| **DATE / DEADLINE** | **TASK** | **PROCEDURE** |
| --- | --- | --- |
| **Semester 1 : Autumn 2019** (16.09.2019 au 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 23 September 2019 | Request for registration to ‘minor’ courses | Fill in the relevant form available on the [*Students* *Toolbox*](https://graduateinstitute.ch/PhD-forms)*:*[Request for minor course](https://www.graduateinstitute.ch/sites/default/files/2019-04/PhD_registration_minor.docx)Submit the form to secretariatphd@graduateinstitute.ch |
| from 9 to 23 September 2019 | Request for registration to one course outside the Institute or external to the curriculum | Fill in the relevant form available on the [*Students* *Toolbox*](https://graduateinstitute.ch/PhD-forms)*:*[Request for registration to one course outside the institute or to a course external to the curriculum](https://www.graduateinstitute.ch/sites/default/files/2019-03/PhD_Request_1_course_outside_insitute_or_external_curriculum.docx)Submit the form to secretariatphd@graduateinstitute.ch |
| 16 September 2019 | Information session on the academic programmes | Refer to the Academic Year Welcome Programme |
| 17 September 2019 | Beginning of classes |  |
| 18 September 2019  | French test (email invitation will be sent out) | The Admission’s Secretariat takes care of organising the French tests |
| 17 December 2019 | Submission of the provisional thesis title and name of thesis supervisor | Enter details in the IT [Campus](https://campus.iheid.ch/ISAP) systemRefer to the relevant procedure |
| 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 |
| **Semester 2 : Spring 2020** (17.02.2020 au 11.09.2020) |
| from 10 (15h00) to 24 (9h00) February 2020 | Online registration to courses and seminars | Register on the IT [Campus](https://campus.iheid.ch/ISAP) system |
| from 10 to 21 February 2020 | Request for registration to ‘minor’ courses | Fill in the relevant form available on the [*Students* *Toolbox*](https://graduateinstitute.ch/PhD-forms)*:*[Request for minor course](https://www.graduateinstitute.ch/sites/default/files/2019-04/PhD_registration_minor.docx)Submit the form to secretariatphd@graduateinstitute.ch |
| from 10 to 21 February 2020 | Request for registration to one course outside the Institute or external to the curriculum | Fill in the relevant form available on the [*Students* *Toolbox*](https://graduateinstitute.ch/PhD-forms)*:*[Request for registration to one course outside the institute or to a course external to the curriculum](https://www.graduateinstitute.ch/sites/default/files/2019-03/PhD_Request_1_course_outside_insitute_or_external_curriculum.docx)Submit the form to secretariatphd@graduateinstitute.ch |
| 17 February 2020 | Beginning of classes |  |
| 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 |
| **Semester 3** |
| Registration period | Last semester to register to courses and seminars requested by the PhD study programme | Register on the IT [Campus](https://campus.iheid.ch/ISAP) 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 [*Students* *Toolbox*](https://graduateinstitute.ch/PhD-forms)*:*[Request for minor course](https://www.graduateinstitute.ch/sites/default/files/2019-04/PhD_registration_minor.docx)Submit the form to secretariatphd@graduateinstitute.chAsk to the Secretariat the form*« Request for a co-supervision »* |
| 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* *Toolbox*](https://graduateinstitute.ch/PhD-forms)*:*[Request for registration to one course outside the institute or to a course external to the curriculum](https://www.graduateinstitute.ch/sites/default/files/2019-03/PhD_Request_1_course_outside_insitute_or_external_curriculum.docx)Submit the form to secretariatphd@graduateinstitute.ch |
| **Beginning of January** | Submission of Preliminary Thesis Dissertations (PTD) | Upload it in the IT [Campus](https://campus.iheid.ch/ISAP) systemRefer 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* *Toolbox*](https://graduateinstitute.ch/PhD-forms)*:*[Request for minor course](https://www.graduateinstitute.ch/sites/default/files/2019-04/PhD_registration_minor.docx)Submit the form to secretariatphd@graduateinstitute.ch |
| 1st February  | 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) |
| **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 systemRefer 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 |
| 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  |