



7 March 2011

Master Thesis – Administrative Key Points

Step 0:

Think on a topic and on a supervisor. Speak to the potential supervisor and make sure he accepts the guidance. After agreeing to supervise you, she/he needs to send one A4 form with your name and the title of the topic to the Dean's office, more precisely to Ms Annette Rothenbacher.

Step 1:

Kindly check out the following link for all relevant information:

<http://www.oec.uzh.ch/academicprograms/quantitativefinance/Studienabschluss.html>

Before starting the work on the thesis you need to register at the Dean's Office.

Kindly show up personally to pick up the envelope with the thesis title issued by the supervising professor.

Bring along the following:

- registration form (see above link "Application Master Thesis MSc QF")
- proof that you have been admitted to the program ("Zulassungsbescheid")
- any requests for recognition of external courses, if available
- student ID

Step 2:

The Master Thesis has to be finished within 6 months after having picked up the envelope with the title.

Please send two bound copies of the final version to the Dean' Office and a pdf file to myself.

No delay is possible.

Step 3:

If the supervisor finds that the Thesis is enough for a "pass" you need to make 30 minutes presentation of your Thesis. This presentation (called Colloquium) is open to public. In order to organize the necessary for the colloquium kindly contact me in due time. After the Colloquium the supervisor needs to communicate the final grade in written form.

Step 4:

To apply for the final degree please call on the Dean's office again and present the form "Application Graduation MSc QF" (link see above) plus student ID.

Kindly consider the deadline 21.07.2011 for graduation 21.09.2011, respectively 26.08.2011 for 26.10.2011.



Contact Addresses

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