

## MASTER OF SCIENCE IN STATISTICS 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** – all core courses of the Master should be validated.

The internship is not mandatory and does not provide ECTS credits. The search for an internship position, work permit issues, etc. are of the student's responsibility. The internship may be linked to the Master Thesis and should last a minimum of 10 weeks – see below for details.

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

### **2. MASTER THESIS**

The Master in Statistics study program includes a Master Thesis (with or without an internship) and is granted 30 ECTS credits. The Master Thesis is conducted under the supervision of one (or more) professors teaching in the Master in Statistics, who set the conditions under which the Master Thesis is to be composed. If linked to an internship, the Internship Supervisor is consulted.

**Pre-requisite** – In order to submit the thesis project for approval by the Scientific Committee (see below) all core courses of the Master should be acquired. The student must have attended the Research Seminars during one year.

**Modality** – The student defines a master thesis project through informal contacts with the Master's professors. The project must be approved by the Master Thesis' director (s) and if necessary, the Internship Supervisor. The project is then submitted to the Master in Statistics Scientific Committee for approval (by email to the program director, with the supervisor in copy). This should take place at least 8 weeks before the defense (see item "Evaluation").

The project should be composed of : a statement in the form of Master Thesis' title ; student's name and date of the project's presentation ; a short text presenting the subject, the methodology, and references to literature sources ; if linked to an internship, a short job description and the internship convention duly completed and signed by the Master Thesis Supervisor.

The Scientific Committee approves Master Thesis projects within a delay of 30 days maximum after the project deposit. The program director notifies the student with the decision by email. If the project is considered as inappropriate, it is returned to the student with comments from the Scientific Committee ; the student is invited to submit a new project. The Master Thesis contents are to the appreciation of the Supervisor (s) and the student ([see Guidelines for the Master's Thesis](#)).



**Registration** - No formal online or paper form registration is required.

**Deadline** - The defense should take place 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 Statistics studies. The defense may take place outside official examination periods.

Once a date is set and at least 15 days before the defense, the student should communicate to the Program Coordinator by email ([gsem-statistics@unige.ch](mailto:gsem-statistics@unige.ch)), the following information: the title, student’s name and registration number, date and time planned, name and title of the Master Thesis supervisor and jury member. The Program Coordinator provides a room number and a grading sheet to be completed by the student and handed to the Master Thesis supervisor on the day of the defense. The Program Coordinator will post the defense information on the public board outside GSEM Student Services reception and distribute it by email (e.g. to the students and members of the *Research Center for Statistics*)

**Evaluation** – Master Thesis evaluation is organized independently from official exam sessions. The Master Thesis is in the form of public defense. The jury is composed of at least two members including the Master Thesis Supervisor. If the Master Thesis is linked to an internship, one of the jury members may be the Internship Supervisor or his/her representative. The choice of the second jury member is at the Master Thesis Supervisor’s discretion. The latter acts as President of the Jury (or may designate a president among the jury members).

The grade is awarded for both the written document and the defense. If the Master Thesis is linked to an internship, the grade will include the Internship Supervisor’s assessment. Conditions of success are defined in the *«Règlement d’Etudes de de la Maîtrise Universitaire »*, Article 17, alinéa2. 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, alinéa2 »*. If the grade is equal to or above 3, but under 4, the student may ask the jury if he/she can provide a written addendum. Should this written addendum be accepted by the jury, the grade awarded will be 4. If the grade is under 3, the Master Thesis is considered as « Fail » and with or without internship, should be started again.

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

### 3. MOBILITY

Referring to the article 5 of the study regulations

#### 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 18 ECTS credits of compulsory courses by the time of the exchange semester.

The exchange program is possible from the 3rd 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, he/she will have to

provide GSEM Study Adviser with 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 their courses chosen at the host University, their codes, their workloads and their number 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 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 as equivalencies. 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**

The choice of courses is free as long as they are related to Statistics. Chosen courses must differ from the courses previously taken by the student. No equivalency to 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 Statistics 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" from an exam session must first ensure that they are correctly enrolled in their courses/exams for the ordinary exam sessions 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" will be registered and the student is authorized to take the missed exam(s) at 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**

The student must check his/her study contract in 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 Statistics 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 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)