

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

Please also check:

http://www.zib.unibe.ch/content/unibe_studierende/mobilitaet/benefri_outgoings/index_eng.html

and <http://www.unifribourg.ch/benefri/de/about> and
<http://www.unifribourg.ch/benefri/de/about/3clics>

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

DEADLINES : 30th September ; 28th February

*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 2nd – 4th semester: Renewal must be done every semester but online:

www.selfservice.studis.unibe.ch

→ at the end of the semester :

fill in the « **Indemnités de déplacement / Reisekostenvergütung** » form :

<http://www.unifr.ch/benefri/assets/files/BeNeFri-rembours.pdf>

DEADLINES : 31st January ; 30th June

For the following steps, use your unifr – login and password :

2° Registration to courses in Fribourg

→ at the start of the semester :

register through **GestEns** to the courses you want to take in Fribourg.

The procedure is described on the following pages :

<http://gestens.unifr.ch/sc/pub/d/manuel/base.asp?page=10601>

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 **GestEns** to the exams you want to take in Fribourg.

The procedure is described in the following pages :

<http://gestens.unifr.ch/sc/pub/d/manuel/base.asp?page=10601>

BEWARE ! for exam registration you have to comply ABSOLUTELY with the deadlines, namely :

DEADLINES : one month before start of exam session

<http://gestens.unifr.ch/sc/pub/d/info/base.asp?page=10503&sem=20110>

4° Validation and transfer of grades

Once you have passed your exams, your grades will be entered into GestEns in Fribourg. However you still have to **validate your ECTS by asking for an attestation** at the Dean's Office of the Science Faculty in Fribourg

Décanat de la Faculté des sciences

Faculté des sciences

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E-mail: [decanat-sciences \(at\) unifr.ch](mailto:decanat-sciences@unifr.ch)

Internet: www.unifr.ch/science

Last but not least, you have to hand out this attestation to Mrs. Sigrid Zimmermann in the Institute of Geological Sciences in Bern in order to get your grades integrated into KSL