

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 2021 (20.09.2021 - 18.02.2022)		
From 1 to 14 September 2021	Course registration First session (please refer to the course registration guide)	Register on the IT Campus system
From 21 to 28 September 2021	Course registration Second session (please refer to the course registration guide)	Register on the IT Campus system
From 1 to 27 September 2021	Request for registration to 'minor' courses	Fill in the relevant form available on the Students Toolbox: Request for minor course Send by email the form to secretariatphd@graduateinstitute.ch
From 1 to 27 September 2021	Request for registration to one course outside the Institute or external to the curriculum	Fill in the relevant form available on the Students Toolbox: Request for registration to one course outside the institute or to a course external to the curriculum Send by email the form to secretariatphd@graduateinstitute.ch
20 September 2021	Information session on the academic programmes	Refer to the Academic Year Welcome Programme
21 September 2021	Beginning of classes	

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September 2021 (several dates)	French test	The Admission's Office takes care of organising the French tests. An invitation will be sent out by email
15 December 2021	Submission of the provisional thesis title and name of thesis supervisor	Enter details in the IT Campus system Refer to the relevant procedure
23 December 2021	End of classes	
From 21 January to 4 February 2022	Courses' evaluation	Available on the IT Campus system
From 28 January to 29 May 2022	Online consultation of students' grades	Available on the IT Campus system
Semester 2: Spring 2022 (21.02.2022 au 16.09.2022)		
To be determined	Online registration to courses and seminars	Register on the IT Campus system
To be determined	Request for registration to 'minor' courses	Fill in the relevant form available on the Students Toolbox : Request for minor course Send by email the form to secretariatphd@graduateinstitute.ch

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To be determined	Request for registration to one course outside the Institute or external to the curriculum	Fill in the relevant form available on the Students Toolbox: Request for registration to one course outside the institute or to a course external to the curriculum Send by email the form to secretariatphd@graduateinstitute.ch
21 February 2022	Beginning of classes	
From 1st April to 30 May 2022	Submission of scholarship application (for current students)	Fill in the Online Application form available on Tuition fees, Financial Aid and Special Aid scholarships@graduateinstitute.ch
3 June 2022	End of classes	
From 20 June to 4 July 2022	Courses' evaluation	Available on the IT Campus system
From 27 June to 9 December 2022	Online consultation of students' grades	Available on the IT Campus system
Semester 3 : Autumn 2022		
Registration period	Last semester to register to courses and seminars requested by the PhD study programme	Register on the IT Campus system

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DATE / DEADLINE	TASK	PROCEDURE
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: Request for minor course Submit the form to secretariatphd@graduateinstitute.ch Ask to the Secretariat the form « <i>Request for a co-supervision</i> »
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: Request for registration to one course outside the institute or to a course external to the curriculum Send by email the form to secretariatphd@graduateinstitute.ch
Beginning of January	Submission of Preliminary Thesis Dissertations (PTD)	Upload it in the IT Campus system Refer to the relevant procedure
Semester 4 : Spring 2023		
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

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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: Request for minor course Send by email the form to secretariatphd@graduateinstitute.ch
1 st February	Submission of exchange programme applications	Fill in the online application form available on Outgoing Exchange Students exchanges@graduateinstitute.ch
Semester 5 – Doctoral research		
Semester 6 – Doctoral research		
Semester 7 – Doctoral research		

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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