



Instructions for the Submission of Applications via OLAT

October 23rd, 2012

Submission of Applications to the Ethics Committee via OLAT

Starting December 1st, 2011, we ask all applicants to submit their applications on OLAT as well as sending a hardcopy to the president of the Ethics Committee.

The URL for the OLAT platform of the Ethics Committee of the Faculty of Philosophy is as follows:

<https://lms.uzh.ch/url/RepositoryEntry/4558225412>

The “course” can also be found by typing “Ethikkommission” (“Ethics Committee”) into the search form. In this “course” you will find the following folders:

- Formulare (“Forms”): Documents and forms for users
- Einschreibung (“Registration”): New applicants must register first
- Antragstellung (“Submission of application”): Upload of applications
- Forum: (currently not being used)
- E-Mail an Kommission (“E-mail to committee”): Send an e-mail to all members of the committee

Once you have signed up for OLAT, you are able to upload your application together with any additional documents. To this end, you can find a sub-folder in the folder “Antragsstellung” for the upcoming committee meeting. In the folder for this meeting you must create your own folder for your application. **We ask** that all documents (application & addenda) be uploaded as **one single pdf-file**. A table of contents is helpful in case of an extensive application containing many individual documents. In the application please reference any additional documents by their title or their serial number.

Applications should be written in uniform language (German or English). Once you have uploaded your application, please send a short message with the help of the tool “E-Mail an Kommission” informing group members of your submission. You will get an automated e-mail response from OLAT confirming your upload. Once the application has been processed, you will receive feedback via e-mail.

Please don’t forget to send a hardcopy of your application to the president of the Ethics Committee by regular mail.

Contact/Address

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