

Academic Calendar**Bachelor of Science in International Business Administration (IBA)**

Academic Year 2024/25

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
Monday - Friday during examination period	08.00 – 16.00
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. Leodegar	02 Oct 2024
All Saints' Day	01 Nov 2024
Immaculate Conception	08 Dec 2024
Christmas	24 – 26 Dec 2024
New Year	31 Dec 2024 – 02 Jan 2025
Easter	18 – 21 Apr 2025
Ascension Day	29 May 2025
Whit Monday	09 Jun 2025
Feast of Corpus Christi	19 Jun 2025
National holiday	01 Aug 2025
Assumption Day	15 Aug 2025

Important Dates for Lecturers and Administrative staff

Orientation week for students in the first semester	09 – 13 Sep 2024
Excursions Major Tourism & Hospitality Management	19 – 21 Sep 2024
Graduation ceremony 2024, KKL Lucerne	20 Sep 2024
W OPEN ceremony	26 Sep 2024
Information about permitted resources for autumn semester examinations	22 Nov 2024
Submission of the Bachelor Proposal results to Student Transfer Services, 12.00	10 Jan 2025
Submission of autumn semester 2024 examinations results, 12.00	03 Feb 2025
Deadline for inspection of the examination records autumn semester 2024	06 Mar 2025
Annual Careers Service Job Forum (no afternoon lessons for graduating classes)	26 Mar 2025
Information about permitted resources for spring semester 2025 examinations	25 Apr 2025
Project week Majors (for students in the 6 th or 8 th semester)	05 – 09 May 2025
Submission of the Bachelor Dissertation results to Student Transfer Services, 12.00	07 Jul 2025
Submission of spring semester 2025 examinations results, 12.00	07 Jul 2025
Deadline for inspection of the examination records spring semester 2025	07 Aug 2025
Graduation ceremony 2025, KKL Lucerne	19 Sep 2025

Milestones of the Academic Year

WAM, ISA and SZ block seminars	02 – 13 Sep 2024
Orientation week for students in the first semester	09 – 13 Sep 2024
Start of autumn semester 2024	16 Sep 2024
Excursions Major Tourism & Hospitality Management	19 – 21 Sep 2024
W OPEN ceremony	26 Sep 2024
End of contact study autumn semester 2024	20 Dec 2024
WAM, ISA and SZ block seminars	03 – 14 Feb 2025
Global Language and Culture block Seminars (Mandatory for IBA Students) → ILPRC06 (6 th Semester)	10– 14 Feb 2025
Start of spring semester 2025	17 Feb 2025
Annual Careers Service Job Forum (no afternoon lessons for graduating classes)	March 2025
Project week Majors (for students in the 6 th or 8 th semester)	05 – 09 May 2025
End of spring semester 2025	23 May 2025
Start of academic year 2025/26	15 Sep 2025
Graduation ceremony 2025, KKL Lucerne	19 Sep 2025

Examinations

Reserve time slot for oral examinations COS/PRC	03 – 04 Jan 2025
Examination period autumn semester 2024	06 – 18 Jan 2025
Publication of Transcripts of Records for the autumn semester 2024 in E-Dossier	13 Feb 2025
Online registration for retakes	13 Feb – 06 Mar 2025
Deadline for inspection of the examination records autumn semester 2024	06 Mar 2025
Reserve time slot for oral examinations COS/PRC	04 – 07 Jun 2025
Examination period spring semester 2025	10 – 23 Jun 2025
Publication of Transcripts of Records for the spring semester 2025 in E-Dossier	17 Jul 2025
Online registration for retakes	17 Jul – 07 Aug 2025
Deadline for inspection of the examination records spring semester 2025	07 Aug 2025
Handover of the degree folders to the graduates (graduation ceremony)	19 Sep 2025

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	16 Oct 2024
Deadline for the submission of the Bachelor Proposal to Student Transfer Services	06 Dec 2024
Deadline for the submission of the Bachelor Dissertation to Student Transfer Services	30 May 2025