

Information sheet for students of the Atmospheric and Climate Science Master (ETH Zurich)

Please read the entire document carefully!

This information sheet is also available at

http://www.climatestudies.unibe.ch/study_programs/faq/students_from_eth_zurich/index_eng.html

Registration at University of Bern (UniBe)

Period of validity

The registration for 'Minor-Mobilität Master (de) / Academic study mobility for Master degree programmes (en)' is valid for one semester. You may renew the registration each semester at

<http://www.application.unibe.ch/>.

UniBe will send a reminder to renew your registration to your UniBe Campus Account (see communication at the end of this document).

How to register

Registration involves two steps:

- a) Semester enrolment
- b) Electronic registration for course units

Deadlines

The steps in the registration process have different deadlines.

- a) Semester enrolment → end of second semester week
- b) Electronic registration for course units → see deadlines for specific courses
(if you missed a deadline, please contact [Peter Stucki](#))

a) Semester enrolment

Key steps for semester enrolment:

- Go to <http://www.application.unibe.ch/>
- Semester: Choose a semester.
If the current semester is not available in the list, this means that the official registration period is over. In this case, choose the next available semester. The Admissions Office will notice that you are from ETH Zürich and enrolling for Climate Sciences, and they will change your registration to the current semester.
If you encounter problems, send an e-mail to info@zib.unibe.ch or [Peter Stucki](#).
- Studienwahl (de) / Choice of subject (en): 'Minor-Mobilität Master (de) / Academic study mobility for Master degree programmes (en)'
- Vorbildung (de) / Qualification for admission (en): activate check box
- Home university: ETH Zürich
- Fach (de) / Subject (en): Climate Sciences
- Activate check box to send confirmation and send it as advised
- Upload picture

Your semester enrolment proceeds automatically BUT you need to send a confirmation of matriculation (from ETH) every semester.

b) Electronic registration for course units

You must register for the courses you attend at UniBe via the web application 'Kernsystem Lehre/Core Teaching System' (login at <http://www.ksl.unibe.ch/> using your Campus account).

Deadline: see deadlines in the course information page (Core Teaching System, <https://www.ksl-vv.unibe.ch/KSL/veranstaltungen>)

PLEASE NOTE: Not all courses will require pre-registration in order to attend BUT if you want to do the exam, you need to register for the examination.

If there are special admission requirements for a particular course, registering for it in the Core Teaching System does not secure automatic permission to attend it.

If you encounter problems during the registration process or a course is not open for registration, please get in touch with the respective lecturer or contact [Peter Stucki](#).

Examination results announcement / Transcript of records

You can access your examination results via the Core Teaching System in the "Planning view" of the self service area. The results and the ECTS credits decreed are viewable in the 'Core Teaching System' under 'Planning view' of your studies section usually a few days after the examination.

In order to transfer the credits to ETH, you need to get a certified 'Transcript of records' from the dean's office. Therefore, please contact

christine.wuethrich@natdek.unibe.ch or

nadja.susedka@natdek.unibe.ch or

andrea.perez@natdek.unibe.ch

Recognition of academic achievements

Only your home institution (ETH Zurich) can grant recognition for academic achievements undertaken at UniBe, and does so at its own discretion.

IT services for Students from ETH

IT services for minor mobility students

The University of Bern provides basic IT services for registered students:

Campus account: helpdesk@id.unibe.ch

KSL/CTS: support@vsl.unibe.ch

Communication

UniBe uses your UniBe e-mail address for official correspondence. Use your campus account to access your e-mails at <https://mail.unibe.ch>.