

Dear Master students,

Welcome to the HEC Faculty!

This email includes **important** information. Please read it **carefully**.

General information

- The start of the academic year will be entirely face-to-face on **September 20, 2022**. Streaming and recording of lectures will no longer be available.
- Keep yourself informed by checking regularly your @unil.ch emails, our [news channel](#), the [HEC calendar](#) and [course timetable](#).
- Consult the [Master's website](#) for any questions relating to your studies.
- Join us for the **Welcome evening for Masters** on September 21 at 5.15 pm at Amphimax 350. [Registration is mandatory](#).

Registration for courses

- [Register](#) for the Autumn semester courses from October 3 to October 16, 2022. Please note that from this semester onwards, registration for courses automatically entails registration for exams.
- Please note that if you do not register for compulsory courses, you will lose one attempt at the assessments.
- Please pay attention that some courses are limited and require registration through the professors too. Please refer to the syllabus which include this information (if applicable).

Official course syllabus

- The [syllabus](#) specifies the examination procedures (documentation, calculator, etc.) for each course. You can access the syllabus from the [timetable](#) too (click on the course title).
- The [Moodle](#) link for the course can be found in the official syllabus.
- Due to uncertain health developments related to COVID-19, all syllabi and study plans are subject to change without notice. Please consult them regularly.

Regulations

- Read carefully the [regulations](#) that apply to your studies to avoid unpleasant problems. Please note that the regulations that apply to you are the regulations in force at the time you start your studies.

Administration of the Master programmes

- Internef - [Office 258](#) and [Office 258.1](#)
- Monday, Wednesday and Friday: 10:00 to 12:00
- Tuesday and Thursday: 14:00 to 16:00
- Please note that our offices are open from 10:00 to 12:00 and from 14:00 to 16:00 every day during the first 2 weeks of the semester.
- For any questions related to study plans, timetable, internships and thesis, please contact isabelle.perrotti@unil.ch.
- For any other administrative questions, please contact hecmaster@unil.ch or consult our [contact page](#).

Study counselling

- For all questions relating to the choice and content of courses, change of orientation, professional perspectives, situations of failure in exams, reconciling studies with a particular personal situation, Ms Sylvie Grin van Hamel (sylvie.grinvanhamel@unil.ch), Student Counsellor, is at your disposal.

Miscellaneous

- [Unil academic calendar](#)
- [HEC practical information](#)
- [HEC Career Centre](#)
- [HEC contacts and access](#)
- [Unil practical information](#)
- [Unil Admissions Service](#)

We wish you a very good start to the new academic year and much success during your studies.

Yours sincerely,

Administration des programmes Master

Service de l'enseignement et affaires étudiantes

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