



Master of Science in Responsible Management Guidelines

Effective date September 20, 2021

I. INTERNSHIP

Prerequisite: The student should have earned 60 ECTS credits.

Modality: The search for an internship position, permit issues, etc., are the student's responsibility. The minimum duration of the internship is 12 weeks.

Registration: To register for the internship, the student must fill in the paper form entitled "Internship Agreement". No online registration is possible. The Internship Agreement must be completed and signed by all parties mentioned on the document. Then, it should be sent to the program coordinator either by email in PDF format or by post in paper format at the beginning of the internship.

Evaluation: A four page internship report should be submitted to the 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 form entitled "Internship Certificate" and signed by all parties. The GSEM professor's signature confirms that the internship satisfies the GSEM's requirements and that the internship accounts for 12 ECTS credits. These ECTS credits 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: If the student fails, the Scientific Committee decides on the procedure to be followed.

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

II. MASTER'S THESIS

Prerequisite: The student must have acquired 60 ECTS credits, followed and succeeded in the course entitled Research methods for Master Thesis, and have completed the online module titled Plagiarism tutorial.

Modality: The first step of writing a master's thesis is to find a supervisor who should be a professor teaching in the master's program (hereafter called "the Director"). Generally, the master's thesis and the internship are two separate parts of the curriculum. Contingent on the Director agreeing, it is possible to write a thesis based on the internship. The master's thesis is an individual study; it cannot be done in a group with other students of the master's program.

Registration: To register for the internship, the student must fill in the paper form entitled "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 amended if the research takes longer than planned. Since 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 format or by post in paper format, before or by the beginning of the master's thesis. The master's thesis should be sent to the Director in the form of a brochure of at least 50 pages (details on format found on the document entitled "Directives_Master_Thesis").

Deadline: The master's thesis should be presented to the Director no later than eight weeks before the end of the fifth semester. The master's thesis defense may take place outside of 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 program coordinator latest by the end of the relevant exam session. The grade may be recorded during a semester but will be registered on the transcript only at the end of an exam session.

Retake procedure: See the "Règlement d'études de la Maîtrise Universitaire," Article 17, *alinéa* 2.

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

III. MOBILITY

Article 5 of the study regulations is applicable.

If undertaken, the exchange program may replace the internship.

BEFORE THE EXCHANGE PROGRAM

1. Applications

The students 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 1/12/2021 for an exchange program in 2021–2023). The necessary information is available on the website of the UNIGE 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 does not provide language certificates; the International Affairs Office will provide information if needed).

2. 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.

3. Prerequisites for the exchange program

To obtain authorization to undertake an exchange program, the student must have earned a minimum of 30 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 (instead of the internship).

4. 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.

a) 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) 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 proceeds with the course registration at the host university as soon as possible.

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 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 Scientific 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.

c) Education level

The student is not authorized 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.

d) Recognition of equivalences

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 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.

e) Choice of courses

If undertaken, the exchange program can replace the internship for 12 ECTS.

The choice of courses is unrestricted as long as they are related to Management. The courses chosen must differ from courses the student had previously taken. No request for equivalency of GSEM courses is required.

Credits are granted without equivalences to GSEM courses. On successful completion of the course at the host university, the corresponding number of ECTS credits (according to the academic advisor's recommendations on the study contract) are reported on the student's transcript for the Master of Science in Responsible Management.

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 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 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 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 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 is registered and s/he is then authorized to take the missed exam(s) during 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 possible.

6. Verification/amendment of the learning agreement

The student must check her/his study contract at the beginning of the exchange program to make sure the approved courses are still available. If necessary, the contract can 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 the study contract. After one month (measured from the beginning of the exchange program) has lapsed, no amendments 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

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 the GSEM Student Services (Office 3287). The student receives a confirmation by the Dean in a paper mail letter with the recognition of courses and credits acquired during the exchange. The host university's course titles and the grades are not reported on the student's transcript for the Master of Science in Responsible Management but are reported as "equiv."

8. 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

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, 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