



## Fact sheet

September 2020

## 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. Usually it takes 2-3 working days from the agreement until the project definition arrives and is ready for collection.

### 3 Collecting the project definition

- The written project definition is issued exclusively by the Dean's Office.
- You must register by email to [deansoffice@oec.uzh.ch](mailto:deansoffice@oec.uzh.ch). Please attach the appropriate, completed registration form (see website).
- To register for a Bachelor's thesis, proof of matriculation (e.g., your student identification card) and evidence of successful completion of the assessment level (transcript of records or module booking printout) must also be attached.





- To register for a Master's thesis, 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 (= decision on admission and possible attachment with additional requirements) must be attached.

#### **4 Completion period**

- The completion period begins with the personal delivery of your project definition by the Dean's Office via email and lasts six months (for Bachelor's and Master's theses). The exact deadline is explicitly mentioned in the email.

#### **5 Requirements for submission of thesis**

- At the latest on the last day of the deadline, the thesis must be submitted by 23:59 by email to -> [deansoffice@oec.uzh.ch](mailto:deansoffice@oec.uzh.ch).
- 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.