

Information sheet for writing a master's thesis

Master in International and Monetary Economics (MIME)

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:

- Successful completion of 18 CP from the module "Advanced Topics of Economics".
- Completion of the second semester
- The approval of the supervising faculty member

Supervision

The supervision can be carried out by all full-time professors at the Faculty of Business and Economics at the University of Basel or at the Institute of Economics of the University of Bern. 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.

Scope and duration

- Scope: 30 CP | Duration: 25 weeks

Please note that 30 CP convert to 900 hours of work (1 CP = 30 h) in accordance with the Bologna rules. Thus, the duration of 25 weeks can be seen as a full job equivalent.

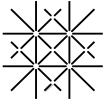
After the submission of the master's thesis, the supervising faculty member has two months, within which the evaluation and grading must be completed and sent to the Dean of Studies' Office.

Formal requirements

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

- Title of the thesis | language of thesis = language of title
- 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 Independent Authorship at the end of the thesis:



„I attest with my signature that I have written this work independently and without outside help. I also attest that the information concerning the sources used in this work is true and complete in every respect. All sources that have been quoted or paraphrased have been marked accordingly.

Additionally, I affirm that any text passages written with the help of AI-supported technology are marked as such, including a reference to the AI-supported program used.

This paper may be checked for plagiarism and use of AI-supported technology using the appropriate software. I understand that unethical conduct may lead to a grade of 1 or “fail” or expulsion from the study program.

If there are reasonable grounds to suspect unauthorized or unmarked use of AI in written performance reviews, I am obliged, upon invitation, to assist in clarifying the suspicion, e.g. by participating in an interview.

I have read the Information Sheet on Plagiarism and Fraud dated March 3, 2022 and I am aware of the consequences of such action.”

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. Please inform your supervisor(s) that you are a MIME student.

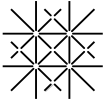
If the supervisor(s) agree(s), please report your topic and the name of your supervisor(s) to the Dean of Studies' Office (master-thesis-wwz@unibas.ch) and the program coordinator (beat.spirig@unibas.ch). You will receive a short notice if you can proceed with your thesis as intended.

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

The 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.

Registration can be done on an ongoing basis. However, with regard to graduation, students should take into account the relevant deadlines (processing time: 25 weeks, correction deadline: two months).

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 (master-thesis-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. In addition, a personal final discussion with the supervisor takes place before and/or after the submission. This discussion will not be graded but serves to clarify any open questions. This final discussion can be substituted by a similar format (e.g. presentation of the master's thesis), but cannot be omitted entirely¹.

After the personal discussion and evaluation of the thesis, the expert opinion is sent to the Dean of Studies' Office. Here, the grade is entered into your Online Services 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.

¹ This regulation applies to all master's theses registered after December 1, 2024.