



Effective date: September 20, 2021

## 1. Traineeship

### PREREQUISITE

Mandatory from the first semester.

### MODALITY

Before the beginning of the master's program, the student must secure a traineeship for two semesters in a company linked to commodity trading. The student has to provide a written confirmation of employment (min. 50% - max. 80%) at a company whose program eligibility is validated by the Scientific Committee. If a student loses her/his traineeship, s/he has to secure a new traineeship to pursue her/his degree. The student has to submit a traineeship report with clearly defined objectives and tasks at the beginning of the master's program.

### EVALUATION

The document entitled "**Traineeship Report**" and the assessment part on pages 5 and 6 must be filled in and submitted to the program coordinator at the end of the second semester. This report has to be signed and assessed by the traineeship manager at the end of the second semester. The assessment is turned into a grade and grants 24 ECTS credits (detailed information in the traineeship report guidelines). The credits are shown on the students' transcript at the end of the exam session.

### QUESTIONS

All questions can be sent to [gsem-commodity-trading@unige.ch](mailto:gsem-commodity-trading@unige.ch)

## 2. Master's Thesis

### PREREQUISITE

None.

### MODALITY

A final dissertation allows the student to demonstrate her/his newly acquired skills. Applying the knowledge acquired during the program, the student chooses a topic that can be linked to the traineeship and submits her/his dissertation to a professor of her/his choice (who has taught a module in the Master of Science in Commodity Trading) who has to agree to supervise the research.

The submission deadline is May 15 or August 15 in the second semester, or December 30 in the third semester. The student must submit the final paper in Word format and in PDF format to the thesis supervisor. Once the final paper has been graded, the student must submit a printed and bounded final

version of her/his thesis to the program coordinator (see details in the “**Thesis Guidelines**” for the Master of Science in Commodity Trading).

## EVALUATION

The supervising professor evaluates the final paper and the Director of the program validates the grade during a semester, but the grade is taken into account at the end of the exam session. The project comprising 50–70 pages represents 15 ECTS credits and the student must obtain 4.00/6.00 to succeed and obtain the credits (see details in the “**Thesis Guidelines**” for the Master of Science in Commodity Trading).

## RETAKE PROCEDURE

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

## QUESTIONS

All questions can be sent to [gsem-commodity-trading@unige.ch](mailto:gsem-commodity-trading@unige.ch)

## 3. Regulation Specificities

The format for the Master of Science in Commodity Trading differs from that of the other master's programs. The specificities are listed below.

### ATTENDANCE

Participants must attend all modules and arrive on time. The module will not be validated in the event of unjustified absences and/or absences that have not been accepted by the program coordinator for the Master of Science in Commodity Trading and by the professor in charge of the module. Justified absences only include sickness (a doctor's note or medical certificate must be sent to the program coordinator) and short absences related to work (in which event the human resources (HR) manager of the relevant company must be copied in all communications when the student informs the program coordinator). In both cases (sickness and absence related to work), a maximum of six hours per module can be missed (i.e., 25% of the module). Failure to comply with the sickness/absence reporting requirements could result in disciplinary action including but not limited to sending a report to the relevant company's HR manager.

### STRUCTURE

- The program's structure comprises block courses with exams after each course or module. Each class hour requires additional hours for reading, preparation, case studies, and analyses.
- The student is required to write a thesis of 50–70 pages within three semesters.
- A mandatory traineeship, with a report, is to be completed within two semesters.

### EXAM AND MARKS

- Each module is evaluated individually, on a personal level, and on a group level.
- Exams are marked from zero (0) to six (6): four (4) is the passing grade.

- To obtain the degree, students must have obtained 90 ECTS credits and an overall average of four (art. 16 al. 2 RE GSEM). Grades between three and four are accepted for up to nine credits for the whole master's degree; modules with marks less than three are not credited (art. 16 al. 3 RE GSEM).
- Any delay in submitting a take-home exam is subject to a penalty. After four days, the exam will not be accepted and will have to be resubmitted in the retake session.
- If the student fails a module, s/he may retake the exam with the professor's approval. The second (and *not* the best grade) will be taken into account. An asterisk will appear on the transcript of grades mentioning it is a retake (second attempt).
- Modules are not validated in case of failure.
- A degree is granted only on successful completion of all modules and the master's thesis.
- The students will receive their marks via electronic means through their UNIGE portal.
- Students must expect a mix of take-home exams and regular in-class exams.
- A student who receives a grade between 3.00 and 4.00 and who wishes to keep it, needs to fill in the form titled "**Grade Conservation Request**", sign it, and bring it to the program coordinator at the latest three weeks after receiving the official transcript of grades. Should the student *not* accept the grade, s/he can retake the exam.
- The courses count for 51 ECTS credits, the thesis for 15 ECTS credits, and the traineeship for 24 ECTS credits.

#### ASSESSING THE QUALITY OF TEACHING

- Students must complete an evaluation form at the end of each module.
- A summary of the evaluation is sent to the relevant professor after all marks have been submitted.

#### ELIMINATION (see official document titled "**Règlement d'études**")

A student may be eliminated from the master's program for the following reasons, i.e., if s/he:

- Has not obtained the minimum of 12 ECTS credits after the first semester (art. 19 al.1 let a) RE GSEM).
- Has not obtained the minimum of 30 ECTS credits after the second semester (art. 19 al. 1 let b) RES GSEM).
- Has not succeeded after the second presentation of a mandatory course of the program (art. 19 al.1 let c) RE GSEM).
- Has not met the five semesters deadline to earned the 90 ECTS credits of the master's degree (art. 19 al.1 let h) RE GSEM).
- Has been caught cheating or plagiarizing documents (art. 14 RE GSEM).

*Eliminations are notified by the Dean of the Faculty (art. 19 al. 3 RE GSEM).*

Students' intellectual integrity and honesty in both action and appearance are crucial to maintain trust among participants, the viability of the program, and the GSEM's public reputation. Any intellectual dishonesty will be treated with extreme severity. Intellectual dishonesty may include the following:

## **Citation Rules and Plagiarism (art 14 RE GSEM)**

Plagiarism is a very serious fraud. Students are therefore advised to familiarize themselves with what constitutes plagiarism so as to avoid it. All course work/projects given to participants must be done solely by the student, or it must be clearly stated that the work was done by someone else. Plagiarism takes the following forms:

- Copying (either verbatim or very similarly) published documents without indicating these passages and properly citing the source.
- Suggesting or implying that conceptual ideas or models are one's own when they are actually someone else's.
- Reiterating arguments taken from published sources without citation in the text or reference in the bibliography. This includes web searches.

## **Cheating in Exams (art 14 RE GSEM)**

- Copying the work of other students during the exam is forbidden.
- Any communication among students during the exam is regarded as cheating unless the professor has explicitly authorized such communication.
- Taking materials to the exam room - unless the professor has explicitly authorized it - is regarded as cheating and is therefore forbidden, even if the material is not used.

When a student is allowed to leave the exam room for personal reasons, s/he may not communicate in any manner with other people, nor refer to material that is not allowed in the exam room. This is true, even if an action is not related to the exam but gives the impression that the student is cheating.

## **Take-home Exams, Reports, Analyses, and Corporate Projects**

- The same exam rules apply.
- To use materials from other students or external people or sources without citing them is regarded as plagiarism.

## **Group Work**

- To seek credit for a group assignment without having contributed to the work is dishonest and unfair to the other members of the group.

## **Other Important Points**

- The student may not submit an assignment that has already been submitted and credited in the past.
- It is dishonest to disturb or disrupt other students voluntarily, or to sabotage their work in any manner.
- Courses may not be recorded, unless a written request is sent to the program coordinator well in advance and the professor has formally agreed to be recorded.

***Any form of intellectual dishonesty is taken seriously and will lead to suspension or even expulsion.***

## **ETHICAL CONDUCT**

I hereby confirm that I have been made fully aware that individual assignments, tests, and exams are to be completed by me alone. Moreover, I shall not seek any help either from an individual or from an institution to sit for / complete the tests or exams, whether verbally, in writing, electronically, or by any

other means than those explicitly stated in the exam instructions. I shall clearly cite all materials as stipulated in the citation rules.

In case of violations of these rules, I hereby understand and accept that, in accordance with their internal rules and procedures, the GSEM and the University have the right to exclude contravening participants from obtaining their degree and from undertaking any future studies at the University, and that the University has the right to revoke a degree that has already been issued, should such violations be discovered after graduation.

Last name (Ms./Mr.):	First name:
Place:	
Signature:	

#### CONFIDENTIALITY – PRIVACY AGREEMENT

Companies providing information that is necessary for the preparation of the students' class project, thesis, or other evaluation, hereby agree to do so at their own discretion and free will. While agreeing to do so, companies 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.

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."