

## How to submit your internship report/master thesis

## Bachelor, MScGeM, MScIBD, MScInno

Please also check the website of your master's program - "To do after the end of the internship"

Before July 10th (optional but RECOMMENDED):

- → send the cover page by email to the secretariat for approval (<a href="mailto:sara.wenger@unine.ch">sara.wenger@unine.ch</a>)
- → validation comes back within a few days

By the deadline July 30<sup>th</sup> (or upon agreement with the supervisor):

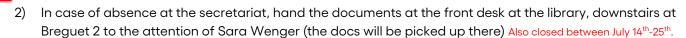


send the report/thesis in PDF, with the necessary attachements, by email to:

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

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

- → hand or send:
  - 1 colour-printed, bounded version (spiral) can be printed through the <u>University</u> (or any other printing company)
  - o the original Pledge of honour / Déclaration sur l'honneur
  - o Internship certificate
- → 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) Closed from July 11<sup>th</sup>, 11.30 am till August 4<sup>th</sup>.



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!

