

Infosheet – (external) Master Thesis

1. Before the thesis

- a. Student identifies a research project carried out externally within ...
 - i. a research group at another department at the University of Basel
 - ii. a research group at another university or research institution
 - iii. industry
- b. Student identifies a second assessor who must be an internal professor from the Department of Chemistry at the University of Basel
- c. Student signs the learning contract with the professor/head of the research group and the supervising internal professor
- d. Student sends the learning contract together with a detailed, **non-confidential** project description **at least four weeks prior to the planned start** of the master thesis to the head of the teaching commission (currently Michael Nash) for approval and signature
- e. Student sends fully signed contract to the study program coordinator (Ina Emme) and receives a confirmed submission date

2. During thesis and before oral exam

- a. Student starts thesis
- b. After half the time, student organizes a meeting with the (external) supervisor and the internal second assessor. The results of this meeting are to be summarized by the student and sent to the head of the teaching commission (currently Michael Nash) for approval.
- c. Student sends the master thesis to the first assessor for revision before the submission deadline and edits it according to his/her comments. The thesis has to meet the usual requirements of the Department of Chemistry.
- d. At the official submission date (after 24 weeks), student hands in the final version of the master thesis (including the signed declaration of scientific integrity) to the supervising professor, the second assessor and the study program coordinator.
- e. Student finds a date for the oral exam with first and second supervisor, fills in the registration form and sends it to the study program coordinator
- f. The oral presentation and examination take place within four weeks after handing in the thesis
- g. The supervisor and second assessor write a report

3. Oral exam

- a. Student brings the form “assessment of masters examination” to the thesis defense. The presentation is public, the questions are alone with the supervisor and second assessor
- b. After the exam, the internal assessor sends all documents (learning contract, assessment of master’s examination, two reports on the thesis) to the study program coordinator (scan by email, originals by internal post).