# INTERNSHIP GUIDELINES

**MASTER OF SCIENCE IN MANAGEMENT GSEM**

The purpose of an internship is to provide an opportunity for students in the Master of Science in Management program at GSEM to acquire work experience and apply the knowledge and skills learned during the program on real world questions and problems.

## The internship guidelines

- The internship is open to students who have successfully completed the first year of the Master program. Students can only start an internship after having achieved 60 ECTS credit points according to the study plan. The internship can be conducted in Switzerland or abroad, in a Swiss or a foreign company.

- The content of the internship can vary with respect to content and tasks. Typically the hosting company/organization has a specific problem and the student is assigned to analyze and/or find a solution for the respective problem.

- A student who intends to pursue a career in research or doctoral studies can replace his internship within a company by an internship as research assistant with a professor at GSEM. It is contingent on the approval of a professor at GSEM also possible to conduct the internship as a research assistant in a Swiss or foreign university.

- Students are required to work full-time for a minimum time of 16 weeks within their internship. The internship can be extended to a longer time period if both parties, student and company, agree on it and if the time limits of the Master Program are not exceeded.

- An internship at a part-time position throughout the year cannot be replaced by a full-time internship, unless it is approved by the Scientific Committee.

- Students in the Master of Science in Management Program are required to undertake the necessary steps to find an internship on their own within the given time limits. The internship database of GSEM is a support to students’ internship search, but GSEM is not involved in any recruitment services.

- The hosting company/organization defines the terms of engagement and retribution by taking into account the specificities and the objectives of the internship as well as specific abilities and skills of the intern.

- The intern must be supervised within the company/organization through an apt and experienced supervisor, whose name and position is indicated on the agreement form of the internship.

- The internship has to fulfill the requirements stated in the agreement form, which all three parties, the company, the representative of GSEM and the student, agree on before the start date of the internship.
The process

After the successful completion of the first year (60 ECTS) the student enrolled in the Master of Science in Management program has the possibility to use the supportive tools of GSEM to find an internship in a company or other organization.

Once the student has found an internship, before the start date, he has to download the agreement form from the website. This form has to be accepted and signed by the student, the internship supervisor and a GSEM Professor. The latter is assigned to collect the fully signed agreement form and forward it to the Program Coordinator at Students Services office. The agreement form gives the student a recognized status within the company. In case needed, a copy of the agreement form can be provided for the OCP (Office Cantonal de la Population) or the host company/organization. The original form remains the property of the University of Geneva and cannot be considered as work contract.

If the internship is not accepted by a GSEM Professor, the internship does not satisfy the GSEM requirements. In this case the internship will not be accepted as part of the student's study plan and no credits for the Master of Science in Management will be given. It is therefore necessary for the student to find a new internship that fulfills the GSEM requirements. Once the internship has been accepted, the student has the permission to start the internship.

Before the end of the internship, the student prepares an internship report. The internship report should contain 4 pages (Arial 12, 1.5 spaces) of text and should describe the program of the internship (mission, objective, duties, etc.). In a next step the student downloads the form internship certificate and attaches his written internship report to this form. This form has to be signed by the student himself and the company supervisor. Both parties thereby confirm the correctness of the information stated on the internship certificate and in the internship report. The student has to hand in the internship certificate with the attached internship report to the GSEM Professor who then will carefully verify if the internship satisfies the GSEM requirements. The student will be informed by e-mail once the Professor has approved the internship. With this final approval, the internship accounts for 15 credit points for the student.

A simplified representation of the process is depicted on page 3.

Internship and Master Thesis

The internship and master thesis are two independent requirements for the completion of the Master of Science in Management program at GSEM. If desired, the student can write his thesis together with the host company, but it should be noted that the master thesis does not represent an extension of the internship report. In the master thesis the student is supposed to demonstrate his ability to work scientifically and is to produce an original piece of scientific work.

When both master thesis and internship have successfully been completed the student receives 30 ECTS credits (15 for the internship and 15 for the master thesis) and has fulfilled all requirements to graduate.
Start of the internship

Towards the end of the internship

write internship report

Attach internship report to internship certificate

Let internship certificate form sign by company supervisor

Let internship certificate form sign by company study advisor

End of the internship

Study advisor accepts internship

Study advisor declines internship