

Registration for BA thesis

Registration for the BA thesis involves three steps: supervisor registration (step 1), registration clearance (step 2), and final registration (step 3). Retain this form until you submit it to the secretariat.

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**UNIVERSITÄT
BERN**

1. Supervision agreement (with supervisor)

Sign supervision agreement by 30 April for submission in the following Autumn semester / 15 November for submission in the following Spring semester. Please do not hand in the form after step 1, but only after step 2 has been completed.

Student name _____ Matriculation Number _____

First attempt ☐

Second attempt ☐

Have you previously sought supervision from, or discussed your ideas with, another member of staff?
If yes, please give some background here:

Confirmed supervisor _____

Thesis topic _____

Submission date (last Friday of each semester; check departmental homepage): _____

Today's date _____ Supervisor signature _____

Student signature _____

2. Registration clearance (with study counsellor)

Deadline for clearance: **14 October** (for submission in AS) / **15 March** (for submission in SS)

Contact your study counsellor in advance of the deadline to get cleared for registration. Requirements for thesis registration have to be met by the beginning of the term in which writing commences.

Registration requirements are fulfilled ☐ Missing ECTS (excluding the Bachelor module) _____

ECTS awaiting entry in KSL _____

Study counsellor signature _____ Date _____

3. Final Registration (with secretariat)

Submit this form to the secretariat by **14 October** (for submission in AS) / **15 March** (for submission in SS).

Registration becomes binding once this final step has been completed and the form has been submitted at the secretariat.