



Effective date: September 20, 2021

1. Internship

PREREQUISITE

The student should have earned 48 ECTS credits from the core courses of the master program's first part.

MODALITY

The student who chooses the master program's business concentration, must, for the second part, secure an internship linked to business analytics in a GEM company/organization for a minimum length of ten months. Before starting the internship, the student should have acquired the 48 ECTS credits from the core courses of the master program's first part as specified in the Prerequisite section above.

The document entitled “**Internship Project Description**” must be filled in by the company/organization and approved by the Scientific Committee of the master's program to help the student clearly define objectives and tasks for her/ his project.

Once the document titled “**Internship Project Description**” has been approved, the student has to provide a written confirmation (document entitled “**Internship Agreement**”) certifying that s/he is connected with a company/organization. The program's Scientific Committee then validates the eligibility. Before the start of the internship, the student must identify at least one GSEM supervisor who accepts to advise the student during her/his internship and for the master's thesis. If a student interrupts her/his internship within the business concentration, s/he has to secure a new internship to pursue her/his degree.

EVALUATION

Internship and GSEM supervisors evaluate the student progressively (e.g., month by month) and they report, on request, feedback to the program coordinator at the end of each semester. The final assessment received is turned into a pass/fail result and is granted 30 ECTS. The credits are shown on the students' transcript at the end of the related exam session.

RETAKE MODALITY

If the student fails, the Scientific Committee decides on the procedure to be followed.

QUESTIONS

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

2. Master's Thesis

PREREQUISITE

The student must have passed all the compulsory and elective courses before submitting the master thesis project.

A master's thesis is an academic work that represents the culmination of the master's degree studies. The thesis demonstrates the student's academic maturity, and specifically that the student has sufficient depth and understanding of academic knowledge pertaining to the domain of her/his studies.

There is no fundamental difference between a thesis done in conjunction with an internship or not. However, it is likely that a thesis done in conjunction with an internship puts more emphasis on the business analytics part and focuses on certain particular problems in a specific field of application as encountered during the internship.

There is no established criterion for the extent of a thesis in terms of numbers of pages. What is critical is the content, not the extent. The GSEM supervisor will ultimately make further information on the deliverables available to the students.

In both concentrations it is possible for several students to make one thesis together. To do so, the individual roles and contributions must be made clearly visible in the thesis to allow an appropriate individual assessment. The students and the thesis supervisor must reach agreement on the thesis description and then the thesis description must be validated by the Scientific Committee.

The student must choose the master thesis project and the Scientific Committee must approve it at the latest eight weeks before the exam session during which the student wants to submit her/his master's thesis.

The student must have discussed the thesis project with the supervisors beforehand and the thesis project has to be organized around the following elements: the student's name, the thesis title, the GSEM supervisor's name, a short description of the thesis, and a tentative table of contents. The program coordinator will ultimately make further information on the deliverables available to the students at the beginning of each semester.

The Scientific Committee examines the thesis project description and can either approve it, ask for a revision, or reject it. The thesis project description should be sent to the program coordinator, with a copy to each of the student supervisors.

The student must complete the master's thesis and submit it to the supervisor at the latest three weeks before the same exam session.

The supervisor and the jury member (if any) agree on a pass/fail result and communicate the result to the GSEM Student Service. The student must submit the final paper to the GSEM supervisor in a printed paper or an electronic PDF format. No public defense will take place. Once the final thesis report has been evaluated, the student must submit a printed and bounded final version of the thesis to the program coordinator.

EVALUATION

The GSEM supervisor evaluates the final thesis paper. The program director then validates the grade received from the GSEM supervisor and this grade is considered at the end of the exam session. The master's thesis represents 15 ECTS credits for the Business concentration, and 30 ECTS credits for the Research concentration.

RETAKE MODALITY

If the student fails, the Scientific Committee decides the procedure to be followed.

QUESTIONS

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

3. Mobility

Article 5 of the study regulations is applicable.
The following only applies to the Research concentration.

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 (e.g., the deadline is 01.12.2021 for an exchange program in 2022–2023). The necessary information is available on the website of the UNIGE's International Affairs Office and on the GSEM's website.

The application file must contain:

- **Provisional study plan(s)** for the exchange program with precise indications on course 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 website of the International Affairs Office).
- Curriculum Vitae (**CV**).
- A single **cover letter** if several destinations are considered.
- **The 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 (the GSEM will 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 in the first year of studies (i.e., in the first (Fall) semester and the second (Spring) semester) a minimum of 63 ECTS credits of compulsory courses and be registered for the Research concentration.

The student registered for the Business concentration is **not authorized** to do an exchange program.

The exchange program becomes possible from the program's third semester, for a maximum of 27 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, s/he 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 www.unige.ch/gsem/en/programs/exchange/contact) with a course proposal (using the form available on 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 can proceed 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.

- **Number and Correspondence of Appropriations**

According to the study regulations (art.5, al.7), the student is allowed to earned 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 this is not the case, 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 optional courses in the Research Concentration only. Given the study plan of the Master of Science in Business Analytics, a maximum of 27 ECTS credits can be credited in the category of elective courses. The choice of courses is unrestricted as long as they are related to Business Analytics. The courses chosen must differ from courses the student had previously taken. No strict correspondence with GSEM courses is required.

Credits are granted without equivalence to GSEM courses. 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 Business Analytics.

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 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. 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 to 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 will be 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 may 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 a study contract. After one month (measured from the beginning of the exchange program) has lapsed, no amendments of study contracts 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, as well as grades, are not reported on student's transcript for the Master of Science in Business Analytics 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

For students with an internship in a company/organization (only for the Business concentration)

CONFIDENTIALITY – PRIVACY AGREEMENT

Companies/organizations providing information that is necessary for the preparation of the students' master thesis project hereby agree to do so at their own discretion and free will. While agreeing to do so, companies/organizations expect the students and the University to use their utmost discretion regarding the given information.

To avoid any misunderstanding, students are reminded of the following:

- Neither the University nor its departments, but the students are responsible for all project proposals and conclusions; this must be mentioned in the first page of the assignment.
- While texts are the students' own, the texts must not be broadcast or distributed in any manner without explicit authorization from the institution or business firm that is chosen as the field of study. If this authorization is formally granted, the publication is still subject to prior approval by the GSEM with regard to any scientific or teaching aspects.
- Should texts be used in part or whole for professional and/or commercial use, the intellectual property of the study becomes the authors' as a rule; however, the University and its representatives still retain rights.
- The student must not reveal confidential business information of the company she/he has chosen as the field of study. Any information that the company has communicated to the student, particularly any information pertaining to the firm's activities considered as strictly confidential, may not be distributed or communicated unless explicitly authorized by the company.
- Professors and assistants who manage the projects are legally bound by professional secrecy.

Finally, the student is made aware of the following Swiss Penal Codes 321 and 162 (only the French version of the penal code is legally binding) –

Article 321 (1): *"...seront punis de la même peine les étudiants qui auront révélé un secret dont ils avaient eu connaissance à l'occasion de leurs études. La révélation demeure punissable alors même que le détenteur du secret a achevé sa profession ou qu'il a achevé ses études."*

Article 162: *"...celui qui aura révélé un secret de fabrication ou un secret commercial qu'il était tenu de garder en vertu d'une obligation légale ou contractuelle, celui qui aura utilisé cette révélation à son profit ou au profit d'un tiers, sera, sur plainte, puni d'une peine privative de liberté de trois ans de plus ou d'une peine pécuniaire."*