

ACADEMIC YEAR 2023

Dear Master students,

Welcome to the HEC Faculty!

This email includes **important** information. Please read it **carefully**.

General information

- The start of the academic year is entirely face-to-face as of **September 19th, 2023**.
- Keep yourself informed by regularly checking your @unil.ch emails, our [news channel](#), the [HEC calendars](#) and the [course timetable](#).
- All important information will be communicated via your @unil.ch email.
- Consult the [Master's website](#) for any questions relating to your studies. You will find your study plan and the Regulation in force at the time you start your studies.
- Join us for the Master's welcome evening on September 20th at 5.15 pm at Amphimax 350 followed by a networking cocktail. [Registration is mandatory](#).

Regulations, Study plans and Syllabus

- Carefully read the regulation that applies to your studies to avoid unpleasant issues. Please note that the regulation that applies to you is the regulation in force at the time you start your studies and that can be found on the [Master's website](#).
- Your study plan can also be found on the corresponding page of your Master via the [Master's website](#). It precises the exam conditions of the different courses.
- The syllabus gives you information on the content and the objectives of your courses. Click on the course title via the [course timetable](#) to access the syllabus.
- The Moodle link of each course can be found on the syllabus, and you can also access via this address: <https://moodle.unil.ch/login/index.php>.
- Please do not forget to register to the Moodle page of your courses to get the relevant information from your professors.

Registration for courses

- Registration for the Autumn semester courses is from October 2nd to October 15th, 2023. Please note that registration for courses automatically entails registration for exams. An e-mail will be sent in due time with all the information.
- Please note that if you do not register for compulsory courses, you will lose one attempt at the evaluation.
- Please pay attention that some courses are limited and require registration through the professors. Please refer to the syllabus (if applicable).
- Your Moodle registration is not a course registration.
- Registration for EPFL courses must be addressed to hecmaster@unil.ch by latest September 27th, 2023. Your registration will be sent to EPFL automatically. A registration only with EPFL will not be accepted by HEC and no credits will be awarded.

Study counselling

- For all questions relating to the choice and content of courses, orientation changes, professional perspectives, Master failures and reconciling studies with a particular personal situation, you may contact Mrs. Sylvie Grin van Hamel (sylvie.grinvanhamel@unil.ch), our Academic Advisor.

Master's Administration Office

- Internef - [Office 258](#) and [Office 258.1](#)
- Monday, Tuesday and Thursday from 2pm to 4pm.
- Wednesday and Friday from 10am to 12pm.
- Please note that our offices are open from 10am to 12pm and from 2pm to 4pm every day during the first 2 weeks of the semester.
- For any questions related to study plans, timetable, internships and thesis, military affairs, and time off requests, please contact, Mrs. Isabelle Perrotti (hecmaster@unil.ch).
- For any other administrative questions, please contact hecmaster@unil.ch or consult our [contact page](#).

Miscellaneous

- [Unil academic calendar](#)
- [Unil practical information](#)
- [HEC practical information](#)
- [HEC Career Centre](#)
- [Unil Admissions Service](#)

We wish you a very good start to the new academic year and much success during your studies.

Administration des cursus Master

Service de l'enseignement et affaires étudiantes

HEC Lausanne

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