Faculty of Law
Information for Doctoral Students

I. Admission to the University of Berne

Information Brochure

For information on admission of doctoral students to the University of Berne, especially if you did not receive your undergraduate diploma from a Swiss University, please load down the following brochure:
http://www.imd.unibe.ch/doktorierendeninfos_e.htm.

For information on the admission of students in general also see the brochure available under http://www.imd.unibe.ch/downloads/pdf/Studieninfo_e.pdf. You will also find information about studying in Berne on the University homepage www.unibe.ch. Part of it is available in English http://www.unibe.ch/eng/ or French http://www.unibe.ch/fra/index.html .

1. Admission by the Faculty of Law

The Faculty of Law has to admit you to doctoral studies before you can enroll at the University of Berne. The following documents will be required for your admission by the Faculty:

- the confirmation that a professor at the Faculty of Law in Berne has agreed to supervise your research
- **CV**
- **certificates/transcripts** including **grading scales**. For doctoral studies at the Faculty of Law you need a master degree in law with a **grade average equivalent to 4.75** under the Swiss grading system, under which 4 to 6 are positive marks and 1 to 3.5 are negative marks. To translate your grades to the Swiss system a grading scale of your home university is indispensable.
- a letter, submitting the proof that you would qualify for **acceptance as a doctoral student at your home university**
- the proof that the universities where you did your undergraduate studies are **registered as state universities**

The **original documents**, if not in **German, French or Italian**, have to be translated into **English**. The Dean's Office of the Faculty of Law will check the equivalence of your diploma with a diploma of the University of Berne and decide on your admission to doctoral studies and releases a **notification of admission to doctoral studies**, which you need to enroll at the University.

2. Enrolling at the University of Berne

After having been admitted by the Dean of the Faculty of Law you can **enroll at the Admission Office** in the university main building.

The following documents will be required for your admission at the University:

- The **completed form „Application for Admission to Doctoral Studies at the University of Berne“**, stamped and signed by your supervisor (Download: http://www.imd.unibe.ch/downloads/pdf/anmeldung_doktoranden_e.pdf)
- **Original diplomas** of your previous degrees
- If these diplomas are not in German, French, English or Italian: original and originally certified **translation** of the diplomas
- **Passport picture**
- **Photocopy of your identity card or passport**
- **Notification of admission to doctoral studies** issued by the Faculty of Law (see above)
- **CV**

Deadlines

You can enroll at the beginning of a spring term (**deadline: January 31st**) or an autumn term (**deadline: August 31st**). Please see the information under http://www.imd.unibe.ch/doktorierendeninfos_e.htm .

Tuition Fee and Costs

To calculate the costs for your doctoral studies please take the following fees into consideration:

- Tuition fee of SFR 200 for each semester
- Fee of SFR 100 for the first admission to the University of Berne
- Fee of SFR 600 for the promotion
- Costs for the mandatory publication and the 50 copies to be handed in to the Faculty

Please note that you have to be enrolled at the university throughout the whole period of your research. If you do not need any university facilities and do not plan to have any contact with your supervisor for a certain period, it is possible to apply for an exemption. The application has to be signed by your supervisor and by the Faculty of Law and exemption can only be granted for one semester per application (see http://www.imd.unibe.ch/doktorierendeninfos_e.htm p. 6)

II. Course of Research

Campus Account

Your personal Campus Account is opened automatically with your enrolment as a student at the University of Berne. The access information for regular students (username and password) can be found on the status message, which will be sent to you after the semester fee has been paid. You can forward these messages to any e-mail account of your choice.

Please note that all essential information from the University of Berne will be delivered by e-mail only. Therefore please make sure these messages which will be sent to your Campus Account are read. For information please see:
http://www.id.unibe.ch/content/e390/e391/e5667/e5669/info-en-campus-account.pdf

Online Semester Registration Renewal

Each May you will receive a message to your Campus Account asking you to renew your semester registration online for the following autumn semester. The deadline for this renewal is **31st of August**. A description of the online renewal can be found at
http://www.imd.unibe.ch/legierneuerung_e.htm

Confirmation of supervision

In the course of the online semester renewal each autumn term the form "Confirmation of Supervision" has to completed, signed by your supervisor and sent to the Admissions Office. until **31st of August** the latest.

You find the form on:
http://www.imd.unibe.ch/downloads/pdf/doktorandenbestaetigung_e.pdf

Research Facilities/Libraries

When enrolling at the University you will receive a password for the university computer network, which enables you to use certain library facilities such as databases, electronic journals etc. from within the university network. To log in you can use the pool rooms at the libraries. These library facilities may also be accessed from your computer at home (worldwide). For information about the necessary software ("VPN client") please see http://idsecweb.unibe.ch/vpnclient/ or refer to the support team vpn-support@unibe.ch. Of course you are also entitled to use the (non-virtual) libraries of the University of Berne including the library of law situated in the university main building, and the central library in the city centre of Berne. For Information on the libraries in English see: http://www.unibe.ch/eng/libraries.html.

III. Graduation

Promotion

Once your thesis is handed in, it will be read and graded by your supervisor as well as by a second examiner. If it is accepted by both examiners you can apply for your promotion at the Dean's Office.

The **form for application for the promotion** ("*Anmeldung zur Promotion*") can be found under http://www.rechtswissenschaft.unibe.ch/weiterbildung/doktorat.php. Please include:

- the proof of payment of the **promotion fee (SFR 600)**
- the confirmation of enrolment at the University of Berne
- and – if you did not graduate at the University of Berne – your university diploma.

Interim Diploma

After the Faculty of Law has decided on your promotion, you are entitled to use the academic degree of a Doctor in Law. An interim diploma will be issued which expires after two years. Please note that this title is not the same as a PhD. The degree will be granted using the following grades:

4.0:	rite
4.5:	cum laude
5.0:	magna cum laude
5.5 and 6.0:	summa cum laude

Mandatory Publication of the Thesis

Within the period of two years after promotion you will have to publish your thesis and hand in 50 copies. You will obtain your final degree only after having published and handed in your thesis in the required form. If you do not publish your thesis in time your right to the academic degree of a Doctor in Law will expire.

You can publish your book at a publisher either for books or electronic media. An electronic publication has include both a CD-ROM and an online issue which appears on the Internet. There are special requirements for an electronic publication which guarantee that dissertations are available online for a period of 10 years at a minimum; that the electronic publisher has to provide a search mechanism for the electronic publication and that the page numbers of the original have to be apparent on the electronic version. Finally, the rights for a future print publication have to remain with the author. Besides the mentioned electronic and the regular form of publication it is possible to apply for an exemption so that you only have to print your thesis without involving a publisher.

Irrespective of the publication's mode **each copy has to contain certain mandatory data** which have to be printed at the very beginning of the thesis (first page). For details see http://www.rechtswissenschaft.unibe.ch/weiterbildung/doktorat.php (in German).
These data are:

- **Title** of the thesis
- **Name** of the author without abbreviations
- The **notation**: "Inauguraldissertation zur Erlangung der Würde eines Doctor iuris der Rechtswissenschaftlichen Fakultät der Universität Bern." (meaning: Inaugural dissertation to obtain the degree of a Doctor in Law by the Faculty of Law of the University of Berne.
- The **notation**: "Die Fakultät hat diese Arbeit am [date] auf Antrag der beiden Gutachter, Prof. Dr. [name of first supervisor] und Prof. Dr. [name of second examiner], als Dissertation angenomen, ohne damit zu den darin ausgesprochenen Auffassungen Stellung nehmen zu wollen." (meaning: The Faculty has approved this thesis as a dissertation on basis of the application of the two examiners Prof…. and Prof… without giving a judgment on the opinion expressed in the thesis.)
- **Year** and **place** of publication and **publisher**.