

Information Leaflet for Students in Chemistry and Molecular Sciences

IMPORTANT DOCUMENTS

Important and helpful information can also be found on the [DCBP-website](#). Especially the following documents should be consulted on a regular basis throughout your studies:

Study plan

The [study plan](#) for „Chemistry and Molecular Sciences“ contains the rules regarding admissions, exams, studies completion, prolongation, expulsion etc. If you have started your studies under a different study plan, you will find that document [here](#).

Anhänge zum Studienplan (Appendix to study plan)

This [appendix](#) shows you in a table the courses that you have to visit during your studies, how many ECTS points you get for each course and what the various modules of the study program are composed of.

Lecture schedule

The [lecture schedules](#) (select Mono 90 ECTS) posted by semester give you an overview of all the courses that you could/should attend during one specific semester (in the master's program the selection is less strict than during the bachelor's program). The schedules also contain information about how many ECTS points each lecture counts, who the lecturers are and in which lecture hall the course takes place. To get more details about a lecture/lab course, you should consult the [CTS](#) system (online lecture index).

Exam schedule

The overall [examination schedules](#) give you an overview of when and where the exams take place. The exam dates are also posted in CTS under each course entry. Additional important information regarding the exams can be found [further down](#) in this document.

Digital Lecture Plan (DLP)

[Bachelor](#)

[Master](#)

The Digital Lecture Plan is an additional, helpful tool, which provides you with links and various information about the different courses of the chemistry program. There you can find respective links to the CTS-entries, links to exam and lecture schedules, links to websites and e-mail addresses of the lecturers etc. There is a DLP for each the bachelor and the master's program.

The DLP for the master's program also serves as planning instrument for the entire study program. As of the fall 2024 you choose one of three specializations for which at least 18 ECTS points have to be earned. As not every course is offered every year, the DLP helps to verify if it is possible to reach the 18 ECTS points for that specialization with the desired courses. It is our goal to make it possible to reach the 18 ECTS for any of the specializations within 3 semesters. Based on unforeseeable departures of lecturers it could however happen that core subject courses have to be cancelled on short notice. However, it will always be possible to finish the master's degree within 3 semesters.

Plagiarism →

[This document](#) contains the guidelines concerning plagiarism. Please study the document and follow the rules in order to prevent plagiarism cases.

VARIOUS ELECTRONIC ADMINISTRATION TOOLS

CTS (KSL)

[CTS](#) is the electronic lecture index and contains also the electronic exam administration system. In CTS you can search for courses of all faculties. The DLP might be a helpful, parallel tool to find courses that are relevant to the chemistry study program. In the DLP you will find the course number of all the chemistry courses including a direct link to the entry in CTS.

CTS shows you under the details of a course all the dates on which a course takes place and in which room the class takes place, which is helpful especially for those courses that do not always take place in the same room. Normally you will also find a short abstract for the courses in CTS and the ILIAS-link if there is one available.

CTS also serves as your study planning tool and the exam administration. With your SWITCH-edu-ID login you can access the study planning tool (on the above-mentioned website) and you can register for courses and exams.

Wherever there is a registration deadline for a course itself in CTS, you should register through CTS for the course as well and not only for the exam.

In the menu bar at the top of the browser application you can find video introductions that show you how to use CTS.

ILIAS

[ILIAS](#) is an internet based platform on which documents for classes are provided such as lecture notes, exercises etc. Sometimes, these ILIAS-courses are protected with a password, which will be given to you by the lecturer at the beginning of the semester or you receive direct access when you register for the course through CTS. Please login with your SWITCH edu-ID-login.

The ILIAS-Links for the courses can be found in the CTS-entries.

Selfservice →

[Selfservice](#) is a service from the admissions office. In that database your personal information like address, phone number, matriculation-status etc. is being administered. Also, the registration for a new semester is done through this website.

VARIOUS INFORMATION REGARDING YOUR STUDIES

Renewal of Registration

Information regarding the renewal of registration at the beginning of a new semester can be found on [this website](#). It is necessary that you re-register every semester (you will receive corresponding

information in due course by e-mail from ZIB). If you have any questions regarding re-registration you should contact the [admissions office](#).

Exams

Please note that you always have to register **for the first date** of an exam from the areas chemistry, biochemistry and biology. The second dates are only available to students that failed on the first exam date, were sick or in the military service or could not attend on the first exam date because of another exam from an elective exam that took place at the same time. All these reasons have to be provable. **Those who miss the deadline to register for the 1st date of an exam can only write the exam the following year! Please also note that the various institutes have different deadlines regarding the registration for the exams.** We recommend therefore, that you register already at the beginning of the semester for all the exams you want to take and to deregister in time should you decide later to not write the exam.

Within the bachelor program, a failed exam from the first attempt in a 1st year course has to be repeated before it can be compensated. While students that started their studies before the fall 2024 also have to repeat all failed exams from the first attempt during the 2nd and 3rd year of their studies, students that started their studies in the fall 2024 can decide on their own, if they want to repeat the failed first attempt in the 2nd or 3rd year of their studies. However, those students have to make sure no grade is under a 3.0 as grades below that grade cannot be compensated. Within the master's program a repetition of a failed exam is not mandatory in order to compensate such a grade.

Each failing grade (anything below 4.0) can be repeated once. It is always the grade of the second exam that counts.

Repetition exams have to be taken at the latest during the academic year following the first attempt. So you cannot repeat an exam that you wrote in January 2025 only in January 2027.

Exam viewing: You have the right to have a look at your exam within 30 days after the grade has been announced. Please contact the responsible lecturer if you would like to do so. Also note that a grade correction cannot only be made upward, but also downward, in case during the exam viewing a correction mistake to the disadvantage of the student is noticed.

Please also register in CTS for lab courses (mostly in bachelor program). Very often there is no exam for lab courses in the usual sense, but in order for us to enter the grade into CTS you have to be registered.

When you are **sick**, please inform the professor or the student administration office about it before the exam or on the day of the exam by e-mail or phone and send immediately or at the latest within 1 week a **doctor's notice** to the student administration office. After you have taken an exam, you cannot hand in a doctor's notice in order to not have the exam counted. If you feel sick, do not even start the exam and hand in your doctor's notice at the latest 1 week after the exam. You can also abort an exam if you suddenly feel sick. In case of an abortion of the exam, we cannot accept a doctor's notice that was already valid before the exam took place. If someone attends an exam despite an existing doctor's notice, the person takes the exam at his/her own risk and the existing doctor's notice loses its validity for this exam. In case the doctor's notice arrives later than 1 week

after the exam, the grade 1 will be given. Also note the [leaflet](#) from the dean's office about doctor's notices.

Grade calculation per module

In the „Appendix to the study plan“ it is shown which lecture counts how many ECTS points and which modules are existing within an academic year. The average of a module is calculated by multiplying the grade of each lecture with the ECTS points of that lecture, then adding up these results and dividing that result by the total number of ECTS points of the corresponding module. A module is passed if its average grade is 4.0 or higher.

Disadvantage compensation

If you would like to request a disadvantage compensation based on a medical impairment, you can inform yourself about the procedure on [this website of the admissions office](#) and on the [website of the dean's office](#) (Nachteilsausgleich). The contact person at the DCBP for disadvantage compensation requests is Mr. Stefan Lisiecki (Stefan.lisiecki@unibe.ch).

Starting the 3rd year of the bachelor studies in chemistry → You are only allowed to take exams or lab courses of the 3rd year of your bachelor studies in chemistry and molecular sciences if you have successfully completed the first year. Therefore, make sure that you have taken all the exams from the first year by the end of the 2nd year (in case you need to write a repetition exam in August/September of the second year in order to pass the first year, this is of course possible).

Mobility/exchange semester

As the 3-semester master's program contains a 1-year master's thesis in a research group at the University of Bern, it is very seldom that students spend a semester abroad. Such a study exchange also leads to an extension of your study time. However, if you are interested anyway, you can find general information on [this website of UniBE International](#) or you can contact Ms Gabriela Frei (gabriela.frei@unibe.ch) from the DCBP for further information.

Electives

In the 2nd and 3rd year of the bachelor program you have to earn 12 ECTS total from electives. Further information in regards to the electives can be found on [this website](#) under the link “Wahlveranstaltungen 3. und 5. Semester / 4. und 6. Semester“ (select Mono 180 ECTS). If a course cannot be accredited in CTS, please contact the student administration office. If you are unsure whether a course is accepted, also contact the student administration office.

Starting with your master's thesis

You can only start with your master's thesis if you have successfully finished your bachelor's program (only relevant for former University of Berne students or students with additional requirements from the bachelor's program).

Attending master's courses during your bachelor studies

You can take master's courses during your bachelor studies and have them recognized as electives in your bachelor program. However, if you want to already visit master's courses during your bachelor studies to have them counted towards your master's program, you are only allowed to attend these classes if you have already accumulated at least 150 ECTS in your bachelor program. In addition, you

are only allowed to attend bachelor and master's courses in parallel during one semester. Should you therefore attend some master's courses for your master's studies during the 6th semester of your bachelor studies, make sure that you complete the bachelor program after the 6th semester. Otherwise, you won't be allowed to attend bachelors and master's courses in parallel for another semester.

Bachelor / Master's degree

On the following websites you can find information regarding the bachelor / master's thesis process as well as the application process for your degree

- [Bachelor thesis process](#) (select Mono 180 ECTS)
- [Application for bachelor's degree](#)
- [Master's thesis process](#) (Mono 90 ECTS auswählen)
- [Application for master's degree](#)

Postponing of military service

If you would like to [postpone the military service](#), you can request a letter from the student administration office which you then can enclose with your request for postponing the military service. In case you have to write exams during the announced period of the military service or if you have to attend mandatory lab courses (mainly bachelor program), this poses a legitimate reason to postpone the service and we will mention it in the letter to the military. Lectures themselves are not reason enough to postpone the military service, but you can try anyway to postpone it.

To request the letter from the student administration office, you would have to send a copy of the „Dienstanzeige“ for the employer to the student administration office. You have to send the letter from the student administration office as well as the filled out request form to the general secretariat of the University of Berne.

[Extension of duration of your studies](#)

You can take up to 8 semesters to finish the 6-semester bachelor program. Should you want to prolong your studies with additional semesters you need a legitimate reason like for example long illness, military service, working for at least 25%, pregnancy etc. in order to have the right to request an extension of your studies upon the directorate of studies.

For the master's program you have a maximum of 5 semesters to finish the 3-semester program without having to request an extension. If you need more than 5 semesters you would have to, like in the above case, request an extension upon the directorate of studies based on a legitimate reason.

Change of subject to biochemistry/Pharmacy

If you want to change after the 1st year of your bachelor studies from chemistry to biochemistry or pharmacy you can do so while getting accredited 60 ECTS in both cases. However, please note the following when changing to the pharmacy program: During the spring semester of the 1st year of pharmacy you have to attend the mandatory lecture „Einführung in die Pharmazeutischen Wissenschaften“. You have to catch up on this lecture and unfortunately it takes place at the same time as a mandatory lecture of the 2nd year of the pharmacy program and therefore this leads to some problems. A change of subject is therefore best when done after the 1st semester or during the

course of the 2nd semester depending on how far into the semester you already are. Please contact in this case as soon as possible the student administration office for pharmacy to clarify your situation.

Expulsion rules

To avoid an expulsion from a program you have to stick to the following rules

- You are allowed to have no more than 3 failed grades in the first year of the bachelor program
- The average of each module has to be at least 4.0 (bachelor and master)
- An extension of duration of your studies has to be requested and approved as of the 9th semester (bachelor) respectively the 6th semester (master)
- The following rule only applies to students that started their bachelor studies in the fall 2024: during the years 2 and 3 of your studies, grades must not be under 3.0

Should you have more than 3 definite failed grades in the first year of your bachelor program or a failed module or you exceed the maximum allowed duration of studies without being able to request an extension, expulsion is impending.

In the master's program you have to make sure that each module reaches a minimum average of 4.0 by applying the above described [grade calculation](#). In addition, you should not exceed 5 semesters of studies unless you have a good reason (like long illness, work besides studies – at least 25%...).

After an expulsion from the chemistry program you can usually not enroll in the same program of another Swiss university.

TIPS

Digital Information Board: Through [this Link](#) you get to the digital information board for students in chemistry, biochemistry and pharmaceutical sciences. In this ILIAS-course we announce on a regular basis various, non-study-related events as well as job postings. You can also find a book market, where you can offer your old study books for sale. By introducing this information board, we don't have to send out e-mails with such information anymore. All students are automatically added as member to this course at the beginning of their studies. Also, the "Fachverein" will send out general information that might be interesting for all students through this channel. In case you don't want to receive automated messages for new posts, you can deactivate the message function on the starting page of the ILIAS course.

Read your **e-mails on your students.unibe.ch account** on a regular basis. The student administration office sends out important information every once in a while.

If you have **questions regarding your studies** or if you have any **problems**, please contact the student administration office early enough so we can act on time.

For students of the University of Berne there is also a „**Counseling Office for Students**“. More information can be found [here](#).

The **Website of the dean's office** can be found [here](#)

We wish you successful studies!