



# Confirmation of Supervision

Application without a master's degree from a Swiss university or federal institute of technology

## Details of the Supervisor

To be completed by the supervisor

Title, first name(s) and surname \_\_\_\_\_

Institute, department, unit \_\_\_\_\_

E-mail-address \_\_\_\_\_

Telephone number incl. area code \_\_\_\_\_

Supervision of the doctoral candidate since/from onwards \_\_\_\_\_ (MM.YYYY)

I, the supervising lecturer, confirm to supervise the before mentioned doctoral candidate during the duration of his/her doctoral thesis at the University of Bern.

Location

Name of the supervisor  
in block letters

**Stamp and signature of the  
supervising lecturer**

## Admission Requirements

To be completed by the Admissions Office

- Meets formal admission requirements
- Does NOT meet formal admission requirements

Date

**Signature of the Admissions Office**

## Qualifications for a Doctorate

To be completed by the dean's office of the relevant faculty or study coordination of the relevant graduate school

The doctoral candidate meets the prerequisites laid down in the relevant regulation for a doctoral thesis in the before stated field of study and is supervised during the duration of the doctoral thesis.

Location and date

Name of the signer  
in block letters

**Stamp and signature  
of the dean's office or graduate school**

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### Steps in your application for a Doctorate

- 1: Look yourself for a supervisor; contact the administration of the **institute/department** of the desired discipline of your doctorate. There is no list of supervisors at the University of Bern. Ask the department's/institute's administration if you need assistance.
- 2: Apply online at [www.application.unibe.ch](http://www.application.unibe.ch)
- 3: Complete the confirmation of supervision
- 4: Confirmation of supervision incl. the following documents has to be passed on for signature to the supervisor:
  - a) Originally **certified photocopy** of your university degree (Master's degree or Licentiate)  
*This does not apply to you if you achieved your degree at the same faculty where you want to pursue a doctorate.*
  - b) Originally **certified photocopies** of your academic records (transcripts).
    - b) Originally certified photocopy of translation if your degree is issued in a language other than German, French, English or Italian.  
  
Originally certified photocopy of translation if the list of academic records is issued in a language other than German, French, English or Italian.
  - c) Curriculum vitae in table form with uninterrupted chronology of your education and academic studies up to the present
  - d) Photocopy of your valid identity card (front and back) or valid passport  
*This does not apply to you if you are a former student of the University of Bern*
- 5: Application file has to be passed for verification of your entrance qualification to the Admissions Office, Hochschulstrasse 4, 3012 Bern. If necessary, additional documents will be requested.
- 6: If you meet our admission requirements, the application file is passed on for signature to the dean's office of the relevant faculty or study coordination of the relevant graduate school
- 7: Fully completed confirmation of supervision and application file have to be passed on to the Admissions Office
- 8: Delivery of the invoice for the registration and semester fees for doctoral students
- 9: Issuance and delivery of information about your **Campus Account**, if you are new at the University of Bern
- 10: Submit the original of your degree for scrutiny to the Admissions Office
- 11: **Certificate of registration** and delivery of **UNICARD** following receipt of payment

### Publication of doctoral dissertations on the server of the University Library

Put your doctoral dissertation online, so that interested people can find and look into it at any time.

More comprehensive information about it is available under [www.ub.unibe.ch](http://www.ub.unibe.ch) → Service → Elektronisch publizieren → Dissertationen