

Video Overview

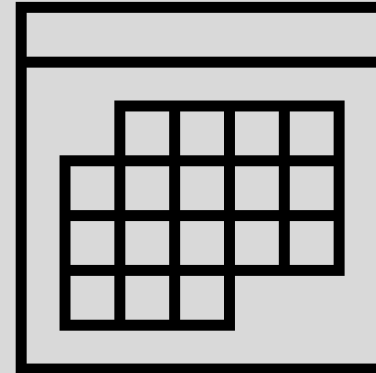
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- 4) PhD (written)Thesis
- 5) Assessments: Supervisor & External co-Referee

Video Overview

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- 9) Award PhD Degree

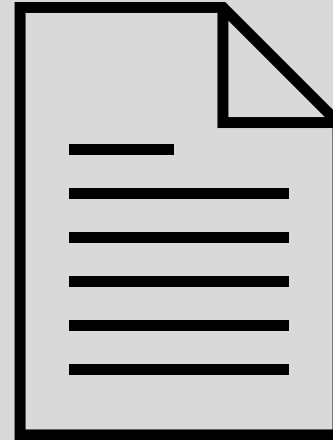
1) Submission Details

1. Inform the GCB by email to info.gcb@unibe.ch of the following: (1) your schedule, (2) planned thesis defense date, and (3) title page. This must be done **latest eleven (11) weeks prior** to your oral thesis defense date.



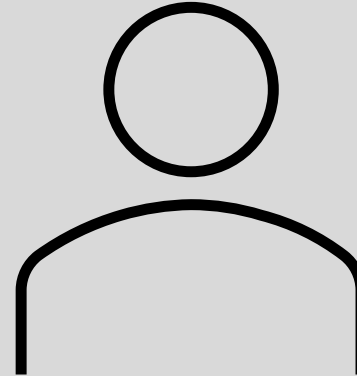
1) Submission Details

2. Provide the GCB with a copy of your written thesis no later than 10 weeks prior to the scheduled oral thesis defense. Include the **PhD Degree form** with the thesis. The plagiarism check can be performed after receipt of these two documents.



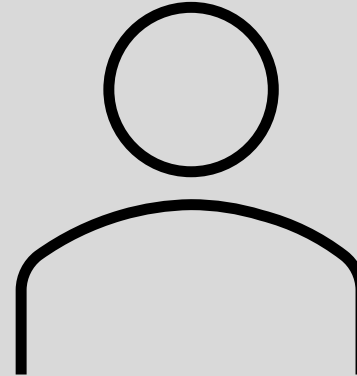
1) Submission Details

3. The GCB will send your written thesis to your external co-referee for assessment.



1) Submission Details

4. Provide your supervisor with a copy of your written thesis no later than 10 weeks prior to the scheduled oral thesis defense.



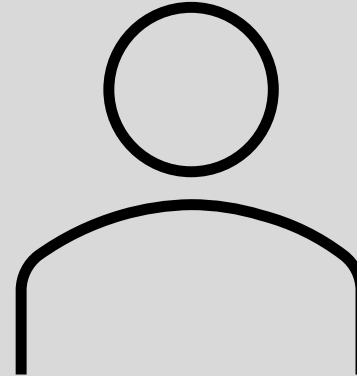
1) Submission Details Pro-Tips

+ **Pro Tip 1:** Remind Supervisor the GCB is an international Graduate School; therefore, the assessment should be written in English.



1) Submission Details

5. Submit to the GCB office **all** PhD documents the very latest four (4) weeks prior to the specified date of the thesis defense. Send these documents in electronic form to [GCB Info email](#).



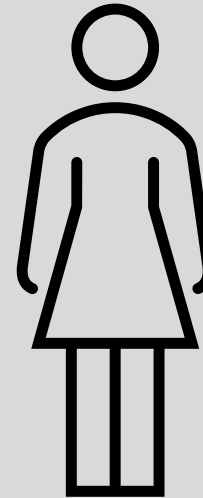
1) Submission Details

6. Request that your supervisor send their assessment directly to the GCB coordinator with a copy to [the GCB Info email](#) at least 4 weeks prior to the oral thesis defense date.



1) Submission Details

7. Upload your electronic thesis defense documents via SWITCHfilesender and address them to the GCB Info email.



1) Submission Details Pro-Tips

+ Pro Tip 2. No changes to the thesis title page (including thesis and PhD titles) are accepted after submission to the GCB.



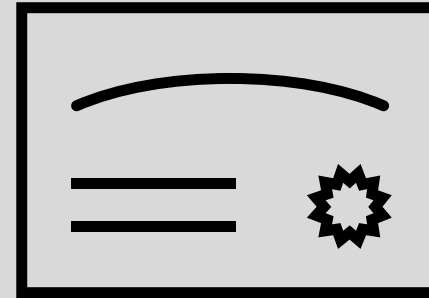
1) Submission Details Pro-Tips

- + Pro Tip 3.** The title of the thesis must match exactly, the title you write in your PhD Degree form.
- UniBE guidelines: If your thesis title changed from the title in your GCB application and on your doctoral agreement. Revise your doctoral agreement.



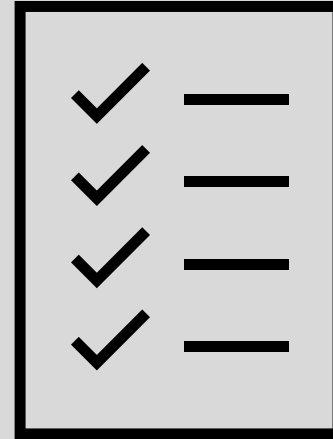
2) PhD Degree Applications & Requirements

1. All mandatory ECTS earned are reflected in the signed doctoral agreement and accounted for in CTS/KSL.
2. Scientific Integrity successfully completed.
3. Mid-term Evaluation successfully passed.



2) PhD Degree Applications & Requirements

4. Minimum one, first author paper published or accepted for publication in a peer-reviewed journal.
5. Minimum sufficient graded thesis assessment received from supervisor.
6. Minimum sufficient graded thesis assessment received from external co-referee.



3) PhD Thesis Pro-Tips

- + Pro Tip 1:** It is essential that you carefully follow the instructions regarding the components of the written PhD thesis.
- Avoid mandatory corrections late in the process.



3) PhD Thesis

- Components of the written PhD thesis format are specified. The parts of the document not specifically discussed here are determined by the individual candidate.



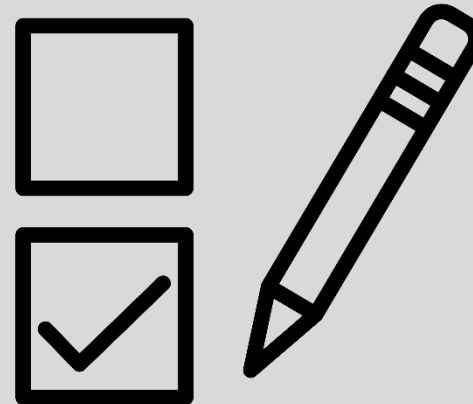
3) PhD Thesis

- The thesis in A4 format must have been approved by the supervisor.
- The following slides will explain the sections that must be included.



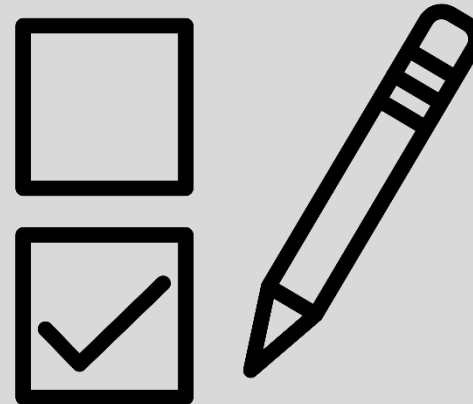
3) PhD Thesis

- Front Page / Title Page Document.
- Abstract.
- Comprehensive introduction into the field
- Hypothesis and aim of the thesis



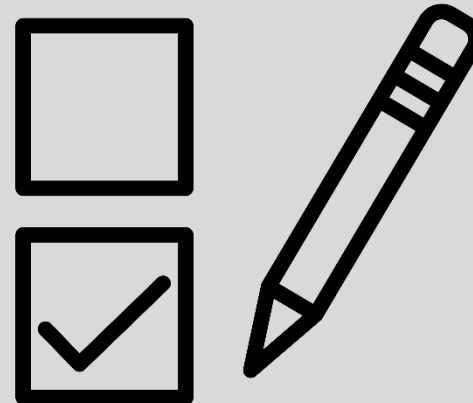
3) PhD Thesis

- Results of your PhD thesis may be added as published or submitted manuscripts



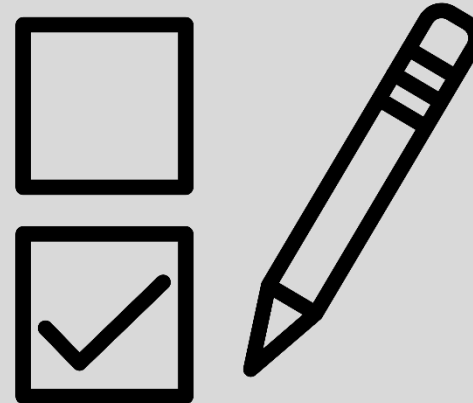
3) PhD Thesis

- Overall discussion and outlook or perspective.
- Curriculum vitae and list of publications.
- Declaration of Originality.



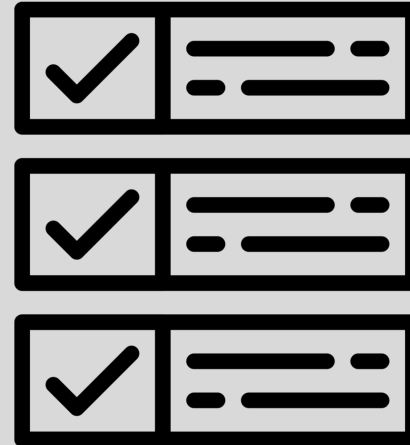
4) Assessments by Supervisor and External Co-referee

The thesis is independently assessed by the supervisor and by the external co-referee.



4) Assessments by Supervisor and External Co-referee

- The supervisor evaluates the experimental work and the written thesis. The report, written on official letterhead, must contain a mark.



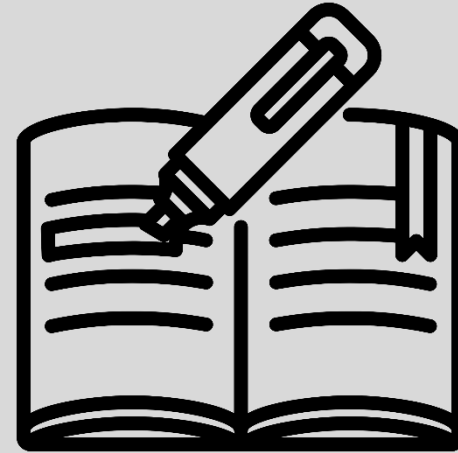
4) Assessments by Supervisor and External Co-referee

- The GCB sends the written thesis and relevant form to the external co-referee.
- The external co-referee evaluates the experimental work and the written thesis.
- The report, written on official letter paper, must contain a mark.

The image shows three identical forms stacked vertically. Each form is a rectangle divided into two sections. The left section contains a large checkmark, indicating a positive evaluation. The right section contains three horizontal lines, suggesting a space for a mark or a short report.

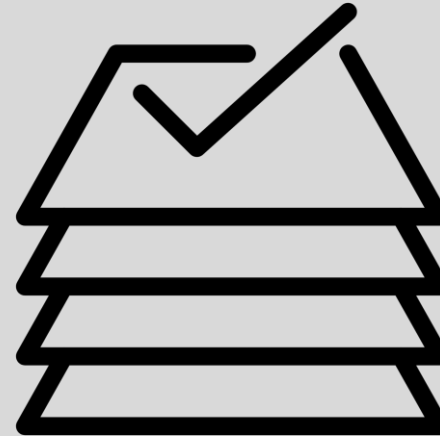
5) Application for the PhD Degree

- Latest, 10 weeks prior to the thesis defense date, the candidate should submit the following documents to the GCB office



5) Application for the PhD Degree

- 1) One dated & signed PDF copy of the thesis should be uploaded on SWITCHfilesender and addressed to info@gcb.unibe.ch.



5) Application for the PhD Degree

- 2) Completed PhD Degree Form, four (4) pages. Fill in the form and then save it on your computer (File → «Print as PDF» → save on computer). Type the date and your name in the box signature (or use an electronic signature) for the electronic copy.

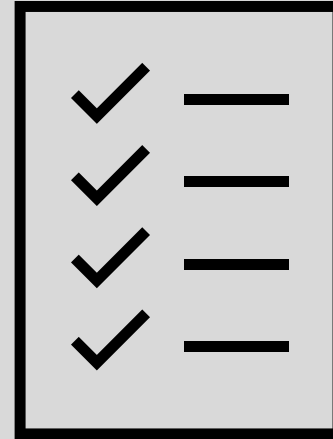
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b
UNIVERSITÄT
BERN
Graduate School
for Cellular and
Biomedical Sciences

Application for PhD Degree
4 pages. Upload as electronic copy on [SWITCHfilesender](#) (to: info.gcb@unibe.ch). (Can also be sent as a pdf directly to info@gcb.unibe.ch). *Save on your computer before submission.*

Last name		First name	
Swiss candidates: place of origin & Canton; foreign candidates: country of origin			
Date of birth (dd.mm.yyyy)		Matriculation number	
Institute		Faculty	Select your Faculty ▼
Previous university degree (MSc, MD, DVM...) & date			
Correspondence address (after PhD)			

5) Application for the PhD Degree

- No later than four (4) weeks before the thesis defense date, the candidate must submit the following documents to the GCB office:



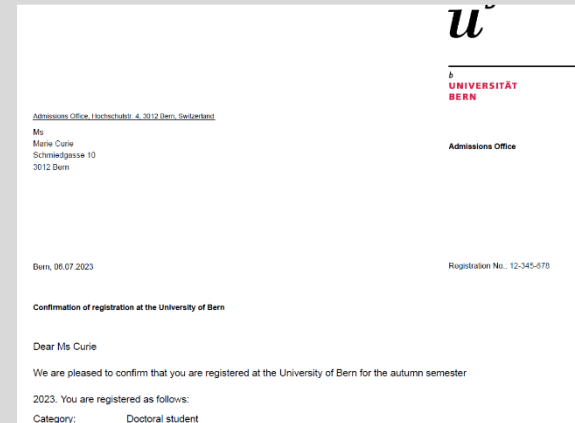
5 Application for the PhD Degree

3) Provide written information on date, time and venue (room and exact address) of your thesis defense.



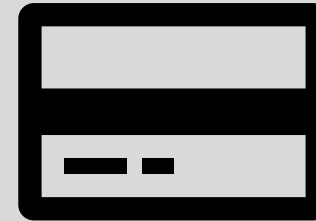
5) Minimum Mandatory Curriculum Requirements

Include current official registration confirmation from the Admissions Office of the University of Bern.



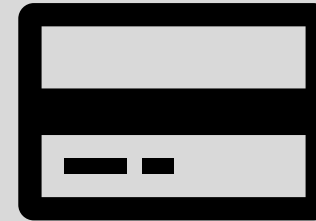
5) Minimum Mandatory Curriculum Requirements

- 6) Provide proof of payment of examination fee of CHF 500.–



5) Minimum Mandatory Curriculum Requirements

5) Include your study sheet from CTS/KSL - this is a pdf form you print from your CTS/KSL planning view.



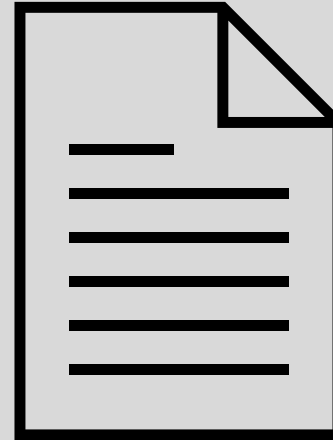
6) PhD Document Processing GCB Office "Behind the Scenes"

- 1) The PhD Degree Form and the supervisor and the external co-referee assessments will be forwarded by the GCB to the members of the thesis committee and the respective GCB Expert Committee.



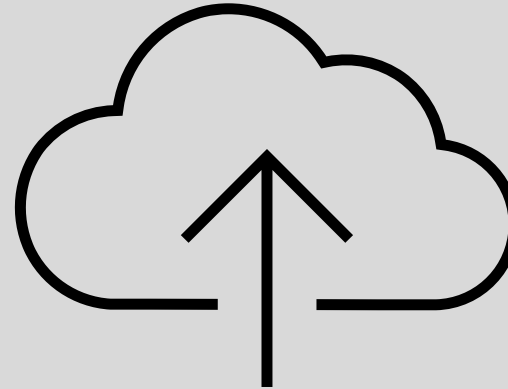
6) PhD Document Processing GCB Office "Behind the Scenes"

- 2) An electronic copy of the thesis (PDF) can be made available for review, on request from the GCB Expert Committee members.



6) PhD Document Processing GCB Office "Behind the Scenes"

- 3) The GCB provides the mentor with an electronic version of the PhD Degree Form, the submitted thesis, instructions and forms concerning the format of the thesis defense.



6) PhD Document Processing GCB Office "Behind the Scenes"

- 4) The GCB coordinator will send the student the assessment of the external co-referee.



6) PhD Document Processing GCB Office "Behind the Scenes"

- 5) The supervisor is expected to discuss the assessment with and give feedback directly to the student.



6) PhD Document Processing GCB Office "Behind the Scenes"

6) The GCB provides the co-advisor with a copy of the thesis so they may prepare for the oral defense.



7) Thesis Defense and Final Assessment format

Examiners are your PhD Thesis Team plus the external co-Referee:

- 1) supervisor,
- 2) co-advisor,
- 3) external co-referee, and
- 4) mentor, who is also chairing the thesis defense

7) Thesis Defense and Final Assessment format

The grades are recorded on the Thesis Defense Record and submitted to the GCB office by the mentor. Furthermore, a protocol is written of the closed 60 minutes discussion and submitted to the GCB office by the mentor.

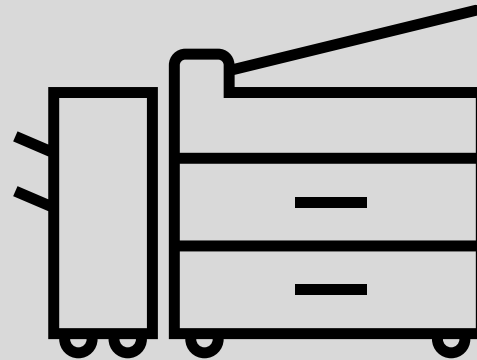
7) Thesis Defense and Final Assessment format

The final assessment is summarized on the Graduation Record and is obtained as defined in the «Rules» of the GCB («Promotionsreglement»), consisting of your:

- (a) supervisor's assessment of the thesis
- (b) external co-referee's assessment of the thesis
- (c) examiners' assessment of the thesis defense (mean of examiners' individual marks).

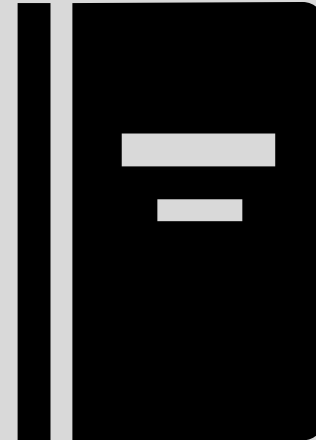
8) Deposit Copies of the PhD Thesis at GCB Office

- No later than 2 weeks after the thesis defense, you must submit the following to the GCB office:



8) Deposit Copies of the PhD Thesis at GCB Office

- 1) Three A4 size, paper-bound (not spiral-bound) copies of your final thesis version (required corrections completed) must be delivered to the GCB or sent via postal service.



9) Award PhD Degree

- 1) The PhD Degree is jointly awarded by the Faculty of Medicine, the Faculty of Science, and the Vetsuisse Faculty (Faculty of Veterinary Medicine) upon the proposal of the PhD Committee of the GCB.



9) Award PhD Degree

- 2) Once you have completed your studies or if you no longer want to continue studying, you must remove yourself from the student registry (this does not take place automatically). You may de-register.



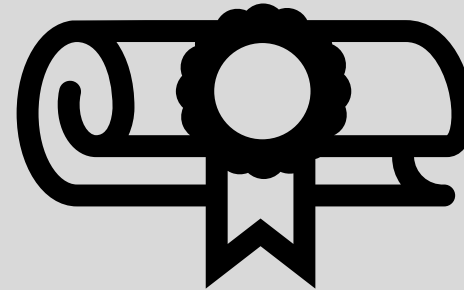
9) Award PhD Degree

- 3) You may attend the Graduation Ceremony of the Faculty with which you were affiliated during your PhD. Information on date, time and venue will be announced by the appropriate Faculty's Office of the Dean.



9) Award PhD Degree

An official “confirmation of successful thesis defense” to use in the interim between your successful defense and receipt of your official, signed diploma can be issued when the following requirements have been fulfilled:



9) Award PhD Degree

An official “confirmation of successful thesis defense” to use in the interim between your successful defense and receipt of your official, signed diploma can be issued when the following requirements have been fulfilled:



9) Award PhD Degree

- 1) You have deposited the three printed and bound copies of your written thesis at the GCB office.
- 2) Your mentor has submitted the signed Thesis Defense Record and the signed transcript.



9) Award PhD Degree

You may not officially use your new PhD title until the diploma has been issued and signed by all three faculty deans. However, you may use the confirmation letter to apply for employment, as well as for SNSF for a grants.



9) Award PhD Degree

The Graduate School for Cellular and Biomedical Sciences (GCB) of the University of Bern, is jointly administered by the Faculties of Medicine, Science and Vetsuisse. As such, all three faculty deans personally sign each diploma individually.



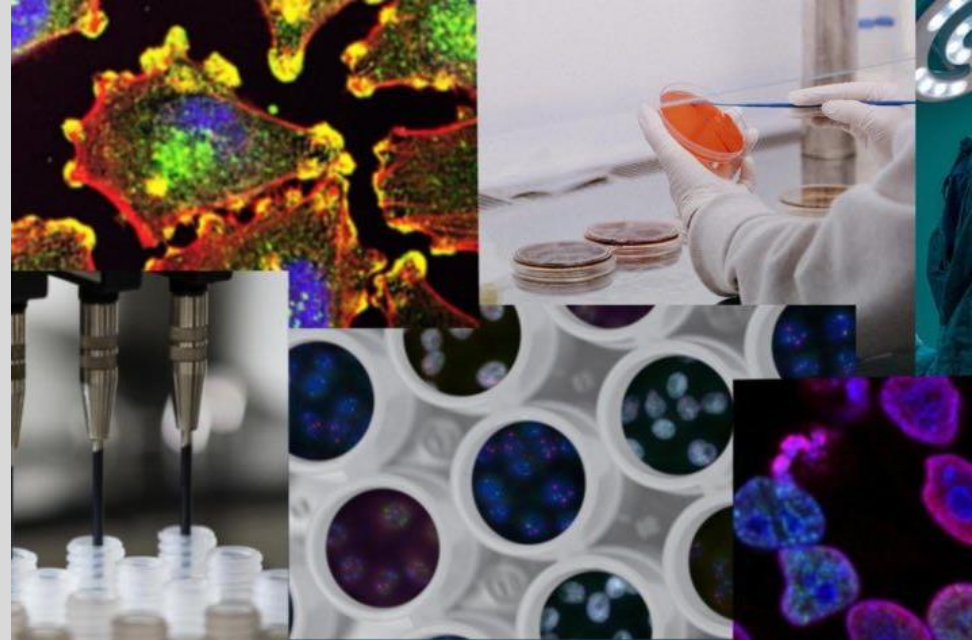
Next video: There are no more videos!

- You have reached the final videos in this series.
- Congratulations.

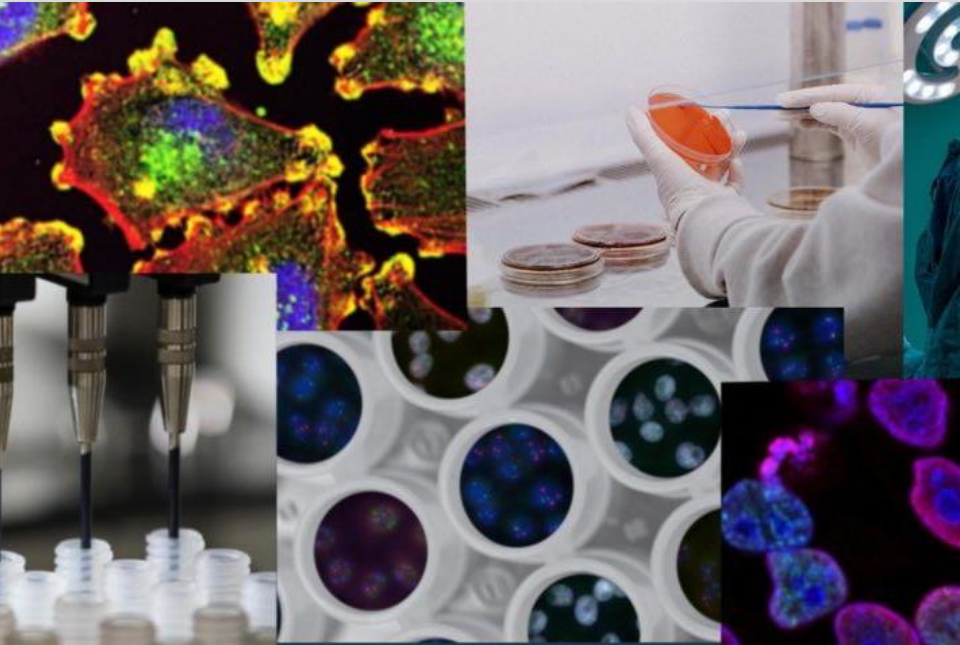


Thank you for your attention

- Check the FAQ to see if there's already an answer to your question.
- If you do not find a satisfactory answer to your question, please email the GCB at info@gcb.unibe.ch directly.



Credits



Concept:

Jessica Riediker

Layout:

Kommunikation UniBE

Script:

GCB Team