

# How to submit your internship report/master thesis

## Bachelor, MScGeM, MScIBD, MScInno

Before the deadline (OPTIONAL but RECOMMENDED):

- send the cover page by email to the secretariat for approval ([sara.wenger@unine.ch](mailto:sara.wenger@unine.ch))
- validation comes back within a few days


By the deadline:



send the report/thesis in PDF, with the necessary attachments, by email to:

- o your academic supervisor (and assistant, if applicable)
- o cc : [sara.wenger@unine.ch](mailto:sara.wenger@unine.ch)

At the same time, or in the next couple of days:

- hand or send:
  - o 1 colour-printed, bounded version (spiral) – can be printed through the [University](#) (or any other printing company)
  - o the original Pledge of honour / Déclaration sur l'honneur
  - o the original signed AI Use Policy form
- 3 possibilities:
  - 1) You come in person or someone else brings the documents for you to the secretariat: Office R.115 at Breguet 2 (upon appointment to make sure someone is there)
  - 2) In case of absence at the secretariat, hand the documents at the front desk at the library, downstairs at Breguet 2 to the attention of Sara Wenger (the docs will be picked up there)
  - 3) Send the documents over by post (within Switzerland  / No registered post)

Université de Neuchâtel  
Institut de management  
Rue A.-L. Breguet 2  
2000 Neuchâtel



If sent from abroad, same address plus “Switzerland”, through the most convenient transporter of the expedition country.

Thank you !