

## Information sheet for writing a master's thesis

### Master in Business and Technology | Master in Economics and Public Policy <sup>1</sup>

#### Admission to the master's thesis

The master's thesis is preferably written at the end of the master's program. However, the following prerequisites must be met in any case at the time of registration:

- Acquisition of at least 48 CP from the master's program
- Successful completion of all courses with an exclusionary main lecture exam
- If your admission was subject to additional requirements, you must meet all of these requirements in advance

#### Supervision

The supervision can be carried out by all full-time professors at the Faculty of Business and Economics at the University of Basel. The examination board decides on exceptions. Requests must be submitted by the student in writing to the Dean of Studies, stating the reasons for the request. The student has the right to have at least one personal discussion with the supervising lecturer about the structure of the thesis or any open questions during the writing of the master's thesis.

Upon request, there is the possibility of a second supervision by a person with a doctorate. In this case, the master's thesis is graded with the average of the grades rounded to tenths.

#### Scope and duration

- Scope: 18 CP | Duration: 15 weeks *or*
- Scope: 30 CP | Duration: 25 weeks

After the submission of the master's thesis, the supervising faculty member has two months, within which the evaluation and grading must be completed and sent to the Dean of Studies' Office.

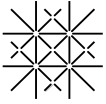
#### How do master's theses of 18 CP differ from those that are rewarded with 30 CP?

In both cases, an independent research-oriented paper is written. However, the two formats differ in the extent of the student's own research work.

The 30 CP format is intended for work that requires a special effort in immersing into the topic or for the procurement, structuring and evaluation of the necessary data. For the design of an extensive survey, for example, a 30 CP thesis is suitable, since the period of 15 weeks may be too short. If the empirical work involves working with an existing data set, which may be expanded, the format of the 18 CP master's thesis is suitable. If, on the other hand, extensive data must first be collected independently, the format of the 30 CP Master's thesis is suitable.

A solid analysis is thus expected from both formats. 30 CP master's theses also create a theoretically, methodologically or data-wise original contribution, which, based on the research objective, is aimed at

<sup>1</sup> For the consecutive master, please consult the information sheet in German.



obtaining new findings in a topic area. This also implies a different requirement for the thesis. The precise requirements for the two formats in the respective subject areas are determined by the supervising lecturers.

The Curriculum Committee recommends a research proposal to be submitted for both master's thesis formats. The supervising lecturers have the option to reject a research proposal for a 30 CP Master's thesis, but at the same time to accept it for an 18 CP master's thesis.

For a 30 CP master's thesis, a research proposal must be submitted and the registration requires the approval of the proposal. The respective requirements are determined by the supervising lecturers.

### Formal requirements

The [title page](#) of the master's thesis must contain the following information:

- Title of the thesis
- Name of the student
- Matriculation number of the student
- Name of the supervising lecturer(s)
- Date of submission

Students must also submit the following signed Declaration of Authorship at the end of the thesis:

*„I hereby declare - that I have written this master's thesis without any help from others and without the use of documents and aids other than those stated in the references, - that I have mentioned all the sources used and that I have cited them correctly according to the established academic citation rules, - that the topic or part of it are not already the object of any work or examination of another course unless explicitly stated,- that I am aware of the consequences of plagiarism at the Business and Economics Faculty of University of Basel.“*

### Registration for the master's thesis

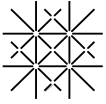
We recommend you to contact the potential supervisor(s) at an early stage and clarify whether supervision in the desired area is possible in terms of time and content.

If the supervisor(s) agree(s), make an appointment with the supervising lecturer(s) to discuss the topic. Following the meeting, complete the registration form and send it, dated and signed by both parties, to [master-thesis-wwz@unibas.ch](mailto:master-thesis-wwz@unibas.ch) and a copy to the supervisor(s). The form can be signed electronically or by hand and scanned.

The 15- or 25-week period runs from the date of the interview noted on the registration form. The Dean of Studies' Office will confirm the deadline by e-mail after receiving the registration.

**Master's thesis in the scope of 18 CP:** Registration can be done on an ongoing basis. However, with regard to graduation, students should take into account the relevant deadlines (processing time: 15 weeks, correction deadline: two months).

**Master's thesis in the scope of 30 CP:** As a rule, registration for master's theses in the fall semester takes place no later than July 1, for a degree in the spring semester no later than February 1. The respective departments may require earlier deadlines for the submission of a research proposal, but may also define later registration deadlines.



Please note that the evaluation of the master's thesis including the grade must be submitted to the Dean of Studies' Office one week before the start of lectures in the subsequent semester so that the degree can be awarded in the current semester and that enrollment in the following semester is not required. The precise deadlines are published by the Dean of Studies' Office.

### Submission of the master's thesis

Please submit the master's thesis as follows:

- By e-mail to the supervisor(s) and a copy to the Dean of Studies' Office ([wwz@unibas.ch](mailto:wwz@unibas.ch)).
- Submission through your @stud.unibas.ch or @unibas.ch account
- On due time. Meaning: By 12:00 noon of the submission date recorded on the registration form. Central European Time (CET) applies.

Lecturers may still request one or two printed and bound copies of the master's thesis. This must be noted accordingly on the registration form. Printed copies can be handed in personally at the Dean of Studies' Office (please check opening hours) or sent by mail to the Office of the Dean of Studies. Direct delivery to the supervisor is also possible. The successful transmission of your e-mail will be confirmed with an autoreply. If you do not receive such a message, please contact the Dean of Studies' Office immediately. After submitting your master's thesis, you and the supervisor will additionally receive an e-mail from the Dean of Studies' Office confirming the correction deadline for the master's thesis.

After submitting your master's thesis, the supervisor has two months to evaluate it. For this purpose, he / she prepares an expert opinion on your master's thesis and sends it to the Dean of Studies' Office. Here, the grade is entered into your MOOnA account. At the same time, you will receive the grade notification by e-mail. The Dean of Studies' Office will send you the expert opinion. If you apply to [graduate](#), your application will be assessed and you will receive a graduation confirmation and a provisional degree transcript.

### Failed master's thesis

A master's thesis that is graded as *failed* will be assessed and graded by another member of the faculty or an external expert selected by the examination committee. The final grade of the master's thesis is the average of these two grades. A failed master's thesis may be repeated once. A second "fail" will result in exclusion from the master's program of the Faculty of Business and Economics at the University of Basel.