



Effective date: September 20, 2021

1. Internship

PREREQUISITE

The student should have earned at least 54 ECTS credits.

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 the student's responsibility.

QUESTIONS

All questions can be sent to gsem-economics@unige.ch

2. Master's Thesis

PREREQUISITE

To submit the thesis proposal for approval by the Scientific Committee, the student must acquire all core courses of the master's program.

DEADLINE

The student must choose the topic of the master's thesis during the second semester (deadline May 1) or during the third semester (deadline November 15) and the Scientific Committee must approve the topic. The student must defend her/his master's thesis at the latest during the fourth semester.

REGISTRATION

No formal online or paper form registration is required.

MODALITY

The thesis may be linked to an internship outside of the University, with the approval of the Scientific Committee.

The proposal should be three pages maximum and be presented as follows: the title, the student's name, a brief text presenting the subject, and references to literature sources. The committee either approves or disapproves the subject. Should the proposal not be submitted by the second deadline of November 15 or if the proposal is rejected and not resubmitted, the student cannot continue to follow the master's program.

Once a date has been set and at least ten days before the defense, the student should send an email to the program coordinator at gsem-economics@unige.ch with the following information: the title, the

student's name and registration number, the date and time planned, as well as the name and title of the advisor and jury member(s).

The student is requested to complete and sign the document titled "**Code of Ethics for students regarding borrowing, quoting and using various sources**" and send it 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 supervisor on the day of the defense. The written part of the thesis should be sent to the supervisor in PDF format. The final version is sent to the program coordinator for storage on the server.

The program coordinator posts the defense information on the public board outside the GSEM Student Services' reception.

EVALUATION

Once the thesis advisor gives her/his consent and estimates that the student is ready to defend the thesis, the thesis advisor invites a jury to evaluate the thesis. The defense date is decided between all three parties. The thesis 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 document titled "**Règlement d'Etudes de la Maîtrise Universitaire**", Article 17, *alinéa 2*.

Directly after the defense, the grading sheet is delivered to the GSEM Students Services, Uni Mail, 3287A, in paper form or sent to gsem-economics@unige.ch. The grade may be attributed during the semester but shall be registered on the transcript only at the end of an exam session.

RETAKE PROCEDURE

If the grade is equal to or above 3.00 but under 4.00, the student may ask the jury for permission to provide a written addendum. Should the jury accept this written addendum (no defense required), the grade awarded will be four. If the grade is under three, the thesis is considered as a "Fail" and should be started again. The new version of the thesis is to be sent to the supervisor at least 15 days before the date of the defense. See "**Règlement d'Etudes de la Maîtrise Universitaire**", Article 17, *alinéa 2*.

QUESTIONS

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3. Mobility

Article 5 of the study regulations is applicable.

Before the Exchange Program

APPLICATIONS

The student must submit a complete file to the University of Geneva's International Affairs Office before/on December 1 of each year for an exchange program during the following academic year (example: the deadline is 01.12.2021 for an exchange program in 2022–2023). The necessary information is available on the website of the University of Geneva (UNIGE) International Affairs Office and on the website of the Geneva School of Economics and Management (GSEM).

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.
- The printed **online registration** (to be completed on the International Affairs Office website).
- Curriculum Vitae (**CV**).
- A single **cover letter** if several destinations are considered.
- A **transcript** of the semester(s) of the bachelor's degree or of the first master's degree, if possible.
- Proof of language level, if necessary (GSEM does not provide language certificates; the International Affairs Office will provide information if needed).

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 International Affairs 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 International Affairs Office informs the student on the host university's registration procedure.

PREREQUISITES FOR THE EXCHANGE PROGRAM

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

The exchange program becomes possible from the program's third semester for a maximum of 30 ECTS credits.

STUDY CONTRACT

As soon as the International Affairs 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, the student has to provide the GSEM academic advisor with a study contract no later than two months before the start of the exchange program.

- **Validation of the Learning Agreement**

The student has to provide the academic advisor (contact and reception times available on the following link: www.unige.ch/gsem/en/programs/exchange/contact) with a course proposal (using the form available on: [www.unige.ch/gsem/files/2816/0043/4462/mobilite-contrat Master.pdf](http://www.unige.ch/gsem/files/2816/0043/4462/mobilite-contrat_Master.pdf)) and the course descriptions. The academic advisor together with the Scientific Committee then assess 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 numbers 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 committee validates the study contract, which the academic advisor then signs and stamps on behalf of the Scientific Committee. On completion of 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.

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.

- **Recognition of Equivalences**

According to the study regulations (art.5, al.7), the student is allowed to earn a maximum of 30 ECTS credits in equivalence. 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 can undertake credits related to the category of elective courses only. Given the study plan of the Master of Science in Economics maximum of 30 ECTS credits can be credited in the category of elective courses.

- *Concentration courses*: No equivalency is required. The choice of courses is unrestricted, but if the student is enrolled in the econometrics concentration, the courses must be related to the theme of the concentration. The courses chosen must differ from the courses the student had previously taken.

On successful completion of the course at the host university, the corresponding number of ECTS credits (in accordance with the academic advisor's recommendations on the study contract) is reported on the student's transcript for the Master of Science in Economics.

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 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 the GSEM Student Services for the attention of the Scientific Committee (no email will be considered). Requests 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 the GSEM's deadlines and procedures.

Distance exams are not permitted.

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 can 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 the study contract. After one month (measured from the beginning of the exchange program) has lapsed, no amendments are possible.

If changes to the study contract are required, the student must contact the academic advisor at 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 exchange program, the student must submit the official transcript provided by the host university (original document in paper format) to the GSEM Student Services (Office 3287). The student receives a confirmation by the Scientific Committee in a paper mail letter with the recognition of courses and credits acquired during the exchange. The host university's course titles and the grades are not reported in detail on the student's transcript for the Master of Science in Economics but are reported as "equiv."

DEADLINES FOR SUBMISSION OF HOST UNIVERSITY'S ORIGINAL TRANSCRIPT

- August 10, 2021, for a validation on the June 2021 transcript.
- October 10, 2021, for a validation on the September 2021 transcript.
- March 10, 2022, for validation on the February 2022 transcript.
- August 10, 2022, for validation on the June 2022 transcript.
- October 10, 2022, for a validation on the September 2022 transcript.
- March 10, 2023, for a validation on the February 2023 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.

QUESTIONS

All questions can be sent to mobility-gsem@unige.ch