



Effective date: September 18, 2023

## 1. Internship

### PREREQUISITE

The student should have earned 60 ECTS credits from the core courses of the master program's first part and the complementary program, with the agreement of the Scientific Committee.

### REGISTRATION

The student who chooses the master program's business concentration, must, for the second part, secure an internship linked to business analytics in a company/organization for a minimum length of ten months.

To register for the internship, the student must follow the online process on the [GSEM Student Intranet](#), before starting her/his internship. Consult the section '*Master Thesis/ Internship/ Traineeship*', under '*My studies*'.

If the internship is obtained within the framework of an event organized by the Master program, the student must complete the '**Internship Agreement**' form only. There is no need to complete the form '*Internship Project Description*'. The '**Internship Agreement**' is a written confirmation which certifies that s/he is connected with a company/organization. The program's Scientific Committee then validates the eligibility. As soon as the internship has been confirmed by the company/organization, or, at the latest, before the start of the internship, **the student must identify at least one GSEM supervisor** who accepts to advise the student during her/his internship and for the Master Thesis. If a student interrupts her/his internship within the business concentration, s/he has to secure a new internship to pursue her/his degree.

If the internship is not obtained through an event organized by the Master program, the student must complete the '**Internship Project Description**' form. This online form, available on [GSEM Student Intranet](#) must be filled in by the company/organization and approved by the Scientific Committee of the Master program to help the student clearly define objectives and tasks for her/ his project. Before the start of the internship, the student must identify at least one GSEM supervisor who accepts to advise the student during her/his internship and for the Master Thesis. If a student interrupts her/his internship within the business concentration, s/he has to secure a new internship to pursue her/his degree.

### EVALUATION

Internship and GSEM supervisors evaluate the student progressively (e.g., month by month) and they report, on request, feedback to the program coordinator at the end of each semester. The final internship assessment received is turned into a pass/fail result and is granted 30 ECTS. The credits are shown on the students' transcript at the end of the related exam session.

### RETAKE MODALITY

If the student fails, the Scientific Committee decides on the procedure to be followed.

### QUESTIONS

All questions can be sent to [gsem-maban@unige.ch](mailto:gsem-maban@unige.ch)

## 2. Master Thesis<sup>1</sup>

The study program for the Master of Science in Business Analytics includes a Master Thesis.

### PREREQUISITE

If the student is enrolled in Business concentration, the student must have passed all the compulsory courses and complete his/her internship before submitting the Master Thesis.

If the student is enrolled in Research concentration, the student must have passed all the compulsory and elective courses before submitting the Master Thesis.

### MODALITY

In both concentrations it is possible for several students to make one Master Thesis together. To do so, the individual roles and contributions must be made clearly visible in the Master Thesis to allow an appropriate individual assessment.

### REGISTRATION

To register for the Master Thesis, the student must follow the online process on the [GSEM Student Intranet](#), before starting her/his Master Thesis. Consult the section '*Master Thesis/ Internship/ Traineeship*', under '*My studies*'. The students and the Master Thesis supervisor must reach agreement on the Master Thesis description and then the Master Thesis description must be validated by the Scientific Committee.

### DEADLINE

As soon as possible, the student must discuss the Master Thesis Project with potential Master Thesis supervisor(s).

As soon he/she can, the student will submit the '**Master Thesis Project Description**' to the Scientific Committee of the Master program.

In any case, the Scientific Committee must approve the Master Thesis Project Description, which should be sent according to the following deadlines:

Deadline for the deposit of the Master Thesis Project if expected completion in ordinary session of May-June: April 1<sup>st</sup>

Deadline for the deposit of the Master Thesis Project if expected completion in extraordinary session of August-September: July 1<sup>st</sup>

Deadline for the deposit of the Master Thesis Project if expected completion in ordinary session of January-February: November 1<sup>st</sup>

The Scientific Committee examines the Master Thesis Project Description and can either approve, ask for revision or reject it.

The student must then complete the Master Thesis and submit it to the supervisor according to the following deadlines:

Deadline for the deposit of the Master Thesis if expected completion in ordinary session of May-June: May 20

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<sup>1</sup> For students who are in Business concentration, the Master Thesis is replaced by an internship report. The information related to the master thesis also apply to the internship report.

Deadline for the deposit of the Master Thesis if expected completion in extraordinary session of August-September; August 20

Deadline for the deposit of the Master Thesis if expected completion in ordinary session of January-February: December 20

## GUIDELINES

For further details, about the content of the Master Thesis Project Description, the content of the Master Thesis as well as the documents to be provided at the end of the Master Thesis, please consult the '**Master Thesis Guidelines**', available on [GSEM Website](#).

## EVALUATION

The GSEM supervisor evaluates the final Master Thesis paper. The program director then validates the grade received from the GSEM supervisor and this grade is considered at the end of the exam session.

*For students who started their program before 2022-2023:*

If the student is enrolled in Business concentration, the Master Thesis is linked to an internship and is granted 15 ECTS. If the student is enrolled in Research concentration, the Master Thesis is not linked to an internship and is granted 30 ECTS credits.

*For students who started their program on 2022-2023:*

If the student is enrolled in Business concentration, the Master Thesis takes the form of an internship report, which is linked to an internship and is granted 9 ECTS. If the student is enrolled in Research concentration, the Master Thesis is not linked to the internship and is granted 30 ECTS credits.

*For students who started their program on 2023-2024:*

If the student is enrolled in Business concentration, the Master Thesis takes the form of an internship report, which is linked to an internship and is granted 15 ECTS. If the student is enrolled in Research concentration, the Master Thesis is not linked to the internship and is granted 30 ECTS credits.

## RETAKE MODALITY

If the student fails, the Scientific Committee decides the procedure to be followed.

## QUESTIONS

All questions can be sent to [gsem-masters@unige.ch](mailto:gsem-masters@unige.ch)

## 3. Mobility

Article 5 of the study regulations is applicable. The following only applies to the Research concentration.

### PREREQUISITE

To obtain authorization to undertake an exchange program, the student must have earned in the first year of studies (i.e., in the first (Fall) semester and the second (Spring) semester);

For students who started their program on 2022-2023: a minimum of 69 ECTS credits of compulsory courses and be registered for the Research concentration.

For students who started their program on 2023-2024: a minimum of 63 ECTS credits of compulsory courses and be registered for the Research concentration.

The student registered for the Business concentration is not authorized to do an exchange program.

The exchange program becomes possible from the program's third semester:

For students who started their program on 2022-2023: for a maximum of 21 ECTS credits.

For students who started their program on 2023-2024: for a maximum of 27 ECTS credits.

## APPLICATIONS

All relevant information regarding applications, allocation, study contract, academic calendar, verification/amendment of the learning agreement, delivery of the official transcript and consequences of failure of courses during the mobility stay are included in the '**Mobility guidelines**', available on GSEM website.

## QUESTIONS

All questions can be sent to [mobility-gsem@unige.ch](mailto:mobility-gsem@unige.ch)