



# Master of Science in Statistics Guidelines

Effective Date September 20, 2021

## I. INTERNSHIP

**Prerequisite:** All core courses of the master's program should be earned.

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

**Questions:** All questions can be sent to [gsem-statistics@unige.ch](mailto:gsem-statistics@unige.ch)

## II. MASTER'S THESIS

The study program for the Master of Science in Statistics includes a master's thesis (with or without an internship) and is granted 30 ECTS credits. The master's thesis is conducted under the supervision of one (or more) person(s) teaching in the program for the Master of Science in Statistics, who set the conditions under which the master's thesis is to be composed. If linked to an internship, the internship supervisor is consulted.

**Prerequisite:** In order to submit the thesis project for approval by the Scientific Committee (see below), all core courses of the master's program must be acquired. The student must have attended the research seminars during the year.

**Modality:** The student defines a master thesis project through informal contacts with the master program's teachers. 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 thesis director copied in), no later than the end of the fourth semester and at least four weeks before the thesis defense.

The project should be composed of:

- a statement in the form of the thesis's title.
- the student's name and the date of the project's presentation.
- a short text presenting the subject.
- the methodology.
- references to literature sources.
- a short job description and the internship convention duly completed and signed by the supervisor if the project is linked to an internship.

The Scientific Committee approves master thesis projects within a delay of 30 days maximum after the project deposit. The program director sends the decision by email to the student. 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 contents of the master's thesis are to the appreciation of the thesis director(s) and the student.

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

**Deadline:** The thesis should be presented to the director no later than eight weeks before the end of the fifth semester. The defense may take place outside of official examination periods.

Once a date is set and at least **ten days before the defense**, the student should communicate the following information by email ([gsem-statistics@unige.ch](mailto:gsem-statistics@unige.ch)), to the program coordinator:

- Name and student registration number
- The title of the thesis
- Proposal for the date and time of the defense
- The name and affiliation of the thesis director and the internship supervisor (if the master's thesis is linked to an internship)
- The name and affiliation of the jury member(s) (chosen in agreement with the thesis adviser)

The student must make sure that the jury receives the manuscript early enough to be able to read it before the thesis defense.

The program coordinator provides a room number and a grading sheet. The student must complete the grading sheet and give it to the master's thesis director on the day of the defense. The program coordinator will post the defense information on the public board outside the GSEM Student Services' reception and send the announcement by email (e.g., to the students and members of the Research Center for Statistics)

**Evaluation:** The master's thesis evaluation is organized independently from official exam sessions. The master's thesis is in the form of a public defense. The jury is composed of at least two members including the master's thesis director. If the master's thesis is linked to an internship, one of the jury members may be the internship supervisor or her/his representative. The choice of the second jury member is at the discretion of the master's thesis director. 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's thesis is linked to an internship, the grade will include the internship supervisor's assessment. Conditions of success are defined in the "Règlement d'études de la Maîtrise Universitaire," Article 17, *alinéa* 2. 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 "Règlement d'études de la Maîtrise Universitaire," Article 17, *alinéa* 2. If the grade is equal to or above three but under four, the student may ask the jury if s/he can provide a written addendum. Should the jury accept this written addendum, the grade awarded will be four. If the grade is under three, the master's thesis is considered as a "Fail" and should be started again with or without an internship.

**Questions:** All questions can be sent to [gsem-statistics@unige.ch](mailto:gsem-statistics@unige.ch)

### III. MOBILITY

Article 5 of the study regulations is applicable.

## BEFORE THE EXCHANGE PROGRAM

### 1. 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 1/12/2021 for an exchange program in 2021–2022). 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

In order to obtain authorization to undertake an exchange program, the student must have earned a minimum of 18 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 27 ECTS credits.

## 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/](http://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 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 number 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. After 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 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), the student is allowed to validate a maximum of 30 ECTS credits as equivalences. 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***

The student must undertake credits related to the category of elective courses (exception are possible for core course only with the Scientific Committee approval). The choice of courses is unrestricted as long as they are related to Statistics. The courses chosen must differ from the courses the student had previously taken. No strict correspondance with 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 study contract) are reported on the student's transcript for the Master of Science in Statistics.

## **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 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 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 is 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 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 in 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 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 are required, the student must contact the academic advisor at [mobility-gsem@unige.ch](mailto: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 Statistics 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 during the mobility stay**

If the student fails one or more courses during the exchange program, the Scientific Committee determines 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](mailto:mobility-gsem@unige.ch)