



UNIVERSITÉ
DE GENÈVE

GENEVA SCHOOL OF ECONOMICS
AND MANAGEMENT

Master in Wealth Management Internship Agreement

STUDENT	
Last name (Ms./Mr.):	First name:
Email: @etu.unige.ch	Registration No.:
Mailing address:	Tel. No.:

COMPANY	
Name:	Website:
Mailing address:	
Internship Supervisor:	
Email:	Tel. No.:
Dates:	Duration:
Internship topic:	

THESIS SUPERVISOR (GSEM)
Name:

Agreement

THE INTERNSHIP

- The internship takes place in the field of _____
- The objectives of the internship are:

- The objectives of the internship, which must be a **minimum of 12 weeks full time**, extends from _____ to _____.
- The internship must be carried out in one department only. The internship is dedicated to a precise project, defined by the company.

THE INTERN

- Intern nationals of an EU country, an EFTA state, or a third party, must be informed of and comply with the rules in force concerning the formalities related to the internship as part of her/his stay in Switzerland.

- S/he is committed to undertake the internship under the rules applicable to the exercise of professional activities within and in accordance with training requirements and regulations of the Master's program in Wealth Management.
- S/he certifies to be covered by health and accident insurance during the internship period. The University will not be held accountable for any potential liability in this regard. The University of Geneva and GSEM/GFRI, in which the intern is enrolled, are not liable for any responsibilities in this regard.

THE COMPANY

- The company appoints a qualified and experienced supervisor who is in charge of guiding and advising the intern.
- The company defines the terms of engagement and remuneration by taking into account the internship's specificities and objectives, as well as the intern's specific abilities and skills.
- The company must release the student from her/his internship obligations when s/he has to follow courses at the University.
- The supervisor will receive a bound copy of the internship thesis. The supervisor will transmit her/his appraisal in writing to the teacher in charge of supervising the intern.

GSEM/GFRI TEACHER

- The GSEM/GFRI teacher will verify that the internship's objectives and content satisfy the academic and professional requirements of an internship at GSEM.
- The GSEM/GFRI teacher will evaluate the intern's internship thesis.

Internship Procedure

- Students who have 48 ECTS of the Masters (90 ECTS) are authorized to do an internship.
- The internship can be done at an enterprise in Switzerland or a foreign country, or at a Swiss or foreign institution.
- The student will have to find an internship. S/he will determine the internship theme and obtain the agreement of the GSEM/GFRI teacher who will supervise her/him.
- The student will present an '**Internship Application**' to the Scientific Committee.
- The Program coordinator will verify that the student has fulfilled the conditions required to do an internship.
- The Scientific Committee will study the application and give its decision by using the document '**Internship Application**':
 - If the application is refused, the student shall present another internship application within a month from the date on which the decision is communicated.
 - If the internship is approved, the document '**Internship Agreement**' will be filled out and signed by the Internship Company's supervisor, the student, and a member of the Scientific Committee.
- The '**Internship Agreement**' is used to assure that the status of the student is that of an intern in the company.
- Once the document is signed by the three parties, the intern will return the original to the Program coordinator.

- The student certifies to be covered by health and accident insurance during the internship period. The University will not be held accountable for any potential liability in this regard. The University of Geneva and GSEM/GFRI, in which the intern is enrolled, are not liable for any responsibilities in this regard.
- Intern nationals of a EU country, an EFTA state, or a third party, must be informed of and comply with the rules in force concerning the formalities related to the internship as part of her/his stay in Switzerland.
- The company appoints a qualified and experienced supervisor who is in charge of guiding and advising the intern.
- The intern will keep her/his GSEM/GFRI teacher posted about her/his internship. The intern will have to speak with the teacher at least twice during the internship, i.e., for the first draft and again for the final version.
- The duration of the internship must be a **minimum of 12 weeks full time**, within the same department.
- A partially completed internship during a year cannot be considered as an internship.
- The objectives of the internship, which must be a **minimum of 12 weeks full time**, extends from _____ to _____.
- Only one internship per student can be recognized for the Master in Wealth Management.
- Once the student has completed the internship, the '**Internship Certificate**' must be filled out by the company. This document will validate the internship and can eventually be used as a work certificate.
- After completing the internship, students have to write an internship thesis to gain 18 ECTS.
- The GSEM/GFRI teacher must approve the topic and the plan of the internship thesis before the writing of the internship thesis.
- The internship thesis should identify the problem, identify alternative solutions, propose a solution, and then indicate how the proposed solution should be implemented within the company or the financial institution where the student did her/his internship.
- The internship thesis and defense are evaluated jointly and give rise to a single grade. The form '**Master Thesis Evaluation**' must be signed by the supervisor before the end of the exam session.
- A grade below 4.0 is not sufficient and does not earn 18 ECTS. In such cases, the Scientific Committee will decide the procedure.
- The hosting company can define all confidential information. The GSEM/GFRI teacher will keep the internship thesis.
- If the hosting company requests it, both parties will complete the '**Internship Confidentiality Agreement**' form.

Company:

Student:

GSEM Supervisor:

Signature

Signature

Signature

Date: _____

Date: _____

Date: _____

Please send the completed and signed document to the GSEM Student Services, Uni Mail, 3rd floor, Office 3287A, or by email to gsem-wealth-management@unige.ch.