



Effective date: 16 September 2024

## 1. Internship

### PREREQUISITE

The student should have earned 60 ECTS credits from the core courses of the Master program's first part and the co-requisite course, with the agreement of the Scientific Committee.

### PROCESS

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

To announce the internship details, the student must submit the Internship / Traineeship Project Announcement. For the Internship Completion, the student must confirm the completion of the internship.

#### 1. Internship Project Announcement

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 of 10 (ten) months and not exceed the study completion deadline.

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

If the internship is not obtained through an event organized by the Master program, the company/organization will provide all details about the internship (description, goals, ...) that have to be validated by the Scientific Committee.

Before the commencement of the internship, students must identify at least one GSEM supervisor who agrees to advise them during their internship and for the Internship Report.

The validation chain is as follows: (1) Student Services, (2) the company/organization, (3) the Scientific Committee of the program, and (4) the GSEM supervisor(s).

If students interrupt their internship within the Business concentration, they must secure a new internship to pursue their degree.

#### 2. Internship Completion

To confirm the Internship Completion, students must go to "*Internship Report Submission*." At this stage, no report is submitted. This is only to confirm that the students finished the activities related to their internship.

### EVALUATION

Internship and GSEM supervisors evaluate the student progressively (e.g., month by month). The final internship assessment received is turned into a pass/fail result and is granted 30 ECTS credits. After completing the internship, the credits are published on the students' 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.

## QUESTIONS

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

## 2. Internship Report/Master Thesis

The study program for the Master in Business Analytics includes an Internship Report (for students enrolled in the Business concentration) or a Master Thesis (for students enrolled in the Research concentration).

### PREREQUISITE

If the student is enrolled in the Business concentration, the student must have passed all the compulsory courses and co-requisite courses and must have completed at least six months of internship before submitting the Internship Report.

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

The information provided hereunder relating to the Master Thesis also applies to the Internship Report.

### MODALITY

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

### REGISTRATION

To register for the Internship Report / Master Thesis, students must follow the online process on the [GSEM Student Intranet](#), before starting with their Internship Report / Master Thesis. Consult the section entitled "*Master Thesis/Internship/Traineeship*," under "*My studies*."

The validation chain is as follows: (1) Student Services, (2) the Scientific Committee of the program, and (3) the GSEM supervisor(s).

### DEADLINE

The student must discuss the Internship/Master Thesis Project Description with potential supervisor(s) as soon as possible.

As soon as they can, the students will submit the Internship/Master Thesis Project Description to the Scientific Committee of the Master program.

In any case, the Scientific Committee must approve the Internship/Master Thesis Project Description, which should be submitted in accordance with the following deadlines:

If the students plan to complete their Internship Report/Master Thesis by the end of the ordinary session of May–June, they must submit the Internship/Master Thesis Project Description on 1 April at the latest.

If the students plan to complete their Internship Report/Master Thesis by the end of the extraordinary session of August–September, they must submit the Internship/Master Thesis Project Description on 1 July at the latest.

If the students plan to complete their Internship Report/Master Thesis by the end of the ordinary session of January–February, they must submit the Internship/Master Thesis Project Description on 1 November at the latest.

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

The students must then complete the Internship Report/Master Thesis and submit it to the supervisor according to the following deadlines:

If the students plan to complete their Internship Report/Master Thesis by the end of the ordinary session of May–June, they must submit the Internship Report/Master Thesis on 20 May at the latest.

If the students plan to complete their Internship Report/Master Thesis by the end of the extraordinary session of August–September, they must submit the Internship Report/Master Thesis on 20 August at the latest.

If the students plan to complete their Internship Report/Master Thesis by the end of the ordinary session of January–February, they must submit the Internship Report/Master Thesis on 20 December at the latest.

However, in any case, the Internship Report/Master Thesis must be submitted no later than eight weeks before the end of the sixth semester in accordance with Article 17, paragraph 3 of the [Program Regulations](#).

## GUIDELINES

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

## EVALUATION

The GSEM supervisor evaluates the final Internship Report/Master Thesis document. The program director then validates the grade received from the GSEM supervisor, which is considered at the end of the exam session.

The GSEM supervisor must submit the final grade on the last day of the exam session at the latest, as provided by the GSEM Academic Calendar.

If the grade is received after the last day of the exam session, it will be linked to the next semester if the student's study timeframe allows it.

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

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

**For students who started their program in 2022–2023:**

If the student is enrolled in a Business concentration, the Internship Report/Master Thesis is linked to an internship and is granted 9 ECTS credits. If the student is enrolled in a Research concentration, the Master Thesis is not linked to the internship and is granted 30 ECTS credits.

**For students who started their program in 2023–2024 and in 2024–2025:**

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

## RETAKЕ 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 related to the Internship Report / Master Thesis may be sent to [gsem-masters@unige.ch](mailto:gsem-masters@unige.ch)

## 3. Mobility

Article 5 of the [Program 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), the following credits:

For students who started their program in 2022–2023, a minimum of 69 ECTS credits of compulsory courses and they must be registered for the Research concentration.

For students who started their program in 2023–2024 and in 2024–2025, a minimum of 63 ECTS credits of compulsory courses and they must be registered for the Research concentration.

Students registered for the Business concentration are not authorized to do an exchange program.

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

Students who started their program in 2022–2023 and who participate in the exchange program, earn a maximum of 21 ECTS credits for the exchange program.

Students who started their program in 2023–2024 and in 2024–2025 and who participate in the exchange program, earn a maximum of 27 ECTS credits for the exchange program.

## APPLICATIONS

All relevant information regarding applications, the allocation, 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](mailto:mobility-gsem@unige.ch)