



UNIVERSITÉ  
DE GENÈVE

GENEVA SCHOOL OF ECONOMICS  
AND MANAGEMENT

*Master of Arts*

*International Trading,  
Commodity Finance and Shipping*

**Rules and Regulations**

**SESSION 2015-2017**

**Master of Arts  
International Trading,  
Commodity Finance and Shipping  
Rules and Regulations**

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**Art. 1. Attendance**

- a) Participants must attend all modules and arrive on time. The module will not be validated for unjustified absences and/or absences which have not been accepted by the Master of Arts in International Trading, Commodity Finance and Shipping Office and by the Professor in charge of the module. Justified absences only include sickness (a doctor's note or medical certificate must be sent to the program coordinator) and short absences related to work (and the HR manager of your company needs to be in cc when you inform the program coordinator). In both cases (sickness or absence related to work) a maximum of 6 hours per module can be missed (i.e. 25% of the module). Failure to comply with the sickness/absence reporting requirements could result in disciplinary action, including but not limited to sending a report to the HR manager of your company.

**Art. 2. Structure**

- a) The Program's structure comprises eight modules per semester. Each module comprises approximately 24 class hours. Each class hour requires 2 to 3 additional hours for reading, preparation, case study and analyses.
- b) The student is required to write a thesis of 50-70 pages within the 4 semesters.
- c) A trainee report is to be completed within the 4 semesters.

**Art. 3. Exam and Marks**

- a) Each module is evaluated individually, on a personal level as well as a group.
- b) Exams are marked from one (1) to six (6): four (4) is the passing grade.
- c) To obtain the degree, students must have to obtain 120 ECTS credits and an overall average of 4 (art. 18 al. 6 RE SES). Four marks for a module between 3 and 4 for are accepted throughout the program; modules with marks less than 3 are not credited (art. 18 al.1 RE SES).
- d) Any delay in submitting a take home exam is subject to penalty. One day delay will incur 1 point penalty. After two days – the exam will not be accepted and will have to be re-submitted in the retake session.
- e) In case of module failure, a student may retake an exam with the Professor's approval. The second (and NOT the best grade) will be taken into account. An asterisk will appear on the transcript of grades mentioning it is a retake (2ème tentative).
- f) Modules are not validated in case of failure.
- g) A degree is granted only upon successful completion of **all modules and the Master thesis.**
- h) Marks will be provided to students via electronic means through their unige portal
- i) Students are to expect a mix of take-home exams and regular in-class exams.
- j) A student who receives a grade between 3 and 4 and who wishes to keep it, needs to fill in a form "demande de confirmation de note," sign it and bring it to the program coordinator at the latest three weeks after receiving the official transcript of grades. Should the student NOT accept the grade s/he can retake the exam.

**Art. 4. Degree**

- a) Upon successful completion of the Master of Arts in International Trading, Commodity Finance and Shipping, a degree will be granted to the students by the University of Geneva, Geneva School of Economics and Management.

**Art. 5. Assessing the quality of teaching**

- a) Students must complete an evaluation form at the end of each module.
- b) A summary of the evaluation is sent to the relevant professor after all marks have been submitted.

**Art. 6. Elimination – see official document “règlement d’études”**

A student may be eliminated from the Master for the following reasons:

- a) has not obtained the minimum of 12 credits, after the first semester (art. 22 al.1 let a) RE SES)
- b) has not obtained the minimum of 30 credits, after the second semester (art. 22 al. 1 let b) RES SES)
- c) has not succeed after the second presentation of a mandatory course of the program (art. 22 al.1 let c) RE SES)
- d) has not met the 3-year deadline to complete the 120 credits of the Master’s degree(art. 22 al.1 let h) RE SES);
- e) has been caught cheating or plagiarizing documents (art. 22 al.1 let f) RE SES).

*Eliminations are notified by the Dean of the Faculty (art. 33 al. 3 RE SES), upon prior notice from the Direction.*

**Academic Rules & Regulations**

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Students’ intellectual integrity and honesty in both action and appearance are crucial in order to maintain trust among participants, the viability of the program and GSEM’s public reputation. Any intellectual dishonesty will be treated with extreme severity. This may include the following:

**Citation Rules and Plagiarism (le plagiat) (art 16 RE SES):**

Plagiarism is a very serious fraud. All course work/projects given to participants must be done solely by the students, or must be clearly stated to be work done by someone else. Plagiarism takes the following forms:

- Copying (either verbatim or very similarly) published documents without indicating these passages and properly citing the source.
- Suggesting or implying that conceptual ideas or models are one’s own when they are actually someone else’s.
- Reiterating arguments taken from published sources without citation in the text or reference in the bibliography. This includes web searches.
- Students are advised to familiarize themselves with what constitutes plagiarism in order to avoid it.

**Cheating in exams (art 16 RE SES):**

- Copying the work of other students during the exam is forbidden.
- Any communication among students during the exams is regarded as cheating, unless such communication has been explicitly authorized by the professor.
- Taking materials to the exam room - unless it has been explicitly authorized by the professor - is regarded as cheating and is therefore forbidden, even if the material is not used.

When you are allowed to leave the exam room for personal reasons, you may not communicate in any way with other people, nor refer to materials that are not allowed in the exam room. This holds true even if an action is not related to the exam but “gives the appearance” that you are cheating.

**Take-home exams, reports, analyses and corporate projects:**

- The same exam rules apply.
- To use materials from other students, or external people or sources, without citing them is regarded as plagiarism.

**Group work:**

- To seek credit for a group assignment without having contributed to the work is dishonest and unfair to the other members of the group.

**Other important points**

- You may not submit an assignment that has already been submitted and credited in the past.
- It is dishonest to disturb or disrupt other students voluntarily, or to sabotage their work in any manner.
- Courses may not be recorded, unless a written request is sent to the program coordinator well in advance and the professor has formally agreed to be recorded.
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***Any form of intellectual dishonesty is taken seriously and will lead to suspension or even expulsion.***

***Master of Arts in International Trading, Commodity Finance and Shipping***

**Engagement Ethique / Ethical Conduct**

Par la présente, je confirme avoir pris conscience que l'intégralité des travaux individuels, ainsi que l'intégralité des tests et examens individuels ne peuvent être respectivement réalisés et passés que par moi-même. En particulier, aucune aide, qu'elle provienne d'une personne physique ou d'une institution, n'est autorisée pour passer des tests ou examens individuels – que l'aide soit sous la forme orale, écrite ou électronique, ou sous toute autre forme non explicitement formulée dans les instructions relatives au test ou à l'examen. Je m'engage à citer de manière claire toutes les informations utilisées, en respectant les directives données dans les règles de citation.

Par la présente, je confirme qu'en cas de violation de(s) règle(s) édictée(s) dans le présent document par un(e) étudiant(e) du Master of Arts in International Trading, Commodity Finance and Shipping, je consens à ce que GSEM et l'Université aient le droit de refuser de décerner le diplôme au étudiant(e) en question et de l'exclure de futures études à l'université.

Par la présente, je confirme qu'en cas de pareille transgression susmentionnée, l'Université a le droit de retirer le diplôme à l'étudiant(e) concerné(e) – selon ses règles et procédures internes – quand bien même une transgression au présent document serait découverte seulement après le remise officielle des diplômes.

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I hereby confirm that I have been made fully aware that individual assignments, tests and exams are to be completed by me alone. Moreover, I shall not seek any help either from an individual or institution to sit/complete the tests or exams, whether verbally, in writing, electronically, or by any other means than those explicitly stated in the exam instructions. I shall clearly cite all materials as stipulated in the citation rules.

In case of violations of these rules, I hereby understand and accept that, in accordance with their internal rules and procedures, the GSEM and the University have the right to exclude contravening participants from obtaining their Degree, and from undertaking any future studies at the University, and that the University has the right to revoke a Degree that has already been issued, should such violations be discovered after graduation.

*Lieu et date / Place and Date* : \_\_\_\_\_

*Nom et Prénom / Name* : \_\_\_\_\_

*Signature* : \_\_\_\_\_

## **Confidentiality: PRIVACY AGREEMENT**

Companies that provide information necessary for the preparation of the students' class project, thesis or other evaluation, hereby agree to do so at their own discretion and free will. While agreeing to do so, companies expect the students and the University to use their utmost discretion regarding the given information.

In order to avoid any misunderstanding, students are reminded of the following:

1. Students are responsible for all project proposals and conclusions, not the University nor its departments; this must be mentioned in the first page of the assignment.
2. While texts are the students' own, they must not be broadcast or distributed in any way without explicit authorization from the institution or business firm which is chosen as the field of study. If this authorization is formally granted, the publication is still subject to prior approval by the GSEM in regard to any scientific or teaching aspects.
3. Should texts be used in part or whole for professional and/or commercial use, the intellectual property of the work becomes the authors' as a rule; however, the University and its representatives still retain rights.
4. The student must not reveal confidential business information of the company chosen as the field of study. Any information communicated to the student, by the company, in particular any information pertaining to the firm's activities considered as strictly confidential, may not be distributed or communicated, unless explicitly authorized by the company.

The student is made aware of the following Swiss Penal Codes 321 and 162:

Article 321 ch. 1: in essence stipulates that *"those who disclose confidential information made known to them during their course of study shall be punishable by imprisonment or a fine. The disclosure remains punishable even though the individual has completed his/hers studies"*.

Article 162: *"Individuals who disclose confidential information they were supposed to keep secret by virtue of under a legal or contractual obligation and anyone using that disclosed information will be punished with imprisonment or fine under the law"*.

5. Professors and assistants who manage the projects are legally bound by professional secrecy.

**MASTER OF ARTS IN INTERNATIONAL TRADING, COMMODITY FINANCE AND SHIPPING**

***Geneva School of Economics and Management, University of Geneva***

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*Director*

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