Administrative process for M.Sc thesis

Please note that the starting period of the M.Sc thesis work depends on the semester you started your M.Sc studies. If you started in the fall semester with your M.Sc degree, you will begin with the M.Sc thesis the following January. If you started your degree in the spring semester, you will begin with the M.Sc thesis the following July. In the process described below, the first dates apply for students starting with their studies in the fall semester and the second dates are for those starting in the spring semester.

**Announcement of topics**
Mid-October / beginning of May the offered M.Sc thesis will be announced in a ring-binder in front of the student administration office for chemistry as well as in ILIAS. As soon as the topics are available you will be informed by e-mail.

**Choosing a topic**
Study the offered topics from the various research groups of the department of chemistry and biochemistry and choose your three most preferred topics. Contact the professors who are offering these topics and let them know about your interest and at the same time get more information about the topics if needed. You should select topics from at least two different research groups.

**Submission of chosen topics**
As soon as you have identified your three preferred topics, fill-out the form „priority list for M.Sc thesis“, which will be available in front of the student administration office and in ILIAS. Hand in the form to the student administration office by Friday of semester week 13 / by May 31st at the latest.

**Topic assignment**
The director of studies will then assign the topics, taking into account the priority requests from the students as much as possible. The student administration office will send you an email by the end of the fall semester / mid-June at the latest about the assigned topic.

**Final sign-up**
By February 1st / August 2nd you are required to fill-out and hand in the form „Registration for M.Sc thesis“, which will be available in front of the student administration office and in ILIAS.

**Start of master’s thesis**
The M.Sc thesis work starts individually in the month of January or in the month of July. Please determine together with the supervising professor a starting date for the thesis and note that date on the registration form. Also discuss previously the details about the working hours with your supervising professor.

**Mini-Master-Symposium**
At some point in December / in May or June you will present your M.Sc thesis work during a Mini-Master-Symposium to other students, professors and other interested people. You will receive an e-mail with the details of the modalities of this mini-symposium about 2 months in advance. The presentation will be graded and counts 10% towards the final thesis grade.
Handing in your thesis

The M.Sc thesis project takes a total of 12 months. The deadline to hand in a complete, electronic version of the thesis to the supervisor is therefore exactly 12 months after the starting date. The supervisor can then suggest corrections within 4 weeks after receiving the thesis. One hardcopy of the (corrected) final version has to be handed in to the student administration office and to the supervisor as soon as it is available. An additional final version has to be delivered to the dean’s office when applying for the M.Sc degree certificate. Please make sure you include the signed “Erklärung” (declaration of consent) at the end of the thesis. The form as well as a template of the cover sheet of the thesis can be found on the DCB-website under http://www.philnat.unibe.ch/studies/study_programs/master_s_in_chemistry_and_molecular_sciences/index_eng.html#pane35277

Please also note the application process regarding your M.Sc certificate under the following website http://www.philnat.unibe.ch/studies/study_programs/master_s_in_chemistry_and_molecular_sciences/index_eng.html#pane191917.

Grading of the thesis

The supervising professor will grade the thesis within 4 weeks at the latest and forward the grade to the student administration office that will then enter the grade into KSL. The given grade will be official as soon as the dean’s office confirms the grade in KSL. The supervising professor will then also inform the student about the grade and the evaluation.

Summary of the deadlines

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<tr>
<td>Choosing a topic</td>
<td>October – December / May</td>
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<tr>
<td>Submission of selected</td>
<td>At the latest by Friday of semester week 13 / by May 31st</td>
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<td>Final sign-up</td>
<td>1st February / 2nd August</td>
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<tr>
<td>Duration of M.Sc thesis</td>
<td>12 months, individual starting date in January / individual starting date in July</td>
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<tr>
<td>Handing in your thesis</td>
<td>• Exactly 12 months after the individual starting date (e.g. starting on January 28th, 2018 → handing in your thesis on January 28th, 2019). Hand in a complete, electronic version to your supervisor</td>
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<td>• Up to 4 weeks after you handed in the first complete version, you have to hand in a (corrected, final) hard copy version (incl. declaration of consent) of the thesis to the student administration office and your supervisor</td>
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<td>• As soon as available but at the latest when registering for your M.Sc certificate, you have to hand in another hard copy version (incl. declaration of consent) to the dean’s office</td>
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<td>Presentation of thesis</td>
<td>At some point in December / In May or June</td>
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<tr>
<td>Grading</td>
<td>4 weeks after handing in your first version of the thesis. The grading</td>
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Extract from the „Studienplan für das Fach Chemie und Molekulare Wissenschaften (vom 10.3.2016)“

Art. 35
1 Masterarbeiten werden in deutscher, französischer oder englischer Sprache verfasst.
2 Masterarbeiten können auch aus bereits zur Publikation eingereichten oder publizierten Arbeiten bestehen, die in diesem Fall in einem einleitenden Text zusammengefasst und kommentiert sein müssen. Die Arbeiten dürfen nicht bereits für die Bachelor-arbeit verwendet worden sein.
3 Sofern aus wichtigen Gründen die Masterarbeit nicht fristgerecht abgeschlossen wird, kann die Dauer von der Studienleitung verlängert werden.
4 Hält eine Kandidatin oder ein Kandidat die für die Abgabe der Masterarbeit gesetzte Frist nicht ein, wird die Arbeit mit der Note 1 bewertet.
5 Die Masterarbeit wird von der Leiterin oder dem Leiter inner-halb von vier Wochen zuhanden der Studienleitung benotet.

Art. 36
1 Je ein Exemplar der Masterarbeit muss der Leiterin oder dem Leiter, dem Dekanat der Philosophisch-naturwissenschaftlichen Fakultät sowie dem Studienleitungsssekretariat Chemie und Molekulare Wissenschaften abgegeben werden.
2 Die Verfasserin oder der Verfasser einer Masterarbeit gilt als Urheberin oder Urheber nach der Gesetzgebung über das Urheberrecht.