

Regulations governing the CAS, DAS and MAS Programs in Sleep, Consciousness and Related Disorders



March 12, 2018 with amendments of December 11, 2019

The Faculty of Medicine of the University of Bern,

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

after consultation of the Continuing Education Commission of the University of Bern

and the Faculty of Biomedical Sciences of the Università della Svizzera italiana

based on the University Act "Legge sull'Università della Svizzera italiana, sulla Scuola universitaria professionale della Svizzera italiana e sugli Istituti di ricerca" of October 3rd, 1995, the Statutes of the Università della Svizzera italiana of May 2nd, 2003 and the Statutes of the Faculty of Biomedicine of the Università della Svizzera italiana of December 01, 2017.

hereby agree:

1. General Provision

Subject

Art. 1 These regulations govern the Programs in Sleep, Consciousness and Related disorders jointly operated by the University of Bern / Universitätsklinik für Neurologie of the Inselspitals and the Università della Svizzera italiana. It regulates the legal basis for the award of the titles "Certificate of Advanced Studies in Sleep, Consciousness and Related Disorders, University of Bern, Università della Svizzera Italiana (CAS SCD Unibe USI)", "Diploma of Advanced Studies in Sleep, Consciousness and Related Disorders, University of Bern, Università della Svizzera italiana (DAS SCD Unibe USI)" and the title "Master of Advanced Studies in Sleep, Consciousness and Related Disorders, University of Bern, Università della Svizzera italiana (MAS SCD Unibe USI)". "

Governing Body **Art. 2** The programs are run by the Universitätsklinik für Neurologie of the Inselspitals and the Faculty of Biomedicine of the Università della Svizzera italiana.
The organising institution shall be set up by the Academic Program Committee which is responsible for all tasks not explicitly set out in the present regulation. The Academic Program Committee is responsible for the implementation of the programs.

Cooperation **Art. 3** ¹ The collaboration with the Neurocentro della Svizzera italiana of the Ente Ospedaliero Cantonale is regulated by a Cooperation Agreement.

² A collaboration with further educational institutions and national and international cooperation partners is possible.
Subject to cooperation agreements of the Executive Board of the University of Bern and the Executive Board of the Università della Svizzera italiana.

2. Programs

Target group **Art. 4** ¹ The target group of the programs is composed by professionals operating or planning to operate in the fields of Sleep, Consciousness and Related Disorders: medical doctors, psychologists, nursing staff or further specialists holding at least a Bachelor degree and professional experience in the field of health sciences.

Aims **Art. 5** ¹ CAS Sleep, Consciousness and Related Disorders: participants:
a know the structural and functional basis of sleep regulation, related disorders and consciousness regulation,
b know the fundamentals of sleep medicine,
c gain deep theoretical expertise in selected areas of sleep medicine.

² DAS Sleep, Consciousness and Related Disorders: participants:
a know the structural and functional basis of sleep regulation and related disorders,
b know the fundamentals of sleep medicine,
c gain deep theoretical and practical expertise in the diagnosis and therapy of sleep disorders and in selected areas of sleep medicine,
d as part of a practice oriented diploma thesis they demonstrate their capability of acquiring scientific literature and transferring knowledge into the practice.

³ MAS Sleep, Consciousness and Related Disorders: participants:
a have gained theoretical knowledge and practical expertise in the fields described in Art. 6.4,
b as part of a practice-oriented diploma thesis they demonstrate their capability of acquiring scientific literature and transferring knowledge into practice in form of at least one publishable text,
c according to their professional background they are capable of managing a unit for sleep medicine and to assume executive functions.

Scope, Structure and Content

Art. 6 ¹ The CAS SCD comprises at least 10 ECTS. It consists of 2-5 modules of 2-5 ECTS each. *[Version of December 11, 2019]*

²The DAS SCD comprises at least 30 ECTS. It builds upon the CAS program with the addition of 3-5 modules of 3-6 ECTS each and the DAS-thesis of 6 ECTS. *[Version of December 11, 2019]*

³The MAS SCD comprises at least 60 ECTS. It builds upon the DAS program with the addition of 3-6 modules of 3-8 ECTS each, of which one can be an international internship. In addition there will be a MAS-thesis of 15 ECTS. *[Version of December 11, 2019]*

⁴ The contents of the programs are based upon the "Catalogue of knowledge and skills for sleep medicine" issued by the European Sleep Research Society (ESRS) supplemented by other topics:

- a Anatomy and physiology of the sleep-wake and circadian systems
- b Sleep-wake assessments
- c Sleep and cognition / sleep and psychology
- d Insomnias, circadian disorders, sleep and psychiatric disorders
- e Narcolepsy and hypersomnias
- f Disorders of consciousness, sleep and neurologic disorders
- g Parasomnias, sleep and epilepsy
- h Sleep breathing disorders / sleep and cardiologic disorders
- i Pediatric sleep
- j Social, economic, organisational and research aspects

⁵ The Academic Program Committee may add further topics at a later date.

Curriculum

Art. 7 The practical organisation of the programs is ruled by the curricula which are issued by the Academic Program Committee and approved by the Faculty of Medicine of the University of Bern. *[Version of December 11, 2019]*

Language

Art. 8 All courses and oral and written exams are exclusively held in English. All dissertations shall be written in English

Teaching

Art. 9 In addition to the teaching staff of University of Bern and Università della Svizzera italiana, teaching staff from other universities in Switzerland or abroad and non-university experts may be engaged for the implementation of the program.

Didactical Principles

Art. 10 ¹ The programs adopt different teaching methods in order to support the learning and knowledge transfer and to ensure a stimulating learning environment.

² As well as the transfer of knowledge and skills the courses offer opportunities for reflection and discussion. Content and structure of the courses take into consideration needs and wishes of participants. The participant's professional knowledge and experience will constitute part of the teaching and learning process.

Quality Assurance **Art. 11** The courses are supported with systematic analysis and feedback procedures. The results of the evaluations are taken into consideration for the continuous planning and development and for the commitment of the teaching staff.

3. Admission

Admission **Art. 12** ¹In addition to professional experience, following requirements shall be met for the admission

- a higher degree at Master's level in medicine or psychology,
- b higher degree at Bachelor's level or higher in the field of health sciences,
- c higher degree at Master's level in the field of sciences or engineering

²For above items b and c the Academic Program Committee may decide on further conditions for the admission in order to make sure that the program will be completed successfully.

³The Academic Program Committee may grant exceptions "sur dossier" in the admission. For candidates without higher degree or practical experience the Academic Program Committee may decide on further admission requirements in order to make sure that the program will be completed successfully.

⁴It is possible to participate in individual modules, provided that there are still places available.

⁵Upon request of the Program coordinators, the Academic Program Committee decides on the admission to the programs. No claim can be made on the admission.

Status **Art. 13** Registration or enrollment of students takes place at University of Bern. The students enrolled in the CAS or DAS programs are registered as CAS / DAS students. The students enrolled in the MAS program are enrolled as MAS students.

Number of participants **Art. 14** ¹The program shall take place only if funding is secured by enough participants.

²The Program coordinators in accordance with the Academic Program Committee may limit the number of participants. Should the number of applications exceed the available places, the Academic Program Committee in accordance with the Program coordinators may define selection criteria and decide upon admission.

4. Requirements, performance assessment and certification

Compulsory Attendance **Art. 15** ¹The participation in the events according to the curriculum and the completion of the performance assessments are generally compulsory for all participants of the respective study program. The Academic Program Committee decides on exceptions.

² The courses have to be completed with a minimum attendance time of 80%. Additional absences can be compensated at their own expense, in consultation with the academic program.

³ Preparation and follow-up tasks are considered course components

Assessment

Art. 16 ¹ The performance assessment demonstrates the achievement of the learning objectives in accordance with the curriculum.

² CAS-program: the performance assessments consists of examinations on the individual modules.

³ DAS-program: the performance assessment consists of examinations on the modules and the DAS-thesis

⁴ MAS-program: the performance assessment consists of examinations on the modules and the MAS-thesis.

⁵ Participants shall be notified in writing by the Program coordinator on the results of their examinations.

⁶ The structuring of the performance assessment shall be governed by the curricula and directives.

⁷ Should it come to light during or after an examination that the candidate has attempted to influence the examination results by cheating or using unauthorized aids, the examination shall be graded insufficient. The same applies if the candidate has composed the thesis with external aid or used sources which are not permitted. The Academic Program Committee reserves the right to take further measures like the exclusion from the program or the revocation of the certification and the title.

⁸ Final written dissertations shall include the following declaration dated and signed:

"I hereby declare that I have written this work independently and used no aid or external sources other than permitted. I have used no other sources than the ones specified. All sections that include direct or indirect sources have been properly acknowledged as references, as I am aware that otherwise the work will be considered as a grade 1. I am aware of the sanctions foreseen by the study regulations in the case of plagiarism. For the purposes of verification and evaluation and for ensuring the compliance with the Declaration of Conformity and with the relevant Directives on Plagiarism I hereby grant the right to University of Bern and to Università della Svizzera italiana to process the necessary personal data and to perform the relevant acts of use in particular to reproduce and store the thesis in a database and to use it or make it available for the verification of works by third parties.

Grading

Art 17 ¹ Sufficient performances are evaluated according to the following scale:

4	sufficient
4.5	fair
5	good

5.5 very good
6 excellent

² Unsatisfactory performances are evaluated according to the following scale: 3.5; 3; 2.5; 2; 1.5; 1.

³ 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

⁴ Members of the teaching staff or the Program or any person designated by the Academic Program Committee are responsible for the evaluation of the examinations. The Academic Program Committee supervises the examinations.

⁵ Unsatisfactory examinations may be repeated once. Any repetition shall be no later than 12 months after the written notification to the participants.

⁶ The final grade for the CAS program corresponds to the average of the rounded grades of the CAS module assessments, weighted according to ECTS points. *[Version of December 11, 2019]*

⁷ The final grade for the DAS program is composed by the average of the rounded grades of all DAS module assessments (which include the CAS module assessments), weighted according to ECTS points, as well as the DAS thesis assessment. *[Version of December 11, 2019]*

⁸ The final grade for the MAS program is composed by the average of the rounded grades of all MAS module assessments (which include the CAS and DAS module assessments), weighted according to ECTS points, as well as the MAS thesis assessment. *[Version of December 11, 2019]*

Duration of study

Art. 18 The standard duration of the CAS and DAS program shall be each one year. The maximum duration shall be three years. The standard duration of the MAS program shall be three years. The maximum duration shall be five years. The Academic Program Committee may grant exceptions on the basis of a justified request. Should the maximum duration of study be exceeded without authorization the student may be excluded from the program. *[Version of December 11, 2019]*

Accreditation of external studies

Art. 19 ECTS earned externally can be credited in the amount of up to 1/3 of the ECTS credits of the CAS, DAS or MAS programs if they

have been earned at a University and if the learning outcomes correspond with the program. The Academic Program Committee decides on the accreditation. The Academic Program Committee shall issue the corresponding implementing provisions. The accreditation is limited to two years from the achievement of the ECTS credits based on the date of the degree certificate.

Degree

Art. 20 ¹ Following degrees with corresponding titles shall be awarded:

- a "Certificate of Advanced Studies in Sleep, Consciousness and Related Disorders, University of Bern, Università della Svizzera Italiana (CAS SCD Unibe USI)",
- b "Diploma of Advanced Studies in Sleep Consciousness and Related Disorders, University of Bern, Università della Svizzera Italiana (DAS SCD Unibe USI)"
- c "Master of Advanced Studies in Sleep Consciousness and Related Disorders, University of Bern, Università della Svizzera Italiana (MAS SCD Unibe USI)"

² The degrees and corresponding titles will be jointly awarded by the Faculty of Medicine of the University of Bern and the Faculty of Biomedical Sciences of the Università della Svizzera italiana and signed by the Faculty's Deans.

³ The degrees and corresponding title is awarded if

- a the required minimum attendance of 80% is met,
- b the examinations have been passed and
- c all financial obligations are met.

⁴ The students who will receive the DAS-Diploma will have to return their CAS-Certificate. The students who will received their final MAS-Diploma, will have to return their DAS-Diploma.

⁵ A Supplement diploma contains all the information regarding admission, objectives and content of the studies.

⁶ With a CAS-/DAS- or MAS degree you are not entitled to attend a regular study-course or a PhD-course neither at University of Bern nor at Università della Svizzera italiana.

⁷ Participants who have not passed the study courses, will receive a confirmation of participation, but the ECTS can only be granted by passing the exams.

⁸ For every successful participation on a module the students will receive a confirmation with the respective ECTS.

5. Funding and fees

Funding

Art. 21 ¹ The study programs are funded with student fees. Other financial contributors are possible.

²The income from the programs is subject to the overhead fee for further education programs at University of Bern and Università della Svizzera italiana, receiving each 5% of the tuition fees.

Fees and cancellation policy

Art. 22 ¹ The tuition fees are covering the costs while remaining economically competitive. They cover all teaching, registration and assessment fees. In case of an examination repetition, additional fees may apply. The Academic Program Committee decides on exceptions. The exact cost of tuition is subject to amendment by decision of the Academic Program Committee and is to be set at the following ranges, whereby the tuition fee for the DAS or MAS are made up of the tuition fees according to letters a and b or a, b and c [*Version of December 11, 2019*]:

- a CAS SCD: CHF 6'000.– to CHF 12'000.–
- b DAS SCD: CHF 8'000.– to CHF 15'000.–
- c MAS SCD: CHF 10'000.– to CHF 35'000.–

²The tuition fee will get charged after the registration deadline. It is the academic program committee's decision, if the entire amount has to be paid at once or can be paid in different installments. All fees have to be paid upon course completion.

³ In the event that a registered student withdraws from the program prior to the application deadline, he or she shall not be required to pay any fee.

In the event that a registered student withdraws from the program after the application deadline, he or she shall be required to pay the full tuition fee of the program. In case a substitute student for the same course can still be found, only a fee of CHF 200.- will be charged. If parts or the entire study program are not attended, there is no right for reimbursement or cancellation of the tuition fee. A cancellation cost insurance is up to the individual participants.

6. Organisation

Academic Program Committee

Art. 23 ¹ The Academic Program Committee is responsible for the preparation, implementation, evaluation and further development of the courses from a scientific, financial and organisational point of view.

²The Academic Program Committee is responsible for the following tasks [*Version of December 11, 2019*]:

- a issue of the curricula, approval of study programs and appointment of lecturers, and decision on the further development of study programs,
- b decide on the implementing provisions for these regulations
- c approving the budget and fixing the course fees,
- d decision on admission to study programs,
- e supervision of assessments and exams,
- f ensure that requirements for awarding degrees and titles are met,
- g supervision of quality assurance, in particular the evaluation of study programs,
- h Decision on study leader (Program coordinators).

³ The Academic Program Committee is composed of at least two members of the Faculty of Medicine of University of Bern, two members of the Faculty of Biomedical Sciences of Università della Svizzera italiana, one to three external specialists in the field of sleep medicine or an associated group and the Program coordinators, which consists of one person from each location (Bern and Lugano). All these members are entitled to vote. The Academic Program Committee can invite additional members to consult.

⁴ For two years, the Academic Program Committee elects the chairperson and his/her deputy from the members of the Academic Program Committee and otherwise constitute themselves. The committee can take decisions if more than half of its members are present, and its decisions are made simply by more of the votes cast. In case of a tie, the chairman decides the casting vote. In principle it is possible to send a substitute to the meetings, as well as decision-making by correspondence.

Program coordinators

Art. 24 ¹ The Academic Program Committee decides on a Program coordinator from each location (Bern and Lugano) for the duration of two years.

² Both Program coordinators are together responsible for the operative lead of the program with the following tasks:

- a Organisation and Execution of the modules and examinations,
- b Ensure commitment of lecturers for individual courses and events,
- c Accounting, budgeting and monitoring,
- d Advertising, public relations and relationship maintenance,
- e Advice to the participants,
- f Application to the Academic Program Committee for admission to a degree program
- g Quality assurance and reporting
- h Compilation and forwarding of the data for the correct collection of overhead fee for Bern and Lugano,
- i other tasks defined by the academic program committee.

7. Appeals

Appeals

Art. 25 ¹ The rulings of the Faculty of Medicine of the University of Bern, respectively the Dean of the faculty, pursuant to these regulations and to enact the implemented provisions within them, may be appealed within 30 days of notification to the appeals committee (Rekurskommission) of the University of Bern.

² Where decisions taken by the Academic Program Committee or the Program Coordinators, affecting the participant disadvantageously in their legal position, the participant may appeal the decision within 30 days of notification to the Dean of the Faculty of Medicine of the University of Bern.

³ Appeals decisions taken by the appeals committee can be appealed to the administrative court (Verwaltungsgericht) of the Canton of Bern.

8. Entry into Force

Entry into Force

Art. 26 The present regulations shall enter into force on June 1, 2018.

University of Bern:

Adopted by the Faculty of Medicine:

Bern, 21.02.2018 The Dean

Prof. Dr. med. Hans-Uwe Simon

Adopted by the Senate:

Bern, 29.05.2018 The Rector

Prof. Dr. Christian Leumann

Università della Svizzera Italiana:

Adopted by the Faculty of Biomedical Sciences:

Lugano, 12.03.2018 The Dean

Prof. Dr. med. Mario Bianchetti

Adopted by the Consiglio di Professori:

Lugano, 12.03.2018 The Rector

Prof. Dr. Boas Erez

Amendments

Entry into Force

Amendments of December 11, 2019, entered into force on December 1, 2019