Exam Rules

The present exam rules apply to all students who follow a teaching unit of the "Joint Master of Science in Computer Science" program of the universities of Bern, Neuchâtel, and Fribourg.

Most teaching units have a final performance assessment, usually in the form of an oral or written exam. In general, the exam takes place at the end of the teaching unit. Students must achieve a minimum grade of 4.0 in the exam in order to receive the ECTS credits.

It is important to note that only those students who are registered for a teaching unit can register for the exam for that unit.

Announcement of Exam Dates and Content

Information about the exam is given within the first 14 days of a teaching unit. The information includes:
- ▶ the date of the exam
- ▶ the type of exam (written or oral)
- ▶ the duration of the exam
- ▶ any specific requirements, rules or modalities that apply to the exam

Registration

For each teaching unit, the students have to register for the exam **before the registration deadline** that can be found on the website (http://mcs.unibnf.ch/organization). The procedure is in the appendix below. Students who do not register to take the exam at the end of the teaching unit are not allowed for the repetition exam. Registration for an exam can be cancelled or withdrawn. This procedure depends on when it takes place and is described in the appendix.
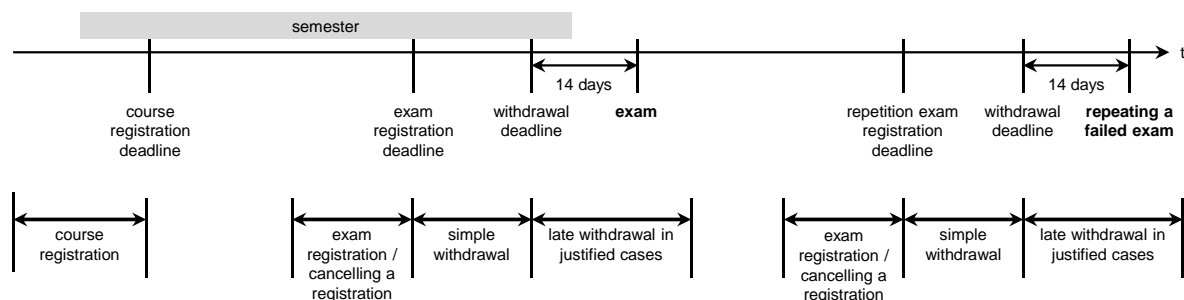
Repetition

If a student fails the exam at the end of the teaching unit, he/she can perform the exam on the date set for the repetition exam. The date set for the repetition exam takes place in the last three weeks of the summer intersemester period or, upon agreement with the lecturer, earlier. If the evaluation of a teaching unit consists of a continuous evaluation and an exam, the achievement of the continuous evaluation automatically counts for the repetition (cannot be repeated).

Exam Fees

Exam fees must be paid to the home university:
- ▶ Students matriculated at University of Bern: half of the exam fees have to be paid with entrance into the master program, the rest before the reception of the diploma
- ▶ Students matriculated at University of Neuchâtel: exam fees are included in the matriculation fee
- ▶ Students matriculated at University of Fribourg: exam fees have to be paid at the end of the master studies

Date and Deadlines Scheme

Exam Rules (Appendix)

Registration Procedure

To register for an exam, follow these steps:
- ▶ Go to Academia (http://mcs.unibnf.ch/admin)
- ▶ Login into Academia through SWITCHaai with your account and password of your affiliated university
- ▶ Click on the tab "Registrations" on the top
- ▶ Choose the right semester on the left hand side
- ▶ Tick your course/seminar on the lower right hand side
- ▶ Click on the button "Save"

The registration procedure for hosted JMCS students (i.e., students who are not matriculated in the Joint Master program in Computer Science) is identical as for JMCS students mentioned above, except of clicking on the tab "Registrations", click on the link "Inscriptions aux examens".

Cancelling a Registration

Registration for an exam can be cancelled or withdrawn. The procedure depends on when it takes place.

1. Cancelling a registration before the registration deadline

Cancelling a registration **before the registration deadline** can be done without having to provide a reason. It is the same procedure as for the registration, except the second to last step: untick your course/seminar.

2. Simple withdrawal

If the registration deadline is passed, students can withdraw from an exam, without having to provide a reason, **up to 14 calendar days before the date of the exam**. The notice of withdrawal must be submitted as soon as possible, **in writing**[1], to the branch committee:

Branch Committee for Computer Science
c/o Dr. Andreas Humm
University of Fribourg
Department of Informatics
Boulevard de Pérolles 90
CH-1700 Fribourg

3. Late withdrawal in justified cases

Students can withdraw from an exam **after the withdrawal deadline** (14 calendar days before the date of exam) only for compelling reasons (e.g. illness, death of a close relative, accident). The notice of withdrawal must be submitted as soon as possible, **in writing**[1], to the branch committee:

Branch Committee for Computer Science
c/o Dr. Andreas Humm
University of Fribourg
Department of Informatics
Boulevard de Pérolles 90
CH-1700 Fribourg

The branch committee will forward the notice of withdrawal to the corresponding competent authority, who then decides whether the withdrawal can be accepted. If the withdrawal is accepted, a new exam date will be fixed as soon as possible by the branch committee. If the withdrawal is not accepted, the student is considered to have failed the exam.

---

[1] The notice of withdrawal must have a date and be signed, contain the matriculation number, as well as the code of the exams' teaching unit that has to be withdrawn. A notice of withdrawal by email is not accepted.