Guide for Complesis
Corrector 2 and 3
(Workflow for submission of the master's thesis)

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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 correctors 2 and 3 of a master thesis need to perform in Complesis. As the main proofreader (corrector 1) has additional responsibilities, we have prepared a more detailed document for corrector 1 (link). 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 (with ZHAW-account)
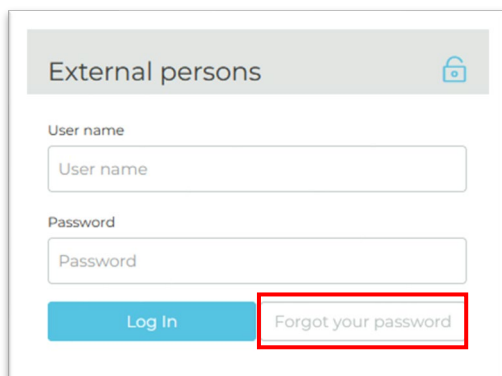
Here is the link to the tool: https://complesis.zhaw.ch/home. ZHAW employees use the Switch edu-ID to log in:
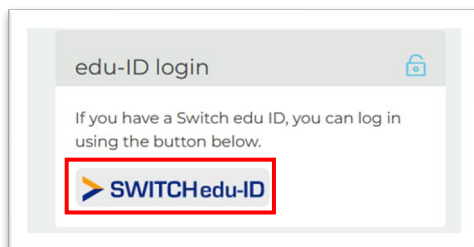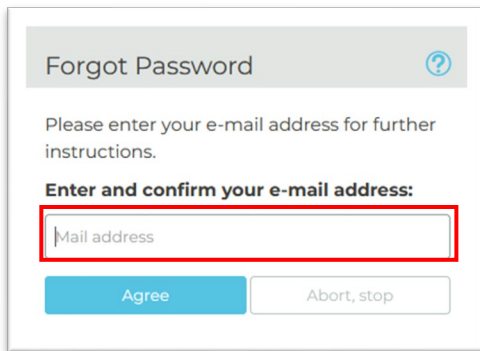

3. Login (for externals)

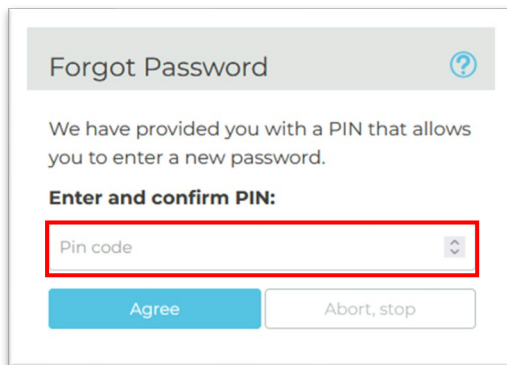If you want to log in for the first time, click on "forgot your password":

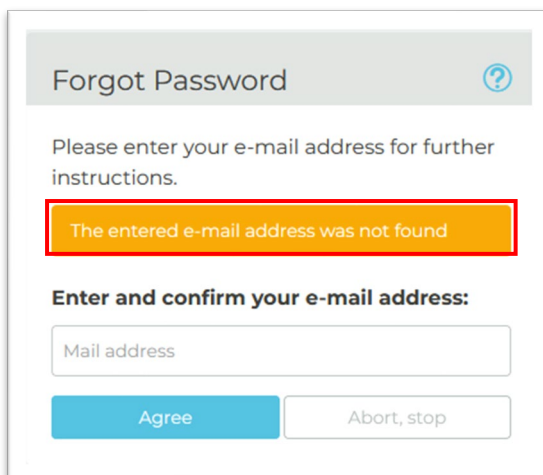Then enter the email address you use to communicate with the ZHAW:

Forgot Password ⑦

Please enter your e-mail address for further instructions.

Enter and confirm your e-mail address:

Mail address

Agree | Abort, stop

You will then receive a PIN by e-mail, which you can enter and then define your personal and confidential password:

Forgot Password ⑦
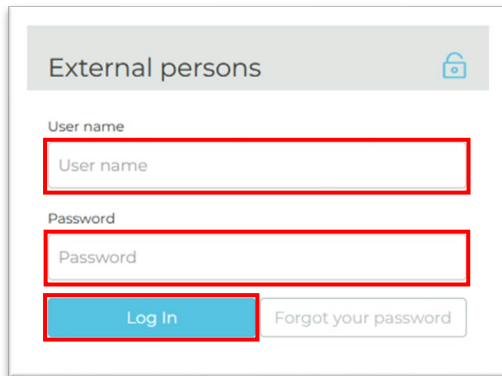
We have provided you with a PIN that allows you to enter a new password.

Enter and confirm PIN:

Pin code

Agree | Abort, stop

If you receive the error message below, please contact msc-ls@zhaw.ch:
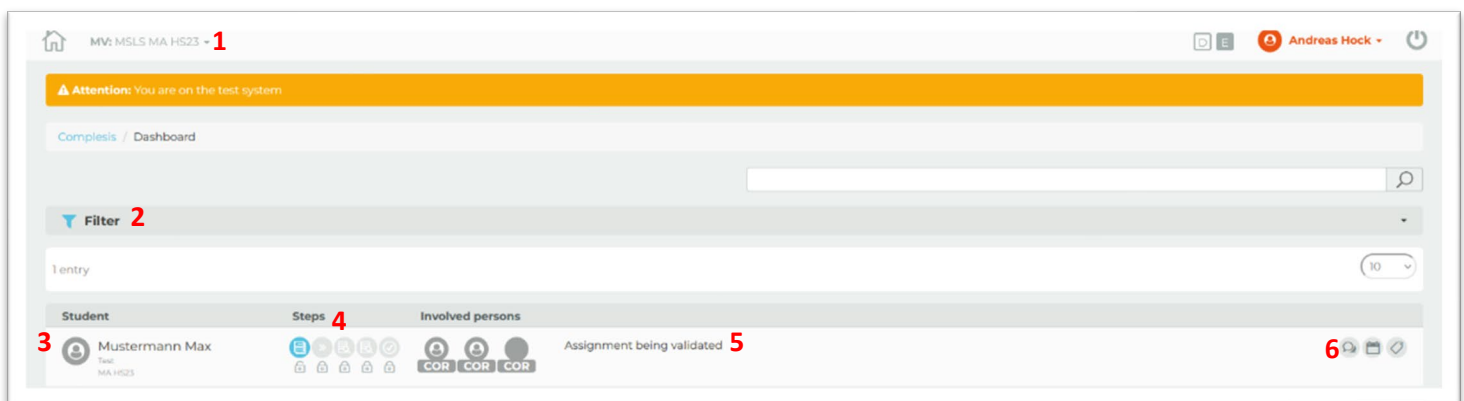
Forgot Password ⑦

Please enter your e-mail address for further instructions.

The entered e-mail address was not found

Enter and confirm your e-mail address:

Mail address

Agree | Abort, stop

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After you have set a personal password, you can log-in directly with your e-mail address and password in the future:

4. 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 Complesis before a deadline expires.

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5.   Submission of work (masters' thesis)

To check the submitted master thesis, click on the green icon (submission of work):
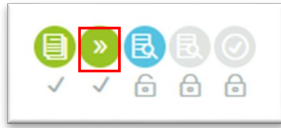
Now a pop-up window appears, with all the data that the student has entered:

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):
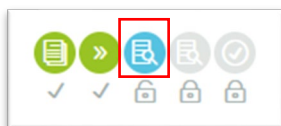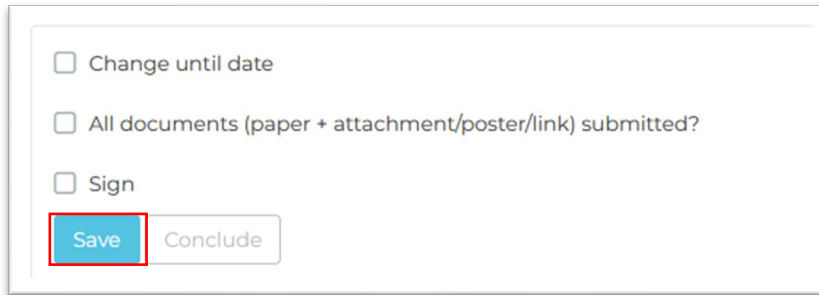
Now a pop-up window appears where you can enter your grade and comments.
Please note: The field "oral exam" is a mandatory field. Please write at least "pass" or "fail". All other fields are optional.

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

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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.

<div align="center">

The standard process is now finished for you.

</div>

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7.   Various

7.1. 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.

7.2. 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.

7.3. 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":

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8. Process Overview

MSLS Master Thesis Process

Student	Corrector 1	Corrector 2[1]	External Corrector[1]	Administration

Student column:
- Start**
- Log-In (via SWITCHedu_ID)
- Prep. & Sign Assignment
- Prepare Master Thesis
- Submit Master Thesis[4]

Corrector 1 column:
- Start**
- Log-In (via SWITCHedu_ID)
- Review Assignment
- Assignment correct → no / yes
- Sign Assignment
- Review and Grade Master Thesis

Corrector 2[1] column:
- Start**
- Log-In (via SWITCHedu_ID)
- Review and Grade Master Thesis

External Corrector[1] column:
- Start**
- Log-In (via email and PW[3])
- Review and Grade Master Thesis

Administration column:
- 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

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