



Effective Date: 16 September 2024

1. General Information

The Master of Science in Commodity Trading is a GSEM Master Program. Therefore, Program Regulations for the Master's degree 2021 apply to all students. Students need to consult this regulation. In addition, there are some specificities of the Master of Science Commodity, which are listed below.

This document setting out the **Application Directives** gives an overview of the main elements of the Master of Science in Commodity Trading, including the Traineeship as well as the Master Thesis.

The **Master Thesis Guidelines** provide detailed information about the Master Thesis.

The Study plan, the Program Regulations for the Master's degree 2021, the Application Directives, and the Master Thesis Guidelines are available on the [GSEM website](#) for consultation. Please read them carefully.

STRUCTURE

The Program's structure comprises block courses with exams after each course or module. Each class hour requires additional hours for reading, preparation, case studies, and analyses.

ATTENDANCE

Participants must attend all modules in person and arrive on time. The module will not be validated for unjustified absences and/or absences that have not been accepted by the Executive Director for the Master of Science in Commodity Trading, and by the Professor in charge of the module. Justified absences only include sickness (a doctor's note or medical certificate must be sent to the Executive Director and GSEM Student Services) and short absences related to work (in which even also the HR manager of your company needs to be copied in when you inform the Executive Director). In both cases (sickness or absence related to work), a maximum of six hours per module may be missed (i.e., 25% of the module). Failure to comply with the sickness/absence reporting requirements could result in disciplinary action, including but not limited to sending a report to the HR manager of your company.

Courses may not be recorded, unless a written request is sent to the program coordinator well in advance, and the Professor has formally agreed to be recorded.

EXAM AND MARKS

Each module is evaluated individually, on a personal level and also on a group level. Students are to expect a mix of take-home exams and regular in-class exams. Modules are not evaluated in case of failure.

Article 12 of the Program Regulations for the Master's degree covers the system for the grading, evaluation, and attribution of credits.

Conditions for passing are covered by Article 16 of the Program Regulations for the Master's degree.

GROUP WORK

To seek credit for a group assignment without having contributed to the work is dishonest and unfair to the other members of the group.

ELIMINATION

A student may be eliminated from the Master Program for reasons listed in Article 19 of the Program Regulations for the Master's degree.

ETHICAL CONDUCT

As a student at the University of Geneva, the [Code of Ethics and Professional Conduct for the Geneva Institutions of Higher Education](#) applies to students of the Master Program. The ethical framework stems from the duties and rights applicable to the academic community in its entirety and concern the four following pillars: (1) search for truth, (2) freedom of teaching and research, (3) commitment and responsibility, and (4) respect for the individual.

In the same spirit, it is dishonest to disturb or disrupt other students voluntarily, or to sabotage their work in any manner.

CITATION RULES, PLAGIARISM, AND CHEATING IN EXAMS

Students' intellectual integrity and honesty in both action and appearance are crucial to maintaining trust among participants, the viability of the program, and the GSEM's public reputation. Any intellectual dishonesty will be treated with extreme severity. This may include consequences listed in Article 14 of the Program Regulations for the Master's degree.

These rules also apply to take-home exams, reports, analyses, and corporate projects.

ASSESSING QUALITY OF TEACHING

Students must complete an evaluation form at the end of each module. A summary of the evaluation is sent to the relevant professor after all marks have been submitted.

TAXES/FEEES

All information related to semester fees are available on the [UNIGE website](#). Students have to pay their fees until success. No reduction will be granted even if the students have completed courses and only need to submit their Master Thesis.

PRIVACY AGREEMENT

Companies that provide information necessary for the preparation of the students' class project, Master Thesis, or other evaluation, hereby agree to do so at their own discretion and free will. While agreeing to do so, companies expect the students and the University to use their utmost discretion regarding the given information.

To avoid any misunderstanding, students are reminded of the following:

1. Students are responsible for all project proposals and conclusions, not the University nor its departments; this must be mentioned in the first page of the assignment.

2. While texts are the students' own, the texts must not be broadcast or distributed in any manner without explicit authorization from the institution or business firm which is chosen as the field of study. If this authorization is formally granted, the publication is still subject to prior approval by the GSEM with regard to any scientific or teaching aspects.
3. Should texts be used in part or whole for professional and/or commercial use, the intellectual property of the work becomes the author's as a rule; however, the University and its representatives still retain rights.
4. The student must not reveal confidential business information of the company chosen as the field of study. Any information communicated to the student by the company, in particular any information pertaining to the firm's activities, are considered as strictly confidential and may not be distributed or communicated, unless explicitly authorized by the company.

The student is made aware of the following Swiss Penal Codes 321 and 162 (only the French version of the Penal code is legally binding):

- Article 321 Chapter 1 stipulates in essence that "those who disclose confidential information made known to them during their course of study shall be punishable by imprisonment or a fine. The disclosure remains punishable even though the individual has completed his/her studies."
 - Article 162: "Individuals who disclose confidential information they were supposed to keep secret by virtue of or under a legal or contractual obligation and anyone using that disclosed information will be punished with imprisonment or a fine under the law."
5. Professors and assistants who manage the projects are legally bound by professional secrecy.

GSEM GRADUATION CEREMONY

The School Graduation Ceremony is scheduled once a year in November. As soon as students have successfully completed their degree, they will be invited to attend the Graduation Ceremony.

2. Traineeship

PREREQUISITE

A traineeship is mandatory and has to be secured before 1 September 2024.

MODALITY

Students must secure a traineeship in a company linked to commodity trading, before the commencement of the Master Program and for at least the first two semesters. The student will have to provide a written confirmation of employment of maximum 80% in a company, while the company's eligibility will be validated by the Scientific Committee of the program. If students lose their traineeship, they will have to secure a new traineeship in order to pursue their degree. Students will submit a traineeship report with clearly defined objectives and tasks at the beginning of the program.

EVALUATION

The **Traineeship Report** with the assessment part on page 4 must be filled in and submitted online via the [GSEM Student Intranet](#) at the end of the second semester. This report will be signed and assessed by the traineeship manager at the end of the second semester (June or August session). The credits will

be shown on the students' transcript of academic record at the end of an exam session. The evaluation will indicate pass or fail in the official transcript for the grade.

QUESTIONS

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

3. Master Thesis

PREREQUISITE

None.

MODALITY

A final Master Thesis will allow the students to demonstrate their newly acquired skills. Applying the knowledge acquired during the program, the students will choose a topic that can be linked to their traineeship and submit it to a professor of their choice (who has taught a module in the Master of Science in Commodity Trading; guest speakers are not eligible) and who has to agree to supervise the work (the professor may refuse).

Detailed information about the content of the Master Thesis is covered in the **Master Thesis Guidelines**.

There are two steps to be completed:

1. Master Thesis Project Announcement

The students must contact the professor with whom they would like to do their Master Thesis, explain to her/him the project, and confirm to the Executive Director of the program the topic and the name of the supervising professor by 1 May.

The Master Thesis Project Announcement has to be submitted online on the [GSEM Student Intranet](#). Consult the section entitled "*Master Thesis/Internship/Traineeship*", under "*My studies*" on the GSEM Student Intranet.

2. Master Thesis Submission

Students need to upload the final copy of the Master Thesis in Word and PDF format on the GSEM Student Intranet once the supervisor has informed the student that the Master Thesis does not need any improvement. Students must follow the procedure and enter the name of the supervisor who will evaluate and grade the Master Thesis. The students will be able to see their grade on their portal with other grades.

DEADLINES

Regarding the Master Thesis Project Announcement, the topics and the supervising Professors need to be confirmed by 1 May.

Regarding the Master Thesis Submission, the deadline is 1 June or 15 August (Semester 2) or 15 January (Semester 3).

First case - success of the Master in June or September (2 semesters)

Students who will validate their Master Thesis by **10 June or 30 August**, and who have also obtained all their grades, will graduate in July or September and do not have to pay the fees for the next Autumn semester.

The Master Thesis needs to be sent to the supervising professor by 10 August at the latest.

Second case - success of the Master in January (3 semesters)

Students who will validate their Master Thesis by **15 January**, and who have also obtained all their grades, will graduate in February. In this instance, it is necessary to pay the fees for the Autumn semester.

The Master Thesis needs to be sent to the supervising professor by 10 January at the latest.

Third case - success of the Master in June or September (4 semesters)

Students will have to validate their Master Thesis by **15 August**, and they also need to have obtained all their grades, in order to graduate in September. The June or September session will be indicated at the beginning and at the end of the transcript. In this instance, it is necessary to pay the fees for the Spring semester.

The Master Thesis needs to be sent to the supervising professor by 15 May or 10 August at the latest.

Fourth and final case of success of the Master in January (5 semesters)

Students who will validate their Master Thesis by **15 January**, and who have also obtained all their grades, will graduate in February. In this instance, it is necessary to pay the fees for the Autumn semester.

As long as the students have not validated their Master Thesis, they must pay their University taxes each semester. The diploma will be sent to the postal address indicated in the UNIGE portal. The diploma will be sent only once; students must ensure that the details provided are always accurate.

EVALUATION

The final paper will be evaluated by the supervising professor and the grade will be validated by the Executive Director of the program during a semester but will be considered at the end of the exam's session.

The Master Thesis is worth 15 ECTS credits, in that it represents a work equivalent to five modules. When planning the Master Thesis, students must calculate that they will need roughly 200 hours of work.

Examinators should comply with Article 70, paragraph 2 of the University Statutes.

RETAKE MODALITY

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 may be sent to gsem-commodity-trading@unige.ch