

# User Guide for Complexis

(Workflow for submission of the master's thesis)



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## 1. Introduction

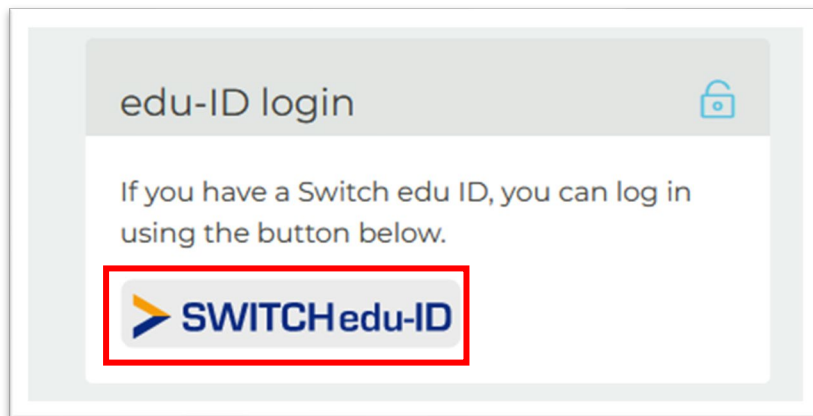
Complexis enables efficient and paperless processing of the master's thesis. The process starts with the submission of the assignment, i.e., at the latest two weeks before the beginning of the semester in which the master's thesis is submitted. You will be informed by mail as soon as the system is activated.

The following user guide explains all rights and responsibilities in Complexis. 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](mailto:msc-ls@zhaw.ch).

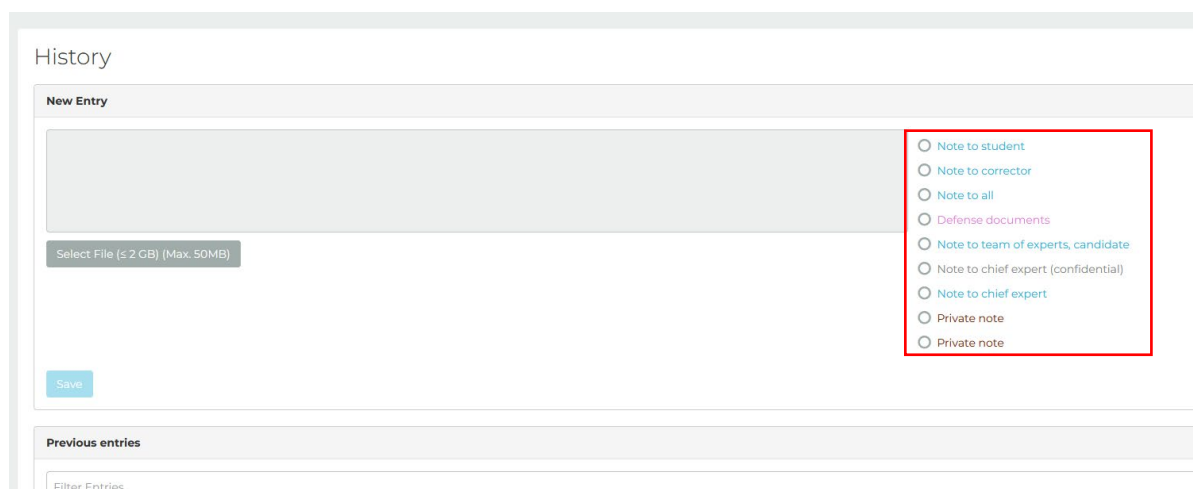
## 2. Login

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



## 3. History

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



## 4. Events

Under Events you can see which deadlines apply for the assignment and submission of the thesis:

### Events

- SEP 4** **Assignment until**  
🕒 4 Sep 2023 23:59 📅 iCal-Eintrag
- JAN 8** **Submission of work completed by**  
🕒 8 Jan 2024 12:00 📅 iCal-Eintrag

Automatic reminders are sent by e-mail from Complexis before a deadline expires. Here is an example:

Please note that the deadline for the Master's thesis is due in seven days.  
Please upload your Master's thesis in time. After the deadline, the function will be closed and you will no longer be able to enter anything. If you have any questions, please do not hesitate to contact us ([msc-ls@zhaw.ch](mailto:msc-ls@zhaw.ch)).

Best wishes,  
Your MSLS Administration Office

## 5. Assignment (Master's thesis topic form)

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

**Title**

confidential

Poster confidential (Unless the poster is confidential, it will be posted at graduation.)

Non-disclosure agreement

Aufgabenstellung / Assignment as \*.doc (optional)

Select File (≤ 2 GB) (Max. 50MB)

Aufgabenstellung / Assignment as PDF (mandatory)

Select File (≤ 2 GB) (Max. 50MB)

1. Enter the title of your master's thesis. To use special characters is not possible, however they can be used in the document (point 6).

2. Indicate whether the work is confidential. If not, the field does not have to be selected.

3. Indicate whether the poster is confidential. If not, the field does not have to be selected.

4. Indicate whether a non-disclosure agreement has been made with an industry partner. If not, the field does not have to be selected.

5. The assignment can be uploaded as a Word document. However, this is optional.

6. The assignment must be uploaded as a PDF document.

Choose your first and second corrector. The third expert is not compulsory for all students. If the person is not in the system, contact [msc-ls@zhaw.ch](mailto:msc-ls@zhaw.ch).

The screenshot shows a web interface for selecting experts. It contains three search sections, each with a text input field labeled 'Name oder E-Mail-Adresse eingeben' and a blue 'Search' button. The sections are titled 'Expert /-in 1', 'Expert /-in 2', and 'Expert /-in 3'.

If you want to save the current progress, you can do so here:

The screenshot shows a checkbox labeled 'Signing the assignment' which is currently unchecked. Below it is a blue button labeled 'Save', which is highlighted with a red rectangular border.

As soon as the assignment is signed and you click on "sign", the assignment is submitted. After you have clicked on "sign", you will not be able to make any more changes. Therefore, please make sure that the information you have entered is correct.

The screenshot shows the same checkbox labeled 'Signing the assignment', but it is now checked. Below it is a blue button labeled 'Sign', which is highlighted with a red rectangular border.

As soon as your first corrector has approved or rejected the assignment, you will be informed by e-mail.

## 6. Submission of work (masters' thesis)

1. Upload your work here in PDF/A format. Make sure that all required documents are in the appendix (assignment and declaration of consent).
2. Here you can submit further (optional) documents related to your work. This also includes the poster.
3. If an alternative to the poster was agreed in the assignment (e.g. LinkedIn post), the corresponding link can be inserted here

### Submission of work

Submit by: 08.01.2024 12:00

[upload as PDF/A](#)

Submission documents **1** Select File (≤ 2 GB) (Max. 50MB)

Attachments **2** Select File (≤ 2 GB) (Max. 50MB)

URL **3**  
E.g. <https://www.ivaris.ch...>

If your work is not confidential, you must also indicate here whether it should be published in the ZHAW Digital Collection. If you agree, please note that only theses with a grade above 5.0 will be published and the first corrector must also give his or her permission.

### Declaration of consent an release Author

The student signing the form gives his/her consent to the electronic publication of the thesis in the ZHAW Digital Collection (based on § 16 para. 1 lit. b FaHG).

I agree that

- a. my work (full text) is published in digital form in the ZHAW Digital Collection and referenced in relevant directories (e.g. Google Scholar). The right to publish the work elsewhere is not affected by this declaration.
- b. my work (full text) is published under the post-use license granted by the Department.
- c. the file is converted to other file formats or otherwise technically modified for the purpose of long-term availability.
- d. the descriptive data as well as the work itself is permanently stored electronically and publicly accessible and can only be removed in case of infringement of third party rights.

I assure that the publication of the work does not conflict with any rights of third parties, in particular with regard to illustrations contained in the full text or other copyrighted content, are opposed.

do not agree with the electronic publication

Once you have uploaded all relevant documents, you can sign and submit your work. This also confirms that you have written the paper without outside help.

### Statement of Authorship:

By submitting (=Signature) the enclosed work the student affirms independent completion of the(ir) work without outside help.

The signing student declares that all printed and electronic sources used are correctly identified in the text and in the bibliography, i.e. that the work does not contain any plagiarism (no parts that have been taken in part or in full from another's text or work without clear labelling and without citing the source).

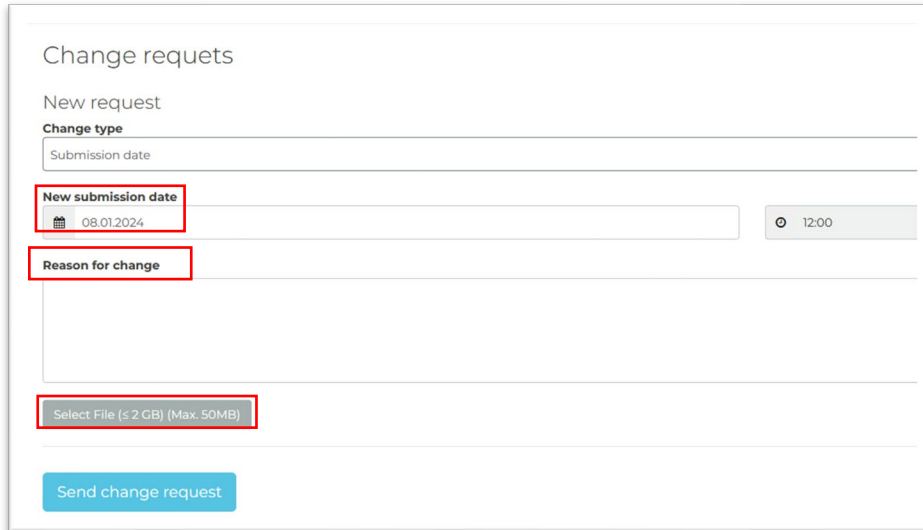
In the event of misconduct of any kind, Paragraph 39 and Paragraph 40 of the General Academic Regulations for Bachelor's and Master's degree programmes at the Zurich University of Applied Sciences (dated 29 January 2008) and the provisions of the Disciplinary Measures of the University Regulations shall apply.

Sign and submit

The standard process is now finished for you.

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

If you want to extend the submission date for a justified reason (e.g., illness), you can request a change at the bottom of the page. Suggest a new date for the submission and give a reason for the request. If you have a doctor's certificate or similar, you can also upload it here. Your application will then be reviewed by your first corrector and the programme director.



The screenshot shows a web form titled "Change requests". Under the heading "New request", there is a "Change type" dropdown menu with "Submission date" selected. Below this is a "New submission date" field containing "08.01.2024" and a time field set to "12:00". A "Reason for change" text area is positioned below the date fields. At the bottom of the form is a "Select File (≤ 2 GB) (Max. 50MB)" button and a "Send change request" button.

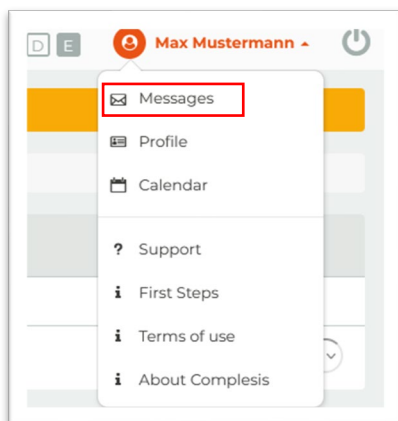
## 8. Various

### 8.1. Grade

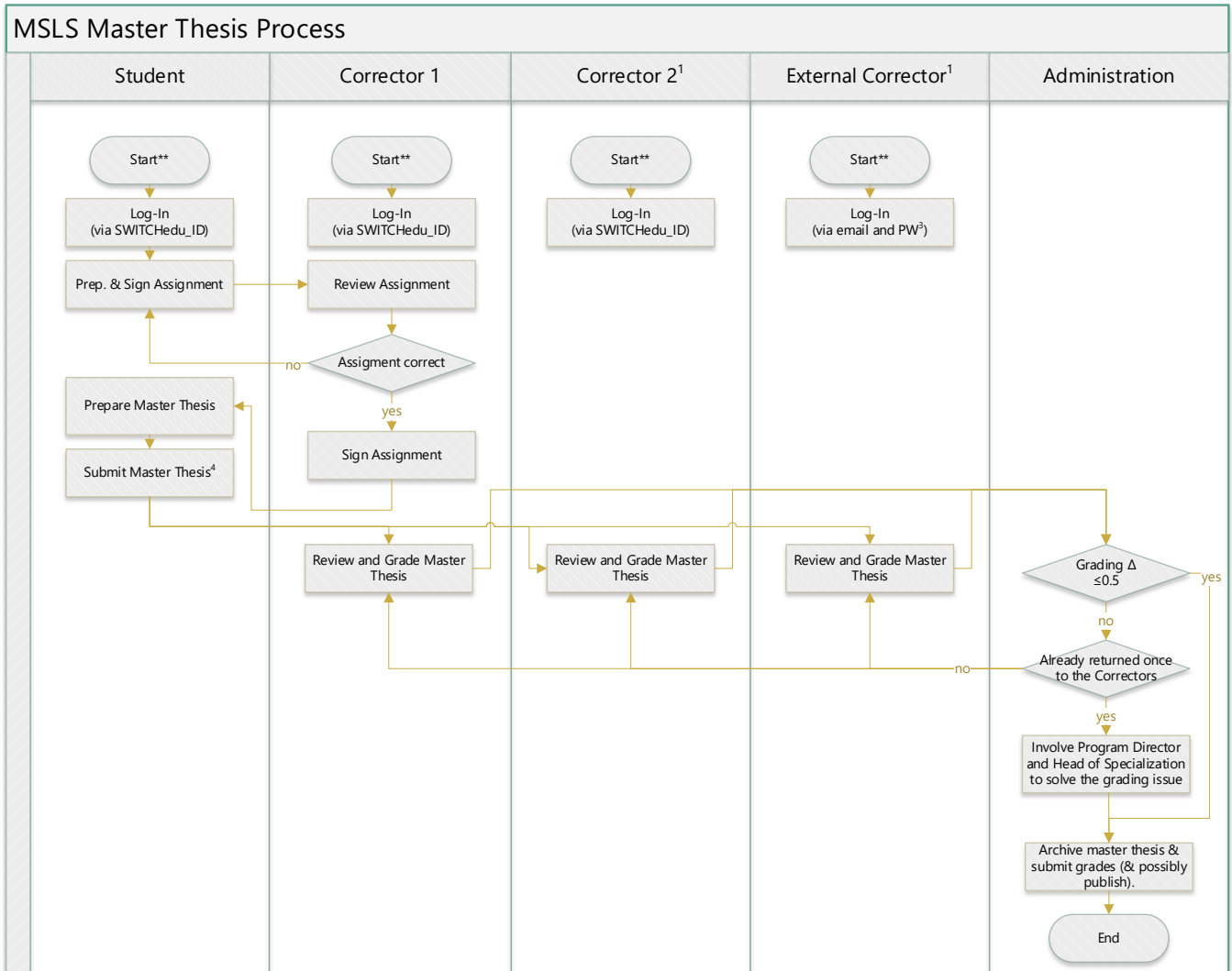
Once you have submitted your work, the process is over for you in Complusis. The grade of the master's thesis is published via EventoWeb and you will be informed by e-mail as soon as the grade is available.

### 8.2. Notifications

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



## 9. Process Overview



<sup>1</sup>at least two correctors are mandatory, one corrector can be external, <sup>2</sup>start will be triggered by regular email from the administration office, <sup>3</sup>for PW please contact msc-ls@zhaw.ch, <sup>4</sup>requests 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