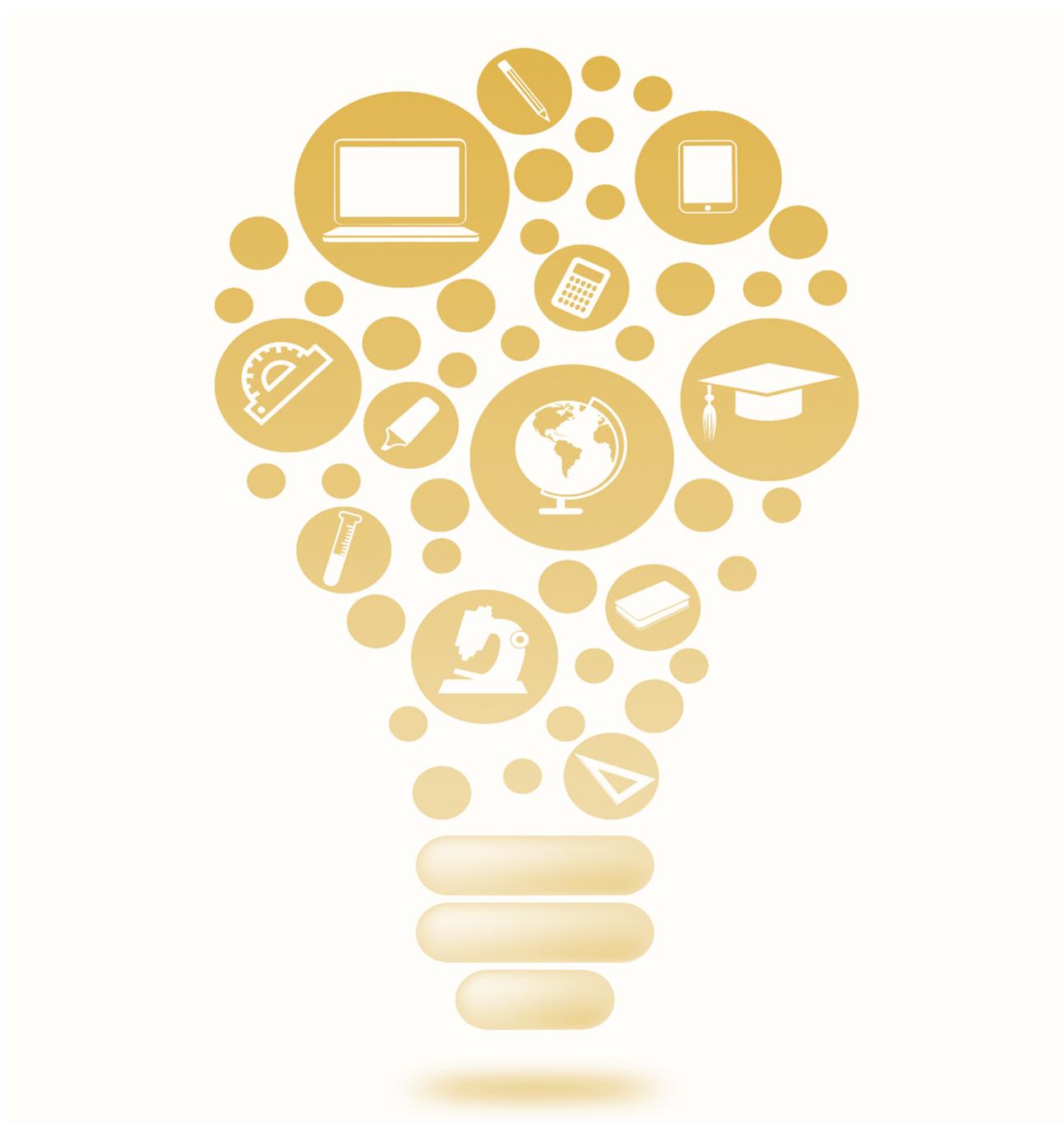


Guide for Complesis Corrector 1 (Workflow for submission of the master's thesis)



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1. Introduction

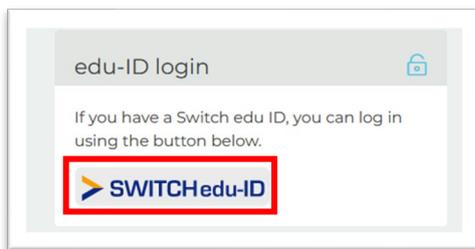
Complexis enables efficient and paperless processing of master theses. The process starts with the submission of the assignment by the student, i.e., at the latest two weeks before the beginning of the semester in which the master's thesis is submitted.

The following user's guide explains all the important steps that corrector 1 of a master thesis need to perform in Complexis. As the process is simpler for correctors 2 and 3, a shorter version of this document ([Link](#)) can be used by co-correctors. A process overview can be found at the end of this document.

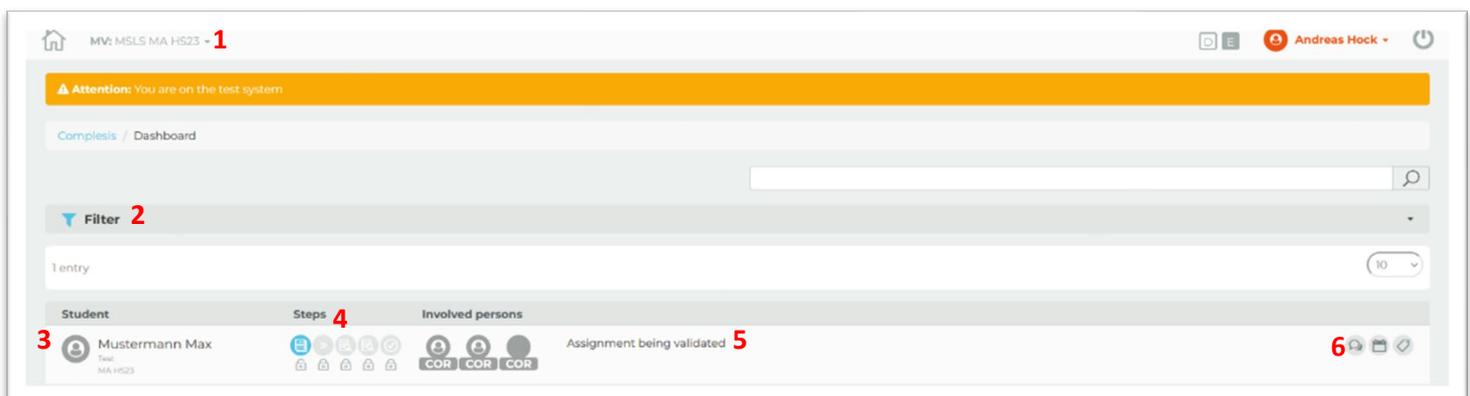
If you still have problems or cannot find the information you need, you can always contact us under msc-ls@zhaw.ch.

2. Login

Here is the link to the tool: <https://complexis.zhaw.ch/home>. ZHAW employees use the Switch edu-ID to log in:



3. Dashboard



1. If you are also responsible for projects at other institutes, you need to make sure that you select the correct role here.
2. The filter can be used to hide or show master theses with different criteria.
3. Here you can see the list of all students for whom you have been assigned as a corrector and who will complete the master's thesis in this semester. Once the process is completed, the student disappears from the dashboard.
4. The icons show the steps of the workflow:
Green= completed

Blue= current state
Red= deadline missed

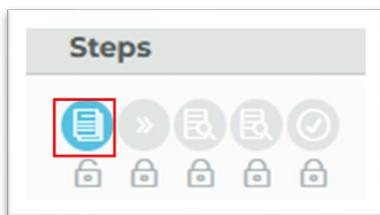
5. The current status of the workflow is described here

6. Here you have a quick access to the history of the work and the relevant deadlines. Automatic reminders are sent by e-mail from Complexis before a deadline expires.

4. Assignment (Master's thesis topic form)

The form for the assignment can be found [here](#) on the homepage.

To check the submitted assignment, click on the blue icon (Assignment):



Now a pop-up window appears, with all the data that the student has entered:

The screenshot shows a web form with the following sections and elements:

- General**:
 - Title 1**: A text field containing "Test".
 - confidential 2**
 - Poster confidential (Unless the poster is confidential, it will be posted at graduation.) 3**
 - Non-disclosure agreement 4**
- Aufgabenstellung / Assignment as PDF (mandatory)**:
 - A button: "Select File (≤ 2 GB) (Max. 50MB)"
 - A file entry: "Assignment Complexis.pdf 5" with a trash icon and timestamp "08.08.2023 14:28:23".
- Corrector 1 6**:
 - Profile picture and name: "Hock Andreas"
 - Email: "hocn@zhaw.ch"
 - Button: "Person entfernen"
- Corrector 2**:
 - Profile picture and name: "Lehmann Steffi"
 - Email: "leht@zhaw.ch"
 - Button: "Person entfernen"

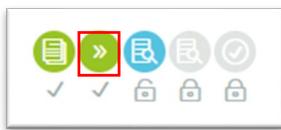
1. This is the title of the master thesis. To use special characters is not possible, however they can be used in the document (point 5).
2. A selected field means that the work is confidential. For non-confidential work, the field does not have to be selected.
3. A selected field means that the poster (or alternative) is confidential. If not, the field does not have to be selected.
4. A selected field means that a non-disclosure agreement has been made with an industry partner. If not, the field does not have to be selected.
5. Here the detailed assignment can be opened and downloaded.
6. The correctors involved are listed here. Correctors 1 and 2 are mandatory. A third corrector can be added if required.

If you agree with the given data, you can click on "save & sign". If it still needs adjustments, you can also send the assignment back to the student for revision ("reject"). In both cases, the student will receive a notification by mail.

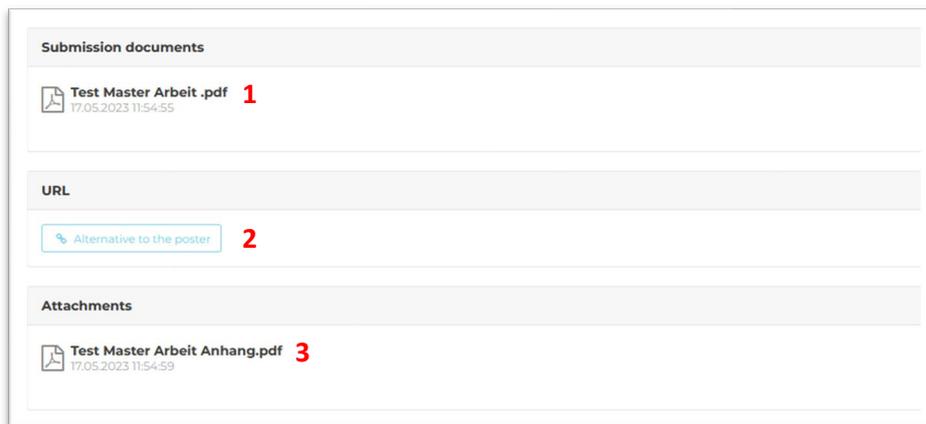


5. Submission of work (masters' thesis)

To check the submitted master thesis, click on the green icon (submission of work):



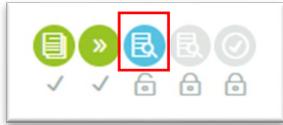
A pop-up window will appear with all the data entered by the student:



1. This is the submitted master thesis of the student. Make sure that all required documents are in the appendix (assignment and declaration of consent).
2. If an alternative to the poster was agreed in the assignment (e.g. LinkedIn post), the corresponding link can be inserted here
3. Here you can find further (optional) documents related to the thesis. This also includes the poster.

6. Grading

To start the grading process, click on the blue icon (Grading):



Now a pop-up window appears where you can enter your grade and comments.

Please note: The field "oral exam" is a mandatory field. Please write at least "pass" or "fail". All other fields are optional.

The evaluation will normally not be shared with the student unless an inspection is requested.

If you want to save your inputs temporarily, you can click on "save" at the bottom (do not select the other fields).

Change until date

All documents (paper + attachment/poster/link) submitted?

Sign

When you are done with your grading and all documents have been submitted by the student, you can select the fields below and click on "save & sign". Make sure that all required documents are in the appendix (assignment and declaration of consent).

Please note: We strongly recommend that all correctors align their grades, as all grades must be within a range of 0.5.

Change until date

All documents (paper + attachment/poster/link) submitted?

Sign

7. Grading summary

Once all correctors have submitted their grading, corrector 1 will receive a notification for the grading summary.

To see the grading summary, click on the blue icon (Grading summary):



On top you can see the individual grades of all correctors. The final grade (in bold) is calculated from the arithmetic average of the grades of all correctors.

Grades				
	Corrector 1	Corrector 2	Corrector 3	Total
Written grade	5.32	5.52		5.42
Calculated closing score				5.42

If

- the thesis is not confidential
- the student has agreed to a publication in the Digital Collection
- the final grade is above 5.0

you have to indicate here if you also agree to a publication in the Digital Collection or not (if any of the above criteria is not met, this checkbox will not appear):

Publication declaration Supervisor

This work may be published in the ZHAW digitalcollection

I assure that I have informed the author about the following points regarding the electronic publication of the thesis on the ZHAW digitalcollection:

- Permanent public visibility and availability of the work, as well as the associated descriptive data in the ZHAW digitalcollection and thus on the Internet. The right, to publish the work elsewhere is not affected by this declaration.
- Details of the post-use license (CC license) established by the Department.
- If necessary, technical conversion of the work into other data formats.
- Deletion of the work only in case of violation of the rights of third parties.

This work may not be published in the ZHAW digitalcollection

If you agree to a publication, you have to select the appropriate license here. On the website of creativecommons there are informative [FAQ](#) on the subject as well as a [license generator](#) with which you can select the license properties you want. At the end the corresponding description will be generated.

Nachnutzungslizenz (Creative Commons Lizenz, CC-Lizenz) für die Sammlung erteilt (nur eine auswählen):

- CC BY 4.0
- CC BY-NC 4.0
- CC BY-NC-ND 4.0
- CC BY-NC-SA 4.0
- CC BY-ND 4.0
- CC BY-SA 4.0
- keine Nachnutzungslizenz

Once you have entered all the information, you can click on "save & sign":



The image shows a form with three elements: a checked checkbox labeled "Sign", a blue button labeled "Save & sign", and a grey button labeled "Conclude". A red box highlights the "Sign" checkbox and the "Save & sign" button.

The standard process is now finished for you.

8. Various

8.1. Grade

The student does not have visibility to assessments or grades on Complexis. As soon as the grading process is completed in Complexis, the final grade is published by the administration office via Evento.

8.2. Request for extension of the master's thesis submission date

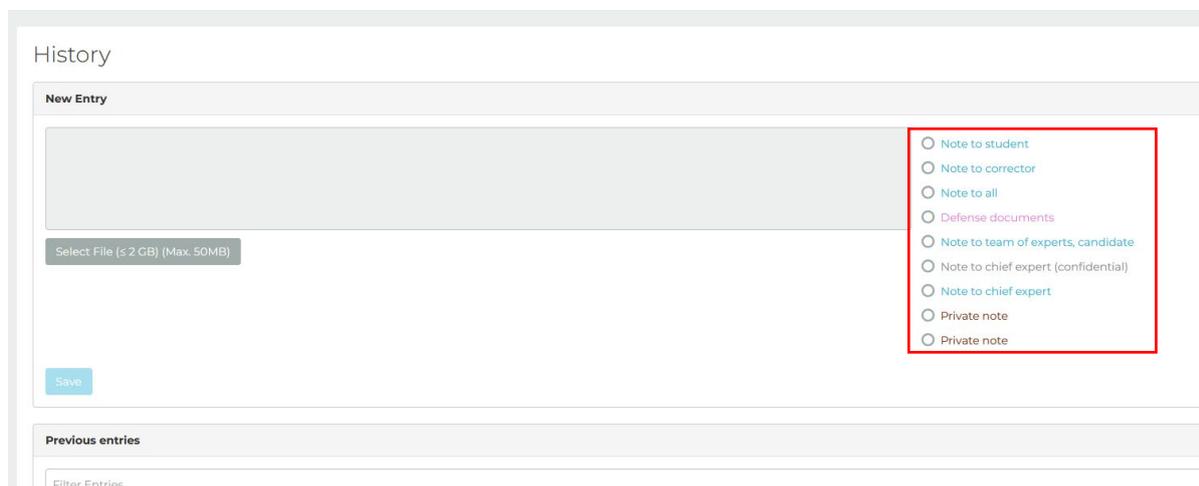
If a student wants to extend the submission date for a justified reason (e.g., illness), they can request a change. They suggest a new date for the submission and give a reason for the request. If they have a doctor's certificate or similar, they can also upload it here. This request must then be reviewed by the first corrector and the programme director.



The screenshot shows the 'Change requests' form. It includes a 'New request' section with a 'Change type' dropdown set to 'Submission date'. Below this is a 'New submission date' field with a calendar icon and the date '08.01.2024', and a time field set to '12:00'. A 'Reason for change' text area is also present. At the bottom, there is a 'Select File (≤ 2 GB) (Max. 50MB)' button and a 'Send change request' button.

8.3. History

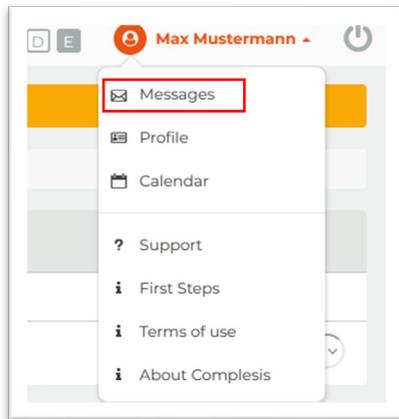
Messages can be sent to different people in the history. Of course, it is still possible to communicate with the student and the administration office by e-mail.



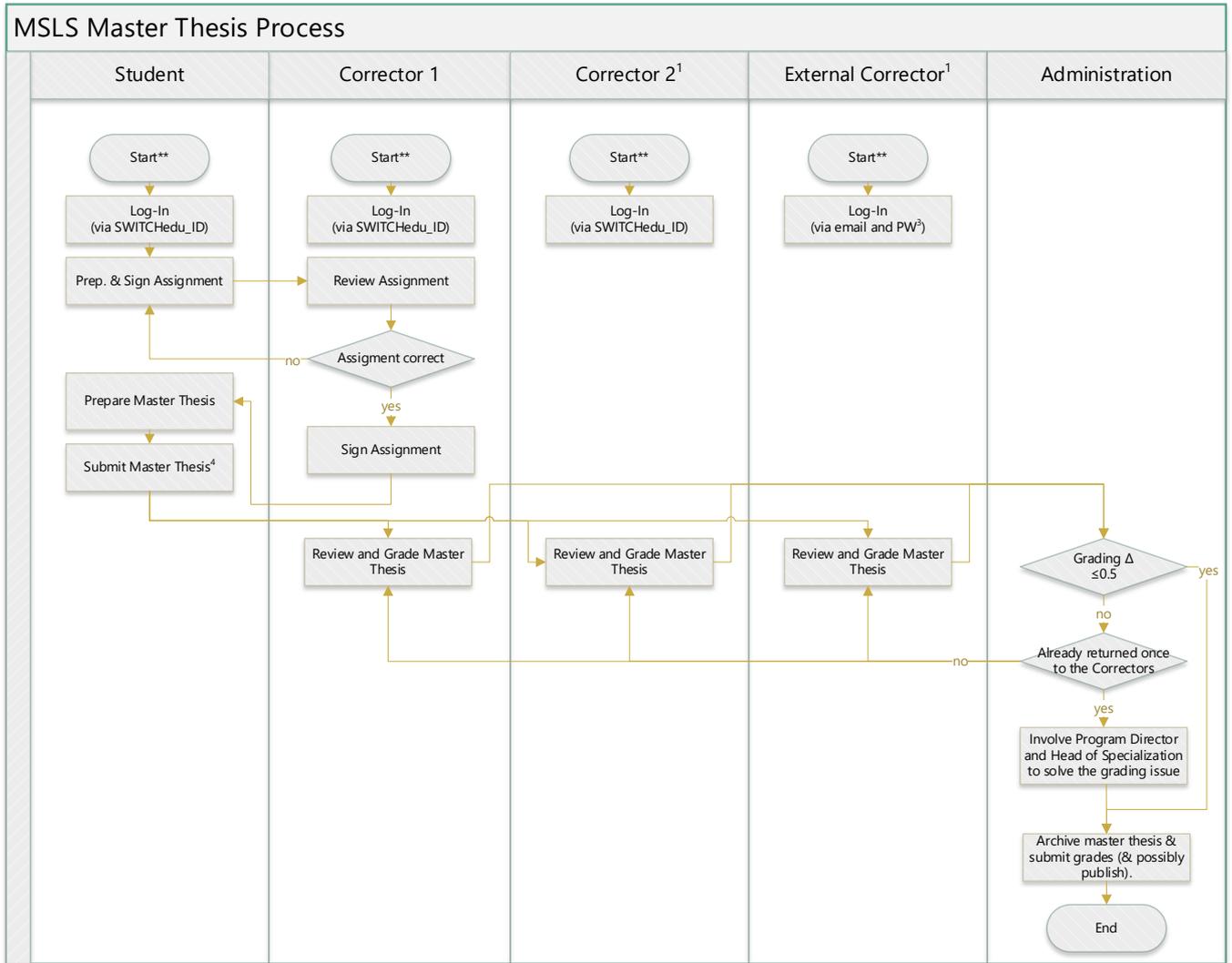
The screenshot shows the 'History' page. It features a 'New Entry' section with a large text area and a 'Select File (≤ 2 GB) (Max. 50MB)' button. A 'Save' button is located below the text area. To the right of the text area, there is a list of radio button options: 'Note to student', 'Note to corrector', 'Note to all', 'Defense documents', 'Note to team of experts, candidate', 'Note to chief expert (confidential)', 'Note to chief expert', 'Private note', and 'Private note'. Below the 'New Entry' section is a 'Previous entries' section with a 'Filter Entries' input field.

8.4. Notifications

When a step is done in Complexis (e.g., confirmation of the task or reminders) you will receive an e-mail. In addition, you will find all notifications in Complexis under "Messages":



9. Process Overview



¹at least two correctors are mandatory, one corrector can be external, ²start will be triggered by regular email from the administration office, ³for PW please contact msc-ls@zhaw.ch, ⁴requests for a delayed submission can be entered via Complexis (see Chapter 7), although this sub-process is not shown here for the sake of clarity