

**ACADEMIC CALENDAR FOR THE 2<sup>ND</sup> YEAR MASTER'S STUDENTS:  
3<sup>R</sup>D AND 4<sup>T</sup>H SEMESTERS**

*(subject to change)*

Please refer to [Academic regulations](#) and [Implementation Guidelines](#) available on the [Student portal](#)

DATE / DEADLINE	TASK	PROCEDURE
<b>14 September 2018</b>	Submission of the title and name of dissertation supervisor	Enter details in the IT Campus system Refer to the relevant procedure
<b>Autumn Semester 2018</b> (17.09.2018 - 15.02.2019)		
from 10 to 28 September 2018	Online registration to courses and seminars	Register on the IT Campus system
from 10 to 14 September 2018	Requests for substitution of compulsory course End of processing requests/replies: 21 September 2018	Fill in the relevant form available on the <i>Students</i> portal : « <i>Request for substitution of a compulsory course</i> » Send by email the form to the Masters' Secretariat
from 10 to 28 September 2018	Requests for registration to non-compulsory courses and seminars outside the Institute/external to the curriculum End of processing requests/replies: 5 October 2018	Fill in the relevant form(s) available on the <i>Students</i> portal : « <i>Request for registration for non-compulsory courses and seminars external to the curriculum</i> » « <i>Request for registration for non-compulsory courses and seminars outside the Institute</i> » Send by email the form(s) to the Masters' Secretariat
from 10 to 28 September 2018	Submission of the form in view of fast track application (registration in order to anticipate credits in advance)	Fill in the relevant form available on the <i>Students</i> portal : « <i>Application to the fast track and/or request for 6 ECTS credits in advance</i> » Send by email the form(s) to the Masters' Secretariat

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DATE / DEADLINE	TASK	PROCEDURE
18 September 2018	Beginning of classes	
from 18 September 2018 to 15 February 2019	Processing of internship requests (MIA, MDev)	Fill in the relevant form(s) available on the <i>Students</i> portal : «Request form for an internship » «Attestation form for an internship» Send by email the form(s) to the Masters' Secretariat
18 or 21 September 2018	French test (email invitation will be sent out)	The Admission's Secretariat takes care of organising the French tests
15 November 2019	Submission of the fast track application for PhD programme	Fill in the online application form available on <i>Admissions</i> See more information on the <i>Students</i> portal: <i>Internal Admission Application under Academic Information</i> Upload all the required supporting documents
21 December 2018	Request to change the master dissertation supervisor	Fill in the relevant form available on the <i>Students</i> portal : «Request for change of master dissertation supervisor» Send by email the form to the Masters' Secretariat
21 December 2018	End of classes	

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DATE / DEADLINE	TASK	PROCEDURE
15 January 2019	Submission of the regular internal application for PhD programme	Fill in the online application form available on <i>Admissions</i> See more information on the <i>Students</i> portal: <i>Internal Admission Application under Academic Information</i> Upload all the required supporting documents
from 21 January to 4 February 2019	Courses' evaluation	Available on the IT Campus system
from 21 January to 23 May 2019	Online consultation of students' grades (courses/seminars)	Available on the IT Campus system
<b>15 February 2019</b>	Submission of a detailed dissertation plan	Enter details in the IT Campus system Refer to the relevant procedure
<b>Spring Semester 2019</b> (18.02.2019 - 13.09.2019)		
from 11 February to 1 <sup>st</sup> March 2019	Online registration to courses and seminars	Register on the IT Campus system
18 February 2019	Beginning of classes	

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DATE / DEADLINE	TASK	PROCEDURE
from 18 February to 30 June 2019	Processing of internship requests (MIA, MDev)	Fill in the relevant form(s) available on the <i>Students</i> portal : «Request form for an internship » «Attestation form for an internship» Send by email the form(s) to the Masters' Secretariat
31 May 2019	End of classes	
<b>15 June 2019</b>	Submission of the final version of dissertation	Upload to the IT Campus system Refer to the relevant procedure
from 17 June to 5 July 2019	Courses' evaluation	Available on the IT Campus system
from 21 June to 13 December 2019	Online consultation of students' grades (courses/seminars)	Available on the IT Campus system
from 20 August to 8 September 2019	Evaluation of the dissertation supervisors	Available on the IT Campus system
From 20 August to 13 September 2019	Online consultation of dissertation grade and report	Available on the IT Campus system
13 September 2019	Master Graduation Ceremony	Refer to the Webpage:



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INSTITUT DE HAUTES  
ÉTUDES INTERNATIONALES  
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