

Frequently Asked Questions (FAQ) | Bachelor's and Master's theses at the Chair of Health Economics, Policy, and Management at School of Medicine

Application for the supervision:

1. **Topic selection:** While we have a regularly updated list of topics on our [website](#), you are welcome to adjust it or come up with your own topic.
2. **Application:** Send CV, grade transcript and short motivation letter/email to the supervisor you identified and irene.salvi@unisg.ch in Cc. If you are accepted and are assigned an PhD student to assist you, you will have a short meeting with them to refine research question and methodology. After that, you can send the exposé to the supervisor and the PhD student.
3. **Registration:** At this point, you can register your thesis on the online platform.
4. **Exposé:** Only the name of the supervisor and co-supervisor should be mentioned in the exposé. Do not put the name of the PhD student who supports you in the exposé.

During writing:

1. **Meeting frequency:** Bachelor's and Master's Theses should remain a solo work. Set up a meeting with your supervisor or/and supporting PhD student only in case of absolute necessity. At the very beginning of your work, we are happy to provide you with feedback on your research question(s) and advise on the methodology.
2. **Interview translation:** The Appendix part should be always in the same language as the Thesis. For translation, we recommend to use DeepL Pro (the subscription is free of charge for the HSG students).
3. **Structure:** We usually recommend students to follow the general thesis/paper structure:
 - a. Introduction,
 - b. Methods and Data,
 - c. Results,

- d. Discussions,
- e. Conclusion.

These main chapters can have subchapters.

4. **Subchapters:** Avoid breaking your text into too many subchapters.
5. **RQ development:** We invite you to make use of “Tools and resources for thesis writing.pdf” while writing.
6. **Number of pages:** The University and specific Program regulations apply, therefore please refer to your program director if in doubt. Generally, we appreciate theses that are written concisely; students may therefore aim toward the lower end of the page range specified for their respective program.
7. **Interim presentation:** We do not require an interim presentation.

Submission and Presentation:

1. **Presentation:** Presentations take place 2-3 weeks *after* the thesis submission deadline, usually in person (but online can also be arranged), and are not officially graded: if asked, during your application you can put 0% for the presentation.
2. **Submission deadline:** The general University guidelines apply. Our Chair does not have any specific deadlines, unless discussed with the supervisor.