



1. Internship

PREREQUISITE

The internship is open to students who have successfully completed the first year of the Master Program. In accordance with the study plan, students can start an internship after having achieved 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 during which the students are required to work full time. The internship can be extended to a longer time period if both parties, student and company, agree on it and if the time limits of the Master Program are not exceeded. An internship in a part-time position with a longer duration cannot replace a full-time internship unless approved by the Scientific Committee.

REGISTRATION

To register for the internship, the student must complete the paper form titled '**Internship Agreement**', available on [GSEM website](#). No online registration is possible. The '**Internship Agreement**' must be signed by all parties mentioned on the document. In principle, the GSEM Professors should be a Professor in the field of the internship envisaged. Then, the '**Internship Agreement**' should be sent to the Program Coordinator either by email (gsem-management@unige.ch) in PDF format or by post in paper format before or by the beginning of the internship.

If necessary, an '**Internship Confidentiality Agreement**' is available on GSEM website.

If the internship is not accepted by a GSEM Professor, this means that the internship does not satisfy the GSEM requirements. In this case, it will not be accepted as part of the student's study plan and no credits will be validated toward the Master's program in Responsible Management. The student should find a new internship that fulfils the GSEM requirements. Once the new internship is accepted, the student has permission to start working.

For an internship with the mention 'Sustainable Business and Human Rights (SBHR)', the following process must be followed:

1. Prior to the registration above mentioned, students submit to the Scientific Committee the job description and a summary (100-200 words) on how their internship will advance Sustainable Business and Human Rights
2. Reviews of internship proposals will be made on a rolling basis. Approvals will be communicated in principle within 10 days.
3. If the internship is approved by the Scientific Committee, the internship will count for the SBHR mention.

GUIDELINES

For further details, about the internship, the content of the internship report and the documents to be provided, please consult the '**Internship Guidelines**', available on [GSEM website](#).

EVALUATION

The internship report should be submitted to the GSEM Professor, attached to 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.

INTERNSHIP AND MASTER THESIS

The internship and the Master Thesis are two independent requirements for the completion of the GSEM Master's program in Responsible Management. If desired, the student can write her/his thesis together with the host company. However, please note that the Master Thesis does not represent an extension of the internship report. In the Master Thesis, the student should demonstrate her/his ability to work scientifically and should produce an original piece of scientific work.

QUESTIONS

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

2. Master 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 Thesis is to find a supervisor who should be a professor teaching in the master's program (hereafter called "the Supervisor"). The Master Thesis is an individual study; it cannot be done in a group with other students of the master's program. Generally, the Master Thesis and the internship are two separate parts of the curriculum. Contingent on the Supervisor agreeing, it is possible to write a Master Thesis based on the internship. If necessary, a '**Master Thesis Confidentiality Agreement**' is available on GSEM website.

REGISTRATION

To register for the Master Thesis, 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 Supervisor 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 (gsem-management@unige.ch) or by post in paper format, before or by the beginning of the Master Thesis. The Master Thesis should be sent to the Supervisor in the form of a brochure details on format can be found in the document entitled '**Master Thesis Guidelines**'.

GUIDELINES

For further details, about the content of the Master Thesis as well as the documents to be provided in the perspective of the oral defense, please consult the '**Master Thesis Guidelines**', available on [GSEM website](#).

DEADLINE

The Master Thesis should be presented to the Supervisor no later than eight weeks before the end of the fifth semester. The Master Thesis defense may take place outside of official examination periods.

EVALUATION

The Master Thesis supervisor completes and sign the '**Master Thesis Evaluation**', available on [GSEM website](#). 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

3. Mobility

Article 5 of the study regulations is applicable. If undertaken, the exchange program may replace the internship.

PREREQUISITE

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).

APPLICATIONS

All relevant information regarding applications, allocation, study contract, academic calendar, verification/amendment of the learning agreement, delivery of the official transcript and consequences of failure of courses during the mobility stay are included in the '**Mobility Guidelines**', available on GSEM website.

QUESTIONS

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