

Institut für Geologie, Baltzerstrasse 1+3, CH-3012 Bern  
and  
Département des Géosciences, Chemin du Musée 6,, CH-1700 Fribourg

Institut für Geologie

February 2024

## Information Master curriculum

[Bern-Fribourg Master's in Earth Sciences](#)

### Administration / Secretary's Office

Bern	Fribourg
Institut für Geologie Baltzerstrasse 1+ 3 CH-3012 Bern Tel.: +41 (0)31 684 87 61  Marina Beutler and Sarah Antenen (coordination, excursions) Tel.: +41 (0)31 684 87 81 <a href="mailto:marina.beutler@unibe.ch">marina.beutler@unibe.ch</a> <a href="mailto:sarah.antenen@unibe.ch">sarah.antenen@unibe.ch</a> 8:30-12:00 & 14:00-16:00 (Friday afternoon closed)	Département des Géosciences Chemin du Musée 6 – Pérolles CH-1700 Fribourg Tel: +41 (0)26 300 89 70  Sylvie Mauron  Tel.: +41 (0)26 300 89 70 <a href="mailto:sylvie.mauron@unifr.ch">sylvie.mauron@unifr.ch</a>  Mo-We-Fr 14:00-16:00

### Academic Administrator

Bern	Fribourg
<b>Prof. Jörg Hermann</b> Institut für Geologie Baltzerstrasse 1 CH-3012 Bern  For <b>appointments</b> please write an email to Marina Beutler and <b>mention your request:</b> <a href="mailto:marina.beutler@unibe.ch">marina.beutler@unibe.ch</a> (or secretary's office, room 021, Baltzerstrasse 3)	<b>Prof. Walter Joyce</b> Department of Geosciences Chemin du Musée 6 CH-1700 Fribourg  <a href="mailto:walter.joyce@unifr.ch">walter.joyce@unifr.ch</a> Tel.: +41 (0)26 300 89 75

## Deadlines Fall 2023/Spring 2024

as soon as possible	Select a Specialization and advisor to clarify host university (students are encouraged to contact potential advisors)
Fall: 30 April Spring: 15 December (BE) / 30 November (FR)	deadline, early registration for incoming students
31 August (fall) / 31 January (spring)	Late enrolment with additional fee of CHF 100.- (BE) / 50.- (FR) (external students) Students with a completed BSc from Fribourg are automatically enrolled for the following semester for the Masters (in Fribourg).
at start of studies (only once)	Activate campus account and connect it with SWITCH edu-ID Bern: <a href="http://www.campusaccount.unibe.ch">www.campusaccount.unibe.ch</a> Fribourg: <a href="http://my.unifr.ch">my.unifr.ch</a>
30 September (fall)/ 28 February (spring)	Registration BeNeFri convention (every semester) Bern: <ul style="list-style-type: none"> <li>• register at <a href="http://www.selfservice.studis.unibe.ch">www.selfservice.studis.unibe.ch</a> (checkbox, every semester)</li> <li>• activate Fribourg campus account once credentials arrive (first semester only)</li> <li>• sign and submit “<a href="#">declaration of scientific integrity</a>” at the Fribourg dean’s office (first semester only)</li> </ul> Fribourg: <ul style="list-style-type: none"> <li>• register at <a href="http://my.unifr.ch/fr/group/etu/cursus">my.unifr.ch/fr/group/etu/cursus</a> (every semester)</li> <li>• activate Bern campus account once credentials arrive (first semester only)</li> </ul>
mid September (fall) / mid February (spring)	Start of semester
first semester week (only in fall)	Dynamic Alps excursion
first weeks of semester	Deadlines for <b>course registration</b> : courses at Bern: <a href="http://www.ksl.unibe.ch">www.ksl.unibe.ch</a> <ul style="list-style-type: none"> <li>• fall semester: 8 October</li> <li>• spring semester: 3rd day of lectures</li> </ul>

	<p>courses at Fribourg: <a href="#">course registration dates</a></p> <ul style="list-style-type: none"> <li>• fall semester: end of September</li> <li>• spring semester: end of February</li> </ul>
end of semester	<p>Deadlines for <b>exam registration</b>:</p> <p>courses at Bern: <a href="http://www.ksl.unibe.ch">www.ksl.unibe.ch</a></p> <ul style="list-style-type: none"> <li>• two weeks before exams</li> </ul> <p>courses at Fribourg: <a href="#">exam registration dates</a></p> <ul style="list-style-type: none"> <li>• fall semester: mid December</li> <li>• spring semester: early May</li> <li>• summer session: end of July</li> </ul>
31 January (fall) 30 June (spring)	<p>deadline, submission of <a href="#">travel expenses form</a> to receive refund for course-related rail-costs between Bern and Fribourg</p>

## Websites

You can find information about [courses](#), [course planning](#), [thesis](#), and [travel expenses](#) on the website of the Bern-Fribourg Master in Earth Sciences: [earth-science-master.unibe.ch](http://earth-science-master.unibe.ch).

Field expenses can be reimbursed here: [Bern students](#), [Fribourg students](#).

Information on the legal regulations that govern our universities can be found here: [Bern](#), [Fribourg](#).

The most important regulations that govern the BeFri MS in Earth Science can be found here: [BeFri-Reglement Deutsch/Français](#), [BeFri-Reglement English](#). Please note that the German/French version of the regulations are legally binding.

## Enrolment

1. Enrolment University
2. Registration BeNeFri convention (see above)
3. Registration for courses and examinations in
  - a. Bern: in KSL [www.ksl.unibe.ch](http://www.ksl.unibe.ch)
  - b. Fribourg: in [my.unifr.ch](http://my.unifr.ch)

Please Register at the **home university of your MSc supervisor!**

## Advisors

Once a potential thesis supervisor has been identified, you should arrange for a personal interview with that supervisor. The aim of this meeting is to create an individual study plan that satisfies your interests and aims, but also makes sense from practical, academic and professional points of view.

## Coordinators of the Specializations

<b>ELE: Earth and Life Evolution</b>	Prof. Walter Joyce (FR), Prof. Suzette Timmerman (BE)
<b>EM: Earth Materials</b>	Prof. Sergey Churakov (BE), Prof. Jörg Hermann (BE) or Prof. Esther Schwarzenbach (FR)
<b>ERG: Environmental &amp; Resource Geochemistry</b>	Prof. Anna Harrison (BE) or Prof. Esther Schwarzenbach (FR)
<b>GEOL: Geology</b>	Prof. Marco Herwegh (BE), Prof. Anneleen Foubert (FR) or Prof. Fritz Schlunegger (BE)
<b>PAQS: Pure &amp; Applied Quaternary Sciences</b>	Prof. Flavio Anselmetti (BE), Prof. Anneleen Foubert (FR) or Prof. Fritz Schlunegger (BE)

## Degree structure

Modul A	Modul B	Modul C	Modul D
Mandatory Courses	Specialization Courses	Elective Courses	Research Thesis
6 EC	30 EC	24 EC	60 EC

### Modul A: Soft Skills (mandatory)

Bern + Fribourg
<ul style="list-style-type: none"> <li>• <u>Dynamic Alps</u> (3 EC), Excursion: first week of autumn semester</li> <li>• <u>Soft Skills I</u> Communication in Earth Sciences (1.5 EC), Paper and Poster</li> <li>• <u>Soft Skills II</u> BE: Research Seminar (1.5 EC), 2 oral presentations, attendance at 30 seminar talks FR: Thesis proposal defense</li> </ul>

## Examinations

- If you register, but fail to attend, you will receive the lowest possible grade (1), unless you provide a doctor's note.
- If you fail an examination, you only receive one other attempt. The second mark is valid.

## Registration for Courses and Examinations

Courses held in Bern	Courses held in Fribourg
<ul style="list-style-type: none"> <li>• <a href="http://www.ksl.unibe.ch">www.ksl.unibe.ch</a></li> <li>• Login with campus account</li> <li>• <a href="#">Excursions list</a></li> <li>• Registration deadlines courses:               <ul style="list-style-type: none"> <li>○ October, 8<sup>th</sup> (fall)</li> <li>○ 3 days after start of lectures (spring)</li> <li>○ Check “registration periods” in KSL</li> </ul> </li> <li>• Registration deadlines exams:               <ul style="list-style-type: none"> <li>○ 14 days before exams (registration or withdrawal)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://my.unifr.ch">my.unifr.ch</a></li> <li>• login with campus account</li> <li>• Registration deadlines courses:               <ul style="list-style-type: none"> <li>○ end of September (fall)</li> <li>○ end of February (spring)</li> </ul> </li> <li>• <a href="#">exam registration dates</a> <ul style="list-style-type: none"> <li>○ fall semester: mid December</li> <li>○ spring semester: early May</li> <li>○ summer session: end of July</li> </ul> </li> </ul> <p>First semester students from Bern may not receive their campus account on time to register for courses in Fribourg. This is not problematic. Just join the course and register at the first opportunity.</p>

## KSL/myunifr.ch

KSL, Bern	GeFri, Fribourg
<ul style="list-style-type: none"> <li>• <a href="http://www.ksl.unibe.ch">www.ksl.unibe.ch</a></li> <li>• Login with SWITCH edu-ID</li> </ul> <ol style="list-style-type: none"> <li>1) Course registration           <ul style="list-style-type: none"> <li>○ choose the courses</li> <li>○ transfer to “planning”</li> <li>○ CP “place requested“ (= Platzantrag)</li> </ul> </li> <li>2) Planning view: Control of registration           <ul style="list-style-type: none"> <li>○ <b>no more dark gray courses</b> “open to course registration“</li> </ul> </li> <li>3) After the deadline, the system checks for prerequisites and accepts or denies requests.           <ul style="list-style-type: none"> <li>○ <b>Yellow “CD”</b> means “registered for course” (request accepted)</li> </ul> </li> <li>4) Registration for examinations:           <ul style="list-style-type: none"> <li>○ <b>Purple</b> courses are “open to registration to exam”</li> <li>○ <b>Yellow “AD”</b> means “registered for examination”</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• <a href="http://my.unifr.ch">my.unifr.ch</a></li> <li>• Login with SWITCH edu-ID</li> </ul> <ol style="list-style-type: none"> <li>1) To register for a course:           <ul style="list-style-type: none"> <li>• <a href="http://my.unifr.ch/fr/group/etu/cours">my.unifr.ch/fr/group/etu/cours</a></li> <li>○ select course</li> <li>○ click on “s’inscrire”</li> <li>○ validate your “shopping basket”</li> </ul> </li> <li>2) To register for an exam:           <ul style="list-style-type: none"> <li>• <a href="http://my.unifr.ch/fr/group/etu/examens">my.unifr.ch/fr/group/etu/examens</a></li> <li>○ click on “s’inscrire aux examens”</li> <li>○ select course</li> <li>○ click on “valider les inscriptions”</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>• Consider <b>deadlines!</b></li> <li>• Courses held in Bern are not visible, but can only be registered for in KSL.</li> </ul>

- Have a look at the manual and legend
- Search with **course number or course name** you find on [internal course calendar](#) on the website
- Consider **deadlines!**
- Courses held in Fribourg are visible, but can only be registered for in GeFri.

## Courseware

Ilias, Bern	Moodle, Fribourg
<ul style="list-style-type: none"> <li>• <a href="https://ilias.unibe.ch">ilias.unibe.ch</a></li> <li>• Login with your SWITCH edu-ID</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="https://moodle.unifr.ch">moodle.unifr.ch</a></li> <li>• Login with your SWITCH edu-ID</li> </ul>

## Information channels

**Email is considered the official venue of communication!**

Bern	Fribourg
<p>Information coming from the University of Bern (Earth Sciences, Dean's office etc.) are sent to the students <b>unibe email address</b> (not to the unifr address).</p> <p>Please check both or have your Fribourg email redirected to your Bern account. You can check your email at (NOT via Ilias): <a href="https://outlook.office.com">outlook.office.com</a></p> <p>Do not forget to <b>check your unibe email</b> box regularly or link/redirect it to your regular email address!</p>	<p>Information coming from the University of Fribourg (Earth Sciences, Dean's office etc.) are sent to the students <b>unifr email address</b> (not to the unibe address).</p> <p>Please check both or have your Bern email redirected to your Fribourg account. You can check your email at: <a href="https://mail.unifr.ch">mail.unifr.ch</a></p> <p>Do not forget to <b>check your unifr email</b> box regularly or link/redirect it to your regular email address!</p>

## Continued studies

### Students must register every semester for BeFri!

Checkbox for BeNeFri-Convention! (every semester in KSL or my.unifr.ch)

- 30 September (fall)
- 28 February (spring)

Bern	Fribourg
<ul style="list-style-type: none"> <li>● <a href="http://www.selfservice.studis.unibe.ch">www.selfservice.studis.unibe.ch</a></li> <li>● Invitation sent to student email account (@students.unibe.ch) for registration for the next semester</li> <li>● Deadlines:               <ul style="list-style-type: none"> <li>○ <b>January, 31<sup>st</sup></b> for spring semester (email in mid December)</li> <li>○ <b>August, 31<sup>st</sup></b> for fall semester (email end of May)</li> </ul> </li> <li>● Control of personal data</li> <li>● Payment of semester fee</li> </ul>	<ul style="list-style-type: none"> <li>● Students at Fribourg are automatically enrolled for the next semester</li> <li>● Semester fees must be paid each semester</li> </ul>

## SEMP (Erasmus)

Bern	Fribourg
<ul style="list-style-type: none"> <li>● Exchange semester possible with <a href="#">European partner universities</a></li> <li>● Admission at the University of Bern</li> <li>● Courses will be credited to master curriculum</li> <li>● Further information from Prof. Daniela Rubatto</li> </ul>	<ul style="list-style-type: none"> <li>● Exchange semester possible with <a href="#">European partner universities</a></li> <li>● Admission at the University of Fribourg</li> <li>● Courses will be credited to master curriculum</li> <li>● Further information from Prof. Walter Joyce</li> </ul>

## Validation and transfer of grades

This can be done each semester or at the end of the studies.

Bern	Fribourg
<ul style="list-style-type: none"> <li>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. <a href="http://www.unifr.ch/scimed/en/validate">www.unifr.ch/scimed/en/validate</a></li> <li>This attestation has to be handed to the secretary of the team coordination of studies at the Institute of Geological Sciences in Bern. Forward the electronic original (email from Dean's Office). Contact: Mrs. <a href="#">Marina Beutler</a></li> </ul>	<ul style="list-style-type: none"> <li>Once you have passed your exams, your grades will be entered into KSL in Bern</li> <li>Ask at the Dekanat (Dean's Office) in Bern for a confirmation of your Bernese grades mentioning your matriculation number. Contact: <a href="mailto:info.natdek@unibe.ch">info.natdek@unibe.ch</a></li> <li>You will be sent a confirmation in paper to your home address, which you will have to submit to the dean's office in Fribourg. Contact: Mrs. <a href="#">Sylvie Mauron</a></li> </ul>

## End of Studies

Bern	Fribourg
<ul style="list-style-type: none"> <li>Request the completion of your studies via KSL.</li> <li>Please submit a copy of your master's thesis to <a href="#">Sarah Antenen</a> or <a href="#">Marina Beutler</a> so that it can be stored in the Institute's collection.</li> <li>Write an email to <a href="#">Marina Beutler</a> and <a href="#">Jörg Hermann</a> and state that you have requested the completion of your studies.</li> <li>All information about the Master's degree can be found on the <a href="#">Deans Office website</a>. Several documents must be submitted at the same time.</li> </ul>	<ul style="list-style-type: none"> <li>Check if all courses were correctly transferred from Bern</li> <li>Check in my.unifr.ch if all courses were assigned to the correct module</li> <li>Request validation of various validation packages <a href="http://my.unifr.ch/fr/group/etu/resultats-et-validation">my.unifr.ch/fr/group/etu/resultats-et-validation</a></li> <li>Submit a <a href="#">summary of your MS</a> thesis to <a href="#">Sylvie Mauron</a></li> <li>Submit final copies of your MS to <a href="#">Sylvie Mauron</a></li> <li>Note that your thesis must be defended before the end of the semester.</li> <li>Once you finished your studies, remember to unenroll from Fribourg</li> </ul>