



## MASTER IN SCIENCE OF WEALTH MANAGEMENT GUIDELINES for 120 ECTS Version (before 2019-2020)

Effective Date September 16<sup>th</sup> 2019

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

### 1. INTERNSHIP

**Pre-requisite** – acquired at least 48 credits ECTS.

**Modality** - The purpose of an internship is to provide an opportunity for students to gain industry experience with great offer of internships in top tier investment and private banks in Switzerland and Europe.

The internship should have as content a practical problem and student should previously acquire academic knowledge to propose and possibly implement a solution. Students may take on internships lasting a minimum of 3 months (12 weeks), within the same department. Only one internship can be recognized on the master.

#### **Registration -**

Students must :

- Fill in the «Internship Application» Form
- Fill in the «Internship Agreement» Form after approval of the internship by the Scientific committee.
- Once the internship finished, give to the program coordinator the « Internship Certificate »

**Evaluation** – Students have the possibility to validate their Internship for 15 ECTS as courses electives. Students have to write an **Internship thesis**. Internship Thesis should identify the problem, identify alternative solutions, propose one solution and then indicate how the proposed solution should be implemented within the company or the financial institution in which the students' internship took place. It is important that the student demonstrates in his thesis deep understanding of the received body of academic knowledge relevant to the studies' domain .

The internship thesis and defense are evaluated jointly and give rise to a single grade. The form «Assessment Internship Thesis» must be signed by the supervisor before the end of the exams session.

**Retake procedure** - in case of a fail, the Scientific Committee will decide the procedure.

**Any questions** - [gsem-wealth-management@unige.ch](mailto:gsem-wealth-management@unige.ch)



## 2. MASTER THESIS

**Pre-requisite** – The student have obtained 84 credits ECTS

**Modality** - The Master thesis, which is worth 30 credits, is an academic work and should be the crowning achievement of a master's degree. It offers students the opportunity to showcase their academic maturity and prove that they are capable of independently structuring and writing a research paper. In their theses, students must also prove that they have understood and assimilated what they have studied throughout the course.

**Registration** - Students must register to the Master Thesis with the “Master Thesis Registration” form.

**The thesis must satisfy a number of criteria. The student must show that he/she is capable of :**

- Correctly reading and summarising the literature associated with the subject of the thesis, including determining whether or not an article is relevant.
- Identifying and appropriately describing a research problem that is at once relevant and accessible
- Defining and describing precise objectives for the research projects
- Designing an appropriate framework for studying the selected topic
- Selecting and implementing appropriate research methods
- Analysing empirical evidence, drawing appropriate conclusions and making suitable recommendations.

**Evaluation** – The master thesis and defense are evaluated jointly and give rise to a single grade. The form « Assessment Master Thesis » must be signed by the supervisor before the end of the exams session.

**Retake procedure** - there is retake if the student obtained a grade under 4.0.

**Any questions:** [gsem-wealth-management@unige.ch](mailto:gsem-wealth-management@unige.ch)

## 3. MODULE DROP OUT

In the event of failure on the first attempt of a course or on the courses of a module, the student has the possibility to drop the module and to transfer the course (s) as an elective. The drop-out of a module is limited to one time over the entire program. The request must be made no later than 3 weeks after the notes are published using the "Request to Withdraw a Module" form, available on the GSEM Faculty website and at the GSEM Student Services. If the request is accepted, a new transcript will be updated on the student portal. If the request is not accepted, the student will receive a copy of the form along with the Faculty's decision.



#### 4. 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 1 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 website and on 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. Prerequisites for the exchange program

To be allowed to undertake an exchange program, the student must have validated a minimum of 36 ECTS credits including 24 ECTS credits of compulsory courses and at least one module s by the time of the exchange semester.

The exchange program is possible from the 3<sup>rd</sup> 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](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.

##### **b) 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 study contract validation process, the Study Adviser will fill in the columns under "Recognition of GSEM credits". The Scientific Committee only can assess the academic coherence of the courses to be carried out during the exchange program. The Committee validates the study contract, which is then signed and stamped by the Study Adviser (on behalf of the Scientific Committee). After the exchange program, credits can be granted on the basis of a stamped and signed study contract only.

##### **c) Education level**

Students are not allowed 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.

##### **d) Number and correspondence of appropriations**

According to the study regulations (art. 5, al. 7 du Règlement d'études 2019), students are allowed to validate a maximum of 30 ECTS credits in equivalence. This includes equivalences granted from programs undertaken in the past, as well as credits to be 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 will have to be checked. If this information is not available, conversion will be evaluated on the workload basis.

##### **e) Choice of courses**

Students can undertake credits related to the category of elective courses only. Given the study plan of the Master of science in Wealth Management, a maximum of 12 ECTS credits can be undertaken in the category of elective courses. The choice of courses is free as long as they are related to wealth management. Chosen courses must differ from the courses previously taken by the student. No equivalence to GSEM courses is required.



Credits are granted without equivalence to GSEM courses. 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) will be reported on the student's Master of Science in Wealth Management 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 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. Requests should be sent to the Scientific Committee once the examination schedules are known and at the latest one week before the start of the exam session. Requests (on paper format) 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 at any of the exam sessions, no attempt will be registered and s-he will be allowed 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 permitted.

### 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 may be modified. Any request for modification must be submitted to GSEM Study Adviser for approval no later than one month after the start of the course; host University is not competent to approve modifications on study contract. After one month, no modifications will be authorized.

In case changes are needed, the student must contact the Study Adviser on [mobility-gsem@unige.ch](mailto:mobility-gsem@unige.ch). The Study Adviser will confirm the changes by approving a new study contract (which should be signed and stamped). The student is not authorized to register for courses at the host University without prior approval of GSEM Study Adviser.

## III. After the exchange program

### 7. Delivery of the official transcript

At the end of the exchange program, the student must submit to GSEM Student Services (Office 3287) the official transcript provided by the host university (original document in paper format). Credits reported to the student's Master of science in Wealth Management transcript will be confirmed by the Dean by paper mail. Course titles of host University, as well as grades will not be reported on the student's Master of science in Wealth Management transcript.

### 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 of teaching during the mobility stay**

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

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

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