



Universität
Zürich ^{UZH}

Information Event Master's Thesis and Graduation

Master of Science UZH ETH in Quantitative Finance

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Content

Master's Thesis

Technical details, procedures, special cases, stumbling blocks

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Master's Thesis

Technical Details

Procedures

Special Cases

Stumbling Blocks



Master's Thesis – Procedure in 5 steps

Find topics you are interested in.

Topics must be related to quantitative finance.

Prepare yourself: relevant lectures and seminars, reading.

For topics with professors from the Department of Finance, please look at the **DF Theses Market** <https://www.df.uzh.ch/en/studies/thesis.html>

1 Consider Topics

Procedure depends on the supervising professor.
Information is available from your supervising professor.

Student cannot choose procedure.

For UZH professors

- Digital process with OLAT
- OR
- Process via Dean's Office

For ETH professors

- Process via Dean's Office

More details see next slides.

3 Collect project definition

Within 4 weeks after submission.

30 (max) minutes presentation followed by questions.

Presentation open to public: with **zoom** (or in rooms of ETH or UZH)

Public announcement on www.msfinance.ch and by email by Chantal Spale

5 Present Thesis

2 Contact Supervisor

Official Supervisor only from **UZH Faculty of Business, Economics and Informatics** OR from **ETH Department of Mathematics!**

All others: Need of formal **approval** by Prof. Farkas!

For topics with professors from the Department of Finance: proceed via the DF Theses Market.

For all other professors:

- Get in touch with the **contact person**.
- **Consider websites/lists** and the **exact process** required by the specific professor.
- **Write an email with explanations**, why the topic fits.
- Additional **requirements** may apply and are binding.
- Chairs have the option to **reject** students.
- Agreement between student and supervisor.

4 Submit Thesis

For UZH professors

- Digital process with OLAT
- OR
- Process via Dean's Office

For ETH professors

- Process via Dean's Office

More details see next slides.

No later than communicated submission deadline

Master's Thesis – Different Procedures for Collecting the Project Definition

Via OLAT

Via Dean's Office

Completely digital process

Via e-mail to/from the Dean's office

No need of submitting any documents, but make sure that you are properly enrolled!
Otherwise, the thesis will not be accepted!

Following documents must be attached to the email:
— Proof of matriculation
— Completed registration form

Collection of project definition directly in OLAT.

The written project definition is issued exclusively by the Dean's office

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.

Master's Thesis – Different Procedures for Submitting the Thesis

Via OLAT

Via Dean's Office

Submission of thesis by uploading of PDF into OLAT.

Submission of thesis by sending the PDF via e-mail to deansoffice@oec.uzh.ch

No later than submission deadline in OLAT (to the minute precisely!)

No later than submission deadline of the Dean's office (until 23:59)

Master's Thesis – Oral Presentation – Administrative Steps

Digital Presentation with Zoom (usual)	Physical Presentation at UZH or ETH (rare)
Arrange date and time with supervisor	Arrange date and time with supervisor
Create a Zoom Meeting for your Master's thesis presentation (either yourself or your supervisor/assistant)	
Contact Chantal Spale (chantal.spale@df.uzh.ch) at least ONE week prior: — With exact date, time AND Zoom- link — With a PDF of your Master's thesis AND a PDF of the thesis abstract	Contact Chantal Spale (chantal.spale@df.uzh.ch) at least TWO weeks prior: — With exact date and time — With a PDF of your Master's thesis AND a PDF of the thesis abstract
	Room at UZH: organized by Chantal Room at ETH: organized by the assistant of the respective supervisor.
Chantal will do the public announcement via mail and on www.msfinance.ch	Chantal will do the public announcement via mail and on www.msfinance.ch

Master's Thesis – Special Cases

If you want to write your **Master's Thesis with a company, with another university or abroad**, please consider the following points:

- Your **supervisor** – also in this case – must be from the **UZH Faculty of Business, Economics and Informatics** OR from the **ETH Department of Mathematics!**
- The “supervisor” at the company or at another university can only be a so-called **co-supervisor!**
- Your supervisor at UZH/ETH must agree that you write your Master's thesis with the company XY or abroad.
- You will have to stay registered at UZH (no leave of absence semester, even if you do not book any other modules at UZH/ETH), in order that the Master's thesis can be counted.

AND

- Make sure that you get **Prof. Farkas' formal approval** (petition), if you **do not have a supervising Professor from the UZH Faculty of Business, Economics and Informatics OR the ETH Department of Mathematics!**

Master's Thesis – Guidelines in Case of Conflicts of Interests

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 the **student makes an internship and is writing the 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 time has **booked a course from the same lecturer.**

- Please look at [Guidelines in Case of Conflicts](#)

Master's Thesis – Stumbling blocks

Illness / other unforeseeable issues

- Extension possible up to 2 weeks (with doctor's attestation).
- Cancellation must be approved. If approved, the Master's thesis will count as if not started.

Enroll in the corresponding semester, even if you do not register for other modules. If the start of your Master's thesis is in one semester and the end in the other semester, you have to be enrolled in both semesters.

Plan ahead with degree deadlines.

Get the project definition officially.

Don't hand it in late! Theses submitted too late are considered to have been failed.

You have one possibility to do it again.

Outstanding Quantitative Finance Master's Thesis Award

New Initiative



Source: Award Ceremony 2023, DF Photo

Outstanding Quantitative Finance Master's Thesis Award

- **New Award** specially designed for MSc QF UZH ETH students!
- First time in November 2023 for Quantitative Finance Master's Theses 2022.
- We plan to organize the Award **once a year** – taking into account the Quantitative Master's Theses of the previous year.
- The Award might be sponsored by an **industry partner**.
- The **Steering Committee** (not the industry partner!) **decides** about the Master's Thesis(es), which will be awarded.
- The winner or winners will get a **certificate** from the MSc QF UZH ETH.
- The winner or winners will get a **prize** offered by the sponsoring company (or the MSc QF).
 - In 2023 Robeco sponsored a prize of 5000.- CHF.
 - Robeco is planned as a sponsor as well for the next years 2024, 2025, 2026.
- We will organize an **award ceremony** each year.

Please save the date

- **“Outstanding Quantitative Finance Master's Thesis Award 2024”**
- **Tuesday, 22 October 2024**, 18:15 at small Aula, RAA-G-01 in Rämistrasse 59



Graduation

Registration

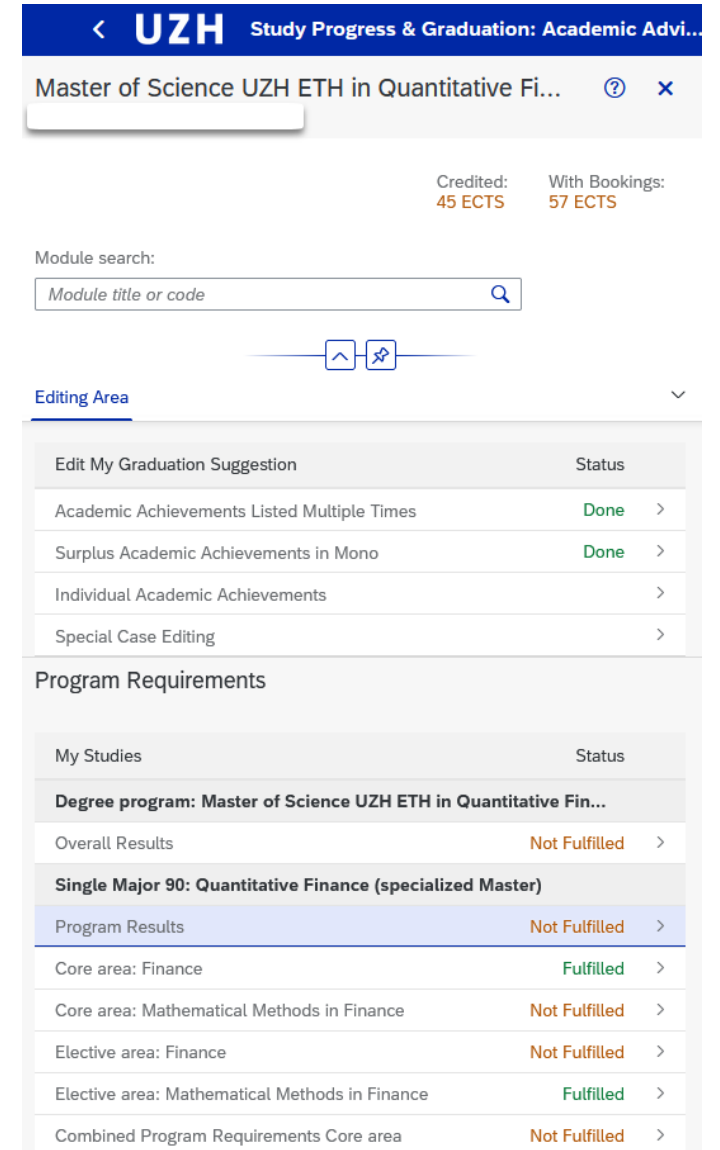
Degree Documents

Graduation Ceremony

Pitfalls

Graduation – Registration

- Register in «**Study Progress & Graduation**» App in UZH 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.
- In case of **problems** using the App: Send **support form to graduation@oec.uzh.ch** (see link above).



< UZH Study Progress & Graduation: Academic Adv...

Master of Science UZH ETH in Quantitative Fi... ? x

Credited: 45 ECTS With Bookings: 57 ECTS

Module search:
Module title or code

Editing Area

Edit My Graduation Suggestion	Status
Academic Achievements Listed Multiple Times	Done >
Surplus Academic Achievements in Mono	Done >
Individual Academic Achievements	>
Special Case Editing	>

Program Requirements

My Studies	Status
Degree program: Master of Science UZH ETH in Quantitative Fin...	
Overall Results	Not Fulfilled >
Single Major 90: Quantitative Finance (specialized Master)	
Program Results	Not Fulfilled >
Core area: Finance	Fulfilled >
Core area: Mathematical Methods in Finance	Not Fulfilled >
Elective area: Finance	Not Fulfilled >
Elective area: Mathematical Methods in Finance	Fulfilled >
Combined Program Requirements Core area	Not Fulfilled >

Graduation – Deadlines 2024

Degree conferral dates for Bachelor's and Master's degrees

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
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
Graduation ceremony (→ info)	01.06.24	01.06.24	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](#).

Graduation – Deadlines 2025

2025 ^

Degree conferral date	12.02.25*	02.04.25	16.07.25*	17.09.25	22.10.25**
Enrollment required for	HS 2024	HS 2024	FS 2025	FS 2025	FS 2025
Thesis submission deadline	27.11.24	15.01.25	30.04.25	02.07.25	06.08.25
Registration deadline in the Student Portal***	15.01.25	05.03.25	18.06.25	20.08.25	24.09.25
Mailing of final documents	12.02.25	02.04.25	16.07.25	17.09.25	22.10.25
Graduation ceremony (→ info)	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](#).

Petitions

Write a letter to the Examination Delegate

Letter addressed to:

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

Send an e-mail with the letter as a PDF to deansoffice@oec.uzh.ch
(with cc to walter.farkas@df.uzh.ch)

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.)
- Signature

Graduation – Degree Documents

- Documents are sent by registered mail **on the degree conferral date** to the **address recorded in the UZH system**.
- If applicable, change your address well in advance.
- **Three** documents (joint from UZH and ETH):
 - 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 – Information on your degree documents

Diploma

- The Diploma contains the:
 - Master’s title
 - Weighted overall grade
 - Classification
 - Signatures of UZH and ETH representatives

Academic Record

- Your courses are printed on the AR exactly as you assigned them to the individual areas (core, elective) in the app.
- If you have surplus courses, you can assign them to the AR as “academic achievement not counted toward degree.”
- Weighted overall grade
- Classification
 - 5.5 or higher: summa cum laude
 - 5.0 or higher: magna cum laude
- No failed attempts

Diploma Supplement

- The diploma supplement is a standardised description of the degree

Graduation Ceremony



- Next graduation ceremony in spring 2025.
- Current information will be communicated on www.oec.uzh.ch/en/studies/graduation/ceremonies
- You will be asked to register to attend the ceremony.

Graduation – Pitfalls

- Be familiar with the **regulations that apply to you.**
- Observe the **thesis submission deadline.**
- Observe the **registration deadline.**
- **Be enrolled.**
- **Withdrawal** from UZH is a **separate process.**

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.

For the special topic of credit transfers:

Contact: anrechnung@oec.uzh.ch

For topics relating to the «Study Progress & Graduation» App

Send **support form to graduation@oec.uzh.ch**

Thank you for your attention