

# Procedure for the Semester and Master's Thesis

In the module Project Work and Practical Skills the students need to acquire at least 12 credit points. These credit points can be gained either through a semester thesis or through specially designated practical courses, or through a combination of both. The semester thesis must take place under the supervision of one of the two institutions, the University of Basel or the University of Applied Sciences FHNW.

In the last semester, for all full-time students in the 4<sup>th</sup> semester, the master program culminates in a master's thesis with 25 credit points, accompanied by a master's examination with 5 credit points. The master's thesis must take place again under supervision of one of the 2 organizing institutions, the University of Basel or the University of Applied Sciences FHNW.

It is possible to carry out the semester or master's thesis at an external institution or in industry. The administrative efforts will be increased as more details need to be clarified and regulated before. In any case, external projects always need the support of a lecturer of the Master Program to ensure that the quality standards of the Master Program and the formal conditions are met.

Please see below the individual steps for a successful semester or master's thesis:

## How do I find a master- or semester thesis project?

The students can select a project offered in one of the database of the institutions:

- [Link Projects University of Basel](#)
- [Link Projects FHNW](#) (VPN needed)

Alternatively, students may also proactively contact a potential semester /master thesis supervisor of interest directly.

## How long is a semester thesis and when do I start it?

The semester thesis starts upon agreement, usually in the third semester (1<sup>st</sup> of August until 31<sup>st</sup> of January); it can be carried out in part-time in parallel to semester courses (week 38 until week 51) or in approx. 8-9 weeks in full-time before or after the course period. A semester thesis accounts for 3, 6, 9, or 12 credit points, depending on the expected work load. This is specified for each thesis separately in the thesis proposal/learning contract in advance.

A semester thesis can lead into a subsequent master's thesis.

## How long is a master's thesis and when do I start it?

The master's thesis usually starts in the 4<sup>th</sup> semester (1<sup>st</sup> of February) and lasts for 6 months (until 31<sup>st</sup> of July). The timing is not fixed and can be adapted to the progress of the student or the availability of the master's thesis project.

## How do I set up the master's / semester thesis project

Before the start of each semester/master thesis, a learning contract has to be agreed and prepared with your supervisor either in the [services tool](#) of the University of Basel or directly with supervisor at the FHNW, containing relevant details such as thesis start and end date, thesis content, goals,

deliverables, and supervisor; each project needs to be approved by a co-head of the teaching commission.

**IMPORTANT:** Students can only start the master's thesis when all basic courses are completed and 78 credit point are achieved. ( § 21.)

## How do I submit my semester / master's thesis?

At the end of the defined semester/master's thesis project the student submits an electronic copy of the semester/master thesis.

The submission process is depending on the institution the supervisor is affiliated with:

At the **University Basel**, the first page needs to include all the elements as show in the [title page file](#). Within the beginning of your report a signed statement on your [scientific integrity](#) needs to be included. An electronic copy of the master's thesis (MA) as a pdf file shall be sent to all relevant persons (i.e. supervisor(s), collaborators) including the DBE student administration [master-dbe@unibas.ch](mailto:master-dbe@unibas.ch); one copy needs to loaded to switchdrive:

The master's thesis **file name** needs to include your name and the year of submission i.e. *your email name without the @stud.unibas.ch\_2024\_MA.pdf* for example: pia.peters\_2024\_MA (email: pia.peters@stud.unibas.ch).

At the **FHNW** for submission of your master thesis you will be guided through an [electronic submission process](#). Your Master's thesis must be submitted electronically. For a valid submission of the final thesis together with the the poster (in pdf and pptx format, respectively) must be submitted with the file name and to the location indicated in the process before the deadline.

For submission of the semester thesis, you have to submit an electronic copy of the thesis and supplementary documents to your supervisor and (if applicable) to the external/additional partner.

A confirmation of receipt will be sent within a few days from the responsible of institution.

## How do I organize my master examination?

Each student organizes his/her master examination him/herself and informs the student administration (master-dbe@unibas.ch) about the details; as a rule, it takes place a few days/weeks (max. 6 weeks) after the submission of the thesis. The student invites the examiners and organizes a room. The supervisor is responsible for nominating an independent external examiner, who must be an expert in the relevant field and affiliated with a different academic group or an external institution. One of the examiners must be a lecturer in the program.

The 45-minute master examination includes a 20-minute presentation on the master's thesis projects followed by a discussion (25 min) and is usually open to the public. Upon request to the Teaching Committee, the public may be excluded.

## How do I receive the performance review of my semester/master's thesis?

The semester thesis will be evaluated by the supervisor, the master's thesis will be evaluated additionally by an independent expert using the master's thesis evaluation form. The evaluation and the grade of the thesis will be disclosed to the student by one of the supervisors.