

## 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
<b>Semester 1 : Autumn 2019</b> (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 <a href="#">Campus</a> system
from 9 to 23 September 2019	Request for registration to 'minor' courses	Fill in the relevant form available on the <a href="#">Students Toolbox: Request for minor course</a> Submit the form to <a href="mailto:secretariatphd@graduateinstitute.ch">secretariatphd@graduateinstitute.ch</a>
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 <a href="#">Students Toolbox: Request for registration to one course outside the institute or to a course external to the curriculum</a> Submit the form to <a href="mailto:secretariatphd@graduateinstitute.ch">secretariatphd@graduateinstitute.ch</a>
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 <a href="#">Campus</a> system Refer to the relevant procedure
20 December 2019	End of classes	

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DATE / DEADLINE	TASK	PROCEDURE
From 13 January to 3 February 2020	Courses' evaluation	Available on the IT <a href="#">Campus</a> system
from 20 January to 24 May 2020	Online consultation of students' grades (courses/seminars)	Available on the IT <a href="#">Campus</a> system
<b>Semester 2 : Spring 2020</b> (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 <a href="#">Campus</a> system
from 10 to 21 February 2020	Request for registration to 'minor' courses	Fill in the relevant form available on the <a href="#">Students Toolbox: Request for minor course</a> Submit the form to <a href="mailto:secretariatphd@graduateinstitute.ch">secretariatphd@graduateinstitute.ch</a>
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 <a href="#">Students Toolbox: Request for registration to one course outside the institute or to a course external to the curriculum</a> Submit the form to <a href="mailto:secretariatphd@graduateinstitute.ch">secretariatphd@graduateinstitute.ch</a>
17 February 2020	Beginning of classes	

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DATE / DEADLINE	TASK	PROCEDURE
29 May 2020	End of classes	
30 May 2020	Submission of scholarship application (for current students)	Fill in the <a href="#">Online Application form</a> available on <a href="#">Tuition fees, Financial Aid and Special Aid scholarships@graduateinstitute.ch</a>
from 15 June to 6 July 2020	Courses' evaluation	Available on the IT <a href="#">Campus</a> system
from 22 June to 13 December 2020	Online consultation of students' grades (courses/seminars)	Available on the IT <a href="#">Campus</a> system
<b>Semester 3</b>		
Registration period	Last semester to register to courses and seminars requested by the PhD study programme	Register on the IT <a href="#">Campus</a> 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 <a href="#">Students Toolbox: Request for minor course</a> Submit the form to <a href="mailto:secretariatphd@graduateinstitute.ch">secretariatphd@graduateinstitute.ch</a> Ask to the Secretariat the form « <i>Request for a co-supervision</i> »

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Registration period	Request for registration to one course outside the Institute or external to the curriculum	Fill in the relevant form available on the <a href="#">Students Toolbox: Request for registration to one course outside the institute or to a course external to the curriculum</a> Submit the form to <a href="mailto:secretariatphd@graduateinstitute.ch">secretariatphd@graduateinstitute.ch</a>
<b>Beginning of January</b>	Submission of Preliminary Thesis Dissertations (PTD)	Upload it in the IT <a href="#">Campus</a> system Refer to the relevant procedure
<b>Semester 4</b>		
<b>Two first weeks of the semester</b>	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 <a href="#">Students Toolbox: Request for minor course</a> Submit the form to <a href="mailto:secretariatphd@graduateinstitute.ch">secretariatphd@graduateinstitute.ch</a>
1 <sup>st</sup> February	Submission of exchange programme applications	Fill in the <a href="#">online application form</a> available on <a href="#">Outgoing Exchange Students exchanges@graduateinstitute.ch</a>

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DATE / DEADLINE	TASK	PROCEDURE
<b>Semester 5</b> – Doctoral research		
<b>Semester 6</b> – 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
<b>Semester 7</b> – Doctoral research		
<b>Semester 8</b>		
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