

# 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 10<sup>th</sup>** (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 July 30<sup>th</sup> (or upon agreement with the supervisor):



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

- your academic supervisor (and assistant, if applicable)
- cc : [sara.wenger@unine.ch](mailto: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 [University](#) (or any other printing company)
  - the original Pledge of honour / Déclaration sur l'honneur
  - 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>.**



- 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) **Also closed between July 14<sup>th</sup>-25<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 !



➤ It won't be possible to deposit your report between July 14<sup>th</sup> and 25<sup>th</sup>.