helpdesk@unil.ch](mailto: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 September 6<sup>th</sup> 2024.

### LATE REGISTRATIONS

- From **Monday, July 29<sup>th</sup> to Friday, August 9<sup>th</sup>, 2024 (noon)** with a fee of CHF 200.00. Please contact us by email to receive the e-banking details.
- After this deadline, 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 JULY 25<sup>th</sup>, 2024, via [biologie-etudiants@unil.ch](mailto:biologie-etudiants@unil.ch).

### 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 2 late registration weeks, you can unsubscribe for a fee of CHF 200.00 by sending us an e-mail.

### AUTUMN RETAKE 2024 EXAM SESSION

- From **Monday, August 19<sup>th</sup> to Saturday, September 7<sup>th</sup>, 2024 (Saturdays included)**. Please consult our [Academic calendar](#) for more info.
- If you do not have a laptop for your ENEP exams during the Autumn Retake 2024 exam session, please email us at [hecmaster@unil.ch](mailto:hecmaster@unil.ch) so that we can provide you with one on the day of the exam. **ATTENTION:** If you do not inform us that you need a laptop on the day of the exam, no laptop will be loaned to you.

### EXAM SCHEDULE NOTIFICATION

- **Mid-August 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

### HEC Lausanne

#### Université de Lausanne

Chamberonne – Internef 258

CH – 1015 Lausanne

T. [+41 \(0\)21 692 36 68](tel:+41216923668)

[+41 \(0\)21 692 34 12](tel:+41216923412)

[+41 \(0\)21 692 33 13](tel:+41216923313)

[unil.ch/hec](http://unil.ch/hec)

[Instagram](#) | [Facebook](#) | [LinkedIn](#) | [X](#)



UNIL | Université de Lausanne

HEC Lausanne

Pioneers since 1911