



Effective date: September 20, 2021

1. Internship

PREREQUISITE

The student should have earned at least 48 ECTS credits.

MODALITY

The internship aims at providing an opportunity for students to gain industry experience in the finance sector, such as in top tier investment banks, private banks, asset management companies, or family offices.

The subject matter of the internship should relate to a practical problem, and the student should have prior academic knowledge to propose and possibly implement a solution. Importantly, in her/his thesis the student must demonstrate a deep understanding of the received body of academic knowledge relevant to the domain of the studies.

The student should define a research question through informal contacts with the professor supervisor and the internship supervisor, and obtain their approval of the selected topic. Next, the student should submit the Internship Application form (Appendix I) to the Scientific Committee. If the application is refused, the student should submit another internship application within a month from the date on which the decision on the refusal is communicated. If the internship is approved, the document entitled "Internship Agreement" (Appendix II) should be filled in and signed by the internship company's supervisor, the student, and a member of the Scientific Committee. Once the internship is completed, the Internship Certificate (Appendix III) must be filled in by the internship company.

The Scientific Committee reserves the right to name the professor supervisor as well as the thesis topic if deemed necessary.

The internship should last a minimum of three months (12 weeks). Only one internship can be recognized during the master's program. The search for an internship position, work permit issues, etc., are the student's responsibility.

REGISTRATION

The student must:

- Fill in the "**Internship Application** (Appendix I)" form.
- Fill in the "**Internship Agreement** (Appendix II)" after the Scientific Committee has approved the internship.
- Once the internship is completed, give the "**Internship Certificate** (Appendix III)" to the program coordinator.

The procedure and documents are available on the [Intranet](#) of the master's website.

DEADLINE

The internship thesis, which is worth 18 ECTS credits, must be submitted no later than eight weeks before the end of the fifth semester. The defense may take place outside of official examination periods.

CRITERIA

The thesis must satisfy a number of criteria. The student must show that s/he is capable of:

- Correctly reading and summarizing the literature associated with the subject of the thesis, including determining whether or not an article is relevant.
- Identifying and appropriately describing a research problem that is at once relevant, accessible, and practical.
- Defining and describing precise objectives for the research projects.
- Designing an appropriate framework for studying the selected topic.
- Selecting and implementing appropriate research methods.
- Analyzing empirical evidence, drawing appropriate conclusions, and making suitable recommendations.

The requirements in accordance with academic quality for the master's thesis and the internship thesis are the same.

EVALUATION

The internship thesis defense jury comprises the thesis supervisor and the second reader, who can be another professor, a doctoral student, the internship supervisor, or her/his representative. The choice of the second reader is at the discretion of the master's thesis supervisor.

The internship thesis and defense are evaluated jointly and give rise to a single grade. Before the end of the exam session, the supervisor must sign the form entitled "**Assessment Internship Thesis**." The evaluation form is also available on the Intranet of the master's website or from the master's program coordinator.

RETAKE PROCEDURE

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

QUESTIONS

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

2. Master's Thesis

PREREQUISITE

The student should have earned 48 ECTS credits.

MODALITY

The master's thesis, which is worth 18 ECTS credits, is an academic study and should be the crowning achievement of a master's degree. The master's thesis offers students the opportunity to showcase their academic maturity and prove that they are capable of independently structuring and writing a research paper. In their theses, students must also prove that they have understood and assimilated what they have studied throughout the course.

Before starting the master's thesis, the student should submit a proposal to her/his thesis supervisor and obtain her/his approval. The proposal should include a short description of the research question, the methodology, and references to literature sources. The student must then complete the form entitled "**Master Thesis Agreement**" for the approval of the Scientific Committee. The form has to be signed by the student and her/his supervisor and submitted to the master's program coordinator. The document is available on the Intranet of the master's website.

The Scientific Committee reserves the right to name the master's thesis supervisor as well as the thesis topic if deemed necessary.

CRITERIA

The thesis must satisfy a number of criteria. The student must show that s/he is capable of:

- Correctly reading and summarizing the literature associated with the subject of the thesis, including determining whether or not an article is relevant.
- Identifying and appropriately describing a research problem that is at once relevant and accessible.
- Defining and describing precise objectives for the research projects.
- Designing an appropriate framework for studying the selected topic.
- Selecting and implementing appropriate research methods.
- Analyzing empirical evidence, drawing appropriate conclusions, and making suitable recommendations.

The requirements in accordance with academic quality for the master's thesis and the internship thesis are the same.

DEADLINE

The master's thesis must be submitted no later than eight weeks before the end of the fifth semester. The defense may take place outside of official examination periods.

EVALUATION

The thesis defense jury comprises the thesis supervisor and the second reader, who can be another professor, a doctoral student, or an external expert. The choice of the second reader is at the discretion of the master's thesis supervisor.

The master's thesis and defense are evaluated jointly and give rise to a single grade. Before the end of the exam session, the supervisor must sign the form entitled "**Assessment Master Thesis.**" The evaluation form is also available on the Intranet of the master's website or from the master's program coordinator.

RETAKE PROCEDURE

There is a retake if the student obtained a grade under 4.00.

QUESTIONS

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

3. Course Registration and Orientation Choice

The student defines the orientation (Finance or Law) at the time of enrolling in the first course that is part of the orientation chosen. This first entry will open the desired orientation in the system and it will therefore appear on the diploma.

The student has to earn at least 48 ECTS from the first part before starting the second part of the master. Of the minimum 48 ECTS required, the student has to earn the 24 ECTS of first part core courses.

4. Mobility

This refers to Article 5 of the study regulations.

Before the Exchange Program

APPLICATIONS

The student must submit a complete file to the University of Geneva's International Affairs Office before or 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 36 ECTS credits including 24 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 12 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 the following link: [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 proposal is then assessed by the academic advisor together with the Scientific Committee. 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.

- **Recognition of Equivalences**

According to the study regulations (art. 5, al. 7), the student is allowed to validate a maximum of 30 ECTS credits in equivalences. 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 credits credit system: One ECTS credits 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 Wealth Management, a maximum of 12 ECTS credits can be credited in the category of elective courses. The choice of courses is unrestricted as long as they are related to wealth management. The courses chosen must differ from the courses the student had previously taken. No strict correspondence with GSEM courses is required. The student can take more courses, but only 12 credits can be credited.

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 proposals on the study contract) is reported on the student's transcript for the Master of Science in Wealth Management.

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 the 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. 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 from the host university. 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 of the new study contract, 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 the student's transcript for the Master of Science in Wealth Management 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