



**University of
Zurich** ^{UZH}

Faculty of Business, Economics and Informatics

A photograph of a study area with several round tables and chairs. Several students are sitting at the tables, some looking at laptops and others at books. The scene is brightly lit and appears to be a modern, open-plan study space.

Information Event
Master's Thesis / Graduation
Master of Science UZH ETH in Quantitative Finance
Prof. Dr. Walter Farkas, Chantal Spale, Susanne Erber



AACSB
ACCREDITED





Today's topics

Master's Thesis

- ✓ Technical details
- ✓ Procedure
- ✓ Guidelines and administrative steps
- ✓ Stumbling blocks

Graduation

- ✓ Registration
- ✓ Documents and diplomas
- ✓ Graduation ceremony
- ✓ Pitfalls

Other Topics



Master's Theses





Technical Details

Scope	30 ECTS credits
Period of Completion	6 months
Language	English
Regulation	www.oec.uzh.ch/en/regulations You are required to know the regulations!
Information	www.oec.uzh.ch/en/studies/theses And with QF specific information: www.msfinance.uzh.ch/en/masterthesis/thesisguidelines www.msfinance.uzh.ch/en/masterthesis/adminsteps
Procedure in 5 steps	<ul style="list-style-type: none">✓ Consider topics✓ Find/contact supervisor✓ Collect project definition✓ Submit thesis✓ Present your thesis orally



1. Considering topics

- Find topics you are interested in.
- Topics have to be related to quantitative finance.
- Prepare yourself: relevant lectures and seminars, reading.
- For topics with Professors from the Department of Banking and Finance, please look at the DBF Theses Market www.bf.uzh.ch/en/studies/thesis.



2. Contact / supervision

- For topics with Professors from the Department of Banking and Finance, please proceed via the DBF Theses Market www.bf.uzh.ch/en/studies/thesis.
- For all other Professors at UZH and ETH
 - Get in touch with the **contact person**.
 - **Consider websites/lists** and the **exact process** required by the individual professor.
 - **Write an email with explanations**, why the topic fits. E-mails without explanations do not need to be answered.
 - Additional **requirements** may apply and are binding.
 - Chairs have the option to **reject** students.
 - Agreement between student and supervisor.



3. Collecting the Project Definition

- Procedure depends on the supervising professor
- Student cannot choose procedure
- Information is available from your advisor

Master's Thesis Process – OLAT	Master's Thesis Process – Dean's Office
Fully in OLAT	Via e-mail to / from the Dean's Office
A manual is available at www.oec.uzh.ch/en/studies/theses	



3. Collecting the Project Definition

Master's Thesis Process – OLAT	Master's Thesis Process – Dean's Office
Process is completely digital and in OLAT	The written project definition is issued exclusively by the Dean's Office.
Collection of project definition directly in OLAT	Collection of the project by the student by writing an e-mail to deansoffice@oec.uzh.ch
No need to submit any documents. However, make sure that you are properly enrolled and that you have completed any additional requirements (if applicable). Otherwise, the thesis will not be accepted.	The following documents must be attached to the e-mail <ul style="list-style-type: none"> ▪Proof of matriculation ▪Proof of admission to the Master's program (MSc QF admission letter) ▪Completed registration form
Period of completion starts. Submission deadline (to the minute precisely!) will be visible in OLAT and sent by e-mail.	Period of completion starts. Submission deadline will be communicated by the Dean's Office.



4. Submission of Thesis

Master's Thesis Process – OLAT	Master's Thesis Process – Dean's Office
Submission of thesis directly in OLAT by uploading of PDF in OLAT	Submission of thesis (PDF) by e-mail to deansoffice@oec.uzh.ch

- No later than the communicated submission deadline (in OLAT, to the minute precisely!)
- **Theses submitted late are considered to have been failed!**
- www.oec.uzh.ch/en/studies/theses



5. Oral presentation

- **Within 4 weeks after submission**
- 30 (max) minutes presentation followed by questions
- Presentation open to public: in rooms at ETH or UZH, or with ZOOM
- Public announcement on www.msfinance.ch and by e-mail by Chantal Spale



5. Oral presentation

Physical Presentation at UZH/ETH	Digital Presentation in ZOOM
Arrange date and time with supervisor	Arrange date and time with supervisor
	Create a ZOOM meeting for your Master's thesis presentation <ul style="list-style-type: none"> • Either yourself • Or advisor/supervisor/assistant
Inform Chantal Spale by e-mail (chantal.spale@bf.uzh.ch) at least two weeks prior <ul style="list-style-type: none"> • with exact date and time and • send a PDF of the Master's thesis <u>and</u> a PDF of the thesis abstract. 	Inform Chantal Spale by e-mail (chantal.spale@bf.uzh.ch) at least one week prior <ul style="list-style-type: none"> • with exact date, time and including ZOOM Meeting information • send a PDF of the Master's thesis <u>and</u> a PDF of the thesis abstract.
<ul style="list-style-type: none"> • Room at UZH or ETH organized by Chantal Spale 	
<ul style="list-style-type: none"> • Public Announcement 	<ul style="list-style-type: none"> • Public Announcement



Guidelines and administrative steps on www.msfinance.ch



Thesis Presentations

Thesis Guidelines

Administrative Steps

Administrative Steps

www.msfinance.uzh.ch/en/masterthesis/thesisguidelines

www.msfinance.uzh.ch/en/masterthesis/adminsteps



Stumbling blocks

Illness / other unforeseeable issues

- Extension possible up to two weeks (with doctor's attestation)
- Cancellation has to be approved. If so, it counts as if not started.

Plan ahead with degree deadlines: www.oec.uzh.ch/en/studies/graduation/degree-deadlines

Enroll in the corresponding semester, even if you do not register for other modules.

Get the project definition.

Don't hand it in late.

You have one possibility to do it again.



Guidelines in case of conflicts of interests

- There are guidelines in place how to handle conflicts of interest that could arise with Master's Theses and special situations of supervisors, ie
 - In case UZH/ETH supervising professor is linked to a company (e.g. as a shareholder, board member or consulting), in which a student makes an internship and is writing her/his Master's Thesis
 - Or in case the student is doing an internship/Master's thesis in a company, in which an external lecturer works and at the same has booked a course from this same lecturer.
- Please look at [Guidelines in case of conflicts](#)



Graduation





Registration for graduation

- Register in «**Study Progress & Graduation**» App in Student Portal.
- In order to register, **all grades and ECTS** must be available in the App, including the Master's thesis.
- Observe **registration deadlines**: www.oec.uzh.ch/en/studies/graduation/degree-deadlines.
- Observe **information** on using the App: www.oec.uzh.ch/en/studies/graduation/ba-ma.
- Students who started **in fall 2022**: App mirrors current structure (36 core, 24 elective).
- Students who started **before fall 2022**: App mirrors old structure (33 core, 27 elective)**
- In case of **problems** using the App: Send support form to graduation@oec.uzh.ch (see link above).

**Graduation according to old structure: Last degree conferral date on 25 October 2023 -> thesis submission by 9 August 2023.



Deadlines 2023

Degree conferral date	15.02.23*	05.04.23	19.07.23*	20.09.23	25.10.23**
Enrollment required for	HS 2022	HS 2022	FS 2023	FS 2023	FS 2023
Thesis Submission deadline***	30.11.22	18.01.23	03.05.23	05.07.23	09.08.23
Deadline for petitions***	14.12.22	15.02.23	17.05.23	19.07.23	23.08.23
Registration deadline in the Student Portal***	18.01.23	08.03.23	21.06.23	23.08.23	27.09.23
Mailing of final documents	15.02.23	05.04.23	19.07.23	20.09.23	25.10.23
Registration for graduation ceremonies	tba	tba	tba	tba	tba
Graduation ceremonies	13.05.23	13.05.23	tba	tba	tba

- *Graduation at this degree conferral date is not possible if you are still taking courses in the immediately preceding lecture period. Bachelor's and Master's theses are exempt from this rule.
- **If you choose this degree conferral date, you might not be able to transfer to another university (e.g. HSG, ETH, etc.).
- ***Further information on preparation and registration as well as a helpful information sheet incl. a checklist can be found [here](#).



Deadlines 2024

Degree conferral date	14.02.24*	03.04.24	17.07.24*	18.09.24	23.10.24**
Enrollment required for	HS 2023	HS 2023	FS 2024	FS 2024	FS 2024
Thesis Submission deadline***	29.11.23	17.01.24	01.05.24	03.07.24	07.08.24
Deadline for petitions***	13.12.23	14.02.24	15.05.24	17.07.24	21.08.24
Registration deadline in the Student Portal***	17.01.24	06.03.24	19.06.24	21.08.24	25.09.24
Mailing of final documents	14.02.24	03.04.24	17.07.24	18.09.24	23.10.24
Registration for graduation ceremonies	tba	tba	tba	tba	tba
Graduation ceremonies	tba	tba	tba	tba	tba

- *Graduation at this degree conferral date is not possible if you are still taking courses in the immediately preceding lecture period. Bachelor's and Master's theses are exempt from this rule.
- **If you choose this degree conferral date, you might not be able to transfer to another university (e.g. HSG, ETH, etc.).
- ***Further information on preparation and registration as well as a helpful information sheet incl. a checklist can be found [here](#).



Documents and diplomas

- Documents will be sent out by registered mail **on the degree conferral date.**
- **Three** documents:
 - Academic Record
 - Diploma
 - Diploma Supplement
- Not possible to get the documents earlier. If needed for your employer, an authority or PhD application, a preliminary confirmation can be requested from the Dean's Office.



Graduation Ceremony

- Graduation ceremony expected to take place in spring 2024.
- You will be asked to register to attend the ceremony.
- Current information will be communicated on the following website:
www.oec.uzh.ch/en/studies/graduation/ceremonies



Pitfalls

- Be familiar with the **regulations that apply to you.**
- Graduation according to **old structure** only possible until degree conferral date on **25 October 2023.**
- Observe the **thesis submission deadline.**
- Observe the **registration deadline.**
- **Be enrolled.**
- **Withdrawal** from UZH is a **separate process.**



Other Topics





Contacts at the Dean's Office

- Students with last names from **A to J**:
Bea Girardet, bea.girardet@oec.uzh.ch
- Students with last names from **K to O**:
Donata Mikosch, donata.mikosch@oec.uzh.ch
- Students with last names from **P to S**:
Richard Müller, richard.mueller@oec.uzh.ch
- Students with last names from **T to Z**:
Susanne Erber, susanne.erber@oec.uzh.ch

⇒ Always include your student ID number

⇒ Choose a short and clear wording

Special topics

Credit transfer

Contact: anrechnung@oec.uzh.ch



Petitions

- In writing a letter to the examination delegate
- Send your letter as a PDF to
deansoffice@oec.uzh.ch
- www.oec.uzh.ch/en/studies/petitions
- Include:
 - Sender and date
 - Student ID number
 - Degree program (i.e., Master's program in Quantitative Finance)
 - Clear and concise justification
 - Any supporting documentation (doctor's note, birth certificate, etc.)
 - Original signature

MSc in Quantitative Finance:
Examination Delegate
Prof. Dr. Walter Farkas
University of Zurich
Dean's Office, Faculty of Business,
Economics and Informatics
Rämistrasse 71
CH-8006 Zurich



Confirmation letters for work permit for students from third countries

- Provision of **Office for Economy and Labour**:
 - maximum 15 hours per week
 - duration of studies must not be affected
- **Confirmation** can be requested from the Dean's Office if:
 - completed an average of at least 20 ECTS credits per semester
 - plan to take the same workload also while working
- If conditions are **not fulfilled**, **no confirmation** can be handed out.
- Information: www.oec.uzh.ch/en/studies/student-life/studies-work