



Effective date: 16 September 2024

1. Internship

PREREQUISITE

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

PROCESS

The process is composed of two steps: (1) the Internship Project Announcement and (2) the Internship Report submission.

1. Internship Project Announcement

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 Project Announcement**, before starting the internship. To do so, the student must follow the online process on the [GSEM Student Intranet](#). Consult the section entitled "*Master Thesis/Internship/Traineeship*," under "*My studies*."

The validation chain is as follows: (1) student services, (2) the company/organization, (3) the Program Scientific Committee, and (4) the GSEM academic supervisor.

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.

If the internship is approved, it will lead to the online **Internship Agreement** and signed by the student, the internship company's supervisor, a member of the Scientific Committee, and the academic supervisor.

If the announcement is refused, the student should submit another internship announcement within a month from the date on which the decision on the refusal is communicated.

2. Internship Report Submission

The student must submit the **Internship Report** under the section entitled "*Submit my Internship Report/Master Thesis*," in accordance with their study plan. Throughout the process, the students can access the status of their application by consulting their intranet. Once the submission has been validated, the students can access all the related documents at any stage as long as the student is a GSEM student.

Once the internship is completed, the **Internship Certificate** must be filled in online by the internship company.

GUIDELINES

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

DEADLINE

The internship thesis must be submitted to the supervisor according to the agreed deadline. However, the internship thesis must, in any event, 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

An oral defense is mandatory. The student and academic supervisor agree on the date of the oral defense. The internship report defense jury comprises the thesis supervisor and the second reader, who can be another professor, a doctoral student, the internship supervisor, or their representative. The choice of the second reader is at the discretion of the internship thesis supervisor. Members of the defense jury should comply with Article 70, paragraph 2 of the University Statutes.

The internship report and oral defense are evaluated jointly and give rise to a single grade. Before the end of the exam session, the supervisor must submit the overall grade online. The internship, together with the internship report thesis, are worth 18 ECTS credits. The grade will be available on the academic transcript.

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.

NO TRANSITION TO MASTER THESIS

Students who have initially chosen to do an internship cannot change their minds and end up doing an internship.

QUESTIONS

All questions may 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

The process is composed of two steps: (1) the Master Thesis Project Announcement and (2) the Master Thesis Submission.

1. Master Thesis Project Announcement

The Master Thesis Project Announcement comprises two parts: (A) the Master Thesis Project Description and (B) the Master Thesis Agreement.

A. Master Thesis Project Description

Before starting the Master Thesis, the student needs to submit the **Master Thesis Project Description** for approval by the Scientific Committee. To do so, the student must follow the online process on the [GSEM Student Intranet](#). Consult the section entitled “*Master Thesis/Internship/Traineeship*,” under “*My studies*.” The student may, 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 the expected completion is in the ordinary session of January–February (Fall semester): 15 April to 2 June.

Deadline for the deposit of the **Master Thesis Project Description** if the expected completion is in the ordinary session of May–June (Spring semester): 15 November to 2 January.

The validation chain is as follows: (1) student services, (2) Program Scientific Committee and (3) GSEM academic supervisor.

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 their 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.

B. Master Thesis Agreement

After the final topic and content have been agreed between the assigned supervisor and the student, the student services will check whether the student complies with the pre-requisite. If so, this will lead to the **Master Thesis Agreement**. Once approved, the student will then be able to formally proceed with the Master Thesis.

2. Master Thesis Submission

The student must complete the Master Thesis in accordance with the terms set out in the **Master Thesis Agreement** and submit the Master Thesis to the supervisor according to the agreed deadline. Overall, the Master Thesis must, in any event, 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.

The student must submit the **Master Thesis** under the section entitled “*Submit my Internship Report/Master Thesis*,” in accordance with their study plan. Throughout the process, the student may access the status of their application by consulting their intranet. Once the submission has been validated, the student may access all the related documents at any stage as long as the student is a GSEM student.

GUIDELINES

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

EVALUATION

An oral defense is mandatory. The student and academic supervisor agree on the date of the oral defense. 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. Members of the defense jury should comply with Article 70, paragraph 2 of the University Statutes.

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 submit the overall grade online. The Master Thesis is worth 18 ECTS credits. The grade will be available on the academic transcript.

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.

POSSIBLE TRANSITION TO INTERNSHIP

Students who have initially chosen to do a Master Thesis may change their minds and end up doing an internship.

QUESTIONS

All questions may be sent to [gsem-masters @unige.ch](mailto: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 credits from the first part before starting the second part of the Master's degree. Of the minimum 48 ECTS credits required, the student has to earn the 24 ECTS credits of the first part's 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, 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