

WEB-GUIDE FACULTY OF SCIENCE AND MEDICINE

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1 OVERVIEW OF USEFUL WEBSITES

As a student of the Faculty of Science and Medicine you have access to various websites to manage your studies.

www.unifr.ch/scimed

- Regulations
- Curricula (Study plans)
- Dates and Deadlines for registration to courses and exams
- Contact persons
- Registration conditions for minors
- Conditions for changing your major
- Students' requests commission
- Complaints and appeals

www.myunifr.ch

- Registration to courses
- Registration to exams
- Validation of Credits
- Declaration on scientific integrity
- Declaration on Pregnancy
- Changing Personal details (address, Last name,...)
- Certificates of study
- Bills

www.unifr.ch/timetable

- Detailed information on each course
- Schedules
- Locations
- Teachers
- Descriptions

<https://outlook.com/unifr.ch>

- Email

<https://moodle.unifr.ch/>

- Information relative to courses
- Course materials (Slides, etc..)
- Timetables for students in biomedical sciences and medicine

2 CREATING A SWITCH EDU-ID ACCOUNT

When: Start of studies

In order to access all the features of the my.unifr.ch student portal, you must log in using a Switch Edu-id account linked to your unifr email address.

If you do not yet have a Switch Edu-id account

- 1) Go to <https://eduid.ch/>
- 2) Click on 'Create an account' and follow the registration procedure.
- 3) Check that the University of Fribourg is listed as an organisational identity in the Organisation tab of your personal profile. If not, click on 'Add an organisational identity' and follow the instructions.
- 4) Activate two-factor authentication for your Switch Edu-id account.
- 5) You can now log in to your my.unifr.ch account using your Switch Edu-id login and will have access to all functionalities.

If you already have a personal Switch Edu-ID or an account from another school.

- 1) Go to <https://eduid.ch/>
- 2) Log in with your previous details.
- 3) In the 'Organisation' tab of your personal profile, add the University of Fribourg as an organisational identity and follow the instructions.
- 4) Activate two-factor authentication for your Switch Edu-id account.
- 5) You can now log in to your my.unifr.ch account using your Switch Edu-id login and will have access to all functionalities.

3 REGULATIONS AND CURRICULA/STUDY PLANS

When: Start of studies, then at the start of each academic year.

As a student, you are responsible for knowing the rules that apply to your degree programme.

The Regulations define the general rules that apply to all Bachelor's and Master's programmes.
www.unifr.ch/scimed/regulations

The curricula or study plans determine the specific rules for each study programme, the list of compulsory and optional teaching units (lectures, practical work, seminars, etc.) and the validation packages. Please read your curriculum/study plan carefully.

www.unifr.ch/scimed/plans

Please note that the appendices to the curricula describe how each teaching unit is assessed: grade or pass/fail; assignments, attendance or exam; written or oral exam; duration of the exam, etc.
www.unifr.ch/scimed/plans/eval

4 REGISTRATION FOR COURSES

When: Start of studies, then before each semester

Registration for courses is not mandatory, but strongly recommended to ensure optimal organisation of courses. For certain teaching units (particularly some practical work), registration is required.

The course registration deadlines and semester dates are available here: <https://www.unifr.ch/scimed/studies/register>

The courses to be taken are described in your curriculum/study plan(www.unifr.ch/scimed/plans).

Registration is done on the student portal: <https://my.unifr.ch/group/etu/cours>

- 1) Check that your major and minor appear under 'Study programme(s)'. If there are no minors, refer to the 'Minor' section of this guide.
- 2) For the major and each minor, click 'Register for course'.
- 3) Select the study programme, the corresponding semester and, under 'study structure', the corresponding validation package. The validation package numbers can be found in the study plans
- 4) Select 'register' next to each course you must/choose to take this semester. All selected courses will appear in the box on the right-hand side labelled 'Current registrations'.
- 5) Click on 'Confirm registrations' in the 'Current Registrations' box. **Please note:** if you do not click on 'Confirm registrations', your registrations will not be saved!
- 6) Repeat the procedure to register for courses in your minor if you need to take courses in your minor this semester (this depends on the study plans for your major and minor).

UNIFR UNIVERSITÉ DE FRIBOURG
UNIVERSITÄT FREIBURG

Rechercher

ÉTUDES RESSOURCES

Études • Etudes • Cours

Mes cours

Filtres

Voie d'études * Bachelor of Science en géographie

Semestre Tous les semestres

Afficher / Masquer

- ☐ Etudes optionnelles
- ☐ Cours libres hors plan d'études
- ☐ Centre de langues
- ☐ Cours acquis et non acquis définitivement

Voie(s) d'études

Géographie 120 Total requis : 120 ECTS

1) 2) S'inscrire aux cours

Biologie (pour non biologistes) 30 Total requis : 30 ECTS

S'inscrire aux cours

Sciences de l'environnement 30 ECTS Total requis : 30 ECTS

S'inscrire aux cours

Cours libres hors plan d'études

Compétences numériques

Horaires de mes cours

SP-2020 Semestre de printemps

Télécharger l'horaire

Périodes d'inscriptions aux cours

Faculté de théologie +

Faculté de droit +

Faculté des sciences économiques et sociales et du management +

Faculté des lettres et des sciences humaines +

Faculté des sciences et de médecine +

Centre de langues +

Mes documents d'études

Bachelor of Science en géographie +

Bachelor of Science en mathématiques +

Bachelor of Science en sciences du sport et de la motricité +

Master of Science en sciences du sport +

Voie(s) d'études indéterminée(s) +

Cours libres hors plan d'études +

Centre de langues +

The screenshot displays the 'S'inscrire à des cours' (Register for courses) page for the 'Semestre d'automne 2020'. The interface includes a search bar at the top right, navigation tabs for 'ÉTUDES' and 'RESSOURCES', and a breadcrumb trail: 'Études > Etudes > Cours > Inscriptions cours'.

Filtres (Filters):

- Plan d'études: Géographie 120 (3) ✓
- Semestre: SA-2020 (3) ✓
- Domaine d'études: [dropdown] ✓
- Type de cours: [dropdown] ✓
- Langue: [dropdown] ✓
- Structure des études: PV-SGG.0000001 - BSc en géographie, branche principale, 1ère année (3) ✓
- Mode d'évaluation: [dropdown] ✓
- Titre: [input]
- Code: [input]
- Enseignant-e: [input]
- Afficher uniquement les cours sur lesquels une inscription est possible: ☐

Courses List:

Code	Titre	ECTS	Actions
GS.0105	Erkenntnistheorie der Geowissenschaften (Vorlesung)	3	(4) S'inscrire
	Epistémologie des géosciences (cours)		Détails

Inscriptions en cours (Current Registrations):

- Total crédits: 0 ECTS
- (5) Valider les inscriptions
- Vider le panier

Périodes d'inscriptions aux cours (Course Registration Periods):

- Faculté de théologie: +
- Faculté de droit: +
- Faculté des sciences économiques et sociales et du management: +
- Faculté des lettres et des sciences humaines: +
- Faculté des sciences et de médecine: +
- Centre de langues: +

4.1 Course schedule and details

The detailed description, location, format, teachers, etc. of courses are available on the Timetable website: www.unifr.ch/timetable.

Many Departments and sections also provide model weekly schedules for their students. Please check the website of your Department. These schedules generally only contain courses for the major and do not include elective courses.

5 REGISTRATION FOR EXAMS

When: Before each exam session

Registration for exams is mandatory. This registration is NOT automatic if you were registered for the courses. There are three exam sessions each year. Each exam can normally be taken twice a year: in the session following the semester in which the corresponding course was taught and in the autumn session just before the start of the new academic year in September. Science students are free to choose in which of the two sessions they wish to take the exam for each teaching unit. For medical students, several teaching units are assessed in a single exam. They cannot be taken independently.

The exam registration deadlines, the dates when exam schedules will be published, information on withdrawing from exams, and the exam period are available here: <https://www.unifr.ch/scimed/studies/register>

The assessment modalities are described in the appendices to the curricula/study plans (www.unifr.ch/scimed/plans/eval).

Registration is done on the student portal: <https://my.unifr.ch/group/etu/examens>

- 1) Check that your major and minor subjects appear under 'study programme(s)'.
- 2) For the major and each minor subject, click on 'register for exams'.
- 3) Select the study programme, the corresponding semester and, under 'study structure', the corresponding validation package. The validation package numbers can be found in the study plans
- 4) Select "register" next to each exam you wish to take in this session. All selected exams will appear in the box on the right 'Current registrations'.
- 5) Click on 'Confirm registrations' in the 'Current registrations' box. **Please note** : if you do not click on 'Confirm registrations', your registrations will not be saved and you will not be able to take your exams
- 6) Repeat the procedure to register for exams in the minors.

The screenshot displays the 'Mes examens' (My Exams) interface on the University of Fribourg student portal. The left sidebar contains filters for 'Voie d'études' (set to Bachelor of Science en géographie), 'Semestre' (Tous les semestres), and 'Session d'examens'. Below these are checkboxes for 'Afficher / Masquer' (Etudes optionnelles, Cours libres hors plan d'études, Centre de langues, Cours acquis et non acquis définitivement). The main content area lists three study programmes: 'Géographie 120' (marked with a green '1'), 'Biologie (pour non biologistes) 30' (marked with a green '2'), and 'Sciences de l'environnement 30 ECTS'. Each programme shows its 'Total requis' (120 ECTS, 30 ECTS, 30 ECTS) and a blue 'S'inscrire aux examens' button. The right sidebar includes 'Horaire de mes examens' with a 'Télécharger l'horaire' button, 'Périodes d'inscriptions aux examens' listing faculties like Faculté de droit, Faculté des sciences économiques et sociales et du management, Faculté des lettres et des sciences humaines, Faculté des sciences et de médecine, and Centre de langues, and 'Mes documents d'études' listing various study documents with '+' icons.

6 VALIDATION OF CREDITS

When: Once all results from a validation package have been received.

Once you have completed your exams, you will receive your assessments within the following weeks. You will find the deadline by which your results will be communicated to you here: <https://www.unifr.ch/scimed/fr/studies/register>.

Exam results will be posted in your myUnifr account: <https://my.unifr.ch/group/etu/resultats-et-validation>

In order for your results to be definitively counted towards your degree, you must request validation and pay the associated exams fees (2.- per ECTS credits). Validation is done in validation packages (e.g. for the first year of a Bachelor's degree). If you have taken an exam several times, you will only pay once. Once a validation package has been validated, you will not be able to retake any exams in that package.

You can only validate a package if: 1) the weighted average is at least 4.00; 2) there are no 'fail' assessments in the UEs assessed on a pass/fail basis; 3) there are no grades equal to 1; 4) there are no more than 2 grades below 3 in the package.

The validation request is done here: <https://my.unifr.ch/group/etu/resultats-et-validation>

- 1) Under 'My Validations', click 'Validate' next to each package you wish to validate. Exception: Medical students do not need to request validation; it is triggered automatically.
- 2) An invoice for the credits in question will be issued here: <https://my.unifr.ch/group/etu/mes-factures-facultaires>
- 3) Once all your credits for the Bachelor's or Master's degree have been validated, you will automatically receive a final certificate <https://my.unifr.ch/group/etu/documents> confirming that you have completed your studies. This serves as your official document until you receive your diploma at the graduation ceremony.

Important: You must validate your first-year Bachelor's credits by the end of the 4th semester of your studies. If you do not, you will fail the programme.

For more details on validation and certificates, visit: <https://www.unifr.ch/scimed/en/validate>

7 REGISTERING OR CHANGING A MINOR

When: Depending on Degree programme, either at the start of studies, at the end of the 1st year or at the end of the 2nd year

Minors are used to supplement your Bachelor's degree so that it totals 180 ECTS credits. Depending on your major, you can choose one minor worth 60 credits or two minors worth 30 credits each (major worth 120 credits), one minor worth 30 ECTS credits (major worth 150 credits), or no minors (major worth 180 credits).

Depending on your major and minor, registration takes place either at the beginning of your studies, at the end of the first year, or at the end of the second year. Certain minors (e.g. Sport) are subject to special conditions. A summary of the deadlines and special conditions is available here: www.unifr.ch/scimed/en/studies/change. You may also change your minor if you wish, subject to certain conditions.

A summary table explaining which minors can be chosen with each major can be found here: <https://www.unifr.ch/scimed/fr/studies/minors>

Registration for minors or changes can be made on the MyUniFR portal: <https://my.unifr.ch/group/etu/cursus>

- 1) If there are no minor listed or if the minor listed is not the one you wish to take, click on 'change' in the 'Study programme(s)' box.
- 2) Confirm your major
- 3) Select the minor(s) you wish to take and confirm..

Please note: The 'Optional studies' section is not for registering for minors, but for registering for studies in addition to the full Bachelor's or Master's degree.

8 SCIENTIFIC INTEGRITY AND DOCUMENTARY SKILLS

When: During the first semester, then before or during your Bachelor's/Master's thesis

Two courses are organised by the Faculty for its students.

Course 1 aims to introduce you to libraries and scientific integrity. It is an online course that must be completed during the first semester of study. At the end of the course, you will complete an online assessment, then sign and submit the scientific integrity form. Course 1 must be completed by all students enrolled in a programme at the Faculty of Science and Medicine. If you do not complete the course, you will not be able to see your exam results.

Course 2 introduces students to scientific document research and reference list management using software. It is taken before or during the Bachelor's/Master's thesis. This is an in-person course that must be completed by students enrolled in a Bachelor or Master of Science programme at the Faculty of Science and Medicine. If you do not complete the course, you will not be able to validate your Bachelor's/Master's thesis.

Course information and links to courses: <https://www.unifr.ch/scimed/fr/integrity>

9 FORM ON PREGNANCY

When: During the 1st semester

As a student enrolled at the Faculty of Science and Medicine, you are required to sign the Form on Pregnancy. By signing this form, you acknowledge that you are aware that certain laboratory conditions may be harmful to pregnancy or foetal development. Pregnant people are therefore entitled to special protection. Trusted persons are available in each department.

The Faculty's directive on pregnancy and breastfeeding: https://www.unifr.ch/scimed/fr/assets/public/scimed/faculty/safety_directive_fr.pdf

Trusted persons: <https://projects.unifr.ch/famille/fr/travail-famille/protection-grossesse/personnes-de-confiance.html>

Procedure:

- 1) Download the form in the right-hand column on this page: <https://my.unifr.ch/group/etu/exigences-specifiques>.
- 2) Print, sign, and scan the forms.
- 3) Submit the scanned forms under 'add document' on this page: <https://my.unifr.ch/group/etu/exigences-specifiques>. Your submitted form will be validated by the Dean's Office within a week.