

Opening hours of the Information desk

Confirmation of Supervision

Application **WITHOUT** a master's degree from a Swiss university or federal institute of technology

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

Submission deadlines:
(date of receipt)

- fall semester:	15 October
- spring semester:	31 March

Your online application for a doctorate will only be processed after submission of this confirmation and all required documents to the Admissions Office; address see above.

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 _____

Telephone number incl. area code _____

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

To be completed personally by the supervisor

Title, first name (s) und surname

Institute, department, unit

E-mail-address

Supervision of the doctoral candidate since *
(binding information)

Second Supervisor (optional)

To be completed personally by the supervisor

Title, first name (s) und surname

Institute, department, unit

E-mail-address

_____ (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

**Stamp and signature of the
supervising lecturer**

The formal admission will be confirmed to the supervisor by e-mail.
Upon request, the confirmation can also be sent to the institute's personnel manager.

E-Mail-address _____

Admission Requirements (to be completed by the Admission Office)

- Meets formal admission requirements
- Does NOT meet formal admission requirements

Date

Signature of the Admissions Office

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**

UNIVERSITY OF BERN
Admissions Office
Hochschulstrasse 4
3012 Bern
Switzerland

Declaration of Consent

This 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 and is liable to a non-refundable fee.
- 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 for a Doctorate

- 1: Look yourself for a supervisor; contact the administration of the **institute/department** of the desired discipline of your doctorate. There is no list of supervisors at the University of Bern. Ask the department's/institute's administration if you need assistance.
- 2: Apply online at www.application.unibe.ch
- 3: Complete the confirmation of supervision
- 4: Confirmation of supervision incl. the following documents has to be passed on for signature to the supervisor:
 - a) Originally **certified photocopy** of your university degree (Master's degree or Licentiate)
This does not apply to you if you achieved your degree at the same faculty where you want to pursue a doctorate.
 - b) Originally certified photocopy of translation if your degree is issued in a language other than German, French, English or Italian.

Originally certified photocopy of translation if the list of academic records is issued in a language other than German, French, English or Italian.
 - c) Curriculum vitae in table form with uninterrupted chronology of your education and academic studies up to the present
 - d) Photocopy of your valid identity card (front and back) or valid passport
This does not apply to you if you are a former student of the University of Bern
 - e) Confirmation of consent
- 5: Application file has to be passed for verification of your entrance qualification to the Admissions Office, Hochschulstrasse 4, 3012 Bern. If necessary, additional documents will be requested.
- 6: If you meet our admission requirements, the application file is passed on for signature to the dean's office of the relevant faculty or study coordination of the relevant graduate school
- 7: Fully completed confirmation of supervision and application file have to be passed on to the Admissions Office
- 8: Delivery of the invoice for the registration and semester fees for doctoral students
- 9: Issuance and delivery of information about your **Campus Account**, if you are new at the University of Bern
- 10: Submit the original of your degree for scrutiny to the Admissions Office
- 11: **Certificate of registration** and delivery of **UNICARD** following receipt of payment

Publication of doctoral dissertations on the server of the University Library

Put your doctoral dissertation online, so that interested people can find and look into it at any time.

More comprehensive information about it is available under www.ub.unibe.ch → Services → Electronic publishing → E-dissertations