CTS/KSL: general information

- Log into CTS/KSL (www.ksl.unibe.ch) with your student account.
- Select your preferred language on the top left.
- In the menu on the left, scroll down to "students" ("Studierende").

1. Planning view and legend

- The most important tool for students is the planning view ("Planungssicht"). Here, you can do your own administration (course and exam registrations, assigning the courses to the modules of the BME master's program, printing transcripts, etc.).
- All modules of the master's program are displayed in the planning view.
- Under "Key" ("Legende") all abbreviations and colors used in the planning view are explained. Have a look at it!

2. Course and exam registration

2.1 General information

In the Biomedical Engineering master's program, course or exam registrations are never mandatory in a certain semester. This means:

- You may decide whether you want to attend all first semester courses or only part of them.
- If you have registered for a course, you may decide whether you want to register for the exam.
- For all mandatory courses (and for most elective courses), **exam registration is strictly required for participation in an exam.**

2.2. Registration and deregistration

To register for courses and exams, proceed as follows:

- Click on the black arrow next to a module. Select "Add course" ("Veranstaltung hinzufügen"). After adding the courses of your choice, click "Back to Planning View" ("Zurück zur Planungssicht") at the bottom of the page. The courses are now displayed in the section below.
- Course/exam registration and deregistration can now be done by clicking on the black arrow next to the course name.
- Please note that a final place in a course or exam is only assigned **after the registration deadline has expired**. Before, the status of the course/exam will be "provisionally registered" ("Platzantrag").

2.3. The section "Open registration periods" ("Offene Anmeldungen")

This tool is nice but tricky! The main disadvantage is that only open registration periods are displayed but **not** open **de**-registration periods. Your preferred tool should be the planning view!

2.4. Course registration in the first semester

- Basic Modules (mandatory): all courses in the basic modules must be completed during your studies. Most courses in the basic modules (apart from "(Bio)Materials and "Introduction to Medical Statistics") are first semester courses.
- Preparation courses: these courses are elective courses and therefore not mandatory. In your planning view, you can find them in all Major Modules. You may do the registration under any of the three Major Modules. It does not matter if you are

not yet sure of your choice of Major Module – you can transfer the courses later to your preferred Major Module.

3. Verification of course and exam registrations

- CTS/KSL will send you a number of automatically generated emails, e.g. on exam registration and de-registration.
- We strongly recommend that you keep these emails in your mailbox, especially when exams are concerned.
- In case you do not receive an email that you expected, please contact the CTS/KSL support immediately.
- The status of your registrations is visible in your planning view – refer to the Key ("Legende") for the meaning of colors and abbreviations.

4. Printing your own transcript of records

In the section "Printed matters" ("Druckerzeugnisse") you can create a PDF of your personal TOR (called "Study Profile Sheet" – "Studienblatt"). If you need it for official purposes, you have the possibility to select the option "Unterschriftenfeld" and send the PDF to bme@artorg.unibe.ch. We will take care that the document is signed by the Dean's Office.

5. Electronic calendar

In CTS/KSL, you have the possibility to export all course dates and locations of the courses you registered for into your calendar program. The function is called "My timetable" ("Mein Stundenplan").

It depends on the calendar program you are using whether changes in the timetable are displayed automatically in your calendar. You may have to export the calendar again.

6. CTS/KSL support

In case of questions about the functions of CTS/KSL or technical problems, you may always contact the CTS/KSL support (see the "Support" section within the system).