DEPARTMENT OF PHYSICS
COURSES “OTHER” AT THE UNIVERSITY OF BERN
PROCEDURE AND REIMBURSEMENT OF TRAVEL EXPENSES

☐ Choose your course

☐ Ask and obtain written authorization from the study advisor, Dr Baptiste Hildebrand

☐ Register at the University of Bern
   ☞ deadline: August 31st for FS / January 31st for SS

☐ At the end of the semester, present the original certificate to the Deans’ office of the Faculty of Sciences (ch. du Musée 8) for authentification.
   The Decanate will then transmit it to the reference person at the Physics Department for registration in GeFri.

☐ Reimbursement of train tickets:
   complete the form “reimbursement travel expenses MSc students” give it, with course description, dates and train tickets to Anne Fessler, PER08, office 1.54.

N.B.:
no city tickets,
no reimbursement if you have a general railpass.