## 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 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, 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 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 ILIAS. Send the form to sandra.zbinden@dcb.unibe.ch 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 send the form „Registration for M.Sc thesis“, which will be available in ILIAS, to sandra.zbinden@dcb.unibe.ch.

### 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 (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. 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 also to the supervisor if he/she wishes so, as soon as it is available. An additional final version has to be sent electronically to andrea.perez@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 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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<td>Submission of selected topics</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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<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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| Handing in your thesis       | • 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  
  • 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 if requested also to your supervisor  
  • As soon as available but at the latest when registering for your M.Sc. certificate, you have to send an electronic version (incl. declaration of consent) to the dean’s office (andrea.perez@natdek.unibe.ch) |

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Presentation of thesis | At some point in December / In May or June
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Grading | 4 weeks after handing in your first version of the thesis. The grading will be based on the corrected version of the 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

See also Art 27-31 of the «Regulations gerning the studies and assessments at the Faculty of Science”
https://www.unibe.ch/e152701/e154048/e191232/e210730/phil_nat_rsl_final_englisch_ger.pdf