



GOAL

The purpose of an internship is to provide an opportunity for students who enrolled in the GSEM Master's program in Responsible Management to acquire work experience and to apply the knowledge and skills learned during the program in real-world questions and problems.

GUIDELINES

- The internship is open to students who have successfully completed the first year of the Master's program. In accordance with the study plan, students can start an internship after having achieved 60 ECTS credits. The internship may be done in Switzerland or abroad at a Swiss or a foreign company.
- The content of the internship can vary with regard to content and tasks. Usually, the hosting company/organization has a specific problem and the student is assigned to analyze and/or find a solution for the particular problem.
- A student who intends to pursue a career in research or doctoral studies can replace the internship at a company with an internship as a research assistant with a professor at the GSEM. This is contingent on the approval of a GSEM professor. Furthermore, it is also possible to do the internship as a research assistant at a Swiss or foreign university.
- A student who wants to do a mobility program can replace the internship at a company with a semester at another university (in Switzerland or abroad). The student can acquire maximum of 12 credits during her/his mobility program.
- Students are required to work full time in their internship for a **minimum duration of 12 weeks**. The duration of the internship can be extended to a longer period upon agreement of both parties, i.e., the student and the company, and within the time limits of the student's Master's program.
- An internship in a part-time position with a longer duration cannot replace a full-time internship unless approved by the Scientific Committee.
- Students enrolled for the Master's program in Responsible Management are required to undertake the necessary steps to find an internship by their own efforts. The GSEM is not involved in any recruitment services but may occasionally forward internship offers received from external companies.
- The hosting company/organization defines the terms of engagement and remuneration considering the internship's specificities and objectives, as well as the intern's specific abilities and skills.
- The company must provide an apt and experienced supervisor to coach the intern. The supervisor's name and position are to be reported on the internship agreement form.
- The internship has to fulfil the requirements stated in the agreement form. All three parties, i.e., the company, the GSEM representative, and the student must agree on the details before the start date of the internship.

PROCESS

After successful completion of the first year (60 ECTS), the student has the opportunity to use the GSEM's supportive tools to find an internship at a company or other organization.

Once the student has found an internship and before the start date, s/he must download the "**Agreement Form**" from the website. This form should be accepted and signed by the student, the internship supervisor, and a GSEM professor. The student must forward the fully signed agreement form to the Program Coordinator or deposit it at the GSEM Student Services office. The agreement form gives the student a recognized status within the company. If required by the OCPM (Office Cantonal de la Population et des Migrations) or by the host company/organization, a copy of the agreement form may be provided. The original form remains the property of the University of Geneva and cannot be considered as a work contract.

If the internship is not accepted by a GSEM professor, this means that the internship does not satisfy the GSEM requirements. In this case, it will not be accepted as part of the student's study plan and no credits will be validated toward the Master's program in Responsible Management. The student should find a new internship that fulfils the GSEM requirements. Once the new internship is accepted, the student has permission to start working.

Before the end of the internship, the student prepares an internship report. The internship report should contain four pages (Arial 12 font size, 1.5 spaced) of text and should describe the program of the internship (mission, objective, duties, etc.). As a next step, the student downloads the form "**Internship Certificate**" and attaches her/his written internship report to this form. This form should be signed by the student and the company supervisor. With this report, both parties thereby confirm the correctness of the information stated on the internship certificate and in the internship report. The student should hand the internship certificate together with the attached internship report to the GSEM professor, who will carefully verify if the internship satisfies the GSEM requirements. Once the professor has approved the internship, the student is informed by email.

With this final approval, the internship accounts for 12 ECTS for the student. The internship certificate should be sent to the Program Coordinator gsem-management@unige.ch or be deposited at the GSEM Student Services office.

INTERNSHIP AND MASTER THESIS

The internship and the Master's thesis are two independent requirements for the completion of the GSEM Master's program in Responsible Management. If desired, the student can write her/his thesis together with the host company. However, please note that the Master's thesis does not represent an extension of the internship report. In the Master's thesis, the student should demonstrate her/his ability to work scientifically and should produce an original piece of scientific work.

Once the student has completed both the internship and the Master's thesis, s/he has met the requirements for graduation with the acquisition of 12 ECTS for the internship and 18 ECTS for the Master's thesis.