

**Academic Calendar**  
**Bachelor of Science in International Business Administration (IBA)**  
Academic Year 2019/20

**Opening hours Bachelor secretariat**

Monday – Wednesday and Friday	08.00 – 12.00 / 13.00 – 16.00
Thursday	08.00 – 17.00
Saturday during the semester and exam period	08.00 – 12.00
Monday – Friday during semester break	08.00 – 12.00

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**Holidays / No contact hours** (location Lucerne and Rotkreuz)

St. Leodegar	02 Oct 2019
All Saints' Day	01 Nov 2019
Immaculate Conception	08 Dec 2019
Christmas	24 – 26 Dec 2019
New Year	31 Dec 2019 – 02 Jan 2020
Easter	10 – 13 Apr 2020
Ascension Day	21 May 2020
Whit Monday	01 Jun 2020
Feast of Corpus Christi	11 Jun 2020
National holiday	01 Aug 2020
Assumption Day	15 Aug 2020

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**Important Dates for Lecturers and Administrative staff**

Graduation ceremony 2019, KKL Lucerne, 16.00	17 Sep 2019
W OPEN ceremony (no lessons from 16.45)	26 Sep 2019
Careers Service Event: Careers night (in German)	14 Nov 2019
Information about permitted resources for autumn semester examinations	30 Nov 2019
Submission of autumn semester 2019 examinations results, 12.00	10 Feb 2020
Submission of the Bachelor Proposal results to Student Transfer Services, 12.00	12 Feb 2020
Deadline for inspection of the examination records autumn semester 2019	12 Mar 2020
Annual Careers Service Job Forum (no lessons in the afternoon for graduating classes)	Mar 2020
Information about permitted resources for spring semester 2020 examinations	09 May 2020
Submission of spring semester 2020 examinations results, 12.00	07 Aug 2020
Submission of the Bachelor Dissertation results to Student Transfer Services, 12.00	26 Aug 2020
Deadline for inspection of the examination records spring semester 2020	10 Sep 2020
Graduation ceremony 2020, KKL Lucerne, 16.00	15 Sep 2020

## Milestones of the Academic Year

ISA block seminars	02 – 14 Sep 2019
Orientation week for students in the first semester	09 – 14 Sep 2019
Start of autumn semester 2019	16 Sep 2019
Careers Service Event: Careers Night	14 Nov 2019
End of contact study autumn semester 2019	21 Dec 2019
ISA block seminars	03 – 14 Feb 2020
Start of spring semester 2020	17 Feb 2020
Annual Careers Service Job Forum (no lessons in the afternoon for graduating classes)	Mar 2020
End of spring semester 2020	23 May 2020
Start of academic year 2020/21	14 Sep 2020
Graduation ceremony 2020, KKL Lucerne, 16.00	15 Sep 2020
Global Language and Culture block Seminars (Mandatory for IBA Students)	
↳ IGGLC05 (5 <sup>th</sup> Semester)	09 – 13 Sep 2019
↳ IGGLC06 (6 <sup>th</sup> Semester)	10 – 14 Feb 2020

## Examinations

Examination period autumn semester 2019	10 – 24 Jan 2020
Submission of autumn semester 2019 examinations results	10 Feb 2020
Publication of Transcripts of Records for the autumn semester 2019 in E-Dossier	20 Feb 2020
Start online registration for retakes / FX Makeup resit	20 Feb 2020
Deadline for inspection of the examination records autumn semester 2019	12 Mar 2020
Registration deadline for retakes / FX makeup resit	12 Mar 2020
Examination period spring semester 2020	22 Jun – 04 Jul 2020
Submission of spring semester 2020 examinations results	07 Aug 2020
Publication of Transcripts of Records for the spring semester 2020 in E-Dossier	20 Aug 2020
Start online registration for retakes / FX Makeup resit	20 Aug 2020
Deadline for inspection of the examination records spring semester 2020	10 Sep 2020
Registration deadline for retakes / FX makeup resit	10 Sep 2020
Handover of the degree folders to the graduates (graduation ceremony)	15 Sep 2020

## Milestones Bachelor Dissertation Project (Bachelor Proposal W.SRIFC53.08 and Bachelor Dissertation W.SRIFC63.08)

### 2<sup>nd</sup> year students

Information event for students week 17 -20

### 3<sup>rd</sup> year students

Application for the Bachelor Dissertation Project to Student Transfer Services 25 Oct 2019  
 Deadline for the submission of the Bachelor Proposal to Student Transfer Services 24 Jan 2020  
 Deadline for the submission of the Bachelor Dissertation to Student Transfer Services 26 Jun 2020