



Effective date: 16 September 2024

1. Internship

PREREQUISITE

The internship is open to students who have successfully completed the first year of the Master's program. In accordance with the study plan, students can start an internship after achieving 60 ECTS credits.

MODALITY

The search for an internship position, permit issues, etc., are the student's responsibility. The minimum duration of the internship is 12 weeks during which the students are required to work full time. The internship can be extended to a longer time period if both parties, i.e., the student and the company, agree to it and if the time limits of the Master's program are not exceeded. An internship in a part-time position with a longer duration is possible, but only if the total duration is equivalent to 12 weeks full time and takes place within the deadline of the studies.

REGISTRATION

To register for the internship, the student must find a supervisor and then follow the online process on the [GSEM Student Intranet](#). Consult the section entitled "*Master Thesis/Internship/Traineeship*," under "*My studies*." The registration needs to be completed before or at the commencement of the internship.

In principle, the GSEM Professor should be a professor in the field of the internship envisaged. If the internship is not accepted by a GSEM Professor, this means that the internship does not satisfy the GSEM requirements. In this case, the internship will not be accepted as part of the student's study plan and no credits will be validated toward the Master's program in Responsible Management. The student should find a new internship that fulfills the GSEM requirements. Once the new internship is accepted, the student has permission to start working.

GUIDELINES

For further details about the internship, the content of the Internship Report, and the documents to be provided, please consult the **Internship Guidelines**, which are available on the [GSEM website](#).

EVALUATION

The internship report should be submitted online on the [GSEM Student Intranet](#). Consult the section entitled "*Master Thesis/Internship/Traineeship*," under "*My studies*." The internship accounts for 12 ECTS credits. These ECTS credits are granted at the end of the internship and are visible on the student's transcript at the end of the related exam session.

RETAKE PROCEDURE

If the student fails within the meaning of Article 17, paragraph 2 of the Program Regulations, this provision applies for the second and last attempt.

INTERNSHIP AND MASTER THESIS

The internship and the Master Thesis are two independent requirements for the completion of the GSEM Master's program in Responsible Management. If desired, students may write their thesis together with the host company. However, please note that the Master Thesis does not represent an extension of the Internship Report. In the Master Thesis, students should demonstrate their ability to work scientifically and should produce an original piece of scientific work.

QUESTIONS

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

2. Master Thesis

PREREQUISITE

The student must have acquired 60 ECTS credits and have completed the online module entitled [Plagiarism tutorial](#).

MODALITY

The first step of writing a Master Thesis is to find a supervisor who should be a professor teaching in the Master's program (hereafter called "the Supervisor"). The Master Thesis is an individual study; it cannot be done in a group with other students of the Master's program. Generally, the Master Thesis and the internship are two separate parts of the curriculum. Contingent on the Supervisor agreeing, it is possible to write a Master Thesis based on the internship. If necessary, a **Master Thesis Confidentiality Agreement** is available on the [GSEM Student Intranet](#) and on the GSEM Website.

REGISTRATION

To register for the Master Thesis, the student must find a supervisor and then follow the online process on the [GSEM Student Intranet](#) before or at the commencement of the Master Thesis. Consult the section entitled "*Master Thesis/Internship/Traineeship*," under "*My studies*." The date for submission of the Master Thesis is decided between the Supervisor and the student. This date may be amended if the research takes longer than planned.

GUIDELINES

For further details about the content of the Master Thesis as well as the documents to be provided within context of the oral defense, please consult the **Master Thesis Guidelines** available on the [GSEM website](#).

DEADLINE

The student and the Supervisor agree on the date of submission of the thesis and, eventually, of the defense. The Master Thesis defense may take place outside of official examination periods.

In any case, the Master Thesis must be submitted no later than eight weeks before the end of the fifth semester, in accordance with Article 17, paragraph 3 of the Study Regulations.

EVALUATION

The Master Thesis should be submitted online on the [GSEM Student Intranet](#). Consult the section entitled “*Master Thesis/Internship/Traineeship*,” under “*My studies*.” The grade awarded is based on overall tasks realized during the project. Conditions of success are defined in the ‘**Règlement d’Etudes de de la Maîtrise Universitaire**’, Article 17, *alinéa* 2.

The grade may be recorded during a semester but will be registered on the transcript only at the end of an exam session. The final grade must be submitted by the Supervisor on the last day of the exam session at the latest, as indicated on the GSEM Academic Calendar.

If the grade is received after the last day of the exam session, the grade will be linked to the next semester.

RETAKE PROCEDURE

If the student fails within the meaning of Article 17, paragraph 2 of the Program Regulations, this provision applies for the second and last attempt.

QUESTIONS

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

3. Mobility

Article 5 of the Program Regulations is applicable. If undertaken, the exchange program may replace the internship.

PREREQUISITE

To obtain authorization to undertake an exchange program, the student must have earned a minimum of 30 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 (instead of the internship).

APPLICATIONS

All relevant information regarding applications, allocations, the study contract, the academic calendar, the verification/amendment of the learning agreement, the delivery of the official transcript, and the consequences of failing courses during the mobility stay are included in the **Mobility Guidelines**, which are available on the [GSEM website](#).

QUESTIONS

All questions may be sent to mobility-gsem@unige.ch