



Fact sheet

August 2016

Overall Process for Bachelor's/Master's Theses

1 Considering topics

- Think about which subject area you found particularly interesting in the course of your studies. Make sure that you are sufficiently familiar with the subject area through lectures, seminars or your own reading.

2 Contact/supervision

- Send your final application by e-mail to the relevant contact person (see website for guidance). In this application, explain why you want to choose this specific topic for your thesis.
- The department chairs do not have to respond to written applications submitted without this explanation. Department chairs may set additional requirements and have the option to reject a student's proposal.
- The contact person will inform you of the specific requirements of the respective department chair. These additional requirements are binding.
- Once you have a commitment from a supervisor, your supervisor will send the specific topic of your thesis to the Dean's Office for retrieval.
- You will not be informed when the project definition has been received at the Dean's Office. Generally, the project definition will be received and ready for collection two to three working days after it was sent.

3 Collecting the project definition

- The written project definition is issued exclusively by the Dean's Office.
- You must register in person during office hours at the Dean's Office of the Faculty of Business, Economics and Informatics using the appropriate completed registration form (see website).
- To register for a Bachelor's thesis, you will also need to provide proof of matriculation (e.g., your student identification card) and evidence of successful completion of the assessment level (by showing your transcript of records or module booking printout, or presenting the relevant document on a smartphone, tablet or laptop).





- To register for a Master's thesis, you will also need to provide proof of matriculation (e.g., your student identification card) and evidence of your admission to a Master's program for students who did not complete a Bachelor's degree in the Faculty of Business, Economics and Informatics at the University of Zurich (= notification of acceptance from examination delegate).

4 Completion period

- The completion period begins when you personally collect your project definition from the Dean's Office and lasts six months (for Bachelor's and Master's theses).

5 Requirements for submission of thesis

- Two bound copies of the thesis must be submitted to the Dean's Office in person, or sent to the Dean's Office by registered mail, no later than the last day of the thesis period. In the latter case, the date of the postmark is considered the submission date.
- Please retain your proof of postage so that you can track your thesis and ensure it has been received. No confirmation of receipt will be sent.
- You are not permitted to submit your thesis by placing it in the Dean's Office mailbox.
- Theses submitted late are considered to have been failed.