

## How to submit your internship report/master thesis

### Bachelor, MScGeM, MScIBD, MScInno

Please also check the website of your master's program - "To do after the end of the internship"

Before July 18th (optional but RECOMMENDED):

- ➔ send the cover page by email to the secretariat for approval ([sara.wenger@unine.ch](mailto:sara.wenger@unine.ch))
- ➔ validation comes back within a few days

By the deadline July 30th (or upon agreement with the supervisor):




send the report/thesis in PDF, with the necessary attachments, by email to:

- your academic supervisor (and assistant, if applicable)
- cc : [sara.wenger@unine.ch](mailto:sara.wenger@unine.ch)

At the same time, or in the next couple of days:

- ➔ hand or send:
  - 1 colour-printed, bounded version (spiral) – can be printed through the [University](#) (or any other printing company)
  - the original Pledge of honour / Déclaration sur l'honneur
  - Internship certificate

➔ 3 possibilities:

- 1) You come in person or someone else brings the documents for you to the secretariat: Office R.115 at Breguet 2 (upon appointment to make sure someone is there) **Closed from July 18th, 11.30 am till August 12th.**
- 2) In case of absence at the secretariat, hand the documents at the front desk at the library, downstairs at Breguet 2 to the attention of Sara Wenger (the docs will be picked up there) **Closed between July 15th-26th.**
- 3) Send the documents over by post (within Switzerland  / **No** registered post)

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If sent from abroad, same address plus "Switzerland", through the most convenient transporter of the expedition country.

Thank you !



➤ It won't be possible to deposit your report between July 18th and 29th.