

## 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**.

<b>Announcement of topics</b>	<b>Mid-October</b> / <b>beginning of May</b> the offered M.Sc thesis will be announced in ILIAS. As soon as the topics are available you will be informed by e-mail.
<b>Choosing a topic</b>	Study the offered topics from the various research groups of the department of chemistry, biochemistry and pharmaceutical sciences 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 three different research groups.
<b>Submission of chosen topics</b>	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 ILIAS. Send the form to <a href="mailto:sandra.zbinden@unibe.ch">sandra.zbinden@unibe.ch</a> by <b>Friday of semester week 13</b> / by <b>May 31<sup>st</sup></b> at the latest.
<b>Topic assignment</b>	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 <b>by the end of the fall semester</b> / <b>mid-June at the latest</b> about the assigned topic.
<b>Final sign-up</b>	By <b>February 1<sup>st</sup></b> / <b>August 2<sup>nd</sup></b> you are required to fill-out and send the form „Registration for M.Sc thesis“, which will be available in ILIAS, to <a href="mailto:sandra.zbinden@unibe.ch">sandra.zbinden@unibe.ch</a> .
<b>Start of master's thesis</b>	The M.Sc thesis work starts <b>individually in the month of January</b> or <b>in the month of July</b> . 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.
<b>Vacation time</b>	You are entitled to at least 5 weeks of vacation during your master's thesis year. Please discuss vacation with your supervisor. If the project allows, a supervisor can also grant more than 5 weeks of vacation. Make sure you spend at least 1500-1800 h on the thesis.
<b>Time off for studying</b>	Very often students need some time to prepare for the exams around the exam periods. In order for the supervisors to be informed during

which time the students might be busy with studying, the students should fill out the “Work hour planning sheet” that is sent to them by e-mail at the beginning of their master studies. The form helps to create an approximate overview of when a student can spend their time on the thesis and it also makes sure that the required number of hours for the thesis are being met. Please show the filled-out form to your supervisor when discussing the administrative details with him/her at the beginning of the thesis. The form can also be found in the master thesis ILIAS-course.

#### **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.

#### **Optional one-time feedback on draft**

If the student would like a one-time feedback on a draft version of the thesis, the draft should be given to the supervisor 4-6 weeks before the submission date.

#### **Use of AI assisted technology**

Please integrate before the reference section the disclosure statement regarding the use of AI technology for your master’s thesis. The template can be found in the ILIAS-course where the thesis topics and application forms have been provided.

#### **Handing in your thesis**

The M.Sc thesis project takes a total of 12 months (1500-1800 h of work). The deadline to hand in a complete, electronic version of the thesis to the supervisor is therefore exactly 12 months after the starting date. One hardcopy of the thesis has to be handed in to the student administration office and also to the supervisor if he/she wishes so, as soon as it is available. An additional copy has to be sent electronically to [info.natdek@unibe.ch](mailto:info.natdek@unibe.ch) at 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 DCBP-website under [http://www.philnat.unibe.ch/studies/study\\_programs/master\\_s\\_in\\_chemistry\\_and\\_molecular\\_sciences/index\\_eng.html#pane35277](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 [https://www.philnat.unibe.ch/studies/study\\_programs/master\\_s\\_in\\_chemistry\\_and\\_molecular\\_sciences/index\\_eng.html#pane191917](https://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 from the submission date and forwards the grade to the student administration office that will then enter the grade into KSL/CTS. The given grade will be official as soon as the dean’s office confirms the

grade in KSL/CTS. The supervising professor will then also discuss the evaluation with the student and gives some feedback.

### Summary of the deadlines

What	When
Choosing a topic	October – December / May
Submission of selected topics	At the latest by Friday of semester week 13 / by May 31 <sup>st</sup>
Final sign-up	1st February / 2nd August
Duration of M.Sc thesis	12 months, individual starting date in January / individual starting date in July
Optional one time feedback on draft	Give the draft of your thesis to the supervisor at the latest 4-6 weeks before the submission if you would like to receive feedback.
Handing in your thesis	<ul style="list-style-type: none"> <li>Exactly 12 months after the individual starting date (e.g. starting on January 28<sup>th</sup>, 2023 → handing in your thesis on January 28<sup>th</sup>, 2024). Hand in a complete, electronic version to your supervisor incl. declaration of consent.</li> <li>Hand in a hard copy version (incl. declaration of consent) of the thesis to the student administration office as soon as available.</li> <li>As soon as available but at the latest when registering for your M.Sc certificate, you have to send an electronic copy (incl. declaration of consent) to the dean's office (<a href="mailto:info.natdek@unibe.ch">info.natdek@unibe.ch</a>)</li> </ul>
Presentation of thesis	At some point in December / In May or June
Grading	Within 4 weeks after handing in your thesis.

See also Art. 38 of the „Studienplan für das Fach Chemie und Molekulare Wissenschaften (vom 13.12.2018)“

[https://www.unibe.ch/e152701/e154048/e191232/e205337/e799930/phil\\_nat\\_sp\\_ba\\_ma\\_phd\\_chemie\\_molekulare\\_wissenschaften\\_final\\_ger.pdf](https://www.unibe.ch/e152701/e154048/e191232/e205337/e799930/phil_nat_sp_ba_ma_phd_chemie_molekulare_wissenschaften_final_ger.pdf)

See also Art 27-31 of the «Regulations governing the studies and assessments at the Faculty of Science»

[https://www.unibe.ch/e152701/e154048/e191232/e205337/e210730/phil\\_nat\\_rsl\\_final\\_englisch\\_ger.pdf](https://www.unibe.ch/e152701/e154048/e191232/e205337/e210730/phil_nat_rsl_final_englisch_ger.pdf)