Kanton Bern
Canton de Berne

Beratungsstelle der Berner Hochschulen
Service de conseil des hautes écoles bernoises
Universities of Bern Counselling Centre

Checklist: General conditions for my written work

What are the framework conditions and deadlines for my written work? What do I need to clarify before I start working? This checklist can help you gain an overview and plan your first steps.

Framework Conditions	Questions	Clarified
Topic and question	• Has the topic been set, or can I work it out myself? • What are the guidelines for formulating the questions?	
Supervision	• Who is my supervisor? How can I get in touch? How shall we stay in contact during the writing process?	
Time management	• When is the deadline? • How much time do I want to spend on the individual phases of the writing process? • On which days, in which time slots do I want to devote myself to the work? • When, where and under what circumstances can I apply for an extension?	
Length	• What is the minimum or maximum number of pages?	
Concept/ synopsis	• Is a detailed concept/synopsis required? • What are the specifications for the design of the concept/ synopsis? • What deadlines apply here?	
Formal aspects	• What are the formal guidelines? • What form must I submit the work in at the end?	
Evaluation	• Are there official evaluation criteria? What are they? • What else can I use as a guide?	