



Effective date: September 19, 2022

## 1. Internship

### PREREQUISITE

The student should have earned at least 48 ECTS credits.

### MODALITY

The student should define a research question through informal contacts with the professor supervisor and the internship supervisor and obtain their approval of the selected topic. Next, the student should submit the '**Internship Application**' form to the Scientific Committee, before starting the internship. If the application is refused, the student should submit another internship application within a month from the date on which the decision on the refusal is communicated. If the internship is approved, the document entitled '**Internship Agreement**' should be filled in and signed by the internship company's supervisor, the student, and a member of the Scientific Committee. Once the internship is completed, the '**Internship Certificate**' must be filled in by the internship company.

The Scientific Committee reserves the right to name the professor supervisor as well as the internship thesis topic if deemed necessary.

The internship should last a minimum of three months (12 weeks). Only one internship can be recognized during the master's program. The search for an internship position, work permit issues, etc., are the student's responsibility.

### REGISTRATION

The student must:

- Fill in the '**Internship Application**' form, before starting the internship.
- Fill in the '**Internship Agreement**' after the Scientific Committee has approved the internship.
- Once the internship is completed, give the '**Internship Certificate**' to the program coordinator.

The documents are available on the [GSEM website](#).

### GUIDELINES

For further details, about the criteria of the internship and the content of the internship thesis, please consult the '**Internship Guidelines**', available on [GSEM website](#).

### DEADLINE

The internship thesis must be submitted no later than eight weeks before the end of the fifth semester. The defense may take place outside of official examination periods.

## EVALUATION

The internship thesis defense jury comprises the thesis supervisor and the second reader, who can be another professor, a doctoral student, the internship supervisor, or her/his representative. The choice of the second reader is at the discretion of the internship thesis supervisor.

The internship thesis and defense are evaluated jointly and give rise to a single grade. Before the end of the exam session, the supervisor must sign the form entitled '**Master Thesis Evaluation**'. The evaluation form is available on [GSEM website](#). The internship thesis is worth 18 ECTS credits.

## RETAKE PROCEDURE

If the student fails, the Scientific Committee decides the procedure to be followed.

## QUESTIONS

All questions can be sent to [gsem-wealth-management@unige.ch](mailto:gsem-wealth-management@unige.ch)

# 2. Master Thesis

## PREREQUISITE

The student should have earned 48 ECTS credits.

## MODALITY

Before starting the Master Thesis, the student should submit the '**Master Thesis Project Description**', for the approval of the Scientific Committee. The form is available on [GSEM website](#) and must be duly completed.

Once approval of the Scientific Committee has been received, the student must then complete the form entitled '**Master Thesis Agreement**', which has to be signed by the student and her/his supervisor, and submit it to Program Coordinator [gsem-wealth-management@unige.ch](mailto:gsem-wealth-management@unige.ch). The document is available on GSEM website.

The Scientific Committee reserves the right to name the Master Thesis supervisor as well as the Master Thesis topic if deemed necessary.

## GUIDELINES

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

## DEADLINE

The Scientific Committee must approve the '**Master Thesis Project Description**', which should be sent according to the following deadlines:

Deadline for the deposit of the Master Thesis Project if expected completion in ordinary session of January-February: June 1<sup>st</sup>

Deadline for the deposit of the Master Thesis Project if expected completion in ordinary session of May-June: January 1<sup>st</sup>

The Scientific Committee examines the Master Thesis Project Description and can either approve, ask for revision or reject it, in a delay of approximatively 10 days.

At the latest 10 days after reception of the Scientific Committee's approval, the student must submit the '**Master Thesis Agreement**' to the Program Coordinator.

The student must complete the Master Thesis and submit it to the supervisor according to the following deadlines:

Deadline for the deposit of the Master Thesis if expected completion in ordinary session of January-February: December 20

Deadline for the deposit of the Master Thesis if expected completion in ordinary session of May-June: May 20

Overall, the Master Thesis must be submitted no later than eight weeks before the end of the fifth semester. The defense may take place outside of official examination periods.

## EVALUATION

The thesis defense jury comprises the thesis supervisor and the second reader, who can be another professor, a doctoral student, or an external expert. The choice of the second reader is at the discretion of the master thesis supervisor.

The Master Thesis and defense are evaluated jointly and give rise to a single grade. Before the end of the exam session, the supervisor must sign the form entitled '**Master Thesis Evaluation**'. The evaluation form is available on [GSEM website](#). The Master Thesis is worth 18 ECTS credits.

## RETAKE PROCEDURE

There is a retake if the student obtained a grade under 4.00.

## QUESTIONS

All questions can be sent to [gsem-wealth-management@unige.ch](mailto:gsem-wealth-management@unige.ch)

## 3. Course Registration and Orientation Choice

The student defines the orientation (Finance or Law) at the time of enrolling in the first course that is part of the orientation chosen. This first entry will open the desired orientation in the system and it will therefore appear on the diploma.

The student has to earn at least 48 ECTS from the first part before starting the second part of the master. Of the minimum 48 ECTS required, the student has to earn the 24 ECTS of first part core courses.

## 4. Mobility

Article 5 of the study regulations is applicable.

## PREREQUISITE

To obtain authorization to undertake an exchange program, the student must have earned a minimum of 36 ECTS credits including 24 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.

## 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](mailto:mobility-gsem@unige.ch)