

MASTER PROGRAMMES: GUIDELINES TO RECEIVE CREDITS FOR AN INTERNSHIP

This document presents the rules and conditions for the granting of ECTS credits for internships taken by Master students. It must be read in conjunction with the *Master Programmes: Procedure to Request an Internship for Credits*¹ and with rules governing the awarding of the Graduate Institute of International and Development Studies master's degrees, including, but not limited to²:

- a. *Master Programmes: Academic Regulations*
- b. *Master Programmes: Implementation Guidelines for the Academic Regulations*
- c. *Directive on Academic Integrity*
- d. *Code of Conduct and its Implementation Guidelines*

During the Internship

1. The student must comply with the requirements and deadlines of the above-mentioned documents. In particular, Students are also hereby notified that failure to submit an internship report in the required format, with the requested content or within the stipulated timeframe will result in the non-acquisition of the credits for the internship.
2. The student must comply with the conditions and modalities laid down in their request of an internship for credits and duly validated by the Direction of Studies. Any change in the internship's conditions and modalities must be communicated to the Direction of Studies without any undue delay.
3. The student must comply with their commitments towards the Institute and their host organisation taken through the tripartite agreement, the work contract and/or the non-disclosure agreement signed.
4. The student is expected to demonstrate appropriate and professional behaviour towards the Institute and their host organisation as defined by the Institute's Code of conduct and its implementation Guidelines and the Directive on Academic Integrity.
5. The student must inform the Direction of Studies if any difficulties encountered during the internship that could hinder the pursuit of the internship (heavy workload, professional conflict, etc).

¹ Made available to students in electronic version on the following Institute's intranet page:
<https://intranet.graduateinstitute.ch/students/student-toolbox/forms-and-useful-information-master-students>

² Made available to students in electronic version on the following Institute's website page:
graduateinstitute.ch/academic-policies

ECTS Credits Validation

1. Within a **maximum of one month** after completion of the internship or after completion of at least **100 hours of work**, the student needs to fill out the [internship report form](#).
 - Through the form, the student reports on: the activities conducted, the skills used and acquired, and whether the achievements that were set at the onset of the internship have been met. Each information is compulsory and must be filled in for the internship request to be considered.
 - The expected total length of the report is 1'000 words (with a margin of more or less 10%).
 - The student must also fill out an **internship attestation form**; the form must be **signed by the internship supervisor** and submitted to Direction of Studies via the internship report form. The blank form can be found in the [Student Toolbox](#) on the Intranet.
2. The internship's report and the internship attestation form completed must be submitted in the required format, with the requested content and within the stipulated timeframe.
3. The Direction of Studies reviews the report form.
4. If the student complies with the internship's requirements, they will obtain a "pass" grade and be awarded the corresponding credits (3 ECTS) that will count toward the 120 ECTS required for the completion of the study programme and will be added to students' transcripts. For Disciplinary Master students, the credits gained through an internship will count towards the total of complementary classes. For Interdisciplinary Master students, the internship will count as indicated in the curriculum of their programme.

These Guidelines revoke any previous versions and apply as of the date of their approval to all students following a Master programme at the Geneva Graduate Institute.

Approved by the Academic Committee on 10 December 2024.