

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

Information: 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 register in the BENEFRI Network by choosing BENEFRI in their online student data: **www.unifr.ch/mydata**

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.unifr.ch/mydata

→ at the end of the semester :

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

http://www.unifr.ch/benefri/assets/files/BeNeFri_Rembour_2016.pdf

DEADLINES : 31st January ; 30th June

For the following steps, use your *unibe* campus account login and password

2° Registration to courses in Bern

→ at the start of the semester :

Check the course list on the website of the Geological Institute of the University of Bern
http://earth-science-master.unibe.ch/studium/master/e/studienaufbau/c_course_befri.php

as well as Institute course calendar

http://www.geo.unibe.ch/studium/lehrveranstaltungen/interne_vorlesungsverzeichnis/index_ger.html

Log in to KSL (CTS): www.ksl.unibe.ch

choose **Universität Bern (not Fribourg)**

1. Look up the courses you would like to do in KSL/CTS and choose “Add to planning view” within the deadline given.
2. Switch to your Student profile view in KSL click on the bar of the course and choose “register”. There is also a menu item “open registrations” or so.

DEADLINES : as advertised in KSL, Fribourg Courses check in Gestens

If you are late for Bern courses and deadlines have already expired write to Sigrid Zimmermann, sigrid.zimmermann@geo.unibe.ch to be added “manually”.

3° Registration to exams in Bern

→ BEFORE the end of the semester :

register through **KSL** (www.ksl.unibe.ch) to the exams you want to take in Bern. Login choosing **University of Bern** as home university. (If you do no longer have your password, check this webpage <https://ktools.unibe.ch/ktools/>)

If you no longer know your username call Bern University IT Helpdesk at 031 631 4999)

Search for your course: choose Details “Anmeldefristen”

BEWARE ! for exam registration you have to comply **ABSOLUTELY** with the deadlines, namely :
2 weeks before examination date

4° Validation and transfer of grades

Once you have passed your exams, your grades will be entered into KSL in Bern.

Ask at the Bern Dekanat (Dean’s Office) for a confirmation of your Bern grades mentioning your matriculation no. (write to Mrs Andrea Perez, andrea.perez@natdek.unibe.ch). You will be sent a confirmation which you submit to your home department in Fribourg to Mrs. Nicole BRUEGGER.