

	This is an English translation of the original rules issued in German. The German version is legally valid.
	<b>Rules for conferring a doctorate at the Graduate School for Health Sciences of the University of Bern</b>
	<p><i>The Faculty of Philosophy and Human Sciences (Philosophisch-humanwissenschaftliche Fakultät) and the Medical Faculty (Medizinische Fakultät) of the University of Bern,</i></p> <p>on the basis of Article 44, paragraph 1, letter c, of the University Law dated 5 September 1996 (<i>Universitätsgesetz, UniG</i><sup>1</sup>), Article 117 of the University Decree of 27 May 1998 (<i>Universitätsverordnung, UniV</i>) and Article 82 of the Statute of 17 December 1997 of the University of Bern (<i>Universitätsstatut, UniSt</i><sup>2</sup>),</p> <p><i>have decided:</i></p>
<b>Scope</b>	<b>Art. 1</b> These rules govern training at the Graduate School for Health Sciences (hereinafter called the Graduate School), which leads to a final qualification with the title PhD in Health Sciences (specialist area), University of Bern.
<b>Admission</b>	<p><b>Art. 2</b> <sup>1</sup> Admitted are applicants with a Master's degree or a licentiate from a Swiss University.</p> <p><sup>2</sup> Equivalent degrees from a Swiss or foreign university can be recognised by the most appropriate faculty for the subject. In the case of foreign applicants, a residence permit and, if applicable, a work permit from the relevant authority is necessary.</p> <p><sup>3</sup> The doctoral candidates are registered with the Faculty (Art. 100 and 116 of the University Decree, UniV) to which the thesis advisor belongs.</p>
<b>Application procedure</b>	<p><b>Art. 3</b> <sup>1</sup> Applications are submitted to the Advisory committee (<i>Aufsichtskommission</i>) of the Graduate School. The written application includes:</p> <ul style="list-style-type: none"> <li>a A curriculum vitae,</li> <li>b Copies of certificates for all university degrees and preliminary diplomas,</li> <li>c A letter of recommendation from the thesis advisor (with confirmation of the work place),</li> <li>d A short research proposal of maximal 2 - 4 pages, incl. references,</li> <li>e The completed application form,</li> <li>f Proof of adequate knowledge of English.</li> </ul> <p><sup>2</sup> The respective Expert committee (<i>Fachkommission</i>) of the Graduate School appoints a co-referee in consultation with the thesis advisor and the candidate. The thesis advisor and the co-referee together form the thesis committee (<i>Betreuungsgruppe</i>). The co-referee submits a written statement on the project.</p> <p><sup>3</sup> The thesis committee applies to the Expert committee for acceptance of the candidate, if necessary subject to Article 2, paragraph 2.</p> <p><sup>4</sup> The Expert committee applies to the Advisory committee for the application</p>

<sup>1</sup> BSG 436.11 (Bernese systematic collection of acts)

<sup>2</sup> BSG 436.111.2 (Bernese systematic collection of acts)

	<p>to be accepted, based on the quality of the candidate's application and a personal interview. The application for admission contains the formal confirmation that the candidate meets the criteria in terms of quality and technical expertise for the project. The application for admission must be submitted to the Programme Coordinator before or, at the latest, within the first three months after the research project has started.</p> <p><sup>5</sup> Upon acceptance a doctoral agreement is signed between the thesis committee and the candidate.</p>
<b>Supervision</b>	<p><b>Art. 4</b> <sup>1</sup> The doctoral candidates are supervised by the thesis committee. Both members of the thesis committee must be lecturer of a university or possess an equivalent qualification. At least one member must be a professor or an associate professor. The members of the thesis committee must belong to different institutes and must not work directly on the same research project.</p> <p><sup>2</sup> The thesis committee shares responsibility with the doctoral candidate for the research project's progress.</p> <p><sup>3</sup> Primary support is provided by the thesis advisor.</p> <p><sup>4</sup> The co-referee discusses the research project with the doctoral candidate at least twice a year.</p> <p><sup>5</sup> If conflicts arise within the thesis committee or between the thesis committee and the doctoral candidate, which cannot be resolved by the parties involved themselves, they must consult the Expert committee responsible. The thesis committee can summon the persons involved at any time to attend a face-to-face discussion.</p>
<b>Curriculum</b>	<p><b>Art. 5</b> <sup>1</sup> The Graduate School generally lasts for three years. The Expert committee may authorize a part-time PhD, the dissertation period is extended accordingly.</p> <p><sup>2</sup> The doctoral candidates attend course lectures. The extent and content of the course lectures are defined in the curriculum.</p> <p><sup>3</sup> Every year the doctoral candidates provide the Expert committee with a written report on how their work is progressing and after two years they present their data in the form of a brief lecture.</p> <p><sup>4</sup> A doctoral symposium for all doctoral candidates and thesis advisors takes place at least once a year. From the second year onwards, doctoral candidates present their research projects in the form of posters or brief lectures.</p> <p><sup>5</sup> The doctoral candidates are given the opportunity to present the results to national and international conferences.</p>
<b>Teaching</b>	<p><b>Art. 6</b> The doctoral candidates can become involved in the lecturing work of their Faculty. Lecturing work is assigned at the suggestion of the thesis advisor and with the agreement of the Institute concerned. The thesis advisor also assumes responsibility for providing support for the lecturing work.</p>
<b>Credit points</b>	<p><b>Art. 7</b> The number of ECTS credit points for the curriculum is defined individually in the doctoral agreement.</p>
<b>Progress report</b>	<p><b>Art. 8</b> The doctoral candidates keep a record of course attendance in which all activities (course lectures, meetings with co-referee, visits to conferences, publications) are validated individually and research project work is recorded (progress report). The Programme Coordinator asks for a copy of the progress report every year.</p>
<b>Examinations</b>	<p><b>Art. 9</b> <sup>1</sup> An examination will take place at the end of the first year. The</p>

	<p>content of this examination is specified in the doctoral agreement. It is a written examination lasting between 120 and 240 minutes. In addition to German and French, English can also be authorised as the examination language (Art. 11, para. 3 of the University Law, UniG).</p> <p><sup>2</sup> As a rule, it is not permitted for the examiners to be drawn from the candidates' thesis committee. Exceptions must be discussed with the Expert committee.</p> <p><sup>3</sup> An oral examination is held after the second year. The content of this examination is specified in the doctoral agreement. The examination lasts for 30 minutes and takes the form of a colloquium.</p> <p><sup>4</sup> Examiners for the second examination are the thesis advisor and a further lecturer from the Faculties involved, who are defined in consultation with the Expert committee.</p> <p><sup>5</sup> Unsatisfactory examinations can be repeated once within a maximum of three months. If the mark is unsatisfactory for a second time, the candidate is excluded from the doctoral programme.</p> <p><sup>6</sup> The examinations are assessed using a scale of marks between 1 and 6, awarded in increments of half a mark. Marks of 4 and higher are satisfactory.</p>
<b>Dissertation</b>	<p><b>Art. 10</b> <sup>1</sup> As main part of the doctoral studies, the students work on an independent research project, which is summarised in a written dissertation.</p> <p><sup>2</sup> As a rule, the dissertation must be submitted at the latest one year after completion of the research work.</p> <p><sup>3</sup> Further details are provided in the study rules.</p>
<b>Assessments</b>	<p><b>Art. 11</b> <sup>1</sup> The thesis advisor assesses the dissertation and awards marks as set out in Article 9, paragraph 6. This assessment is completed within six weeks of receiving the dissertation and it is delivered to the Advisory committee. The work submitted is assessed as an entire piece of work.</p> <p><sup>2</sup> The co-referee assesses the written work and awards marks as set out in Article 9, paragraph 6. This assessment is completed within six weeks of the work being handed in and it is delivered to the Advisory committee.</p>
<b>Acceptance of the dissertation</b>	<p><b>Art. 12</b> <sup>1</sup> The Advisory committee decides on provisional acceptance of the dissertation. The dissertation may be rejected by the Advisory committee on account of formal or substantive deficiencies. Once the dissertation has received provisional acceptance, it is submitted together with the assessments to the Faculty at the University of Bern where the thesis advisor is a member for approval.</p> <p><sup>2</sup> The Faculty responsible for approval makes the final decision on acceptance of the written dissertation and admission to the thesis defence.</p> <p><sup>3</sup> If the dissertation is rejected, it should be considered in consultation with the Expert committee whether the content can be corrected.</p>
<b>Thesis defence</b>	<p><b>Art. 13</b> <sup>1</sup> As a rule, the thesis defence takes place three years after the dissertation is started.</p> <p><sup>2</sup> The Advisory committee is in favour of admission to the thesis defence provided that the following prerequisites are satisfied cumulatively:</p> <ul style="list-style-type: none"> <li>a Submission of the fully completed application form,</li> <li>b Proof in the form of the progress report record that course lectures have been attended and successful completion of the mid-course examinations as set out in Article 9, paragraphs 1 and 3,</li> <li>c Submission of five copies of the doctoral thesis,</li> <li>d An assessment in support from the thesis advisor plus an independent</li> </ul>

	<p>assessment in support from the co-referee,</p> <p>e Acceptance of the doctoral thesis by the Faculties involved in accordance with the written recommendations of the two supervisors.</p> <p><sup>3</sup> The thesis defence is a public lecture. The lecture lasting 40 to 45 minutes ends with a discussion, which takes between 20 and 60 minutes. The examiners are the thesis advisor, the co-referee and a member of the Expert committee. The examiners decide on the result of the thesis defence and the overall grade immediately after the thesis defence.</p> <p><sup>4</sup> If the candidate fails the thesis defence, it can be repeated once within 6 months.</p>																						
<b>Fees</b>	<p><b>Art. 14</b> <sup>1</sup> The fees per semester are set out in Article 116 of the University Decree (UniV).</p> <p><sup>2</sup> A fee of 500 Swiss Francs is charged for conferring a doctorate.</p>																						
<b>Criteria for a pass</b>	<p><b>Art. 15</b> Doctoral studies are passed if:</p> <p>a The first year's written examination is passed by obtaining a satisfactory grade,</p> <p>b The second year's examination is passed by obtaining a satisfactory grade,</p> <p>c The thesis advisor and the co-referee have awarded the dissertation a satisfactory mark,</p> <p>d The thesis defence is passed by obtaining a satisfactory grade</p>																						
<b>Overall grade</b>	<p><b>Art. 16</b> <sup>1</sup> The overall grade is obtained on the basis of the weighted mean figure of:</p> <p>a The first year's examination (weighting 2),</p> <p>b The second year's examination (weighting 1),</p> <p>c The assessment of the dissertation made by the thesis advisor (weighting 3) and the co-referee (weighting 3),</p> <p>d Assessment of the thesis defence by the examiners (weighting 3).</p> <p><sup>2</sup> The overall mark is rounded to the nearest half mark (para. 3) and expressed as an overall grade in accordance with the following terms:</p> <p>a <i>Excellent (Mark 6.0),</i></p> <p>b <i>Very good (Mark 5.5),</i></p> <p>c <i>Good (Mark 5.0),</i></p> <p>d <i>Pass (Mark 4.5),</i></p> <p>e <i>Satisfactory (Mark 4.0),</i></p> <p>f <i>Fail (Marks 1.0 to 3.5).</i></p> <p><sup>3</sup> The following rules apply in respect of rounding numbers:</p> <table> <tr> <td>5.75 to 6.00</td> <td>Mark of 6.0</td> </tr> <tr> <td>5.25 to &lt;5.75</td> <td>Mark of 5.5</td> </tr> <tr> <td>4.75 to &lt;5.25</td> <td>Mark of 5.0</td> </tr> <tr> <td>4.25 to &lt;4.75</td> <td>Mark of 4.5</td> </tr> <tr> <td>4.00 to &lt;4.25</td> <td>Mark of 4.0</td> </tr> <tr> <td>3.25 to &lt;4.00</td> <td>Mark of 3.5</td> </tr> <tr> <td>2.75 to &lt;3.25</td> <td>Mark of 3.0</td> </tr> <tr> <td>2.25 to &lt;2.75</td> <td>Mark of 2.5</td> </tr> <tr> <td>1.75 to &lt;2.25</td> <td>Mark of 2.0</td> </tr> <tr> <td>1.25 to &lt;1.75</td> <td>Mark of 1.5</td> </tr> <tr> <td>1.00 to &lt;1.25</td> <td>Mark of 1.0</td> </tr> </table>	5.75 to 6.00	Mark of 6.0	5.25 to <5.75	Mark of 5.5	4.75 to <5.25	Mark of 5.0	4.25 to <4.75	Mark of 4.5	4.00 to <4.25	Mark of 4.0	3.25 to <4.00	Mark of 3.5	2.75 to <3.25	Mark of 3.0	2.25 to <2.75	Mark of 2.5	1.75 to <2.25	Mark of 2.0	1.25 to <1.75	Mark of 1.5	1.00 to <1.25	Mark of 1.0
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<b>Award of a title</b>	<p><b>Art. 17</b> <sup>1</sup> The title of <i>PhD in Health Sciences (specialist area), University of Bern</i> is awarded jointly by the Graduate School Faculties involved.</p> <p><sup>2</sup> According to the content of the dissertation, the specialist area can be shown after the title, if the candidate requests this. The application is made when the other application documents are submitted (Art. 12, para. 1).</p>
<b>Doctoral degree and use of the title of doctor</b>	<p><b>Art. 18</b> <sup>1</sup> The doctoral degree is not issued until the mandatory copies of the dissertation have been submitted. Further details concerning the number and form of the mandatory copies are governed by the study rules.</p> <p><sup>2</sup> The use of the title of Doctor is permitted after receipt of the doctoral degree. In the intervening period the candidate is sent proof that he or she has passed his/her doctorate.</p>
<b>Exclusion</b>	<p><b>Art. 19</b> <sup>1</sup> If an application is made by the thesis advisor, the co-referee or the Expert committee citing inadequate performance (examination failed twice, serious deficiencies in the performance of research work), the doctoral candidate can be excluded from the programme by a decree from the Dean in accordance with Article 20, para. 2.</p> <p><sup>2</sup> The person concerned may make representations before the decision is made.</p>
<b>Administration of justice</b>	<p><b>Art. 20</b> <sup>1</sup> The procedure is governed by the University Decree (UniG) and the law dated 23 May 1989 on the practice of administrative law (VRPG<sup>3</sup>).</p> <p><sup>2</sup> Any instructions are issued by the bodies of the Faculty where the Dissertation Director is a member.</p>
<b>Entry into force</b>	<b>Art. 21</b> These rules will enter into force on 15 September 2008.

Bern, 31.08.2008

On behalf of the Medical Faculty

The Dean:

Prof. Dr. M. Täuber

Bern, 11.09.2008

On behalf of Faculty of Philosophy and Human Sciences

The Dean:

Prof. Dr. R. Becker

Approved by the Director of Education:

Bern, 15.09.2008

The Director of Education:

Bernhard Pulver, Senior Civil Servant

<sup>3</sup> BSG 155.21 (Bernese systematic collection of acts)