

# Summary of Important Information



## Teaching Units (<http://mcs.unibnf.ch/organization/enrollment-teaching-units>)

You must **register for the teaching units** that you want to take during that semester until the registration deadline (see below) in Academia, the student management system, at <http://mcs.unibnf.ch/admin>.

	Autumn semester 2017	Spring semester 2018
<b>Registrations</b>	04.09.2017 - 13.10.2017	05.02.2018 - 16.03.2018
<b>Teaching units</b>	18.09.2017 - 22.12.2017	19.02.2018 - 01.06.2018

## Exams (<http://mcs.unibnf.ch/organization/exams>)

You must **register for the exams** until the registration deadline (see below) at <http://mcs.unibnf.ch/admin>.

	Autumn dates 2017 (autumn semester 2017)	Spring dates 2018 (spring semester 2018)	Summer dates 2018 (repetition 2018)**
<b>Publication of exam dates</b>	within the first 14 days of a teaching unit		
<b>Registrations</b>	04.12.2017 - 12.01.2018	23.04.2018 - 18.05.2018	09.07.2018 - 03.08.2018
<b>Simple withdrawals</b>	up to 14 calendar days before the date of the exam		
<b>Exams (standard date set)*</b>	05.02.2018 - 16.02.2018	11.06.2018 - 22.06.2018	27.08.2018 - 14.09.2018
<b>Publication of results</b>	at the latest two weeks after the standard date set for exams		

\* Certain exams can also be outside of the standard date set for exams.

\*\* Only failed exams of the previous autumn and spring dates can be repeated at the summer dates.

## Travel Expenses (<http://mcs.unibnf.ch/program/travel>)

You must **register for the BeNeFri network** if you follow a teaching unit at a partner university until

- ▶ Autumn semester: September 30<sup>th</sup>
- ▶ Spring semester: February 28<sup>th</sup>

**Travel expenses** to attend courses at the partner universities are reimbursed by your home university and must be claimed until

- ▶ Autumn semester: January 31<sup>st</sup>
- ▶ Spring semester: June 30<sup>th</sup>

## Master Thesis (<http://mcs.unibnf.ch/organization/master-thesis>)

- ▶ Before starting the master thesis, complete the first part of the Master Thesis form and send the completed form by email to the JMCS secretariat of your home university.
- ▶ To finish your degree in a given semester, you need to finish your master thesis not later than the last Friday 1 week before the start of the next course period. Otherwise, you will have to pay the full fee for the new semester.

## Finishing the Master Program (<http://mcs.unibnf.ch/organization/finishing-master>)

Contact the program coordinator who will check if you really finished everything you need. In order to receive the diploma at the next ceremony, all necessary administrative steps must be completed at your home university no later than

- ▶ University of Neuchâtel: September 15<sup>th</sup>
- ▶ Universities of Bern and Fribourg: December 31<sup>st</sup>

## Maximum Study Duration ([Regulations](#), art. 6 and 7)

The **maximal study duration** is limited to 6 semesters. An extension of the maximal study duration is possible, e.g. part-time studies, upon request which has to be sent to the program coordinator.

## Contacts of the JMCS Secretariat (<http://mcs.unibnf.ch/contacts>)

- ▶ Program coordinator: Dr. Andreas Humm ([andreas.humm@unifr.ch](mailto:andreas.humm@unifr.ch))
- ▶ Bern: Bettina Choffat ([choffat@inf.unibe.ch](mailto:choffat@inf.unibe.ch))
- ▶ Neuchâtel: Émilie Auclair ([secretariat.iiun@unine.ch](mailto:secretariat.iiun@unine.ch))
- ▶ Fribourg: Stéphanie Fasel ([stephanie.fasel@unifr.ch](mailto:stephanie.fasel@unifr.ch))