

# Registration Master courses

## Spring 2023 semester

Please find below useful information regarding the registration for the **Spring 2023 semester courses**. Registration for courses automatically entails registration for the corresponding assessments, i.e., exams and/or validations.

### REGISTRATIONS

- From **Monday, March 6<sup>th</sup> to Sunday, March 19<sup>th</sup>, 2023 (23:59)**
- <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 July 6<sup>th</sup>, 2023.
- 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 23<sup>rd</sup>, 2023, by email.
- **Warning:** your registration on **Moodle** is not considered as an official registration to a course/exam registration.

### LATE REGISTRATIONS

- From **Monday, March 20<sup>th</sup> to Friday, March 31<sup>st</sup>, 2023 (noon)** with a fee of CHF 200.-
- Please contact us by email to receive the e-banking details.
- After March 31<sup>st</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 must register for the courses/exams BEFORE MARCH 19<sup>th</sup>, 2023, via [biologie-etudiants@unil.ch](mailto:biologie-etudiants@unil.ch). BE CAREFUL, some courses have limited attendance... Don't wait too long!

### 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.

### SUMMER 2023 EXAM SESSION

- From **Friday, June 12<sup>th</sup> to Saturday, July 8<sup>th</sup>, 2023 (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 31<sup>st</sup>, 2023 at the very latest

### **EXAM SCHEDULE NOTIFICATION**

- Mid-May 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.