

MASTER PROGRAMMES: PROCEDURE TO REQUEST AN INTERNSHIP FOR CREDITS

The present procedure must be read in conjunction with the *Master programmes: Guidelines to Receive Credits for an Internship* and with rules governing the awarding of the Graduate Institute of International and Development Studies Master Degrees, including, but not limited to¹:

- 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*

Students are in particular reminded that requests that fail to meet the rules, conditions, procedures and deadlines detailed in the present document and in the *Master programmes: Guidelines to Receive Credits for an Internship* mentioned above will be rejected.

The Geneva Graduate Institute does not provide a database of internships from which students can choose. It is therefore students' responsibility to identify suitable internships. They may however consult the opportunities listed on the [Online Job Portal](#) of Career Services. Once an internship has been identified, students must comply with the following procedure (students are encouraged to take the necessary steps as soon as possible).

Requirements for internships for credits

In accordance with their respective study plans, Master students have the opportunity to validate 3 ECTS in their curriculum for an internship in which they participate during their studies, subject to the following conditions:

- The internship must be related to the students' programme of studies and provide an opportunity to apply the academic analytical tools and knowledge they have acquired in a professional context.
- The internship must begin during the course of their studies (after the start date of their first semester's classes). It must last for a minimum of 100 hours and cannot exceed one year in total.
- The internship must comply with the requirements of their Master Programme and must be compatible with the pursuit of their studies. In particular, no academic extensions or other arrangements will be provided to accommodate the internship workload. Students are reminded that they must follow the Master programmes' academic regulations and implementation guidelines, and in particular that regular attendance to classes is compulsory.

¹ Made available to students in electronic version on the following Institute's website page: graduateinstitute.ch/academic-policies

- Students can participate in more than one internship during the course of their studies. However, they can only receive credits for one internship and any additional internships will not be considered for the purpose of earning credits. Furthermore, students may only submit up to three requests to validate an internship for credit: in other words, students can request two changes in total for the internship they wish to validate for credit.
- If the student is registered to classes, the internship must be based in Geneva or within a reasonable daily travel distance to Geneva, except for students on an exchange programme who may undertake an internship at the related location.
- Students benefiting from leave of absences or special extensions for their studies as defined by the Master programmes' academic regulations and implementation guidelines cannot take an internship during the leave of absence or extension period.
- It is the students' and their host organisation' responsibility to ensure that the internship complies with local labour market regulations. Please consult the [Career Services pages](#) for more information about work authorisations and the work restrictions in Switzerland for non-Swiss students.
- By awarding credits for an internship, neither the Department, Programme nor the Geneva Graduate Institute endorses the host organisation or its view. The Department, Programme or the Geneva Graduate Institute cannot be held liable for any conduct or activity related to the internship.

Procedure for internship proposal

1. The student fills out the [Internship Proposal form](#) and submits it at least **two weeks before the start** of the internship, knowing that it can take **up to two weeks** for the request to be processed by Direction of Studies. Please also note that, depending on the case, it could take **three additional weeks** to obtain the work authorisation.
 - Through the form, the student provides information about the duration of the placement, the relevance of the internship to the study programme and the tasks foreseen, as well as a list of expected achievements. Each information is compulsory and must be filled in for the internship request to be considered.
 - Together with the form, the student submits proof of the internship from their host organisation (it must be either a work contract, a tripartite agreement, or an internship offer). Any other document will not be considered). In case of questions please contact your Department/Programme.
2. The Direction of Studies reviews the proposal. The student may be asked to submit additional information or document as part of the approval process if the proposal is incomplete.
3. The student receives information on the status of the internship request **within two weeks** of submitting the form.

4. **After** validation of the internship request by the Direction of Studies², and if needed, the student can request to Career Services an attestation for the *Office cantonal de la population et des migrations* (OCPM) and / or a tripartite agreement (including confirmation that the internship forms an integral part of the students' curriculum).
5. This is the student sole responsibility to make sign the tripartite agreement and, as the case may be, the work contract and/or a non-disclosure agreement with the host organisation. A copy of the signed tripartite agreement shall be provided to the MA Programme Manager before the beginning of the internship.
6. The requirements to receive the ECTS credits laid down in the *Master Programme: Guidelines to receive credits for an internship*.

Approved by the Academic Committee on 10 December 2024.

² Note that the attestation will **not** be provided before the internship is validated by the Direction of Studies.