

MASTER'S THESES AND INTERNSHIPS FOR 120 CREDITS PROGRAMS ONLY: MScAS, MScE, MScF, MScM



A. Which steps do I need to take for my “internship master’s thesis”?

1. Find a place to do your internship and contact a professor;
2. Complete and download the internship agreement in the master thesis app (hecluster.unil.ch/meteor/mastmem), have it signed, and upload it on the same website. Do not forget to push the button “submit”;
3. Enjoy your internship and write your master thesis;
4. Register officially your thesis as you register for a course: hecnet.unil.ch/Applications/Appli_Inscr_HEC.php;
5. Send the thesis to your professor and organize the presentation together with him/her;
6. Upload the thesis on the same application: hecluster.unil.ch/meteor/mastmem; - very important
7. Failing my thesis

For each of these steps, questions you normally have are answered below.

B. Which steps do I need to take for my “academic master’s thesis” (when you do not do an internship)?

You just need to complete the academic agreement form (agrément de mémoire académique) on line in the master’s thesis application: <https://hecluster.unil.ch/meteor/mastmem> and have it signed by your professor and yourself. Then, upload it again in the same application and do not forget to push the “submit” button.

1. Find a place to do your internship and contact a professor

a. When can I start my internship?

Students with no exam can start in January. Students taking exams at the Winter session, you can start in February or later, but they have to take into account that the deadline to have all your credits for graduating with your peers is September 6th and that the maximum duration of a 120-credits master program is 6 semesters.

b. Can I do an internship with a duration longer than 6 months, which impact on my graduation and at which rate?

Yes, a longer internship is possible, typically within a “company graduate program” or if a work contract (whether it is a *CDD* or a *CDI*) is offered to you. It is up to you to fix the date of presentation if you want to graduate with your peers or later taking into account the maximum duration of 6 semesters. The internship is **full time but 80%** are accepted.

c. Can I do an internship in Switzerland if I am not Swiss?

Yes, you need a letter from the master’s administration mentioning that your internship and your thesis are part of your study program.

d. Can I do my internship abroad?

Yes, actually anywhere in the world.

e. Do I have to find an internship in the “orientation” (specialization) of my Master?

Generally, yes, but not for the MSc in Finance.

f. How do I find a professor to supervise my internship?

Contact the professor via email or during your lectures.

Marketing. Note for student of the marketing “orientation”, there is a special procedure to follow, an email is to be sent to you in October.

g. Can I be supervised by a professor from another university?

Yes, as long as there is a co-supervision with a professor from HEC.

h. What if the company asks to keep my thesis confidential?

Your thesis can be entirely confidential. See also point #6b below on uploading the master’s thesis.

i. If I started writing an “academic” master’s thesis, can I change it to an internship thesis?

Yes, but you need to inform the professor who supervises your thesis and complete the internship agreement.

2. Internship agreement: download, sign, upload

a. What do I need to do once I found my internship?

Once you found your internship, you **need to complete the internship agreement** form (convention de stage) with the company, the professor supervising and the student signatures and upload it in the master’s thesis application: <https://hecluster.unil.ch/meteor/mastmem>.

ATTENTION: Too many students forget to upload and submit the completed agreement form on the application. This may lead to all kind of administrative pitfalls, including non-recognition of your internship!

b. When does the «internship agreement» (convention de stage) has to be submitted to the master’s administration?

A few weeks after the beginning of the internship is fine.

3. During the internship and the writing of the thesis

a. I do a fulltime internship, when do I write my master’s thesis?

You can write it during the evenings or the weekends of your internship. However, some students prefer to write it after the internship. In the latter case, they graduate one year later.

b. Should I have regular contact with my professor during my internship?

Yes, it is very important. Please check your @unil.ch mailbox regularly as some students lose contact with their professor/supervisor and end up having problems graduating.

4. Register officially your thesis as you register for a course

a. When do I have to register officially for my master’s thesis?

When “course registration” is open, you need to register for your master’s thesis as if it is a course.

Semester of the “course registration”
Spring Semester, 3 rd and 4 th week
Retake exam session, first two weeks after the publication of the results in July
Autumn semester, 3 rd and 4 th week

b. If I am not ready to present my thesis, can I postpone my registration to the next semester?

In that case, just inform your professor and write an email to the master’s administration; your registration will be transferred to the next semester without losing any attempt. Recall that the maximum number of semesters is 6 for a 120-credit master’s program.

5. Remittance and presentation of the master's thesis

a. To whom and in which format do I have to hand in my master's thesis?

Please organize the remittance and the presentation together with your professor.

b. Can I present my thesis in the exam's session only?

You can present whenever you are ready. For 120-credit master's programs, at least 90 credits are required to present the thesis.

c. Do I have to organize the presentation?

Yes, but together with your professor.

d. Can I present my thesis on the campus or by Zoom/Teams?

Yes, both are possible. For a room reservation, please ask the administration of the master.

e. What are the deadlines to present my master's thesis?

Session	Deadline to present your thesis at the latest on
Winter exam session	6th February
Summer exam session	6th July
Autumn exam session	6th September

6. Uploading your master's thesis – very important

a. When do I need to upload and submit my thesis on the master's thesis app?

After the presentation, if the professor informs you that you have passed it successfully. You need to upload it here: hecluster.unil.ch/meteor/mastmem.

b. Should I upload my thesis if it is confidential?

You absolutely need to complete the information required on the form of master thesis app (such as, title of thesis, date of the presentation, etc.), but you do not have to upload the thesis. When you tick "confidential" the upload becomes unnecessary, **but don't forget to push the "submit" button.**

c. What happens if I forget to complete the information on the application?

You may end up having problems graduating and the title of your thesis will not appear on the HEC website.

7. Failing my thesis

What happen if I fail my master's thesis?

You have the possibility to do a second and final attempt by sending an updated version of the master's thesis to your supervisor. S/he will tell you when to resubmit.