

# Regulations governing the CAS study programme in Brain Health

29. November 2023

*The Faculty of Medicine of the University of Bern,*

in application of Article 2 (1) (d) and Article 29 (a) of the University Act of 5 September 1996 (*Universitätsgesetz, UniG*), Articles 4, 43 and 77 to 80 of the Statutes of the University of Bern of 7 June 2011 (*Universitätsstatut, UniSt*) and based on the Regulations for Continuing Education at the University of Bern of 10 December 2013 (*Weiterbildungsreglement, WBR*),

after consultation with the Continuing Education Commission (*Weiterbildungskommission*),

*adopts:*

## 1. General

Subject

**Article 1** These regulations govern the Certificate of Advanced Studies (CAS) in Brain Health (hereinafter “programme”). The course is offered by the University of Bern/Department of Neurology of the Inselspital, Bern University Hospital and leads to the award of the “Certificate of Advanced Studies in Brain Health, University of Bern (CAS Brain Health Unibe)”.

Governing Body

**Article 2** The programme is carried out by the Department of Neurology at the Inselspital. The Department appoints the Programme Management Committee, which is responsible for all tasks that these Regulations do not expressly reserve to the governing body. The Programme Management Committee is responsible for the implementation of the programme.

Cooperation

**Article 3** Collaboration with other educational institutions and other cooperation partners in Switzerland and abroad is possible. This is subject to cooperation agreements to be concluded by the university management.

## 2. CAS programme

Target group

**Article 4** The course is aimed at people who work in the health sector or intend to work in this field: clinical staff, scientific staff and people working in the public health sector or in politics.

Aims

**Article 5** The participants will:

- a understand the determinants of brain health, including physical, psychological and social factors, and be able to analyse their impact on brain function;
- b develop a sound knowledge of various brain diseases and disorders in order to understand and apply diagnosis, prevention and treatment strategies;
- c learn intervention techniques and strategies to promote brain health and be able to apply them to support patients' cognitive abilities and well-being;
- d develop individualised action plans for improving brain health, based on the knowledge and skills learned, to effect lasting changes in quality of life.

Scope, structure and content

**Article 6** <sup>1</sup>The CAS programme comprises a total of at least 15 ECTS credits.

<sup>2</sup>It consists of four modules, each worth 3–5 ECTS credits.

<sup>3</sup>The following topics are covered:

- a brain health and its determinants
- b brain diseases and disorders
- c measures for brain health
- d action plan for brain health.

<sup>4</sup>The Programme Management Committee may include additional topics.

Study plan

**Article 7** The specific structure of the programme is governed by the curriculum. This is issued by the Programme Management Committee and approved by the Faculty.

Faculty

**Article 8** In addition to lecturers from the University of Bern, lecturers from other universities in Switzerland and abroad, as well as non-university experts may be called upon to teach the course.

Didactic principles

**Article 9** <sup>1</sup>The programme makes use of various teaching methods in order to optimally support the transfer of learning and knowledge and to ensure a lively learning culture.

<sup>2</sup> In addition to imparting theoretical and practical knowledge and skills, the courses offer space for reflection and discussion. The content and form of the events take into account the needs and wishes of the participants. Their specialist knowledge and experience as professionals are incorporated into the teaching and learning process.

Quality assurance and reporting

**Article 10** The programme is accompanied by systematic feedback procedures and evaluations. The results of the evaluations are taken into account in the ongoing planning and development, as well as in the commitment of teaching staff.

### 3. Admission

Admission requirements **Article 11** <sup>1</sup> Admission to the programme requires a university degree and professional experience in the health-care sector. The Programme Management Committee specifies these requirements.

<sup>2</sup> Exceptions to the admission requirements may be approved by the Programme Management Committee “sur dossier”. In the case of persons without a university degree or professional experience, the Programme Management Committee may impose further conditions for admission to ensure that they can successfully complete the course.

<sup>3</sup> Prospective students who only wish to take part in individual modules may be admitted, provided there are free places on the course.

<sup>4</sup> The Programme Management Committee decides on admission to the programme at the request of the Director of Studies. There is no entitlement to admission.

Status **Article 12** Students enrolled in the programme shall be registered as CAS students.

Number of participants **Article 13** <sup>1</sup> The study programme will take place only if funding is guaranteed on the basis of the registrations received.

<sup>2</sup> The Director of Studies may limit the number of participants in agreement with the Programme Management Committee. If the number of applications exceeds the number of places available, the Programme Management Committee shall define selection criteria in collaboration with the Director of Studies and decide on admission.

### 4. Requirements, performance assessments and graduation

Compulsory attendance **Article 14** <sup>1</sup> Participation in the courses according to the curriculum and completion of the performance assessments are compulsory for all participants in the programme. The Programme Management Committee decides on exceptions.

<sup>2</sup> At least 80% attendance is required to achieve a pass in the courses of the programme. Absences in excess of this can be compensated for at the student's own expense in consultation with the Programme Management Committee.

<sup>3</sup> Preparatory and follow-up assignments count as course components.

Performance assessments **Article 15** <sup>1</sup> The performance assessments consist of the performance records for the Modules.

<sup>2</sup> The performance assessments shall demonstrate that the competence objectives of the CAS programme have been achieved in accordance with the curriculum.

<sup>3</sup> Participants shall be informed in writing by the Director of Studies about the results of their performance assessments.

<sup>4</sup> The specific structure of the performance assessments is regulated in accordance with the curriculum and the implementation provisions.

<sup>5</sup> If the result of a performance assessment is influenced or an attempt has been made to influence it by cheating, in particular by the

use of unauthorised aids, the performance assessment is deemed to have been failed. The same applies if a piece of work is not written independently and if sources other than those specified have been used. The right to take further measures such as exclusion from the CAS programme or withdrawal of the degree or title remains reserved.

<sup>6</sup> Written theses must contain the following dated and signed declaration at the end: "I hereby declare that I have written this thesis independently and have not used any sources other than those stated. All passages that have been taken verbatim or in spirit from sources have been marked as such. I am aware that if I fail to do so, the thesis will be graded as not fulfilled or given a grade of 1 and that the university management or the Senate is entitled to withdraw the degree or title awarded on the basis of this thesis. For the purposes of assessment and verification of compliance with the declaration of independence and the regulations on plagiarism, I hereby grant the University of Bern the right to process the personal data required for this purpose and to carry out acts of use, in particular to reproduce the written work and store it permanently in a database and to use it to check the work of third parties.

Grading

**Article 16** <sup>1</sup> Satisfactory performance is assessed according to the following grading scale:

4 sufficient/satisfactory

4.5 fair

5 good

5.5 very good

6 excellent

<sup>2</sup> Unsatisfactory performance is graded according to the following scale: 3.5, 3, 2.5, 2, 1.5, 1.

<sup>3</sup> The overall grades are rounded as follows:

5.75 to 6.00 grade 6

5.25 to < 5.75 grade 5.5

4.75 to < 5.25 grade 5

4.25 to < 4.75 grade 4.5

4.00 to < 4.25 grade 4

3.25 to < 4.00 grade 3.5

2.75 to < 3.25 grade 3

2.25 to < 2.75 grade 2.5

1.75 to < 2.25 grade 2

1.25 to < 1.75 grade 1.5

1.00 to < 1.25 grade 1

<sup>4</sup> The performance assessments are evaluated by members of the teaching staff of the programme or other persons designated by the

Programme Management Committee. The Programme Management Committee supervises the performance assessments.

<sup>5</sup> Unsatisfactory performance assessments can be repeated once. The retake must take place no later than 12 months after the participant has been notified of the results in writing.

<sup>6</sup> The final grade for the Certificate in Brain Health is calculated from the average of the unrounded grades of the performance assessments for the modules, weighted according to the ECTS points.

Standard period of study and study time limit

**Article 17** The standard period of study is one year. The maximum period of study is two years. The Programme Management Committee may approve exceptions upon the basis of a justified request. Students who exceed the maximum period of study without approval may be excluded from the programme.

Recognition of external academic achievements

**Article 18** Externally completed coursework may be credited up to one third of the ECTS credits of the CAS programme, provided that it was completed at a university and corresponds to the individual objectives and content of the CAS programme. The Programme Management Committee decides whether credits can be transferred and will issue implementing regulations. Credit transfer is limited to five years after completion of the course. The date of the degree certificate is decisive.

Degree

**Article 19** <sup>1</sup> The Faculty of Medicine issues successful graduates with the “Certificate of Advanced Studies in Brain Health, University of Bern (CAS BH Unibe)”, which is signed by the Dean of the Faculty of Medicine.

<sup>2</sup> The degree will be awarded if:

*a* the minimum attendance requirement for the programme has been met,

*b* the performance assessments have been passed, and

*c* all financial obligations have been fulfilled.

<sup>3</sup> A Diploma Supplement provides information on the admission requirements, objectives, content and scope of the programme.

<sup>4</sup> The certificate alone does not entitle the holder to admission to regular studies or a doctorate at the University of Bern.

<sup>5</sup> Participants who have not passed the course will receive a certificate of attendance for the modules completed. ECTS points can only be certified for performance assessments that have achieved a pass grade.

<sup>6</sup> Participation in individual modules is confirmed by a certificate. If the associated performance assessments have been completed and passed, the ECTS points are also certified.

## 5. Funding and fees

Funding

**Article 20** <sup>1</sup> The course is financed by the course fees. Third-party contributions may also be made.

Determination and due date of course fees, withdrawal of registration and cost consequences

<sup>2</sup> The income from the course fees is subject to the University of Bern's overhead levy for continuing education programmes.

**Article 21** <sup>1</sup> The Programme Management Committee sets the course fees for the entire course of study within the range of CHF 3,000 to CHF 8,000. The course fees are cost-covering and in line with the market and include all registration fees and fees for performance assessments. If a performance assessment has to be repeated, the corresponding additional fees are charged. The Programme Management Committee decides on exceptions.

<sup>2</sup> The course fees will be invoiced after the registration deadline. The Programme Management Committee determines whether the course fees are to be paid in full or in instalments. All financial obligations must be settled before the degree is awarded.

<sup>3</sup> Withdrawal of registration for the course before the registration deadline is possible without incurring any costs. In the event of withdrawal after the registration deadline, the course fees for the entire course will be charged in full. If a replacement can be found for the person who has withdrawn, only processing costs of CHF 200 will be charged. If part or all of the course is not attended, there is no entitlement to a refund or waiver of the course fees. It is up to the individual participant to take out cancellation insurance.

## 6. Organisation

Programme Management Committee

**Article 22** <sup>1</sup> The Programme Management Committee is responsible for the scientific, financial and organisational management of the preparation, implementation, evaluation and further development of the study programme.

<sup>2</sup> Specifically, the following tasks are assigned to the Programme Management Committee:

- a issuing the curriculum, approving the detailed programme and appointing the lecturers as well as deciding on the further development of the programme,
- b issuing the provisions on implementing these regulations,
- c approving the budget and setting the course fees,
- d deciding on admission to the programme,
- e supervising the performance assessments,
- f checking whether all requirements for the award of the degree have been met,
- g supervising quality assurance, in particular the evaluation of the programme,
- h appointing the Director of Studies.

<sup>3</sup> The Programme Management Committee is composed of at least three members of the Faculty of Medicine, a maximum of two members from other faculties or organisational units of the University of Bern, and a maximum of two external specialists from the field of brain health or an associated field. These members are entitled to vote. The Director of Studies participates in the meetings of the Programme Management Committee in an advisory capacity and with the

right to propose motions. The Programme Management Committee may admit further members with an advisory function and the right to submit proposals.

4 The Programme Management Committee elects its chairperson from among its members and otherwise constitutes itself. It is quorate if at least four of its voting members are present, and it makes its decisions by a simple majority of the votes cast. In the event of a tie, the chairperson has the casting vote. In principle, members of the Programme Management Committee may be represented at meetings, and decisions may also be taken by correspondence.

Director of Studies

**Article 23** <sup>1</sup> The Director of Studies shall be appointed by the Programme Management Committee.

<sup>2</sup> The Director of Studies is responsible for the operational management of the programme and has the following tasks:

- a organisation and implementation of the courses and performance assessments,
- b engaging lecturers for the individual courses and events,
- c accounting, budget preparation and monitoring,
- d advertising, public relations and relationship management,
- e advising participants,
- f submitting applications for admission to the course to the Programme Management Committee,
- g quality assurance and reporting,
- h compiling and forwarding data for the correct collection of the overhead levy for continuing education,
- i other tasks defined by the Programme Management Committee.

## 7. Administration of justice

Administration of justice

**Article 24** <sup>1</sup> Decisions of the Faculty of Medicine or its Dean issued on the basis of these regulations and their implementing provisions may be appealed to the Appeals Committee of the University of Bern within 30 days of notification.

<sup>2</sup> In the case of decisions by the programme or study management that adversely affect the legal position of the participants, an appealable decision by the Dean of the Faculty of Medicine may be requested within 30 days of becoming aware of the decision.

<sup>3</sup> Appeals against decisions of the University Appeals Committee may be lodged with the Administrative Court (*Verwaltungsgericht*) of the Canton of Bern.

## 8. Final provisions

Entry into force

**Article 25** These regulations enter into force on 1 April 2024.

*Adopted by the Faculty of Medicine:*

Bern, 29/11/2023

The Dean

Prof. Dr. Claudio Bassetti

*Approved by the Senate:*

Bern, 05/03/2024

The Rector

Prof. Dr. Christian Leumann