

A photograph of a study area with several round tables and chairs. Several students are sitting at the tables, some looking at books or papers, others talking. The scene is brightly lit and appears to be a modern university setting.

**Information Event:
Master's theses and graduation
Master of Science in Quantitative Finance UZH ETH
Prof. Dr. Walter Farkas, Chantal Spale, Monika Egli**





Today's topics

Master's Theses

- Technical details
- Procedure
- Stumbling blocks

Graduation

- Registration
- Documents and diplomas
- Graduation Ceremony
- Pitfalls

Other topics



Master's theses





Technical details

Scope

30 ECTS credits

Period for completion

6 months

Language

English

Relevant program regulations

www.oec.uzh.ch/en/regulations

You are required to know the regulations.

Information

www.oec.uzh.ch/en/studies/general/theses.html



Procedure – five steps to succeed

1. Considering topics
2. Contact / supervision
3. Collecting the project definition
4. Submission of theses
5. Oral presentation





1. Considering topics

- Find topics you are interested in.
- Topics have to be related to quantitative finance.
- Prepare yourself: relevant lectures and seminars, reading.



2. Contact / supervision

- Get in touch with the **contact person**.
- **Consider websites** and lists for the right person and the exact process for the individual professor.
- **Explanations** why the topic fits are necessary. E-mails without explanations do not need to be answered.
- Additional **requirements** may apply and are binding.
- Chairs have the option to **reject** students.
- Agreement between student and supervisor: project definition is sent to the Dean's Office by supervisor.



3. Collecting the project definition

- The written project definition is issued **exclusively** by the Dean's Office.
- Collection has to be **in person** during opening hours of the Dean's Office.
- Bring the following **documents**:
 - Proof of matriculation
 - Proof of admission to the Master's program
 - Completed registration form
- **Period of completion starts** on the day of collection.



4. Submission of theses

- **No later than the communicated submission deadline!**
- **Two bound copies** must be submitted
- Any additional copies (pdf or printed): check with supervisor
- Two ways of handing in:
 - Personally at the Dean's Office
 - By registered post (date on the postmark counts, no confirmation of receipt)



5. Oral presentation

- **Within 4 weeks after submission**
- 30 minutes presentation followed by questions
- Process:
 - **Arrange date** and time with supervisor.
 - **Inform Chantal Spale** by e-mail (chantal.spale@bf.uzh.ch) at least **two weeks prior** with exact date and time and send her a PDF of the master's thesis and a PDF with the abstract of the thesis.
 - Room at UZH or ETH will be organised by Chantal Spale.
 - Public announcement on www.msfinance.ch and by e-mail by Chantal Spale.



Stumbling blocks

Illness / other unforeseeable issues

- Extension up to two weeks possible (with doctor's attestation)
- Cancellation has to be approved. If so, it counts as if not started.

Plan ahead with degree deadlines: www.oec.uzh.ch/en/studies/general/graduation/degree-deadlines.html

Get the project definition!

Don't hand it in late!

You have one possibility to do it again.

Good to know: No module has to be booked.



Graduation





Registration for graduation

- **Deadlines:** www.oec.uzh.ch/en/studies/general/graduation/degree-deadlines.html
- **Information:** www.oec.uzh.ch/en/studies/general/graduation/ba-ma.html
- What to **hand in:**
 - Registration form (to be found in module booking tool)
 - Any credit transfer correspondence
- How to **register:**
 - In person at Dean's Office
 - By registered mail (make sure the form is signed!)



Documents and diplomas

- Documents will be send out by registered mail **on the degree conferral date.**
- **Three** documents:
 - Academic Record
 - Diploma
 - Diploma Supplement
- Not possible to get the documents earlier. If needed for application, confirmation can be requested at the Dean's Office.



Graduation Ceremony

- Twice a year: May/June and December
- Invitation by e-mail.
- Registration necessary.
- Space for guests is limited.
- Two to four ceremonies take place. To which ceremony exactly you will be assigned, will be confirmed after the registration deadline.



Pitfalls

Know the regulations! Registration form has to be filled in according to the regulations.

Don't hand in the registration form too late!

Master's thesis has to be handed in by the deadline!

Be enrolled!

Exmatriculation is a separate process.



Deadlines 2017

2017

Degree conferral date	15.02.17*	05.04.17	19.07.17*	20.09.17	25.10.17
Enrollment required for	HS 2016	HS 2016	FS 2017	FS 2017	FS 2017
Registration deadline	15.12.16	02.02.17	18.05.17	20.07.17	24.08.17
Mailing of final documents	15.02.17	05.04.17	19.07.17	20.09.17	25.10.17
Registration for graduation ceremonies	07.04.17- 21.04.17	07.04.17- 21.04.17	27.10.17- 10.11.17	27.10.17- 10.11.17	27.10.17- 10.11.17
Graduation ceremonies	17.05.17 31.05.17	17.05.17 31.05.17	06.12.17 13.12.17	06.12.17 13.12.17	06.12.17 13.12.17

*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.



Deadlines 2018

2018

Degree conferral date	14.02.18*	04.04.18	18.07.18*	19.09.18	24.10.18
Enrollment required for	HS 2017	HS 2017	FS 2018	FS 2018	FS 2018
Registration deadline	14.12.17	01.02.18	17.05.18	19.07.18	23.08.18
Mailing of final documents	14.02.18	04.04.18	18.07.18	19.09.18	24.10.18
Registration for graduation ceremonies	06.04.18- 19.04.18	06.04.18- 19.04.18	26.10.18- 08.11.18	26.10.18- 08.11.18	26.10.18- 08.11.18
Graduation ceremonies	16.05.18 23.05.18	16.05.18 23.05.18	05.12.18 12.12.18	05.12.18 12.12.18	05.12.18 12.12.18

*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.



Other topics





Contacts at the Dean's Office

- Students with last names from **A bis J:**
Bea Girardet, bea.girardet@oec.uzh.ch
- Students with last names from **K bis S:**
Julia Kizio, julia.kizio@oec.uzh.ch
- Students with last names from **T bis Z:**
Susanne Erber, susanne.erber@oec.uzh.ch

⇒ Always include your student ID number

⇒ Choose a short and clear wording

Special topics

Credit Transfer

Contact: anrechnung@oec.uzh.ch



Petitions

- In writing to the respective examination delegate
- Include:
 - Sender and date
 - Student ID number
 - Degree program and study programs (e.g., Bachelor's degree program with Business Administration as a major and Economics as a minor study program)
 - Clear and concise justification
 - Any supporting documentation (doctor's note, birth certificate, etc.)
 - Original signature

MSc in Quantitative Finance:

Examination Delegate

Prof. Dr. Walter Farkas

University of Zurich

Dean's Office, Faculty of Business,
Economics and Informatics

Rämistrasse 71

CH-8006 Zurich



Confirmation letters for work permit for students from third countries

- Provision of **Office for Economy and Labour**:
 - maximum 15 hours per week
 - duration of studies must not be affected
- **Confirmation** can be requested at Dean's Office if:
 - completed at least 20 ECTS credits on average
 - plan to take the same workload also while working
- If condition are **not fulfilled**, **no confirmation** can be handed out.
- Information: www.oec.uzh.ch/en/studies/student-life/studies-work.html