

**UNIVERSITY OF GENEVA
GENEVA SCHOOL OF ECONOMICS AND MANAGEMENT
BACHELOR OF SCIENCE IN ECONOMICS AND
MANAGEMENT**

Syllabus



Institutional Project A/B (3/6 Credits) S240001, S240010

Responsible Professor: Marcel Paulssen

Institutional Project – Syllabus

1. OBJECTIVES OF THE INSTITUTIONAL PROJECT

The objective of the institutional projects is to encourage and recognize students' active involvement and participation at the Geneva School of Economics and Management. The institutional project is a platform that fosters and enables projects between students and faculty with the overarching goal to make the Geneva School of Economics and Management and depending on the project the University of Geneva as a whole better. The objectives and general rules regarding types of activities that can count as institutional project, eligibility of students, organization as well as the formal recognition as a 3 ECTS or 6 ECTS credit course in the bachelor of economics and management are detailed below.

The recognition of student's active involvement and participation at the Geneva School of Economics and Management through the institutional project aims to:

- encourage students to actively participate in activities that shape and contribute to the development of the Geneva School of Economics and Management and the University of Geneva as a whole,
- Allow the student to profit from a unique learning situation through close interaction with faculty in challenging real-life problems and tasks,
- motivate and allow students to develop valuable skills in addition to those acquired in the course of their formal education.

2. ADMISSIBLE ACTIVITIES

In general to be admissible for recognition, an activity must be structured and organized at the Geneva School of Economics and Management, although it may take place outside the Geneva School of Economics and Management.

A professor at the Geneva School of Economics and Management has to be responsible for organizing and supervising the activity.

Furthermore, **the activity must belong to one of the three following categories:**

1. Event Organization

The organization of events is recognized when the student actively participates in the management and organization of large-scale events, such as colloquia, theme weeks, interuniversity events, etc.

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2. Project Work

Project work is recognized when the student makes a significant contribution to any type of project conducted and organized at the Geneva School of Economics and Management that enables the acquisition of valuable skills. Project work includes two types of projects: collaborating with faculty in scientific research projects or in faculty/university development projects.

3. Tutoring

Tutoring is recognized when the student provides customized assistance aiming to individually support other students outside of their regular coursework. Students are selected as tutors based on their grades by professors who wish to provide tutoring in one of their courses. A student has to tutor at least two hours per week for one semester.

3. STUDENT ELIGIBILITY

A student, who wants to receive the three credits for the institutional project must fulfill the following requirements:

1. be in the second year or above of the university's bachelor program in economics and management,
2. have participated in or performed one or several of the three admissible activities,
3. have accumulated at least 90/180 hours of work in one of the three possible activities (the 90 hour minimum being the equivalent of a 3-credit course, 180 hours for a 6-credit course). The working hours may be spread over more than one semester.
4. have received no financial compensation for his participation in the project(s).

4. ORGANISATION AND EVALUATION

The initiative for creating an activity or project that can count as an institutional project has to come from one of the professors of the Geneva School of Economics and Management.

This professor has to take over the responsibility for organizing and supervising the activity as well as evaluating the contribution of the students.

Announcements for institutional projects will be send out to all eligible students in the Bachelor of Economics and Management and will be posted on the Moodle page of the institutional project to recruit students.

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Before inviting students to participate in an institutional project the organizing professor should inform and **consult with the professor in charge of the institutional project (Professor Marcel Paulssen)**, whether the intended activity meets the requirements for an institutional project. An institutional project has to provide the participating students with an adequate learning experience that has to be detailed in the project description. The projects should offer either a practical application of topics learned in the bachelor or new topics that build on existing knowledge acquired in the bachelor. **Project ideas without adequate and relevant learning experience for the students will be rejected through Marcel Paulssen.**

Once a student has been selected by the organizing professor to participate in an institutional project, he has to register the institutional project at the service aux étudiants.

The three/six credits for the institutional project are recorded on the student's transcript. **Grading for an institutional project is on a pass/fail basis: approval is signified by the word "YES" and rejection by the word "NO".**

A student, who fails an institutional project is not allowed to retake it and has to choose another 3/6 credit class to complete his studies.

When the student has successfully completed an activity that counts as an institutional project the professor in charge has to inform the service aux étudiants about the student's grade.

For students who have successfully completed an institutional project, it is possible to provide a certification detailing the nature of the project and providing an evaluation of the student's performance. This certification will be signed by the supervising professor and professor Marcel Paulssen.