

Guidelines for master's thesis remittance

Summer 2021 and Autumn 2021 sessions

11/03/2021

REMITTANCE AND PRESENTATION OF THE MASTER'S THESIS

- The remittance date of the master's thesis is flexible. We kindly ask you to organize this with your professor and let him/her enough time to go through your master's thesis.
- For internship master's thesis, the date of the remittance is normally fixed at the end of the internship.
- You should then fix **together (the professor and the student)** a date of the presentation of the master's thesis and inform [Isabelle Perrotti](#) accordingly.
- Ms Perrotti can book you a room on the campus. However, due to the Covid situation, the master's thesis presentation should take place online via Skype, Zoom, etc. Depending on the pandemic evolution, the presentation on site could be possible, in accordance with your professor and by respecting social distances.
- If you wish to graduate at the Summer session, the administration will need your grade **by July 6, 2021 at noon**.
- Afterwards, you will graduate at the **Autumn session**; the deadline will be **September 6 at noon**.
- After this date, you will graduate at the **Winter 2022 session**; the deadline will be **February 4, 2022 at noon**.
- 90 credits for MScM-MScE-MScF-MScAS / 39 credits of module 1 (MDE) / 60 credits (MScIS) should be acquired to be able to present your master's thesis.

GENERAL INFORMATION

- The professor invites an expert, and if appropriate the company tutor, will take part to the presentation. His/her presence is encouraged but not compulsory. If he/she is not present, a feedback can be sent to the professor.
- You should **upload your thesis in PDF** after the presentation (final version only) and complete fill out information on <https://hecluster.unil.ch/meteor/mastmem>
- When the Master's thesis presentation is over, the grade should be sent by the professor to Isabelle Perrotti by using the form "Formulaire de validation du mémoire". The grade cannot be communicated to the student.
- **DO NOT FORGET TO REGISTER FOR YOUR MASTER'S THESIS WITHIN THE OFFICIAL DEADLINE** (see email sent by HECmasterExamen@unil.ch on March 3, 2021)
- Additional information can be found on each Master's page:
 - Internship: <https://www.unil.ch/hec/internship>
 - Academic thesis: <https://www.unil.ch/hec/masters/thesis>