

ECTS for External Coursework

PhD candidates may attend courses and summer schools external to the University of Bern for ECTS. Mentor and GCB Coordinator approval is required.

EXTERNAL ECTS OVERVIEW

External (to Unibe) Coursework Completed

PhD candidates may attend courses at the University of Bern or external courses and summer schools offered by other recognized institutions. Acknowledgement of external courses for the PhD are subject to the agreement of the mentor. Prior approval is strongly recommended, as not all courses may be recognized for ECTS. Only courses which include some type of performance assessment are eligible for awarding ECTS.

Steps

For Approval

1. Agree with your supervisor on relevance of course to your individual PhD studies.
2. Record the course, summer school, workshop, conference, etc. on your doctoral agreement in either the mandatory requirements or additional attainments table along with the suggested ECTS.
3. Submit completed, fully signed and dated Doctoral Agreement to the GCB Coordinator info@gcb.unibe.ch for final approval. This is (a) determination of appropriateness of the course and, (b) number of ECTS granted.
4. All certificates require:
 - First name, Family name & Matriculation number
 - Official course title
 - Organizing institution
 - Name and title of lecturer(s)
 - Grade or pass
 - Date of exam or of completion of course
 - Number of ECTS

Submit

Upon course/workshop/seminar completion - submit the following by email to info@gcb.unibe.ch to obtain the ECTS credits and have those credits added to your planning in CTS/KSL:

1. the original or a PDF* of your individual/external course certificate
2. a pdf of your signed doctoral agreement with the course listed**

*when the course is not listed on your DA, please submit course information (content, effort in terms of hours, exams, presentations, etc.) for (a) determination of course appropriateness and, (b) decision on number of ECTS to be awarded.

**Please note, photos (jpgs, tif, png, etc.) are not accepted: Submit only scanned, individual pdf formats. Students with smartphones, can use the scan feature in the Notes app. All smartphone user have access to a variety of free or low-cost scanning applications.

Approved courses

1. Register for the course or examination directly with the organizer indicated on the course description. Indicate your study program (e.g. «PhD candidate of the GCB»), and your University matriculation number (this information should be included on the certificate of completion).
2. Obtain a signed course certificate from the course lecturers when you attend an individual course (single participant) or an external course.
3. Blank University of Bern certificate forms may be [downloaded from the GCB Website](#).