CTS (Core Teaching System)

Master Theses
Search and register a topic for a master thesis
Instructions for students

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Version control

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1 What is it about?

A Master's thesis is required for the Master's program in Human and Dental Medicine and Cellular and Biomedical Sciences. This guide describes how to search for a topic on the Core Teaching System (CTS) and how to register.

2 Search for and note down a topic

By List of Courses

When searching for Master thesis topics, you should limit yourself to topics that have not yet been assigned. You can do this using the advanced search with more criteria.

Enter the following search filter:

- Subject = Human Medicine, Dental Medicine or Cellular and Biomedical Sciences
- Course type = Master thesis
- Mark free places with a cross
Other useful search filters can be: title, description (keyword search possible), lecturers, semester.

Once you have found a topic, you can find out more about it by clicking on «Details». With «Add to planning view» you can mark the topic, it will then be placed on the clipboard. When the mouse is over a topic, the contact details of the master thesis supervisor appear.

**By Planning View**

Open the planning view in KSL. Find the container «Master Thesis» that is in your Master's program. Click on the context menu and select «Add course»:

Now limit the search for free places. Optionally, you can enter keywords for the title, subject etc. in the «Optional search» field.

**Course**

**List of courses for block:**

Master Mon der Humanmedizin 180 ECTS - 2015/Master Thesis/Master Thesis

Search

- Only current and future semester
- Incl. older ones, applicable for assessments

Optional search: chirurgie

Only choices with free places

Find a suitable theme for you and select it by including it in the planning view:
Thus it already appears in the correct position in the planning view.

Note: Only one topic can be marked. If a second theme is included in the planning view, an error message is displayed.

### 3 Registering for a topic

Adding a topic to the planning view is not yet a registration. You must now contact the lecturer. You can do this using the contact details displayed in the mouseover or by clicking on the topic in the planning view.

If you have added the topic using the course search, it will appear in the clipboard. You should then move it to the Master Thesis container.

You will find here who the supervisor of the work is and can now contact them e.g. by mail:

*Lecturer*

The supervisor will now add you to the registration list. You will receive a mail and see this in the planning view: The entry now appears yellow with the code CD = Registered for the course, definitively:
4 Completion of the Master thesis

After completion of the Master's thesis, it must be graded.

For Master theses in the subjects of human or dental medicine there is a detailed grading sheet:


Download it and have it filled out by the supervisor of the master thesis. It must be signed by both sides. Then send it to:

Human Medicine: the Dean’s office (masterarbeit@meddek.unibe.ch)
Dental Medicine: the secretariat of the ZMK (benedicta.gruber@zmk.unibe.ch)

They will then register the notes. You will be informed of this by e-mail from KSL.

Cellular and Biomedical Sciences: No action required from the students.

5 Control

When the grades have arrived, you must check your profile and the grades. It is important that all required grades are in the «Master Thesis» container so that the ECTS credits can be calculated correctly. In Human and Dental Medicine these are grades for the written thesis and the presentation, in Cellular and Biomedical Sciences there is only one overall grade.

Please check the title of the Master's thesis, as it will be printed as it appears here on the Diploma and Diploma Supplement. Often a working title is entered at the beginning, which is not correct at the end.

**Title of the master thesis is wrong?**

Report the correct title to:

Human Medicine: the Dean’s office (masterarbeit@meddek.unibe.ch)
Dental Medicine: the secretariat of the ZMK (benedicta.gruber@zmk.unibe.ch)
Cellular and Biomedical Sciences: the study management (ruegge@pyl.unibe.ch)