



Effective date: September 18, 2023

1. Internship

PREREQUISITE

The student should have earned at least 48 ECTS credits, including 24 ECTS core courses.

PROCESS

The student should define a research question through informal contacts with the professor supervisor and the internship supervisor and obtain their approval of the selected topic. Next, the student should submit the '**Internship Application**' form to the Scientific Committee, before starting the internship. To do so, the student must follow the online process on the [GSEM Student Intranet](#). Consult the section '*Master Thesis/ Internship/ Traineeship*', under '*My studies*'. If the application is refused, the student should submit another internship application within a month from the date on which the decision on the refusal is communicated. If the internship is approved, the document entitled '**Internship Agreement**' should be filled in online and signed by the internship company's supervisor, the student, and a member of the Scientific Committee. Once the internship is completed, the '**Internship Certificate**' must be filled in online by the internship company.

The student must submit the Internship Thesis through her/his GSEM Student Intranet. A section entitled "Master Thesis/Internship/Traineeship" is available under "My studies". This feature will allow student to submit her/his Internship Thesis according to her/his study plan. Throughout the process, the student can access the status of her/his application by consulting her/his intranet. Once the submission has been validated, the student can access all the related documents, anytime as long as the student is a GSEM student.

The Scientific Committee reserves the right to name the professor supervisor as well as the internship thesis topic if deemed necessary.

The internship should last a minimum of three months (12 weeks). Only one internship can be recognized during the master's program. The search for an internship position, work permit issues, etc., are the student's responsibility.

REGISTRATION

The student must:

- Fill in the '**Internship Application**' form, before starting the internship.
- Fill in the '**Internship Agreement**' after the Scientific Committee has approved the internship.
- Once the internship is completed, give the '**Internship Certificate**' to the program coordinator.

The student must follow the online process on the [GSEM Student Intranet](#). Consult the section '*Master Thesis/ Internship/ Traineeship*', under '*My studies*'.

GUIDELINES

For further details, about the criteria of the internship and the content of the internship thesis, please consult the '**Internship Guidelines**', available on [GSEM website](#).

DEADLINE

The internship thesis must be submitted no later than eight weeks before the end of the fifth semester.

EVALUATION

An oral defense is mandatory. The defense must take place during official examination periods. The internship thesis defense jury comprises the thesis supervisor and the second reader, who can be another professor, a doctoral student, the internship supervisor, or her/his representative. The choice of the second reader is at the discretion of the internship thesis supervisor.

The internship thesis and defense are evaluated jointly and give rise to a single grade. Before the end of the exam session, the supervisor must sign the online form entitled '**Master Thesis Evaluation**'. The internship thesis is worth 18 ECTS credits. The grade will be available on the academic transcript.

RETAKE PROCEDURE

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

QUESTIONS

All questions can be sent to gsem-masters@unige.ch

2. Master Thesis

PREREQUISITE

The student should have earned 48 ECTS credits, including 24 ECTS core courses.

PROCESS & DEADLINE

Before starting the Master Thesis, the student needs to submit the '**Master Thesis Project Description**' for the approval by the Scientific Committee. To do so, the student must follow the online process on the [GSEM Student Intranet](#). Consult the section '*Master Thesis/ Internship/ Traineeship*', under '*My studies*'. The form is available on the [GSEM](#) Master's Platform and must be duly completed. The '**Master Thesis Project Description**' is not signed by a professor and does not require any input from a professor. The student can, but does not have to, suggest a supervisor.

The '**Master Thesis Project Description**' is to be submitted according to the following deadlines:

Deadline for the deposit of the '**Master Thesis Project Description**' if expected completion in ordinary session of January-February (Fall semester): June 1st

Deadline for the deposit of the **'Master Thesis Project Description'** if expected completion in ordinary session of May-June (Spring semester): January 1st

The **'Master Thesis Project Description'** is examined by the Scientific Committee, which will communicate the name of the assigned Master Thesis supervisor as soon as possible. The supervisor assigned by the Scientific Committee can deviate from the supervisor suggested by the student. Once the assigned supervisor is communicated to the student, it is the responsibility of the student to contact her/his supervisor as soon as possible to discuss the exact details and modalities of the thesis (e.g., topic, content, deadline, etc.). Any delay in contacting the assigned supervisor can compromise the completion of the Master thesis during the desired session.

After the final topic and content have been agreed between the assigned supervisor and the student, this will lead to the signing of the **'Master Thesis Agreement'**. The student needs to submit the **'Master Thesis Agreement'** online. Once approved, the student will then be able to formally proceed with her/his thesis. Only after the scientific committee received the signed **'Master Thesis Agreement'**, the thesis supervision is formalized.

The student must complete the Master Thesis according to the terms set out in the **'Master Thesis Agreement'** and submit the Master Thesis to the supervisor according to the agreed deadline.

The student must submit the Master Thesis through the online process on the [GSEM Student Intranet](#). Consult the section *'Master Thesis/ Internship/ Traineeship'*, under *'My studies'*. A section entitled "Master Thesis/Internship/Traineeship" is available under "My studies". This feature will allow student to submit her/his master's thesis according to her/his study plan. Throughout the process, the student can access the status of her/his application by consulting her/his intranet. Once the submission has been validated, the student can access all the related documents, anytime as long as the student is a GSEM student.

Overall, the Master Thesis must be submitted no later than eight weeks before the end of the fifth semester.

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

An oral defense is mandatory. The defense must take place during official examination periods. The thesis defense jury comprises the thesis supervisor and the second reader, who can be another professor, a doctoral student, or an external expert. The choice of the second reader is at the discretion of the master thesis supervisor.

The Master Thesis and defense are evaluated jointly and give rise to a single grade. Before the end of the exam session, the supervisor must fill in the online form entitled **'Master Thesis Evaluation'**. The Master Thesis is worth 18 ECTS credits. The grade will be available on the academic transcript.

RETAKE PROCEDURE

There is a retake if the student obtained a grade under 4.00.

QUESTIONS

All questions can be sent to gsem-masters@unige.ch

3. Course Registration and Orientation Choice

The student defines the orientation (Finance or Law) at the time of enrolling in the first course that is part of the orientation chosen. This first entry will open the desired orientation in the system and it will therefore appear on the diploma.

The student has to earn at least 48 ECTS from the first part before starting the second part of the master. Of the minimum 48 ECTS required, the student has to earn the 24 ECTS of first part core courses.

4. Mobility

Article 5 of the study regulations is applicable.

PREREQUISITE

To obtain authorization to undertake an exchange program, the student must have earned a minimum of 36 ECTS credits including 24 ECTS credits of compulsory courses by the time of the exchange semester.

The exchange program becomes possible from the program's third semester for a maximum of 12 ECTS credits of elective courses.

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