

Academic Calendar

Bachelor of Science in International Business Administration (IBA)

Academic Year 2023/24

Opening hours Bachelor secretariat Lucerne

By telephone and email (Monday - Friday)	08.00 – 12.00 / 13.00 – 16.00
Information desk, 1 st floor, Zentralstrasse 9 (Monday - Friday)	08.00 – 12.00
Saturday during examination period	08.00 – 12.00

Opening hours Bachelor secretariat Rotkreuz

By telephone and email (Monday - Friday)	08.00 – 12.30 / 13.00 – 17.00
Information desk, 5 th floor (Monday - Friday)	08.00 – 12.30

Holidays / No contact hours (location Lucerne and Rotkreuz)

St. Ledogar	02 Oct 2023
All Saints' Day	01 Nov 2023
Immaculate Conception	08 Dec 2023
Christmas	24 – 26 Dec 2023
New Year	31 Dec 2023 – 02 Jan 2024
Easter	29 Mar – 01 Apr 2024
Ascension Day	09 May 2024
Whit Monday	20 May 2024
Feast of Corpus Christi	30 May 2024
National holiday	01 Aug 2024
Assumption Day	15 Aug 2024

Important Dates for Lecturers and Administrative staff

Orientation week for students in the first semester	11 – 15 Sep 2023
Graduation ceremony 2023, KKL Lucerne	15 Sep 2023
W OPEN ceremony (no lessons from 16.45)	28 Sep 2023
Excursions Major Tourism & Hospitality Management	28 Sep – 30 Sep / 02 Nov – 04 Nov 2023
Careers Service Event: Careers Night	30 Nov 2023
Information about permitted resources for autumn semester examinations	24 Nov 2023
Submission of the Bachelor Proposal results to Student Transfer Services, 12.00	12 Jan 2024
Submission of autumn semester 2023 examinations results, 12.00	05 Feb 2024
Annual Careers Service Job Forum (no afternoon lessons for graduating classes)	06 Mar 2024
Deadline for inspection of the examination records autumn semester 2023	07 Mar 2024
Project week Majors (for students in the 6 th or 8 th semester)	15 – 19 Apr 2024
Information about permitted resources for spring semester 2024 examinations	26 Apr 2024
Submission of spring semester 2024 examinations results, 12.00	08 Jul 2024
Submission of the Bachelor Dissertation results to Student Transfer Services, 12.00	08 Jul 2024
Deadline for inspection of the examination records spring semester 2024	08 Aug 2024
Graduation ceremony 2024, KKL Lucerne	20 Sep 2024

Milestones of the Academic Year

WAM, ISA and SZ block seminars	04 – 15 Sep 2023
Orientation week for students in the first semester	11 – 15 Sep 2023
Start of autumn semester 2023	18 Sep 2023
W OPEN ceremony (no lessons from 16.45)	28 Sep 2023
Excursions Major Tourism & Hospitality Management	28 Sep – 30 Sep / 02 Nov – 04 Nov 2023
Careers Service Event: Careers Night	30 Nov 2023
End of contact study autumn semester 2023	22 Dec 2023
WAM, ISA and SZ block seminars	05 – 16 Feb 2024
Start of spring semester 2024	19 Feb 2024
Annual Careers Service Job Forum (no afternoon lessons for graduating classes)	06 Mar 2024
Project week Majors (for students in the 6 th or 8 th semester)	15 – 19 Apr 2024
End of spring semester 2024	24 May 2024
Start of academic year 2024/25	16 Sep 2024
Graduation ceremony 2024, KKL Lucerne	20 Sep 2024
Global Language and Culture block Seminars (Mandatory for IBA Students) → ILPRC06 (6 th Semester)	12– 16 Feb 2024

Examinations

Reserve time slot for oral examinations COS/PRC	03 – 06 Jan 2024
Examination period autumn semester 2023	08 – 20 Jan 2024
Publication of Transcripts of Records for the autumn semester 2023 in E-Dossier	15 Feb 2024
Start online registration for retakes	15 Feb 2024
Registration deadline for retakes	07 Mar 2024
Deadline for inspection of the examination records autumn semester 2023	07 Mar 2024
Reserve time slot for oral examinations COS/PRC	05 – 08 Jun 2024
Examination period spring semester 2024	10 – 22 Jun 2024
Publication of Transcripts of Records for the spring semester 2024 in E-Dossier	18 Jul 2024
Start online registration for retakes	18 Jul 2024
Registration deadline for retakes	08 Aug 2024
Deadline for inspection of the examination records spring semester 2024	08 Aug 2024
Handover of the degree folders to the graduates (graduation ceremony)	20 Sep 2024

Milestones Bachelor Dissertation Project (Bachelor Proposal and Dissertation)

2nd year full-time students / 3rd year part-time students

Information event for students as of week 14

3rd year full-time students / 4th year part-time students

Application for the Bachelor Dissertation Project to Student Transfer Services	18 Oct 2023
Deadline for the submission of the Bachelor Proposal to Student Transfer Services	11 Dec 2023
Deadline for the submission of the Bachelor Dissertation to Student Transfer Services	31 May 2024