

# MASTERS REGISTRATION

## Autumn retake session 2023

Dear Students,

Please find below useful information regarding the registration for the Autumn Retake exam session 2023.

### REGISTRATIONS

- From **Monday, July 17<sup>th</sup> to Sunday, July 30<sup>th</sup>, 2023 (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 sign up if you think you will present your thesis between now and September 6<sup>th</sup> 2023.

### LATE REGISTRATIONS

- From **Monday, July 31<sup>st</sup> to Friday, August 11<sup>th</sup>, 2023 (noon)** with a fee of CHF 200.-
- Please contact us by email to receive the e-banking details.
- After August 11<sup>th</sup> 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 have to register for the courses/exams BEFORE JULY 27<sup>th</sup>, 2023, 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 late registration weeks, you can unsubscribe for a fee of CHF 200.- by sending us an e-mail.

### AUTUMN RETAKE 2023 EXAM SESSION

- From **Monday, August 21<sup>st</sup> to Saturday, September 9<sup>th</sup>, 2023 (Saturdays included)**. Please consult our [Academic calendar](#) for more info.

### EXAM SCHEDULE NOTIFICATION

- **Mid-August 2023**
- 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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