

Bern, February 2024

## How to BE students

How to register and validate BeNeFri courses and exams in Fribourg for Earth Sciences Master Students from Bern.

The same procedure is valid for Bernese bachelor students who have to register for the Paleontology course in Fribourg.

General information

[earth-science-master.unibe.ch](http://earth-science-master.unibe.ch)

### 1. Registration to the BeNeFri network

**Must be renewed every semester!**

- At the **start of the semester**:
    - NEW students need to register themselves for the BeNeFri network by checking the BeNeFri checkbox online in their student data profile:  
[www.selfservice.studis.unibe.ch](http://www.selfservice.studis.unibe.ch)
    - This will enable your connection to the respective electronic registration systems ([my.unifr.ch](http://my.unifr.ch)) for courses and exams, and allow you to claim refund of travel costs.
  
  - Students in 2<sup>nd</sup> – 4<sup>th</sup> semester:
    - Please renew the registration every semester (checkbox):  
[www.selfservice.studis.unibe.ch](http://www.selfservice.studis.unibe.ch)
  
  - Deadlines
    - Autumn semester
      - February, 1<sup>st</sup> – April, 30<sup>th</sup>
      - Late application period: Mai, 1<sup>st</sup> – August, 31<sup>st</sup>
    - Spring semester
      - September, 1<sup>st</sup> – November, 30<sup>th</sup>
      - Late application period: December, 1<sup>st</sup> – January, 31<sup>st</sup>
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- At the **end of the semester**:
  - Fill in the “Indemnités de déplacement / Reisekostenvergütung” form  
[www.unifr.ch/studies/en/assets/public/files/sai/benefiremboursementen.pdf](http://www.unifr.ch/studies/en/assets/public/files/sai/benefiremboursementen.pdf)  
 [English]  
[www.unifr.ch/studies/de/assets/public/files/sai/benefiremboursementde.pdf](http://www.unifr.ch/studies/de/assets/public/files/sai/benefiremboursementde.pdf)  
 [Deutsch]
- Deadlines
  - January, 31<sup>st</sup>
  - June, 30<sup>th</sup>

## Caution!

Please be aware that you will receive a “my.unifr.ch”-account including an email address from Fribourg. Fribourg will **only communicate via the email address from Fribourg**, so make sure to check it daily or link/redirect it to your regular email address.

For the following steps, use your my.unifr.ch account login and password.

## 2. Registration to courses in Fribourg

- At the **start of the semester**:  
register through my.unifr.ch to the courses you want to take in Fribourg.

The procedure is described on the following pages :

[www.unifr.ch/scimed/en/studies/register](http://www.unifr.ch/scimed/en/studies/register) [English]

[www.unifr.ch/scimed/de/studies/register](http://www.unifr.ch/scimed/de/studies/register) [Deutsch]

[www.unifr.ch/scimed/fr/studies/register](http://www.unifr.ch/scimed/fr/studies/register) [Français]

- Deadlines
  - **end of first week of semester**  
(modifications are still possible later on)

## 3. Registration to exams in Fribourg

- **Before** the end of the semester:  
register through my.unifr.ch to the exams you want to take in Fribourg.

The procedure is described in the following pages :

[www.unifr.ch/scimed/en/studies/register](http://www.unifr.ch/scimed/en/studies/register) [English]

[www.unifr.ch/scimed/de/studies/register](http://www.unifr.ch/scimed/de/studies/register) [Deutsch]

[www.unifr.ch/scimed/fr/studies/register](http://www.unifr.ch/scimed/fr/studies/register) [Français]

**CAUTION!**

For exam registration you **ABSOLUTELY** have to comply with the deadlines, namely **one month before the start of the exam session. No late registration for exams possible!**

#### 4. Validation and transfer of grades

- Once you have passed your exams, you can ask for an attestation at the Dean's Office of the Science Faculty in Fribourg. This service is free for BeFri-students.  
[www.unifr.ch/scimed/en/validate](http://www.unifr.ch/scimed/en/validate)
- This attestation has to be handed to the secretary of the team coordination of studies at the Institute of Geological Sciences in Bern in order to get your grades integrated into KSL. Please also state which module the grades need to be accounted towards.  
Contact: Miss [Sarah Antenen](#).