

MASTERS' PROGRAMMES

GUIDELINES TO RECEIVE CREDITS FOR AN INTERNSHIP

1. Purpose

These *Guidelines to receive credits for an internship* (hereinafter: "the Guidelines") set out the rules and conditions governing the award of ECTS credits for internships undertaken by students enrolled in the Master in International and Development Studies (MINT) or one of the five disciplinary Master's programmes (MADIS) of the Graduate Institute of International and Development Studies (hereinafter: "the Institute"). It must be read in conjunction with rules governing the awarding of the Institute's Masters' degrees, including, but not limited to:

- a. *MINT & MADIS: Academic Regulations*
- b. *MINT & MADIS: Implementation Guidelines for the Academic Regulations*
- c. *Directive on Academic Integrity*
- d. *Rules and Good Practices for Ethical Use of Artificial Intelligence in Academic Work*
- e. *Code of Conduct and its Implementation Guidelines*

2. General Principles

Requests to receive credits for an internship that fail to meet the rules, conditions, procedures and deadlines detailed in these Guidelines will be rejected.

The Institute's approval of an internship for credits does not constitute an endorsement of the host organisation, its activities, positions or views. Neither the Institute or the programme, nor their staff, may be held liable for any conduct, activity, dispute or consequence arising from or related to the internship.

The Institute does not provide an internship's database from which students can choose. It is therefore students' responsibility to identify suitable internships. In doing so, they may consult the opportunities listed on the [Online Job Portal](#) of Career Services. Students are encouraged to take the necessary steps as soon as possible, and **at the latest two weeks before the intended start date of the internship**, as detailed below.

The Direction of Studies reserves the right to refuse an internship if the applicable deadlines and/or conditions are not met.

3. Requirements

In accordance with their study plan, MINT students may validate 9 ECTS and MADIS students 3 ECTS, for only one internship undertaken during their studies, subject to the following conditions.

3.1. Academic relevance

The internship must be directly related to the students' programme of studies and must provide an opportunity to apply, develop and reflect upon the academic analytical tools as well as knowledge and skills acquired in a professional context.

3.2. Duration

The internship must begin during the student's period of enrolment (i.e. after the start date of the first semester) and must be completed (or the Internship Report Questionnaire submitted) no later than three weeks prior to the Graduation Ceremony.

For MINT, the internship must comprise a **minimum of 200 hours** of professional activity and approximately **25 hours of personal reflective work** linked to the internship experience and learning outcomes.

For MADIS, the internship must comprise a **minimum of 100 hours** of professional activity and approximately **10 hours of personal reflective work** linked to the internship experience and learning outcomes.

An internship **cannot exceed one year** in total.

3.3. Compatibility with Academic Obligations

The internship must comply with the requirements of the MINT or MADIS Academic Regulations and their Implementation Guidelines and their respective study plans and must be compatible with the successful pursuit of studies. In particular, **no academic extensions, deadline adjustment or other arrangements will be granted to accommodate the internship workload. Regular attendance to classes is compulsory.**

3.4. Number of Internships

Students may undertake more than one internship during the course of their studies. However, they can only receive credits for **one** internship; any additional internships will not be considered for the purpose of earning credits. Furthermore, students may only submit up to three requests to validate an internship for credit: in other words, students can request two changes in total for the internship they wish to validate for credit.

3.5. Location of the Internship

Students registered for courses must undertake their internship in Geneva or within a reasonable daily travel distance from Geneva.

Students on an exchange programme may undertake an internship at their exchange location.

3.6. Leave of Absence and Extensions

Students benefiting from a leave of absences for their studies, as defined by the MINT or MADIS programmes' Academic Regulations and Implementation Guidelines, may not undertake an internship during the leave of absence.

3.7. Compliance with Applicable Legislation

Students' and host organisation remain solely and entirely responsible for ensuring compliance with all applicable labour market regulations and other legal requirements.

Please consult the [Career Services pages](#) for more information about work authorisations and the work restrictions in Switzerland for non-Swiss students.

4. Internship Approval Procedure

4.1. Internship Proposal

Students wishing to obtain academic credit for an internship must complete the [Internship Proposal form](#).

The form must be submitted **at least two weeks before** the **intended start date** of the internship. The Institute reserves the right to refuse an internship if the applicable deadlines are not met.

Students should take into account that the review procedure may take up to two weeks, and that, depending on the case, it could take **several weeks** to obtain the work authorisation.

4.2. Content of the Internship Proposal

The internship proposal form must provide information on:

- the name of the host organisation;
- the internship dates;
- the expected number of hours;
- the functions and responsibilities to be performed;
- the relevance of the internship to the student's programme of studies;
- the expected learning outcomes and achievements.

All information requested in the internship proposal form is **mandatory** and must be provided for the proposal to be considered.

4.3. Supporting Documents

The internship proposal form must be accompanied by a document issued by the host organisation confirming that it has agreed to host the student for an internship.

A signed contract or tripartite agreement is not required at the proposal stage, provided that the host organisation's acceptance is clearly documented.

The Director of Studies may request additional information or supporting documentation where necessary.

4.4. Review by the Director of Studies Office

The Director of Studies Office reviews the proposal and determines whether the internship satisfies the conditions for the award of credits.

The student shall normally be informed of the decision **within two weeks of submission of the form.**

No internship may be considered for credit unless prior approval has been granted by the Director of Studies. Requests for **retroactive approval will not be considered**, except in exceptional circumstances subject to review by the Director of Studies on a case-by-case basis.

4.5. Administrative Documents

After approval of the internship request by the Director of Studies Office, and if needed, students may request from Career Services any attestation required for the *Office cantonal de la population et des migrations* (OCPM) and / or a tripartite internship agreement (including confirmation that the internship forms an integral part of the students' curriculum).

Students remain solely responsible for obtaining all required signatures on any tripartite internship agreement, work contract or confidentiality agreement with the host organisation.

Where a tripartite internship agreement is required, a signed copy must be provided to the MINT or MADIS Programme Managers before the internship begins.

5. Obligations during the Internship

During the internship, students shall:

- a. comply with all conditions and deadlines established by these Guidelines, the *Academic Regulation* of their Master's Programme and their *Implementation Guidelines*. In particular, students are hereby notified that failure to submit an internship request or report in the required format, with the requested content or within the stipulated timeframe will result in the non-acquisition of the corresponding credits.
- b. comply with the conditions and modalities laid down in their internship proposal as approved by the Director of Studies;
- c. immediately inform the Director of Studies of any modification affecting the internship's duration, workload, responsibilities or other approved conditions;
- d. comply with all commitments undertaken towards the Institute and the host organisation including but not limited to tripartite internship agreement, work contract or confidentiality agreement;

- e. demonstrate professional and ethical behaviour towards the host organisation and the Institute in accordance with the *Code of Conduct*, its *Implementation Guidelines*, the *Directive on Academic Integrity* and the *Rules and Good Practices for Ethical Use of Artificial Intelligence in Academic Work*;
- f. promptly inform the Director of Studies of any difficulty encountered during the internship likely to affect the satisfactory completion of the internship, including excessive workload, professional conflict or other significant issues.

6. ECTS Credits Validation

6.1. Online Internship Report Questionnaire

To request validation of the internship for credits, students must complete the **Internship Report Questionnaire** made available online by the Institute.

The questionnaire constitutes the formal academic validation exercise for the internship.

Through the questionnaire, students shall report on:

- the activities performed;
- the knowledge and skills mobilised;
- the skills acquired and developed;
- the achievement of the learning objectives identified in the internship proposal;
- their critical reflection on the internship experience;
- the connections between the internship and their academic programme.

All sections of the questionnaire **must be completed**, otherwise the submitted replies will not be considered.

6.2. Questionnaire Submission Deadline

Students must fill out and send the questionnaire within a **maximum of one month** following the completion of the internship, or the completion of at least 200 hours of professional activity for MINT or 100 hours of professional activity for MADIS.

The questionnaire must be submitted **no later than three weeks** prior to the Graduation Ceremony.

The questionnaire (time for personal reflective analysis and completion of the questionnaire) is expected to represent approximately **25 hours of work for MINT, 10 hours of work for MADIS**.

6.3. Internship Attestation Form

Students must fill out and submit by email to the MINT or MADIS Programme Managers, an internship attestation form, signed by the internship supervisor. A blank form can be found in the [Student Toolbox](#) on the Intranet.

The attestation must confirm the satisfactory completion of the internship and the number of hours performed.

Failure to submit the attestation may result in the non-validation of the internship.

6.4. Review and Award of Credits

The completed Internship's Report Questionnaire and internship attestation form must be submitted in the required format, with the requested content and within the stipulated timeframe.

Upon receipt of a duly completed and timely submitted Internship Report Questionnaire, the Director of Studies will review it.

Provided that all requirements have been fulfilled, the student shall receive a Pass grade and be awarded the corresponding 9 ECTS credits for MINT or 3 ECTS for MADIS. These shall count toward the 120 ECTS required for the completion of their Master's programme and shall appear on the student's transcript as indicated in the MINT or MADIS curriculum.

7. Final Provisions

These Guidelines apply, from the date of their approval, to all students who begin their MINT or MADIS programme at the Institute in the autumn semester of the 2026–2027 academic year or thereafter. For these students, they supersede the *Guidelines to receive credits for an internship* and the *Procedure to request an internship for credits*, approved on 10 December 2024.

Students who began their programme before the autumn semester of the 2026–2027 academic year remain subject to the previous guidelines and procedure, irrespective of the date on which they submit their internship request.

Approved by the Academic Committee on 13 October 2026