

Confirmation of Supervision

Application with a master's degree from a Swiss university or federal institute of technology or with a qualifying title from a Swiss university of applied sciences

Applicants for doctoral studies in Human or Dental Medicine use the **special form**

Application deadlines *:
(date of receipt) - autumn semester: 15 October
- spring semester: 31 March

* Registration for the desired semester is only possible if the online application, this fully completed confirmation and the required documents are available at the time of the application deadline.

Personal Data of the Applicant

Swiss matriculation number _____ - _____ - _____

Gender male female

Surname _____

First name(s) _____

Extra line c/o _____

Street / House no. _____

Postcode / Location _____

Canton or Country _____

E-Mail address _____

Nationality _____

Entry Qualification for a Doctorate

Title of your degree
(e.g. Master of Science in Mathematics) _____

Date of issue of the degree _____

Full name of the university,
where you achieved your degree _____

Details of the Doctoral Thesis

Special field of the doctoral thesis _____

Title/degree sought: doctorate, PhD _____

I, the doctoral candidate, certify that all of the above statements are true and complete.

Location

Date

Signature of the doctoral candidate

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First Supervisor	Second Supervisor (optional)
To be completed personally by the supervisor	To be completed personally by the supervisor
Title, first name und surname	Title, first name und surname
_____	_____
Institute, department, unit	Institute, department, unit
_____	_____
E-mail-address	E-mail-address
_____	_____
Supervision of the doctoral candidate since * (binding information)	_____ (MM.YYYY)

* This refers to the month from which the applicant made use of either material or staff services of the University of Bern. For past semesters, doctoral fees will be charged in retrospect, unless the applicant was registered as student.

I, the supervising lecturer, confirm to supervise the before mentioned doctoral candidate during the duration of his/her doctoral thesis at the University of Bern.

Location and date	Name of the supervisor in block letters	Signature of the supervising lecturer
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Qualifications for a Doctorate (to be completed by the dean's office of the relevant faculty or study coordination of the relevant graduate school and to be returned)

The doctoral candidate meets the prerequisites laid down in the relevant regulation for a doctoral thesis in the before stated field of study and is supervised during the duration of the doctoral thesis.

Location and date	Name of the signer in block letters	Stamp and signature of the dean's office or graduate school
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The fully completed confirmation of supervision has to be forwarded to the Admissions Office, Hochschulstrasse 4, 3012 Bern

UNIVERSITY OF BERN
Admissions Office
Hochschulstrasse 4
3012 Bern
Switzerland

Declaration of Consent

The Declaration of Consent must be fully completed and handed in with the other required documents.

With your signature, you confirm the following:

- The information provided in your application to the University of Bern is complete and true to the best of your knowledge. You understand that false information can lead to expulsion from the application process/from studies.
- You have declared (below) any current, definitive, or prospective exclusions or bans from degree programs or programs of study:

- You give the University of Bern permission to control the submitted documents for authenticity and to obtain relevant information from your previous institutions of higher education.
- You understand that your application does not lead automatically to admission but that it is a request for admission.
- You understand that the data gathered during the application process may be given to third parties in legally authorized cases.

Please complete in block capitals

Family name _____

Given name/s _____

Former family name _____
(in case of change of name)

Date of birth _____

Matriculation number _____
(if you have already been assigned one)

Place _____ **Date** _____ **Signature** _____

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Steps in your application and required documents

- 1: Look yourself for a supervisor for your doctoral thesis project. There is no list of supervisors at the University of Bern. Ask the **department's/institute's administration** if you need assistance.
- 2: Apply at www.application.unibe.ch, if you are not already registered at the University of Bern
Current students of the University of Bern apply in due time in self-service www.selfservice.unibe.ch for a change to a PhD or a doctoral degree program (option "Continue your studies with a change of degree program")
- 3: Complete the confirmation of supervision
- 4: Confirmation of supervision incl. the following documents has to be passed on to the supervisor for completion and signature:
 - a) Original of the university degree, that qualifies you for admission to a doctorate (Master's degree or Licentiate)
This is not required if the degree was obtained after 2012 and at the same faculty where the doctorate is going to be undertaken.
 - b) Copy of the Master transcripts.
This does not apply to you if you achieved your Master's degree at the University of Bern.
 - c) Curriculum vitae in table form with uninterrupted chronology of your education and academic studies up to the present
This does not apply to you if you achieved your Master's degree at the University of Bern.
 - d) Copy of the degree that gives admission to the chosen course of study (i.e. high school leavers' certificate, swiss vocational school leavers' certificate (Berufsmaturität) with a passed "Passerelle", bachelor's diploma from a Swiss university of teacher education or university of applied sciences)
This is not necessary for former students who were enrolled at the University of Bern until or longer than 2012
 - e) Photocopy of your valid identity card (front and back) or passport
This does not apply to you if you were registered at the University of Bern for the first time after 2012.
 - f) Declaration of consent
This does not apply to you if you achieved your Master's degree at the University of Bern.
- 5: Application file has to be passed on to the relevant dean's office or graduate school for signature by the supervisor or doctoral candidate
- 6: Fully completed confirmation of supervision and application file have to be passed on to the Admissions Office
- 7: Delivery of the invoice for the registration and semester fees for doctoral students
- 8: Issuance and delivery of information about your **Campus Account**
This does not apply to you if you are a former student of the University of Bern whose account is still active.
- 9: Dispatch of **certificate of registration** and **UNICARD** (only for new students) by letter post following receipt of payment

Publication of doctoral dissertations on the server of the University Library

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More comprehensive information: www.ub.unibe.ch → EN → Electronic publishing → E-DISSERTATIONS → Publish