| **DATE / DEADLINE** | **TASK** | **PROCEDURE** |
| --- | --- | --- |
| **Autumn Semester 2019** (16.09.2019 - 14.02.2020) |
| from 9 (15h00) to 24 (9h00) September 2019 | Online registration to courses and seminars | Register on the IT [Campus](https://campus.iheid.ch/ISAP) system |
| from 9 to 13 September 2019 | Requests for substitution of compulsory course End of processing requests/replies: 18 September 2019 | Fill in the relevant form available on the [*Students* *Toolbox*](https://graduateinstitute.ch/PhD-forms)*:*[Request for substitution of a compulsory course](https://www.graduateinstitute.ch/sites/default/files/2019-04/MA_Request_substitution_compulsory_course.docx)Send by email the form to the Masters’ Secretariat |
| from 9 to 23 September 2019 | Requests for registration to non-compulsory courses and seminars outside the Institute/external to the curriculumEnd of processing requests/replies: 25 September 2019 | Fill in the relevant form(s) available on the [*Students* *Toolbox*](https://graduateinstitute.ch/PhD-forms)*:*[Request for registration for non-compulsory courses and seminars **external to the curriculum**](https://www.graduateinstitute.ch/sites/default/files/2019-04/MA_Request_registration_non-compulsory_courses_external_curriculum_0.docx)[Request for registration for non-compulsory courses and seminars **outside the Institute**](https://www.graduateinstitute.ch/sites/default/files/2019-04/MA_Request_registration_non-compulsory_courses_outside_institute.docx)Send by email the form(s) to the Masters’ Secretariat |
| 16 September 2019 | Information session on academic programmes | Refer to the Academic Year Welcome Programme |
| 17 September 2019 | Beginning of classes |  |
| from 17 September 2019 to 14 February 2020 | Processing of internship requests (MIA, MDev) | Fill in the relevant form(s) available on the [*Students* *Toolbox*](https://graduateinstitute.ch/PhD-forms)*:*[Request form for an internship](https://www.graduateinstitute.ch/sites/default/files/2019-03/MA_Request_form_internship.docx) [Attestation form for an internship](https://www.graduateinstitute.ch/sites/default/files/2019-03/MA_Internship_attestation.docx)Send by email the form(s) to mdev-mia@graduateinstitute.ch |
| 18 September 2019 | French test (email invitation will be sent out) | The Admission’s Secretariat takes care of organising the French tests |
| 20 December 2019 | End of classes  |   |
| from 13 January to 3 February 2020 | Courses’ evaluation | Available on the IT [Campus](https://campus.iheid.ch/ISAP) system |
| from 20 January to 24 May 2020 | Online consultation of students’ grades (courses/seminars) | Available on the IT [Campus](https://campus.iheid.ch/ISAP) system |
| 1st February 2020 | Submission of exchange programme applications | Fill in the [online application form](http://campus.iheid.ch/ISAP/%21formInscrs.connection?ww_c_formulaire=ECHANGE_OUT) available on [Outgoing Exchange Students](https://graduateinstitute.ch/programmes/exchange-programmes/outgoing-exchange-students)[exchanges@graduateinstitute.ch](file:///%5C%5CSRV1%5Cshare_studhei%5C7.%20Web%5CSite%20Students%5CDoctorat%5CEch%C3%A9anciers%5CFR%5Cexchanges%40graduateinstitute.ch) |
| **Spring Semester 2020** (17.02.2020 - 11.09.2020) |
| from 10 (15h00) to 24 February (9h00) 2020 | Online registration to courses and seminars | Register on the IT [Campus](https://campus.iheid.ch/ISAP) system |
| from 10 to 14 February 2020 | Requests for substitution of compulsory course End of processing requests/replies: 18 February 2020 | Fill in the relevant form available on the [*Students* *Toolbox*](https://graduateinstitute.ch/PhD-forms)*:*[Request for substitution of a compulsory course](https://www.graduateinstitute.ch/sites/default/files/2019-04/MA_Request_substitution_compulsory_course.docx)Send by email the form to the Masters’ Secretariat |
| from 10 to 21 February 2020 | Requests for registration to non-compulsory courses and seminars outside the Institute/external to the curriculumEnd of processing requests/replies: 25 February 2020 | Fill in the relevant form(s) available on the [*Students* *Toolbox*](https://graduateinstitute.ch/PhD-forms)*:*[Request for registration for non-compulsory courses and seminars **external to the curriculum**](https://www.graduateinstitute.ch/sites/default/files/2019-04/MA_Request_registration_non-compulsory_courses_external_curriculum_0.docx)[Request for registration for non-compulsory courses and seminars **outside the Institute**](https://www.graduateinstitute.ch/sites/default/files/2019-04/MA_Request_registration_non-compulsory_courses_outside_institute.docx)Send by email the form(s) to the Masters’ Secretariat |
| 17 February 2020 | Beginning of classes |  |
| from 17 February to 11 September 2020 | Processing of internship requests (MIA, MDEV) | Fill in the relevant form(s) available on the [*Students* *Toolbox*](https://graduateinstitute.ch/PhD-forms)*:*[Request form for an internship](https://www.graduateinstitute.ch/sites/default/files/2019-03/MA_Request_form_internship.docx) [Attestation form for an internship](https://www.graduateinstitute.ch/sites/default/files/2019-03/MA_Internship_attestation.docx)Send by email the form(s) to mdev-mia@graduateinstitute.ch |
| 29 May 2020 | End of classes  |   |
| 30 May 2020 | Submission of scholarship application (for current students) | Fill in the [Online Application form](https://docs.google.com/forms/d/e/1FAIpQLSe6dF5naGTI6wsLo8S2xERaQyohCYljLJ29YVBZ-Vf_OmmSYA/viewform?usp=sf_link) available on [Tuition fees, Financial Aid and Special Aid](https://graduateinstitute.ch/specialaid)scholarships@graduateinstitute.ch |
| from 15 June to 6 July 2020 | Courses’ evaluation | Available on the IT [Campus](https://campus.iheid.ch/ISAP) system |
| from 22 June to 13 December 2020 | Online consultation of students’ grades (courses/seminars) | Available on the IT [Campus](https://campus.iheid.ch/ISAP) system |
| **11 September 2020** | Submission of the title and name of dissertation supervisor | Enter details in the IT [Campus](https://campus.iheid.ch/ISAP) systemRefer to the relevant procedure |
| **Autumn Semester 2020***In order to obtain an overview of the second academic year, students may refer to the Academic Calendar for the second year Master’s students* |