

## INTERNSHIP WITH REPORT

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- The internship is an important component in the program. It includes the submission of a report and allows you to validate 18 ECTS.
- Generally, an internship with report can be **validated** earliest during the third semester of the MGM program
- But you can submit the internship application forms and start the internship as soon as you have acquired **at least 30 ECTS** (see Regulations)

Stage et mémoire  
de stage

**Art. 22<sup>7)</sup>** <sup>1</sup>Avant d'effectuer un stage prévu dans le plan d'études du Master, l'étudiant-e doit demander l'agrément de son projet de stage auprès du comité de programme et annoncer le thème de son mémoire de stage. Le stage est supervisé par un-e professeur-e enseignant dans le Master et donne lieu à la rédaction d'un mémoire. En cas de refus de la demande, l'étudiant-e peut représenter un ultime projet dans un délai d'un mois maximum.

<sup>1bis</sup>En dérogation à l'alinéa 1 et en lieu et place de la supervision du stage par une professeure ou un professeur enseignant dans le master, le stage prévu dans le programme d'études du MScGeM et du MScIBD peut être supervisé par une professeure ou un professeur enseignant dans la Faculté des sciences économiques.

<sup>2</sup>Ne sont autorisés à effectuer un stage que les étudiant-e-s ayant préalablement acquis 30 crédits ECTS dans le cadre du Master.

<sup>3</sup>La durée et les modalités du stage sont fixées par le plan d'études. Afin d'en documenter précisément les éléments constitutifs, le stage fait l'objet d'une convention individuelle avec signature tripartite: comité de programme, étudiant-e et entreprise.

- Visit <https://www.unine.ch/seco/formations/mscgem/internship/> to consult other information and download documents

# INTERNSHIP VALIDATION PRINCIPLES

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- **To be validated:**
  - The duration of the internship is at least the equivalent of 3 full-time months
  - The internship needs to be sufficiently complex, must require Master-level skills, and be related to one or several topics covered during the master program
  - It must take place in a real organization (SME, large company, ONG, international organization or public entity), and not in a virtual company or in a context ruled by personal arrangements
  - There must be both an internship tutor from the company and a supervising professor from the faculty
  - The organization, the tasks and qualifications of the internship tutor are appreciated by the program committee before a final validation
  
- Visit <https://www.unine.ch/seco/etudiant-e-s/offres-demploi-et-de-stage/>
  
- When you have identified an internship you wish to accept, please follow the **Step-by-Step guide** in the next slides. It is the responsibility of the student to properly document on due time the internship application form and other documents.

## INTERNSHIP: STEP BY STEP

Deadline(*) to validate in Semester 3	Step	Action
Latest by <b>August 31<sup>st</sup></b>	1	<p>Find a company and a faculty supervisor, then <b>submit your request</b> to the Program Coordinator: <a href="mailto:msc.gem@unine.ch">msc.gem@unine.ch</a>. The request should include (documents available on website):</p> <ul style="list-style-type: none"><li>• A description of the internship (tasks and duties)</li><li>• The <a href="#">Application Form</a></li></ul> <p>The Program Coordinator will revert after reviewing your application. Wait for approval and send the <a href="#">Internship Agreement</a></p>
Refer to the <b>Faculty Academic Calendar</b>	2	<b>Register in IS-Academia</b> for the course “Internship” (18 ECTS)
During or after your internship	3	<b>Write your report</b> according to the Internship Guidelines
As defined by your supervisor	4	<b>Send the first draft</b> of your report, by email, to your supervisor
Latest two weeks before the exam session (see <b>Faculty Calendar</b> )	5	<b>Send the final report</b> , by email and in pdf format, to your supervisor and to the Program Coordinator - <a href="mailto:msc.gem@unine.ch">msc.gem@unine.ch</a>
Latest one week before the exam session (see <b>Faculty Calendar</b> )	6	<b>Hand in the following documents</b> to the Program Coordinator: <ul style="list-style-type: none"><li>• One printed paper copy of the report</li><li>• Completed forms:<ul style="list-style-type: none"><li>✓ <a href="#">Internship certificate</a></li><li>✓ <a href="#">Pledge of honor</a></li></ul></li></ul>

## INTERNSHIP: STEP BY STEP

Deadline(*) to validate in Semester 3	Step	Action
Registration in IS-Academia as any other course. Refer to the <a href="#">Faculty Academic Calendar</a>	7	If the report is not turned in or if grade is under 4, register in IS-Academia for a following exam session (spring or retake session). In any case, the supervisor needs to validate a report deferral and the Program Coordinator ( <a href="mailto:msc.gem@unine.ch">msc.gem@unine.ch</a> ) needs to be notified
Latest two weeks before the exam session (spring or retake session). See <a href="#">Faculty Calendar</a>	8	Revise your report following the indications of your supervisor and return, by email and in pdf format to your supervisor. Give to the Program Coordinator  ✓ One printed paper copy of the revised report

\*Deadlines are indicative and can be modified by the supervisor

See also <https://www.unine.ch/seco/formations/mscgem/registration-deadlines/>

## HOW TO FIND A SUPERVISOR FOR INTERSHIP

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- Please **send a request** to [msc.gem@unine.ch](mailto:msc.gem@unine.ch). In your request you need to indicate:
  - You are planning to do an internship and are looking for a supervisor
  - Description of the internship
  - Area of the internship (management, marketing, strategy, information systems, human resources, innovation, startups, finance, accounting, economics, etc.)
- **A supervisor will be assigned to you** depending on the topic and availability.
- **You are responsible** to contact your supervisor early enough to discuss and define **the content and format** of the report

- Discuss the **content and format** of the internship report with your supervisor as soon as possible (ideally in the first two weeks of the internship). Following this exchange, you can then collect the relevant data and information “on the job.”
  - The report structure will differ if it has a case study format or a research paper format
  
- What is an internship report?
  - It is not a simple description of what the student does during the internship
  - It deals with a general situation, a business problem or an aspect of management that is relevant in the context of the firm or industry the student is working for.
  - It must contain analysis, structuring, critical distance, and reflective discussion based on the internship experience
  - Alternatively, it reports a specific business case, the potential paths to deal with it and proposes a recommendation.
  - It applies previously acquired academic knowledge to analyze the question under study.
  
- Consult the document «*Guidelines for Internship*»

## SOME BASIC FORMATTING

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- Total length – up to 20 pages excluding cover page, abstract, table of contents, bibliography and (eventually) annexes. **The quality of analysis and clarity of argumentation are more important than the number of pages.**
- Include a title page (templates available for [Internship Report](#) and for [Master Thesis](#))
- Font size: 11 point.
- Text alignment – left and right justified with normal margins of 2.5 cm.
- Line spacing –1.5.
- Page numbered
- Use a simple, neutral, academic tone.
- Tables and figures should be numbered, titled, referred to in the text, self-explanatory, with axes clearly labeled.
- Numbers in tables and figures should be rounded to a sensible number of digits (e.g. 1.23 instead of 1.2346746).

- Depending on the requirements of the company, the report may be **publishable** or **confidential**
  - A master thesis may be considered **confidential** if it is based on confidential data or concern a confidential case study
- If permitted, it can be uploaded, consulted, distributed or used by the company/external users.
- Therefore, the report/master thesis must have publication quality, meaning that it does not have language, format or conceptual mistakes.

## PREVENTING PLAGIARISM AND THE ABUSE OF GENERATIVE AI

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- Before any submission (draft or final version), we strongly recommend to analyze your document using **Compilatio** (see more details on [SITE](#), tab “Compilatio.net”)
- Upon submission of your report/master thesis, you will need to sign a “**Pledge of Honor**”
- It is very important that you make sure your document is the result of your own work and research, and that every source of information (including tables and figures) is cited properly
- The University of Neuchâtel actively combats plagiarism and the abusive use of generative AI. Your document may be subject to verification to ensure that the work is entirely your own.
- In case of plagiarism, the student fails the internship/master thesis; administrative penalties and disciplinary consequences may apply.
- We encourage you to read and visit the website: <https://www.unine.ch/luniversite/portrait/valeurs/>