ACADEMIC CALENDAR FOR THE 1ST YEAR PHD STUDENTS

(subject to change)

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

DATE / DEADLINE	TASK	PROCEDURE
Semester 1 : Autumn 2018 (17.09.2018 au 15.02.2019)		
from 10 to 28 September 2018	Online registration to courses and seminars	Register on the IT Campus system
from 10 to 28 September 2018	Request for registration to 'minor' courses	Fill in the relevant form available on the *Students* portal *: «Registration of a minor course»* Submit the form to the PhD Secretariat
from 10 to 28 September 2018	Request for registration to one course outside the Institute or external to the curriculum	Fill in the relevant form available on the *Students* portal *: «Registration for 1 course outside the Institute or external to the curriculum»* Submit the form to the PhD Secretariat
17 September 2018	Information session on the academic programmes	Refer to the Academic Year Welcome Programme
18 September 2018	Beginning of classes	
18 September 2018	French test (email invitation will be sent out)	The Admission's Secretariat takes care of organising the French tests
18 December 2018	Submission of the provisional thesis title and name of thesis supervisor	Enter details in the IT Campus system Refer to the relevant procedure
21 December 2018	End of classes	

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DATE / DEADLINE	TASK	PROCEDURE
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
Semester 2 : Spring 2019 (18.02.2019 au 13.09.2019)		
from 11 February to 1st March 2019	Online registration to courses and seminars	Register on the IT Campus system
from 11 February to 1st March 2019	Request for registration to 'minor' courses	Fill in the relevant form available on the *Students* portal *:* *« Registration of a minor course »* Submit the form to the PhD Secretariat
from 11 February to 1st March 2019	Request for registration to one course outside the Institute or external to the curriculum	Fill in the relevant form available on the *Students* portal *:* *«Registration for 1 course outside the Institute or external to the curriculum»* Submit the form to the PhD Secretariat
18 February 2019	Beginning of classes	

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DATE / DEADLINE	TASK	PROCEDURE
30 May 2019	Submission of scholarship application (for current students)	Fill in the relevant form available on the *Students* portal *:* *«Application form »* (Refer to the Webpage: Tuition fees and Financial Aid) Submit all the required supporting documents to scholarships@graduateinstitute.ch
30 May 2019	End of classes	
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
Semester 3		
Registration period	Last semester to register to courses and seminars requested by the PhD study programme	Register on the IT Campus system
Registration period	Request for registration to 'minor' courses and submit the name of the co-supervisor	Fill in the relevant form available on the *Student* portal *:* *« Registration of a minor course»* Submit the form to the PhD Secretariat Ask to the Secretariat the form *« Request for a co-supervision »* Submit the forms to the PhD Secretariat

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DATE / DEADLINE	TASK	PROCEDURE
Registration period	Request for registration to one course outside the Institute or external to the curriculum	Fill in the relevant form available on the *Students* portal : *«Registration for 1 course outside the Institute or external to the curriculum»* Submit the form to the PhD Secretariat
Beginning of January	Submission of Preliminary Thesis Dissertations (PTD)	Upload it in the IT Campus system Refer to the relevant procedure
Semester 4		
Two first weeks of the semester	PTD oral presentations' sessions	As agreed with the members of the committee, the PhD Secretariat will organise the PTD oral presentation
Registration period	Last semester to complete the 18 necessary credits required to obtain the minor	Fill in the relevant form available on the *Students* portal : *« Registration of a minor course»*
1st March	Submission of exchange programme applications	Fill in the relevant form available on the *Students* portal : *«Application form »* (Refer to the Webpage: Exchange programmes) Submit all the required supporting documents to exchanges@graduateinstitute.ch

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DATE / DEADLINE	TASK	PROCEDURE
Semester 5 – Doctoral research		
Semester 6 – Doctoral research		
During the 6th semester	Submission of the report on the progress of the doctoral research	Upload it in the IT Campus system Refer to the relevant procedure
Semester 7 – Doctoral research		
Semester 8		
Before end May	Request for 1 or 2 semesters' extension	Submit by email to the PhD Secretariat a duly motivated request which will be submitted to the direction of Studies

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DATE / DEADLINE	TASK	PROCEDURE
Mid-June	Submission of the thesis manuscripts	Submit to the PhD Secretariat 4 copies of the thesis manuscripts (5 in the case of co-supervision) and send the PDF version to the Secretariat
From mid-September to the end of October	Thesis defences' sessions	As agreed with the members of the thesis committee, the PhD Secretariat will organise the thesis defence
From mid-December to the end of January	Submission of the official thesis deposit	In accordance with the thesis director, the PhD Secretariat will send the imprimatur together with all relevant instructions on how to do the official thesis deposit