UNIVERSITY OF BERN Admissions Office

Hochschulstrasse 4, Office 020 3012 Bern Switzerland Phone +41 (0)31 631 39 11 info@zib.unibe.ch





b UNIVERSITÄT BERN

Confirmation of Supervision

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

Applicants for doctoral studies in Human or Dental Medicine use the special form

Submission deadlines:- fall semester:15 October(date of receipt)- spring semester:31 March

Your online application for a doctorate will only be processed after submission of this confirmation and all required documents to the Admissions Office; address see above.

Personal Data of the Applicant		
Swiss matriculation number	-	-
Gender	male	female
Surname / First name(s)		
Extra line c/o		
Street / House no.		
Postcode / Location		
Canton or Country		
E-Mail address		
Telephone number incl. area code		
Entry Qualification for a Doctorat	te	
Title of your degree (e.g. Master of Science in Mathematics)		
Date of issue of the degree		
Full name of the university, where you achieved your degree		
Details of the Doctoral Thesis		
Special field of the doctoral thesis		
Title/degree sought: doctorate, PhD		
I, the doctoral candidate, certify that all of the	e above statemen	ts are true and complete.
Location	 Date	Signature of the doctoral candidate



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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 				
aumosion 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 coord	ination of the relevant graduate school		
The doctoral candidate meets the prefield of study and is supervised during	requisites laid down in the relevant re the duration of the doctoral thesis.	egulation for a doctoral thesis in the before stated		
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
- 3: Complete the confirmation of supervision
- 4: Confirmation of supervision incl. the following documents has to be passed on for signature to the supervisor:
- 5: 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.
 - a) 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 \rightarrow Service \rightarrow Elektronisch publizieren \rightarrow Dissertationen