



# GSEM Master's Programs Application Directives on Mobility for GSEM outgoing students

**For students subject to *Règlement d'études de la Maîtrise universitaire du 20 septembre 2021*, in connection with article 5 (6) to (9).**

Application directives in effect as of 16 September 2024

Students have the possibility to do a university exchange of one semester with one of our partners, from 3<sup>rd</sup> semester and for a maximum of 30 ECTS credits – depending on their master program - subject to equivalences that may have already been granted on the basis of previous university studies.

## Before the Exchange Program

### PREREQUISITE

In order to obtain authorization to undertake an exchange program, the student must consult '**Application Directives**' of their program. Conditions may differ from Master's degrees.

### APPLICATIONS

Students must submit a complete application to the [Academic Exchange Office](#) (SMAC) of the University of Geneva.

The [website of the Academic Exchange Office](#) (SMAC) provides the necessary information, particularly concerning the deadlines to be respected, the information sessions and the documents that must be included in the application file.

Regarding the application file, GSEM students must provide, in addition to the requested documents:

- the provisional study plan(s) for mobility with the precise indication of all titles, course codes, number of credits and hourly volume;
- the descriptions of all the courses envisaged in the host university;
- the transcript of grades of their previous studies;

### ALLOCATION

Most destinations have a limited number of places, which is why a selection is sometimes unavoidable:

- Interfaculty agreement: The selection is made by an interfaculty selection committee.
- Faculty agreement: The selection is made by the GSEM.

Selection is made based on the quality of the application, including the documents provided. The Academic Exchange Office contacts the student as soon as a temporary place is granted. This place remains temporary until the host university confirms acceptance of the student's application. The Academic Exchange Office informs the student on the host university's registration procedure.

## STUDY CONTRACT

As soon as the Academic Exchange Office has informed the student of her/his destination and as soon as the host university has confirmed the acceptance of the student's application, s/he has to provide the GSEM academic advisor with a study contract before the start of the exchange program. Requests will be processed on a first-come, first-served basis.

- **Validation of the Learning Agreement**

The student has to provide the academic advisor (contact and reception times available on the following link: <https://www.unige.ch/gsem/en/students/exchange/> ) with a course proposal (using the form available on the following link: <https://www.unige.ch/gsem/en/students/exchange/masters/#toc4> ) and the course descriptions. The academic advisor together with the Scientific Committee of the Master Program then assesses the proposal. If approved, a study contract is established and the student proceeds with the course registration at the host university as soon as possible.

- **Preparation of the Study Contract**

On the study contract, the student must indicate the courses chosen at the host university, their codes, their workloads, and their number of credits. During the study contract's validation process, the academic advisor fills in the columns under 'Recognition of GSEM credits'. The Scientific Committee only assesses the academic coherence of the courses carried out during the exchange program. The Scientific Committee validates the study contract, which the academic advisor then signs and stamps on behalf of the Scientific Committee. After the exchange program, credits are granted based on a stamped and signed study contract only.

- **Education Level**

The student is not allowed to take bachelor level courses during the exchange program.

- **Recognition of Equivalences**

According to the study regulations (art.5, al.7), the student is allowed to validate a maximum of 30 ECTS credits as equivalences. This maximum might differ from Master programs. This includes equivalences granted for programs undertaken in the past, as well as credits to be granted for an exchange program.

In principle, European universities use the ECTS credit system: One ECTS credit is equivalent to 25–30 hours of work per term (course hours + individual work). If the student has not earned the required amount of credits and for non-European universities, a credit conversion is done. If this information is not available, the conversion is evaluated on the workload basis.

- **Choice of Courses**

The student must undertake credits related to the category of elective courses (exception are possible for core course only with the Scientific Committee approval). The choice of courses is unrestricted as long as they are related to field of the Master's degree. The courses chosen must differ from the courses the student had previously taken. No strict correspondence with GSEM courses is required. Credits are granted without equivalences to GSEM courses. On successful completion of the course at the host university, the corresponding number of ECTS credits (according to the academic advisor's recommendations on study contract) are reported on the student's transcript.

## During the Exchange Program

### ACADEMIC CALENDAR

Each university has its own academic calendar and as a result overlaps are possible. This may affect the student's attendance at any one of the GSEM exam sessions. If the beginning of host university's semester overlaps with a GSEM exam session, the student may be excused to rather attend the exam session. Leniency of approximately two weeks is granted such that the student can arrive on site and settle.

The student wishing to be excused from an exam session must first ensure that s/he is correctly enrolled in their courses/exams for the ordinary exam sessions and/or for the extraordinary exam session. Once the examination schedules are published, requests are sent to the Student Services at the latest one week before the start of the exam session. Requests must be made via the [GSEM Student Intranet](#) and it must include a copy of the host university's academic calendar.

If the student is excused from any of the exam sessions, no attempt is registered and s/he is then authorized to take the missed exam(s) at the exam session following her/his return. The student has to register for that/those exam(s), abiding by GSEM's deadlines and procedures.

Distance exams are not possible.

### VERIFICATION/AMENDMENT OF THE LEARNING AGREEMENT

The student must check her/his study contract in the beginning of the exchange program to make sure the approved courses are still available. If necessary, the contract may be amended. Any request for amendment must be submitted to the GSEM academic advisor for approval no later than **one month** after the start of the course; the host university is not competent to approve amendments of a study contract. After one month (measured from the beginning of the exchange program) has lapsed, no amendments of study contracts are possible.

If changes are required, the student must contact the academic advisor at [mobility-gsem@unige.ch](mailto:mobility-gsem@unige.ch). The academic advisor confirms the changes by approving a new study contract, which must be signed and stamped. Without the GSEM academic advisor's prior approval, the student is not authorized to register for courses at the host university.

## After the Exchange Program

### DELIVERY OF THE OFFICIAL TRANSCRIPT

At the end of the mobility stay, the students ask the host university to give to the GSEM Student Services (office 3287) the official transcript established by the host university (original document in paper format). If the official transcript can be authenticated electronically, the student sends the electronic version to the Student Services as well as the procedure provided by the host university.

#### **Mailing address for sending the official transcripts in paper version (original document)**

GSEM Student Services  
Uni Mail - Office 3287A  
40 Boulevard du Pont-d'Arve  
1211 Geneva 4  
SWITZERLAND

**E-mail address for sending official transcripts from the host university in electronic version:** [mobility-gsem@unige.ch](mailto:mobility-gsem@unige.ch)

Students will also be asked to fill in a quick online satisfaction questionnaire about their stay.

The validation of the mobility program is the subject of a letter from the Scientific Committee, which specifies the titles of the courses validated in the study plan of Master program and/or the credits recognized during the mobility. These equivalences are recorded on the transcript of records issued by the GSEM. Credits obtained will be transcribed without course equivalencies on the transcript. Course titles and grades obtained from the host university will not be transcribed.

#### DEADLINES FOR SUBMISSION OF HOST UNIVERSITY'S ORIGINAL TRANSCRIPT

- March 1<sup>st</sup> for validation on the February transcript
- July 31 for validation on the June transcript
- October 1<sup>st</sup> for validation on the September transcript

#### IN THE EVENT OF FAILURE OF COURSES DURING THE MOBILITY STAY

If the student fails one or more courses during the exchange program, the Scientific Committee determines the retake requirements, which the academic advisor communicates to the student.

Failing one or more courses during the exchange program does not justify an extension of the duration of studies.

About grade validation, the application of article 16 of the Program Regulations may be requested under certain conditions. The student must be able to prove that, considering the evaluation system of the destination university, he/she has obtained a mark between 3.00 and 4.00, according to the GSEM scale. In addition, the number of credits for the course concerned must not exceed 9 ECTS once converted and is subject to credits already acquired.

#### QUESTIONS

The [Academic Exchange Office](#) (SMAC) is the competent service for the administrative management of your stay (destinations, application file, relations with the host university, accommodation, scholarship, etc.).

The [GSEM Academic Advisor](#), in collaboration with the Scientific Committees of the Master programs, is responsible for the academic aspects of your mobility stay (study contract, choices of courses, etc.) : [mobility-gsem@unige.ch](mailto:mobility-gsem@unige.ch)

The [GSEM Student Services](#) is at your disposal for any other question (absence for mobility, etc.).

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