

**DOCUMENT INTENDED FOR STUDENTS REGISTERED IN THE MASTER OF SCIENCE FROM  
2022-2023**

BIOLOGY, HYDROGEOLOGY & GEOTHERMICS, MATHEMATICS, PSYCHOLOGY, MAJOR IN  
WORK AND ORGANIZATIONAL PSYCHOLOGY

**FAQ: What you need to know about the Study and Exam Rules and Regulations of the Faculty of Science**

**Beware!**

- The faculty regulations **do not apply to** the interuniversity/interfaculty Masters in Computer science, Biodiversity Conservation and Biogeosciences, each of which has its own regulations.
- Each Faculty / Department of the UniNE has its own rules and regulations. Students from the Faculty of Science who are taking courses in another Faculty or Department are subject to the rules and regulations of the Faculty or Department running the course. Registration procedures for courses and assessments, dates of exam sessions, withdrawal procedures, etc. may vary! If in doubt, we recommend you contact the secretariat of the Faculty/Service concerned.
- This document is **purely informative**. The official publication of the Study and Exam Rules and Regulations of the Faculty of Science is the binding document!

**Rules and regulations and study plan – what you must know**

- [Study and exam regulations of the Faculty of Science](#) (REEFS)
- Each Master degree has its own [official study plan](#)
- All deadlines can be found on the official [calendars](#).

**Registration for courses**

- Registration for the courses via IS-Academia, in due time, is **compulsory** in order to be able to register later for the corresponding assessment.
- A course can only be registered once.

**Registration for evaluations (exams)**

- Registration for evaluations (oral and written examinations, and graded or ungraded continuous assessments) via IS-Academia is **compulsory** within the given deadlines.
- Registration for alternative assessment methods under the aegis of the Faculty of Science (graded or ungraded continuous assessment) is automatic if registration for the course has been correctly completed via IS-Academia, and only for the first attempt. Students are responsible for registering for a continuous assessment to make up for a missed test.
- There is no obligation to take the exams directly at the end of the semester in which the course was taught.
- In IS-Academia, the exam has to be registered under the same semester during which the course has been registered.

#### Withdrawal from the registration for evaluations

- Students may withdraw their registration for an evaluation after the deadline for registration for the exams has passed: a request for withdrawal must then be sent by email to the secretariat of the Faculty ([secretariat.sciences@unine.ch](mailto:secretariat.sciences@unine.ch)) up to **21 days** before the start of the concerned session.

*Please note: **the withdrawal applies to all assessments registered** for the concerned session, including continuous assessments, if no part of the assessment has yet taken place (according to the course descriptive). If the continuous assessment has already taken place, even partially, the withdrawal is not possible.*

#### Absence from evaluations for just cause

- After the above-mentioned deadline, a student who is unable to attend an assessment for **valid reasons** (e.g. illness, accident, death of a relative) may withdraw from the session. To do so, a written request accompanied by the necessary supporting documents (certificates, etc.) must be sent **without delay to the Dean of the Faculty** (by email to [doyen.sciences@unine.ch](mailto:doyen.sciences@unine.ch) or by post to the address of the secretariat of the Faculty). The request for withdrawal for just cause does not necessarily have to apply to all the exams of the session.

#### Number of attempts at evaluations and consequences

- A Master student has **two attempts** to pass an evaluation or a module. When an evaluation is repeated, the best result obtained is taken into account.
- If a student fails a compulsory course, has an insufficient average in a compulsory module or exceeds the maximum duration of the studies (see conditions below), they are considered to have **permanently failed (échec définitif)** the programme in question. A definitive failure prevents the student from repeating the same type of studies at any Swiss university.

#### Grades and validation of modules

1. Evaluations with a score of **4.0 and above are acquired** and cannot be retaken.
2. Marks below 4.0 but above or equal to 3.0 are conditionally acquired. In order to be validated, they must be compensated by the marks of the other evaluations of the module so that the average of the module is at least 4.0 (see point 4). Once a mark is acquired, the corresponding evaluation cannot be repeated.
3. No evaluation can be validated with a mark **lower than 3.0 (or a "fail" rating)**. All evaluations with a mark of less than 3.0 or a "fail" rating must be repeated, even if the weighted average of the module in question is at least 4.0.
4. To be validated, a module must have an **ECTS-weighted average of at least 4.0 (calculated to the hundredth)**. If the average of the module is less than 4.0, only the evaluations with a grade lower than 4.0 can be repeated.

#### Duration of studies and part-time studies

- The **maximum duration of the Master studies** is of **6 semesters** from the date of enrolment in the programme, under penalty of elimination. In exceptional cases, the Dean's Office may grant an extension of the duration of studies on the basis of a written request, with due reasons, sent in advance.

*Please note: At least **30 ECTS credits** of the Master must be **acquired within the first two semesters of enrolment** in the Master's programme, or the student will be eliminated.*

- **Part-time studies** are possible in case of just cause (professional activity, illness, maternity, etc.). In order to benefit from this, a duly motivated request must be made to the Dean.

More questions: who to contact?

- Questions concerning the pedagogical or scientific content of the Master's programme should be addressed to the **professor responsible for the programme** concerned.
- General questions or questions concerning regulations or exams should be addressed to the secretariat of the Faculty ([secretariat.sciences@unine.ch](mailto:secretariat.sciences@unine.ch)).
- All the study and exam rules and regulations of the Faculty of Science are available online on the [website of the Faculty](#), under the heading « Students » and then « Faculty regulations ».
- Specific requests should be sent by post to the **Dean of the Faculty of Science, Secretariat of the Faculty of Science, Rue Emile-Argand 11, 2000 Neuchâtel** or to the email address: [doyen.sciences@unine.ch](mailto:doyen.sciences@unine.ch).