

Bern, February 2024

# How to FR students

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

General information

[www.unifr.ch/benefri](http://www.unifr.ch/benefri)

## 1. Registration to the BeNeFri network

**Must be renewed every semester!**

- At the **start of the semester**:
    - New students register in the BeNeFri network by choosing BENEFRi in their online student data [my.unifr.ch](http://my.unifr.ch)
    - This will enable your connection to the respective electronic registration systems for courses and exams, and allow you to claim refunding of travel costs.
  - Students in 2<sup>nd</sup> – 4<sup>th</sup> semester:
    - Renewal must be done every semester but online [my.unifr.ch](http://my.unifr.ch)
  - Deadlines
    - September, 30<sup>th</sup>
    - February, 28<sup>th</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/benefriremboursementen.pdf](http://www.unifr.ch/studies/en/assets/public/files/sai/benefriremboursementen.pdf) [English]
    - [www.unifr.ch/studies/fr/assets/public/files/sai/benefriremboursementfr.pdf](http://www.unifr.ch/studies/fr/assets/public/files/sai/benefriremboursementfr.pdf) [Français]
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- Deadlines
  - January, 31<sup>st</sup>
  - June, 30<sup>th</sup>

## Caution!

Please be aware that you will receive a “unibe campus account” including a Bernese email address. Bern will **only communicate via the Bernese email address**, so make sure to check it daily or link/redirect it to your regular email address.

For the following steps, use your unibe campus account login and password. If you no longer have your password, check this webpage [ktools.unibe.ch](https://ktools.unibe.ch), If you no longer know your username call Bern University IT Helpdesk at 031 684 4999.

## 2. Registration to courses in Bern

- At the **start of the semester**:
  - Check the [course lists](#) on the website of the Bern-Fribourg Master’s website.
    - Log in to KSL (CTS): [www.ksl.unibe.ch](http://www.ksl.unibe.ch)
    - choose **Universität Bern** (not Fribourg)
    - Look up the courses you would like to do in KSL/CTS choose “**Add to planning view**”.
    - Switch to your Student profile view in KSL click on the bar of the course and choose “**register**” within the deadline given.
    - There is also a menu item “open registrations”.
- Deadlines
  - **As advertised in KSL**
  - For courses held in Fribourg check GeFri

If you are late for Bern courses and deadlines have already expired (only for courses, **not examinations!**), write to the lecturer and ask if you may join the course. If they confirm, **forward this confirmation to the secretary** of the team coordination of studies.

## 3. Registration to exams in Bern

- **Before** the end of the semester:
  - register to the exams you want to take in Bern through KSL [www.ksl.unibe.ch](http://www.ksl.unibe.ch)
  - Search for your course
  - Choose Details “Anmeldefristen”

### CAUTION!

For exam registration you **ABSOLUTELY** have to comply with the deadlines, namely **2 weeks before the examination date. No late registration for exams possible!**

## 4. Validation and transfer of grades

- Once you have passed your exams, your grades will be entered into KSL in Bern.
  
- Ask at the Dekanat (Dean's Office) in Bern for a confirmation of your Bernese grades mentioning your matriculation no.  
Contact: [info.natdek@unibe.ch](mailto:info.natdek@unibe.ch)
  
- You will be sent a confirmation, which you will have to submit to your home department in Fribourg.  
Contact: Mrs. [Sylvie Mauron](#).