



## MASTER OF SCIENCE IN MANAGEMENT

### GUIDELINES

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** – The student must have validated 60 ECTS.

**Modality** - The search for an internship position, permit issues, etc., are of the student's responsibility. Minimum duration of internship is 16 weeks.

**Registration** - On paper form "*Internship Agreement*". No online registration is possible. The «*Internship Agreement*» should be completed and signed by all parties mentioned on the document. It should be sent to the Program Coordinator by email in pdf format or paper format by post at the beginning of the Internship.

**Evaluation** – A 4-page internship report should be submitted to GSEM Professor, before the end of the internship. This report should describe the internship program (mission, objective, duties, etc.). The report is attached to the «*Internship Certificate*» form and signed by all parties. The GSEM Professor's signature confirms that the internship satisfies GSEM requirements and that the internship accounts for 15 ECTS. These ECTS are granted at the end of the internship and are visible on the student's online portal at the end of the exam session.

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

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

#### 2. MASTER THESIS

**Pre-requisite** – The student should have acquired 60 ECTS, followed and succeeded in the «*Research methods for Master Thesis*» course and have completed the online module «*Plagiarism tutorial*».

**Modality** - The first step of writing a master thesis is to find a supervisor, which should be a professor teaching in the specialization that the student has chosen (hereafter called Director). Generally, Master Thesis and internship are two separate parts of the curriculum. Contingent on the agreement of the Director, it is possible to write a master thesis based on the internship.

**Registration** - On paper form "*Master Thesis Registration Form*". No online registration is possible. This form should be completed and signed with a date for submission, decided between the Director and the student. This date may be modified in case the work takes longer than planned. As there is no formal deadline, any extension should remain within the student's cursus deadline. The registration form should be sent to the Program Coordinator by email in pdf or paper format by post, before or by the beginning of the Master Thesis.



The Master Thesis should be sent to the Director in the form of a brochure of at least 50 pages (details on format found on [MiM Thesis Guidelines 2018 02 16 -1.pdf](#)).

**Deadline** - The Master Thesis should be presented to the Director within the deadlines according to the « *Règlement d'études de la Maîtrise Universitaire* », Article 8, alinéa 3, latest 5 semesters (except derogation) after the start of Master in Management studies. The Master Thesis defense may take place outside official examination periods.

**Evaluation** – The grade awarded is based on overall tasks realized during the project. Conditions of success are defined in the « *Règlement d'Etudes de de la Maîtrise Universitaire* », Article 17, alinéa 2.

The grade is transmitted to the Coordinator latest by the end of any exam session. The grade may be input during a semester, but will be registered on the transcript only at the term of an exam session.

**Retake procedure** - see « *Règlement d'études de la Maîtrise Universitaire* », Article 17, alinéa 2.

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### 3. MOBILITY

Referring to the article 5 of the study regulations

**If undertaken, the exchange program may replace the internship.**

#### 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 60 ECTS credits of compulsory courses 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 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.

##### **c) 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.

##### **d) Recognition of equivalences**

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

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

If undertaken, the exchange program can replace the internship.

The choice of courses is free as long as they are relating to Management. Chosen courses must differ from courses previously taken by the student. No request for equivalency of GSEM courses is required.

Credits are granted without equivalencies 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) are reported on the student's Master of Science in 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 the student can arrive on site and settle.

Students wishing to be "excused" for an exam session must first ensure that they are correctly enrolled in their courses/exams for the ordinary exam session and/or for the extraordinary exam session. Once the examination schedules are published, requests are 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 the student is authorized to take the missed exam(s) during 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

Student must check his/her study contract at 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](mailto:mobility-gsem@unige.ch). The Study Adviser will confirm the changes by approving a new study contract (which 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 Management transcript, but are reported with the mention "equiv."

### 8. Deadlines for host University original transcript submission

- 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 courses taken 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](mailto:mobility-gsem@unige.ch)