



Calendar of Administrative Activities for Master's Programmes

2024-25 Academic Year

Administrative Activities Calendar approved by the Academic Commission on 7th March 2024

- Academic calendar
- Enrolment preparation
- Admission and enrolment for new students
- Enrolment for returning students
- Enrolment amendments and addition of courses
- Enrolment end
- Credit recognition
- Students with a specific enrolment status
- Extracurricular enrolment

Academic Calendar

FOU 568, Regulatory Agreement 15353/2024		
Event	Start date	End date
Start of the academic year	9/09/2023	
Teaching period in the first semester	In line with each master's programme	
Supplementary and extraordinary assessment periods in the first semester	In line with each master's programme	24/03/2025
Submission deadline for duly signed subject records in the first semester	31/03/2025	
Teaching period in the second semester * or for administrative purposes where teaching is not split into semesters	In line with each master's programme	

Supplementary and extraordinary assessment periods in the second semester	In line with each master's programme	18/07/2025
Submission deadline for duly signed subject records in the second semester	25/07/2025	
Submission deadline for duly signed master's thesis and external placement records	7/10/2025	

Enrolment preparation

Master's programme academic planning		
Subjects, groups and lecturers		
Event	Start date	End date
Copy of academic planning	19/02/2024	
Department deadline to submit the annual subject plan and calendar	1/03/2024	31/03/2024
Entering and reviewing available subjects on Acadèmic by admin services	10/03/2024	15/03/2024
Teaching allocation by admin services (entering lecturer names in Acadèmic)	17/03/2024	2/06/2024
Publication of available programmes in 2024-25 on the website	2/05/2024	
Publication of available subjects and groups on the website	2/05/2024	

Opening hours	
Event	Deadline
Entering schedules in Acadèmic by the master's programme leadership directly	6/06/2024
Submission of schedules to admin services	16/05/2024
Publication of schedules on the website (master's programmes taking part in the June admission call)	28/06/2024
Publication of schedules on the website (master's programmes taking part in the July admission call)	26/07/2024

Room reservations for teaching and exams	24/07/2024 (except CEP, which will be on 1/09/2024)
Enrolment details	
Event	End date
Deadline for each master's programme to report on: conditional enrolment, teaching schedule, assessment periods, record submission dates, addition of courses period, available subjects for addition, subjects excluded from IN/OUT mobility	25/03/2024
Publication of the academic calendar and specific calendar for each master's programme on the website	2/05/2024
Publication of dates to add courses on the website	28/06/2024

Course guides		
Event	Start date	End date
Lecturer access to edit course guides	3/06/2024	23/06/2024
Validation and publication of course guides by the master's programme leadership (programmes taking part in the June admission call)	3/06/2024	28/06/2004
Validation and publication of course guides by the master's programme leadership (programmes taking part in the July admission call)	3/06/2024	26/07/2024

Admission and enrolment for new students

Master's programme coordinators will be offered the chance to select whether new students use the June or July session.

The extraordinary enrolment session in September shall only be used for master's programmes with unfilled spots. It is not possible to solely use the September session.

Master's coordinators are recommended to ensure first-semester activities match the enrolment deadlines so that classes do not start before enrolment is formalised.

- June calendar

- July calendar
- September calendar (only for master's programmes with unfilled spots).

Activities linked to admission and enrolment for new students.

June session		
Students with conditional enrolment may not apply here		
Participating master's programmes		
Event	Start date	End date
Pre-registration deadline	2/05/2024	31/05/2024
Amendment list	7/06/2024	
Amendment period	10/06/2024	14/06/2024
Publication of the provisional list of admitted students	21/06/2024	
Publication of the initial definitive admission list	28/06/2024	
Enrolment of admitted students on initial list	2/07/2024 at 9 am	5/07/2024 at 11.59 pm
Publication of the second list of admitted students	8/07/2024	
Enrolment of admitted students on second list	10/07/2024 at 9 am	12/07/2024 at 11.59 pm
Publication of the third list of admitted students	15/07/2024	
Enrolment of admitted students on third list	17/07/2024 at 9 am	19/07/2024 at 11.59 pm

July session		
Students with conditional enrolment may apply here		
Participating master's programmes		
Event	Start date	End date
Pre-registration deadline	2/05/2024	1/07/2024
Amendment list	9/07/2024	
Amendment period	10/07/2024	16/07/2024
Publication of the provisional list of admitted students	23/07/2024	

Publication of the initial definitive admission list	26/07/2024	
Enrolment of admitted students on initial list	29/07/2024 at 9 am	31/07/2024 at 11.59 pm
Publication of the second list of admitted students	2/09/2024	
Enrolment of admitted students on second list	4/09/2024 at 9 am	6/09/2024 at 11.59 pm
Publication of the third list of admitted students	9/09/2024	
Enrolment of admitted students on third list	11/09/2024 at 9 am	13/09/2024 at 11.59 pm
Publication of the fourth list of admitted students	16/09/2024	
Enrolment of admitted students on fourth list	18/09/2024 at 9 am	20/09/2024 at 11.59 pm

September session

Students with conditional enrolment may apply here

[Participating master's programmes](#)

Event	Start date	End date
Pre-registration deadline	2/09/2024	19/09/2024
Amendment list	24/09/2024	
Amendment period	25/09/2024	1/10/2024
Publication of the provisional list of admitted students	4/10/2024	
Publication of the initial definitive admission list	9/10/2024	
Enrolment of admitted students on initial list	10/10/2024 at 9 am	11/10/2024 at 11.59 pm
Publication of the second list of admitted students	14/10/2024	
Enrolment of admitted students on second list	16/10/2024 at 9 am	18/10/2024 at 11.59 pm

Enrolment for returning students

Event	Start date	End date
Enrolment deadline period	2/09/2024 at 9 am	13/09/2024 at 11.59 pm
Enrolment period for special subjects (master's theses and external placements) * 7/10/2024 is the deadline to close thesis subject and external placement records	2/09/2024 at 9 am	16/10/2024 at 11.59 pm
Deadline period for enrolment of returning students who are only enrolling for the second semester (face-to-face at administrative services)	during the addition of courses periods	

Students with reserved places / direct admission

Event	Start date	End date
Reincorporation application period	2/05/2024	30/09/2024
Enrolment	2/09/2024 at 9 am	16/10/2024 at 11.59 pm
Only master's thesis and external placement enrolment	2/09/2024 at 9 am	16/10/2024 at 11.59 pm

Enrolment amendments and addition of courses

Event	Start date	End date
Enrolment amendments for entire year	2/07/2024	Six days after the start of academic activities in the first semester for each master's programme
Enrolment amendments for second-semester subjects	From the start of the addition of courses period	Six days after the start of academic activities in the second semester for each master's programme
Addition of courses	In line with each master's programme	

Enrolment end

Document submission	
Event	Deadline
Deadline to submit enrolment, original entry and admission, and ID validation documents	31/10/2024

Direct debits	
Event	Deadline
First direct debit mandate issued for July enrolments	1 st -5 th August 2024
First direct debit mandate issued for September enrolments / second for July enrolments	12 th -16 th September 2024
Second direct debit mandate issued for September enrolments / third for July enrolments	1 st -5 th October 2024
Third direct debit mandate issued for September enrolments / fourth for July enrolments / October enrolments	1 st -5 th November 2024
Fourth direct debit mandate issued for September enrolments / fifth for July enrolments / November enrolments	1 st -5 th December 2024

Credit Recognition

Deadline periods linked to the [credit recognition procedure](#).

Event	Start date	End date
New and Continuing students	1/07/2024	18/10/2024
Extraordinarily	during the addition of courses period for each master's programme	
Only for external placements	The first five days of every month	

Students with a specific enrolment status

Event	Start date	End date
New student applications	Pre-registration deadline	
Returning student applications	25/07/2024	16/10/2024
Application solely in compliance with Article 13.4 in the Academic Regulations		Ten days after the start of academic activities in each semester (for each master's programme)
Application to cancel second-semester subjects		before the start of the addition of courses period for each master's programme

Extracurricular enrolment

The decision must be issued at the end of the ordinary enrolment period.

Extracurricular enrolment for the first and second semester		
Event	Start date	End date

Application	2/07/2024	13/09/2024
Enrolment period (at admin services)	From the decision date	11/10/2024
Extracurricular enrolment for the second semester Only for programmes with addition of courses		
Application	in the addition of courses period	
Enrolment period (at admin services)	From the decision date	in the addition of courses period