

## Request for an extension of period of study

### Introduction

Before filling out the form (overleaf), first consult the regulations in the plan of studies of the corresponding non-medical bachelor's or master's degree program and the study regulations of the responsible faculty as well as the information below to complete the request.



<sup>b</sup>  
**UNIVERSITÄT  
BERN**

### Request for a foreseeable extension

In accordance with the table, the request for an extension of period of study must be submitted to the responsible Dean's Office by **January 10 or June 10** (Ordinance on the University (UniV) dated September 12, 2012):

Faculty	Bachelor's level	Master's level 90/120 ECTS
Faculty of Theology	In the 8th semester	In the 6th semester
Faculty of Humanities	In the 9th semester	In the 8th semester
Faculty of Human Sciences	In the 10th semester	In the 8th semester
Faculty of Law	From the 9th semester	From the 8th semester
Faculty of Business, Economics and Social Sciences	From the 10th semester	From the 8th semester
Faculty of Science	From the 9th semester	From the 6th/7th semester

### Request for an extension for unforeseeable reasons

Can be submitted to the responsible Faculty Dean's Office up to three months after the official expiry of the corresponding bachelor's or master's degree program (see information provided in the corresponding plan of studies).

### Procedure

The request must be submitted to the directorate of studies or the Dean's Office of the faculty where the major is taken.

**Request for an extension of period of study and supporting documentation relating to the reason (see overleaf)**

Faculty	Where the request is to be submitted with supporting documentation		Signed letter with plan of studies
	Faculty	Directorate of studies	
Faculty of Theology	x		
Faculty of Humanities	x		x
Faculty of Human Sciences	x		
Faculty of Science		x	x
Faculty of Law	x		x
Faculty of Business, Economics and Social Sciences	x		x

### Background information on approved study extension semesters

- Approved extensions of period of study apply to the degree program as a whole and not just to a particular minor. By definition, all granted extensions of period of study refer to the number of semesters of the major, even if the study delay was caused by a minor.
- The Dean's Offices record approved extension semesters online in the central student database.
- Bachelor's and master's degree programs are considered two separate degree programs.

# Request for an extension of period of study

See introduction overleaf for deadlines

**Information about the student**

Faculty: \_\_\_\_\_

Last name: \_\_\_\_\_ Matric. no.: \_\_\_\_\_

First name: \_\_\_\_\_ Tel.: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

ZIP/Town: \_\_\_\_\_

**Information about the request for an extension of period of study**

Degree program  Bachelor  Master

Degree: \_\_\_\_\_

Major: \_\_\_\_\_

**No. of semesters of the major at the time of the request:** \_\_\_\_\_

- First request for an extension of period of study for the current degree
- Extension of period of study for the current degree has already been granted

Reason for extension (mark with an 'X' as appropriate)	Enclosure* – supporting documentation to be submitted
<input type="checkbox"/> Employment (from 0.25 FTE, this constitutes grounds for an extension of period of study)	Confirmation from the employer, wage statement, employment contract or excerpt from tax return
<input type="checkbox"/> Student association's work	Confirmation from the responsible board member of the SUB
<input type="checkbox"/> Illness, accident	Doctor's certificate
<input type="checkbox"/> Childcare and pregnancy	Birth certificate/doctor's certificate
<input type="checkbox"/> Study-related internships outside the plans of studies and periods of study away from the University of Bern that are not eligible	Confirmation from the internship management
<input type="checkbox"/> Periods of study away from the University of Bern:	Confirmation from a professor and transcript of records
<input type="checkbox"/> Language courses for non-German speakers	Confirmation from course management
<input type="checkbox"/> Military service, civilian service and civil protection (from four weeks, these constitute grounds for an extension of period of study)	Copy of the service book
<input type="checkbox"/> Disability (depending on the degree of impairment)	Doctor's certificate
<input type="checkbox"/>	

\* plus, where applicable, a signed letter with plan of studies if the request for an extension of period of study is submitted to the Faculty of Law, the Faculty of Business, Economics and Social Sciences or the Faculty of Science.

**Desired number of semesters to be extended:**  1 semester  2 semesters

Place, date: \_\_\_\_\_ **Signature of the student:** \_\_\_\_\_

**To be completed by the Dean's Office of the responsible faculty/directorate of studies**

**Decision**

Request approved

Request NOT approved

Place and date \_\_\_\_\_ **Stamp and signature of the Dean's Office/the responsible directorate of studies**