

MASTER OF SCIENCE IN ECONOMICS GUIDELINES

Effective Date September 16th 2019

*Directive d'application du Règlement d'études de la maîtrise universitaire
avec effet au 16 septembre 2019*

1. INTERNSHIP

The internship is not mandatory and does not provide ECTS credits, as it is not included in the study plan. The search for an internship position, work permit issues, etc. are of the student's responsibility.

Pre-requisite – The student should have validated at least 54 ECTS.

Any questions - gsem-economics@unige.ch

2. MASTER THESIS

Pre-requisite – the student should have validated at least 54 ECTS.

Modality - The topic of the Dissertation must be chosen by the student during Semester 2 (deadline May 1st) or Semester 3 (deadline November 15th) and approved by the Scientific Committee. The dissertation is defended during Semester 4, with the consent of the dissertation supervisor and providing the student has already obtained a minimum of 54 credits towards completion of the program. The dissertation may be linked to an internship outside the University with the approval of the Scientific Committee.

The proposal should be 3-pages maximum and present as follows: title, the student's name, a brief text presenting the subject and references to literature sources. The Committee either approves or disapproves of the subject. Should the proposal not be submitted by the 2nd deadline of November 15th or if the proposal is rejected and not re-submitted, the student cannot continue to follow the Master.

Registration - No formal online or paper form registration is required.

Deadline – Once a date is set and at least 10 days before the defense, the student should send an email to the Program Coordinator with the following information : the title, the student's name and registration number, the date and time planned, the name and title of Dissertation supervisor and jury member. The student is requested to complete and sign the « Code de déontologie » and send this to the Program Coordinator, who will then provide a room number. A grading sheet is sent to the student for completion and is to be transmitted to the Dissertation Supervisor on the day of the defense. The written part of the Dissertation should be sent to the Dissertation Supervisor in .pdf format. The final version is sent to the Program Coordinator for archiving on the IEE server.

The Program Coordinator will post the defense information on the public board outside GSEM Student Services reception.



Evaluation – Once the Dissertation supervisor gives his/her consent and estimates that the student is ready to defend the Dissertation, he/she invites a jury to evaluate the Dissertation. The defense date is decided between all three parties. The dissertation is in the form of a public defense. The grade awarded is based on overall tasks realized during the project. Conditions of success are defined in the « *Règlement d'Etudes de la Maîtrise Universitaire* », Article 17, alinéa 2.

The grading sheet is transmitted to the Program Coordinator directly after the defense. The grade may be attributed during a semester, but shall be registered on the transcript only at the term of an exam session.

Retake procedure - If the grade is equal to or above 3, but under 4, the student may ask the jury if he/she can provide a written addendum. Should this written addendum be accepted (no defense required) by the jury, the grade awarded will be 4. If the grade is under 3, the Dissertation is considered as « Fail » and should be started again. The new version of the Dissertation is to be sent to the Supervisor at least 15 days before the date of the defense. See « *Règlement d'études de la Maîtrise Universitaire* », Article 17, alinéa 2.

Any questions : gsem-economics@unige.ch

3. MOBILITY

Referring to the article 5 of the study regulations

I. Before the exchange program

1. Applications

Students must submit a complete file to the International Affairs Office of the University of Geneva, until December 1st of each year for an exchange program during the following academic year (example: the deadline is 1.12.2019 for an exchange program in 2020-2021). The necessary information is available on the UNIGE International Affairs Office website and on the GSEM website.

The application file must contain :

- **provisional study plan(s)** for the exchange program with precise indications on courses titles, codes, number of credits and workload ;
- **descriptions** of ALL the targeted courses of the host University ;
- printed **online registration** (to be completed on the International Affairs Office website) ;
- **CV** ;
- single **cover letter** if several destinations are considered ;
- **transcript** of the Bachelor's degree or of the first Master semester(s) if possible ;
- proof of language level, if necessary (GSEM does not provide language certificates, the International Affairs Office will provide information if needed).

2. Allotment

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

- interfaculty agreement : the selection will be made by an interfaculty selection committee ;
- faculty agreement : the selection will be made by GSEM.

Selection is made based on the quality of the application with the documents provided. The student is contacted by the International Affairs Office as soon as a temporary place is granted. This place remains temporary until the host University confirms acceptance of the student's application. The International Affairs Office will inform the student on the registration procedure with the host University

3. Pre-requisites for the exchange program

In order to obtain authorization to undertake an exchange program, the student must have validated a minimum of 30 ECTS credits of compulsory courses by the time of the exchange semester.

The exchange program is possible from the 3rd semester of the program.

4. Study contract



As soon as the student has been informed of his/her destination by the International Affairs Office and as soon as the host University has confirmed the acceptance of the student's application, s-he will have to provide GSEM Study Adviser, a study contract no later than 2 months before the start of the exchange program.

a) Validation of the learning agreement

The student will have to provide the Study Adviser (contact and reception times available on the following link : <https://www.unige.ch/gsem/en/programs/exchange/contact/>) a course proposal (using the form available on the following link : https://www.unige.ch/gsem/files/4315/5548/6722/mobilite-contrat_MA_2019-2020.pdf) and the course descriptions. The proposal is then assessed by the Study Adviser together with the Scientific Committee. If approved, a "study contract" is established. As soon of then, students can proceed with the course registration at the host University.

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 numbers of credits. During the process of study contract validation, the Study Adviser will fill in the columns under "Recognition of GSEM credits". The Scientific Committee will only assess the academic coherence of the courses carried out during the exchange program. The Scientific Committee validates the study contract and on their behalf, the Study Adviser signs and stamps the contract. After the exchange program, credits are granted based on a stamped and signed study contract only.

b) Education level

Students are not authorized to take Bachelor level courses during their exchange program.

Credits can be granted for UNIGE summer school courses, to a lesser extent from an external institution providing ECTS credits, under the evaluation of the Scientific Committee.

c) Recognition of equivalences

According to the study regulations (art.5, al.7), students are allowed to validate a maximum of 30 ECTS credits in equivalencies. This includes equivalencies granted from programs undertaken in the past, as well as credits granted on an exchange program.

In principle, European universities use the ECTS credit system, 1 ECTS credit being equivalent to 25-30 hours of work per term (course hours + individual work). If this is not the case and for non-European universities, credit conversion is checked. If this information is not available, conversion is evaluated on the workload basis.

d) Choice of courses

Students can undertake credits related to the Econometrics concentration courses, as well as elective courses.

- *Concentration courses* : no equivalency is required. Choice of courses is free, but if the student is enrolled in the "Econometrics" concentration, the courses must be related to the theme of the concentration. Chosen courses must differ from the courses previously taken by the student.

Upon successful completion of the course at the host university, the corresponding number of ECTS credits (according to the Study Adviser's indications on study contract) are reported on the student's Master of Science in Economics transcript.

II. During the exchange program

5. 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 GSEM exam sessions. In case the beginning of host University semester overlaps with a GSEM examination session, the student may be "excused". A tolerance of approximately two weeks is granted so that the student can get on site and settle.

Students wishing to be "excused" for an exam session must first ensure that they are properly enrolled in their courses/exams for the ordinary exam sessions and/or for the extraordinary exam session. Once the examination schedules are published, requests should be sent to the Scientific Committee at the latest one week before the start of the exam session. Requests (on paper form) must be sent by mail or deposited at GSEM Student Services for the attention of the Scientific Committee (no email will be considered). Requests must include a copy of the host university academic calendar.

If the student is "excused" from any of the exam sessions, no "attempt" is registered and is then authorized to take the missed exam(s) at the exam session following his return. The student will have to register for that/those exam(s) respecting GSEM deadlines and procedures.

Distance exams are not possible.

6. Verification / amendment of the learning agreement

The student must check his/her study contract in the beginning of the exchange program to make sure the approved courses are still available. If necessary, the contract can be modified. Any request for modification must be submitted to GSEM Study Adviser for approval no later than 1 month after the start of the course; host University is not competent to approve modifications on the study contract. After the 1-month period, no modifications are possible.

In case changes are required, the student must contact the Study Adviser on mobility-gsem@unige.ch. The Study Adviser will confirm the changes by approving a new study contract (should be signed and stamped). Without prior approval from the GSEM Study Adviser, the Student is not authorized to register to courses at the host University.

III. After the exchange program

7. Delivery of the official transcript

At the end of the exchange program, the student must submit the official transcript provided by the host university (original document in paper format) to GSEM Student Services (Office 3287). The student receives a confirmation by The Dean in paper mail, of the recognition of courses & credits acquired during the exchange. Course titles of host University and the grades are not reported in detail on the student's Master of Science in Economics transcript, but are reported with the mention "equiv."

8. Deadlines for host University original transcript to be submitted

- August 10, 2018 for a validation on June 2018 transcript
- October 10, 2018 for a validation on September 2018 transcript
- March 10, 2019 for validation on February 2019 transcript
- August 10, 2019 for validation on June 2019 transcript
- October 10, 2019 for a validation on September 2019 transcript
- March 10, 2020 for a validation on February 2020 transcript

9. In the event of failure to courses during the mobility stay



If the student fails one or more courses during the exchange program, retake requirements are determined by the Scientific Committee and communicated to the student by the Study Adviser.

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

Any questions - mobility-gsem@unige.ch