Manual for Final Theses in OLAT

Table of Contents

1  General Information Concerning the Final Theses Process in OLAT ..................................................2
2  Manual Participant .................................................................................................................................3
   2.1  Registration and Access to OLAT ....................................................................................................3
   2.2  Selecting the topic of your final thesis .........................................................................................5
   2.3  Workflow overview of your final thesis .......................................................................................6
   2.4  Submitting the final thesis ...........................................................................................................7
   2.5  View the grade of your final thesis in OLAT ................................................................................10

Kontakt

Stephan Gmür, Dekanat WWF, University of Zurich
Tel. +41 44 634 56 12
E-Mail: stephan.gmuer@oec.uzh.ch
http://www.oec.uzh.ch/index.html
1 General Information Concerning the Final Theses Process in OLAT

- The supervisor and the student discuss the possibility of writing a final thesis and reach an agreement prior to the OLAT process.
- The supervisor invites the student to the OLAT course
- The student receives an email with the invitation to the course and has 1 day time (once activating the link and entering the course) to download the topic of the final thesis
- The student downloads the topic of the final thesis in the OLAT course (select) and starts writing the thesis.
- The student uploads the final thesis digitally and within the deadline in OLAT (submit)
- The supervisor marks the final thesis in OLAT
- The student receives an email with the information that the final thesis has been graded
- The student sees the grade of the final thesis in OLAT
- The Dean's Office books the final thesis and feeds the grade into SAP
- The student sees the grade and the title of the final thesis on the summary of credits
2 Manual Participant

Your supervisor invites you to the respective OLAT course and you receive an email with the following content:

2.1 Registration and Access to OLAT

1 Click on the link (1.) and register with your UZH shortname and password in OLAT (2.).
2 You will enter the main page of the respective Professor. If the description of the course is hidden choose „show description“ (1.) an read the text carefully. Then scroll down and choose “Topics name Professor” (2.).
2.2 Selecting the topic of your final thesis

1. Scroll to the end of the page. You will see a list with your (or possibly several topics) topic (1) and your name (Description). Be sure to select your topic (2). If you are not sure which to choose, please contact your supervisor before selecting. Once you have selected your topic an information popup will appear (3).
2.3 Workflow overview of your final thesis

1. Open „Task assignment“ (1) to unfold your workflow (if not already open) and read the text carefully. Please refer under “Submit” to the deadline of your thesis (2). And please also be aware that hours and minutes are also relevant for your deadline.

2. You will also receive an automatically generated OLAT Email that the selection of the topic was successful.
2.4 Submitting the final thesis

1 Please upload your thesis as PDF Document (2.) before the deadline has past (1). Additional documents should only be uploaded if agreed upon with the supervisor.

2 Choose the file you want to upload from your computer (1.) and press “save.”
3 Now, the file you want to submit can be seen in your workflow (1.). If it is the wrong file you can replace it (2.). You also have the possibility to upload more documents (3.) if agreed upon with your supervisor. If you have uploaded the final version of your thesis please confirm with the button “Final task submission” (4.). A further popup appears where you confirm the submission of your thesis one last time (5.). From then on it is no longer possible to make any changes.

4 You have now successfully submitted your thesis and receive the following information (1.). In addition you will receive an official confirmation by email (2.).
******English version below******


**********English version below********

Lieber Stephan Gœzir,

Hiermit wird bestätigt, dass Stephan Gœzir (stephan.goezir@oec.uzh.ch) 1 Datei(en) (Dokument mit Dateinamen im Anhang.pdf) am 17.09.2018 um 14:51:22 hochgeladen hat. Es können nun keine Änderungen mehr vorgenommen werden. Sie werden eine Nachricht erhalten, sobald Ihre Arbeit bewertet wurde.

Mit freundlichen Grüßen

Ihr Doktor der Wirtschaftswissenschaftlichen Fakultät

*******************************

English version

*******************************

Dear Stephan Gœzir,

It is hereby confirmed that Stephan Gœzir (stephan.goezir@oec.uzh.ch) submitted 1 File (Dokument mit Dateinamen im Anhang.pdf) on 17.09.2018 at 14:51:22. There are no further changes possible. You will receive a notification, as soon as the grade is available.

Best regards,

Dean’s Office of the Faculty of Business, Economics and Informatics

This message has been sent automatically via the learning platform OLAT: https://www.oec.uzh.ch
2.5 View the grade of your final thesis in OLAT

1 When your supervisor has corrected and marked your thesis you will receive an email (1.) and will be able to see your grade in your workflow (2.). The field “Your score” (2.) corresponds with your final grade.

![OLAT screenshot](image)

---

**English version below**: 

Dear [Student],

The grade of your Master thesis is now available in OLAT course ("WIF: Masterarbeit Banking and Finance (Text)”). Please make sure that the title of your thesis corresponds exactly with the title of the task in OLAT and inform your supervisor if this is not the case.

https://my.uzh.ch/OLAT/Resourcetree/15499035386

Best regards,

Dean's Office of the Faculty of Business, Economics and Informatics

This message has been sent automatically via the learning platform OLAT. https://my.uzh.ch