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

Version 1.0

Index

1.   Introduction

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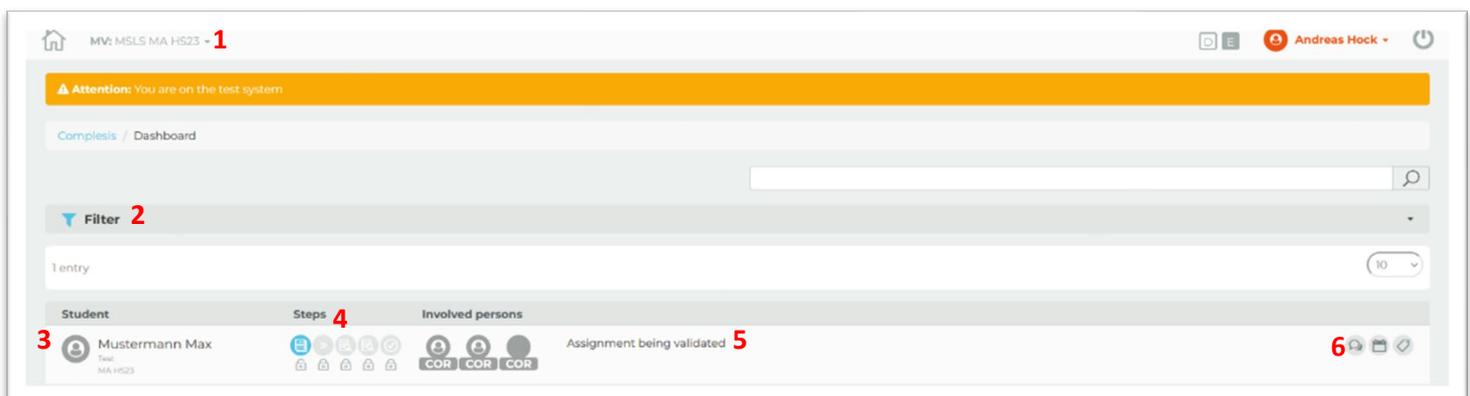If you still have problems or cannot find the information you need, you can always contact us under msc-ls@zhaw.ch.

2.   Login

Here is the link to the tool: https://complesis.zhaw.ch/home. ZHAW employees use the Switch edu-ID to log in:
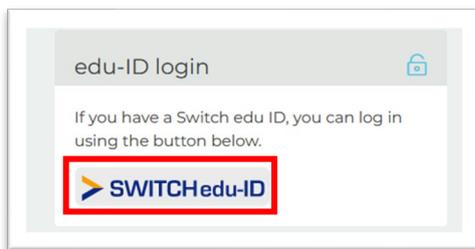
3.   Dashboard

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

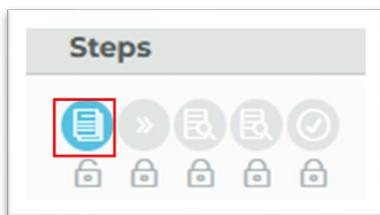Version 1.0

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 Complesis 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:


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.

Version 1.0

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.
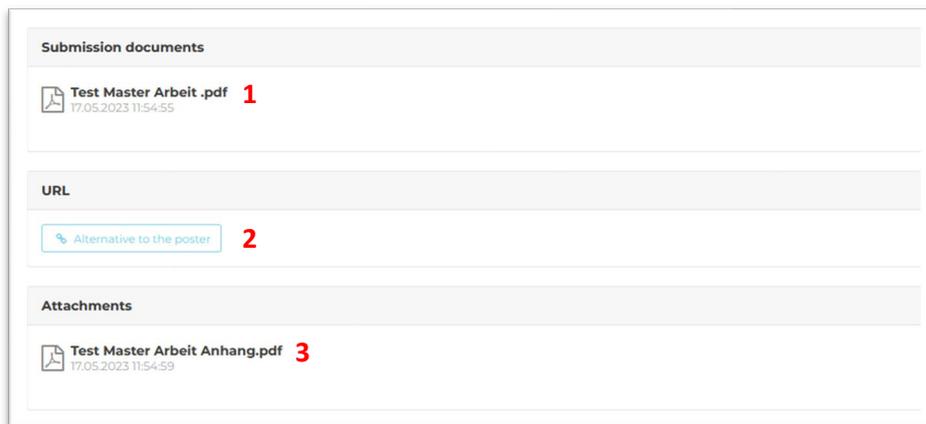

5.   Submission of work (masters' thesis)

To check the submitted master thesis, click on the green icon (submission of work):
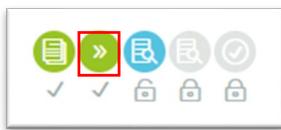
A pop-up window will appear with all the data entered by the student:

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.

Version 1.0

6. Grading

To start the grading process, click on the blue icon (Grading):
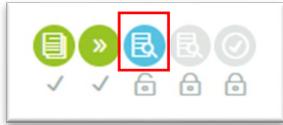
Now a pop-up window appears where you can enter your grade and comments.
Please note: The field "oral exam" is a mandatory field. Please write at least "pass" or "fail". All other fields are optional.
The evaluation will normally not be shared with the student unless an inspection is requested.

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

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.

Version 1.0

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):

Version 1.0

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":

☑ Sign

Save & sign   Conclude

The standard process is now finished for you.

8.   Various

8.1. Grade

The student does not have visibility to assessments or grades on Complesis. As soon as the grading process is completed in Complesis, 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.

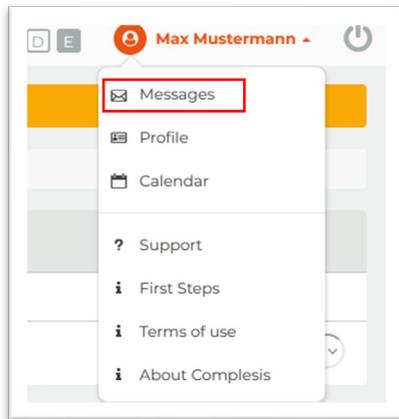## 8.3. History

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.
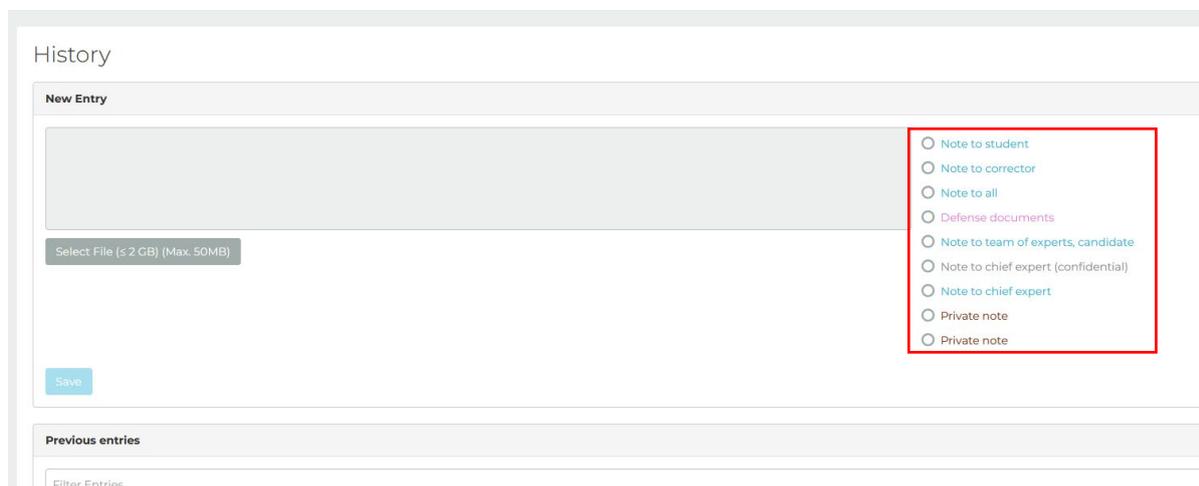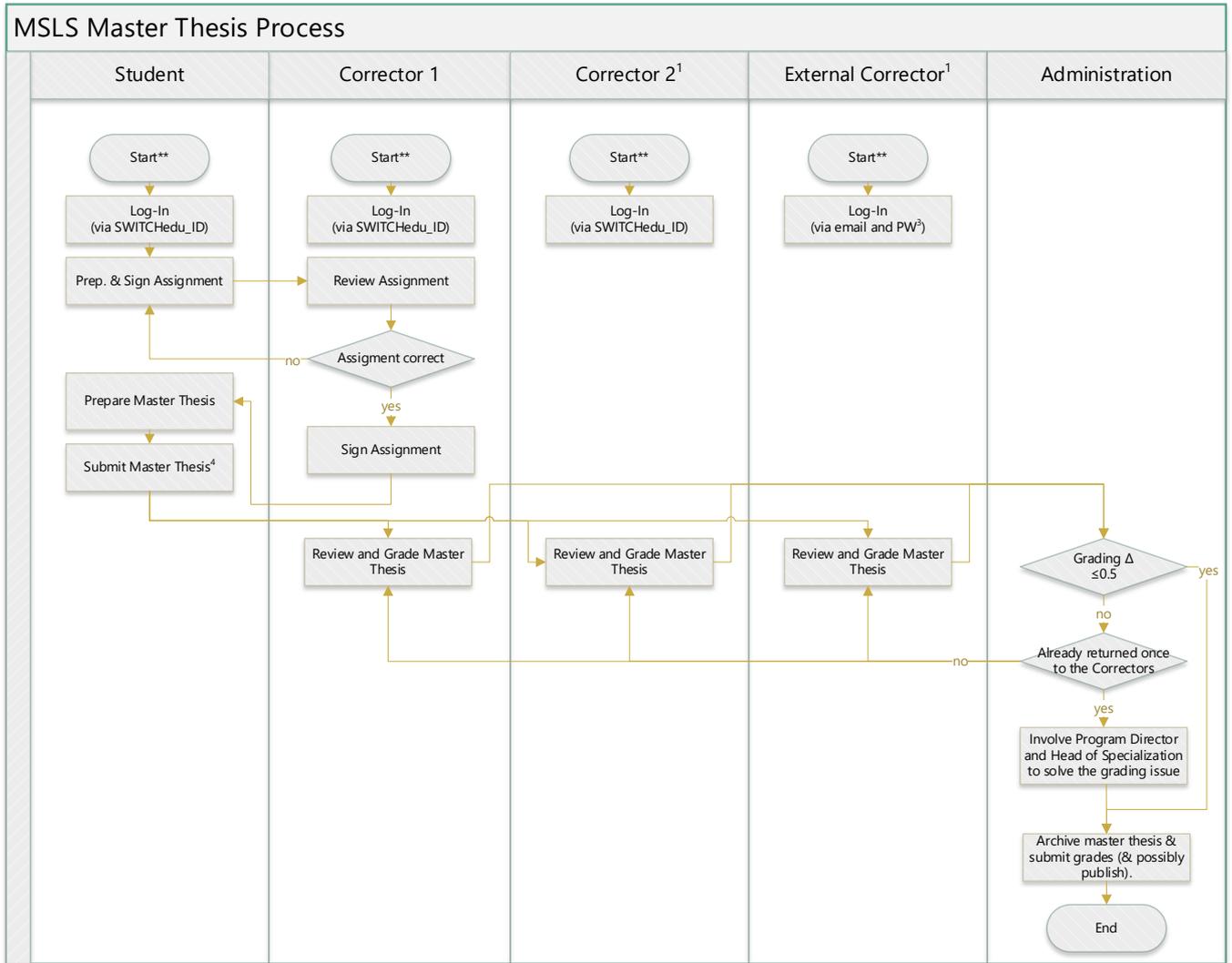
Version 1.0

8.4. Notifications

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

9. Process Overview

MSLS Master Thesis Process

Student	Corrector 1	Corrector 2[1]	External Corrector[1]	Administration
Start**	Start**	Start**	Start**	
Log-In (via SWITCHedu_ID)	Log-In (via SWITCHedu_ID)	Log-In (via SWITCHedu_ID)	Log-In (via email and PW[3])	
Prep. & Sign Assignment	Review Assignment			
	Assigment correct — no			
Prepare Master Thesis	yes → Sign Assignment			
Submit Master Thesis[4]				
	Review and Grade Master Thesis	Review and Grade Master Thesis	Review and Grade Master Thesis	Grading Δ ≤0.5 — yes
				no → Already returned once to the Correctors — no
				yes → Involve Program Director and Head of Specialization to solve the grading issue
				Archive master thesis & submit grades (& possibly publish).
				End

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

Version 1.0