

### Master thesis completion and assessment:

- The supervisor of the thesis or the student sends the Master's thesis electronically as a PDF file to the following e-mail address: [andrea.perez@natdek.unibe.ch](mailto:andrea.perez@natdek.unibe.ch)
- The supervisor of the thesis sends the signed assessment by e-mail to the dean's office ([andrea.perez@natdek.unibe.ch](mailto:andrea.perez@natdek.unibe.ch)) with a copy (cc) to the head of geography studies ([studienleitung@giub.unibe.ch](mailto:studienleitung@giub.unibe.ch)). The copy is important so that the final grade can be entered.
- The supervisor sends a summary of the work (Word Doc) by e-mail to the Head of Studies ([studienleitung@giub.unibe.ch](mailto:studienleitung@giub.unibe.ch)) as follows (note order):

Name, first name

Title of the thesis (in original language, as it appears on the thesis)

Summary (max. 800 characters)

Supervisor

Co-Supervisor

- The supervisor of the thesis or the student hands in the signed confidentiality agreement to the secretary's office of the head of studies.
- The ratification process does not begin until both the assessment and the thesis are at the dean's office.