

# Regulations governing the MAS Study Programme in Stroke Medicine

14 April 2021

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

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

*The Medical Faculty of the University of Bern adopts:*

## 1. General

Subject

**Article 1** These regulations govern the Master of Advanced Studies in Stroke Medicine (hereinafter “programme”). The course is offered by the University of Bern/ Department of Neurology at the Inselspital, Bern University Hospital and leads to the award of the “Masters of Advanced Studies in Stroke Medicine, University of Bern (MAS Stroke Unibe)”

Governing Body

**Article 2** The programme is carried out by the Department of Neurology at the Inselspital. The Department shall appoint the Programme Management Committee, which shall be 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** Cooperation with other educational institutions and other cooperation partners in Switzerland and abroad is possible. This is subject to separate cooperation agreements entered into by the Board of Directors (*Universitätsleitung*) of the University of Bern.

## 2. Degree programme

Target group

**Article 4** The programme is intended for persons who are active in the field of neuroscience or intend to become active in this field: specifically physicians and other professionals.

**Article 5** The students will:

- a acquire theoretical knowledge and practical skills in the subjects listed in Article 6 Para. 3. This includes the acquisition of skills in prevention, acute treatment, rehabilitation and follow-up treatment of patients as well as an introduction to the basic principles of clinical, translational and basic research in the field of stroke management,
- b be able to demonstrate, within the framework of an application-oriented or basic research-oriented MAS thesis, that they are capable of analysing scientific literature, transferring findings into practice and producing new knowledge in the form of at least one publishable paper,
- c be able – according to their professional background – to lead a unit for stroke medicine or to assume a leading role.

**Article 6** <sup>1</sup>The programme is worth a total of at least 60 ECTS credits.

<sup>2</sup>It is composed of 8 to 16 modules worth 4–6 ECTS credits each, one of which may be an internship, and a MAS thesis worth 15 ECTS.

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

- a epidemiology,
- b pathophysiology,
- c clinical presentation,
- d diagnostics,
- e acute treatment of ischaemic and haemorrhagic stroke,
- f post-acute treatment,
- g prevention and causes,
- h stroke networks,
- i translational and clinical stroke research.

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

**Article 7** The specific structure of the programme is regulated by the study plan. This is issued by the Programme Management Committee and approved by the 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, can be engaged for the implementation of the course.

Teaching	<b>Article 9</b> <sup>1</sup> The programme uses different teaching methods to optimally support the transfer of learning and knowledge and to ensure a lively learning culture. <sup>2</sup> In addition to imparting theory- and practice-oriented knowledge and skills, the course events offer space for reflection and discussion. The content and form of the events take into account the needs and wishes of the participants. Their professional knowledge and experience as experts are incorporated into the teaching and learning process.
Quality assurance and reporting	<b>Article 10</b> The programme is supported 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 the teaching staff.
Admission requirements	<p><b>Article 11</b> <sup>1</sup>In addition to professional experience in neurosciences, the prerequisites for admission to this programme are:</p> <ul style="list-style-type: none"> <li>a a university degree at the level of a master's degree in medicine or psychology, or</li> <li>b a university degree at the master's level in a field of health sciences, or</li> <li>c a university degree at the master's level in natural or engineering sciences.</li> </ul> <p>The Programme Management Committee specifies these requirements.</p> <p><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 programme.</p> <p><sup>3</sup> Interested parties who wish to attend only individual modules may be admitted, provided that there are free places on the course.</p> <p><sup>4</sup> The Programme Management Committee decides on the admission to the programme upon application by the directorate of studies. There is no entitlement to admission.</p>
Status	<b>Article 12</b> Students enrolled in the programme will be enrolled as MAS students.
Number of participants	<b>Article 13</b> <sup>1</sup> The programme will take place only if funding is guaranteed on the basis of the applications received.

<sup>2</sup> In agreement with the Programme Management Committee, the directorate of studies may limit the number of participants. If the number of applications exceeds the available places, the Programme Management Committee, in cooperation with the directorate of studies, shall define selection criteria 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 generally compulsory for all participants in the programme. The Programme Management Committee decides on exceptions.

<sup>2</sup> At least 80% attendance is required for completion of the courses of the master's programme. Absences in excess of this can be compensated for at the student's own expense in consultation with the directorate of studies.

<sup>3</sup> Preparatory and post-course assignments are considered part of the course.

Performance assessments

**Article 15** <sup>1</sup> The performance assessments consist of the performance records for the modules and the MAS thesis.

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

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

<sup>4</sup> The specific structure of the performance assessments is governed by the degree programme plan and the implementation regulations.

<sup>5</sup> If the result of a performance assessment is found to have been influenced or an attempt has been made to influence the result by deception, namely by the use of unauthorised aids, the performance assessment shall be deemed failed. The same applies if a piece of work is found not to have been written independently and if sources other than those permitted have been used. Further measures such as exclusion from the master's programme or withdrawal of the certificate are 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 permitted. All passages taken verbatim or in spirit from sources have been marked as such. I am aware that otherwise the thesis will be graded 1 and that the Senate is entitled to withdraw the degree or title awarded on the basis of this thesis. For the purposes of the review and the verification of

compliance with the declaration of independence or the regulations concerning plagiarism, I 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 to store it permanently in a database as well as to use it for the purpose of reviewing the work of third parties or to make it available for this purpose."

Grading

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

- 4 sufficient/satisfactory
- 4.5 fair
- 5 good
- 5.5 very good
- 6 excellent

<sup>2</sup> Unsatisfactory performances are evaluated according to the following scale: 3.5, 3, 2.5, 2, 1.5, 1.

<sup>3</sup> 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 shall exercise overall supervision over the performance assessments.

<sup>5</sup> Unsatisfactory performance assessments can be repeated once. The repetition 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 MAS programme is made up as follows: two-thirds from the mean of the unrounded grades of the performance assessments for the modules, weighted according to ECTS credits, and one-third from the MAS thesis.

Duration of study and  
study time limit

**Article 17** The standard period of study is five semesters. The maximum period of study is three years. The Programme Management Committee may grant exceptions on the basis of a justified request. A student who exceeds the maximum duration of study without authorization may be excluded from the programme.

Accreditation of external  
studies

**Article 18** Credits earned externally can be credited up to the extent of one third of the ECTS credits of the degree programme, provided that they were earned at a higher education institution and the learning outcomes correspond to individual objectives and contents of the degree programme. The Programme Management Committee decides whether credits can be transferred and issues the relevant 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 awards the title "Master of Advanced Studies in Stroke Medicine University of Bern (MAS Stroke Unibe)" to successful graduates. The graduation certificate 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 courses of the degree programme has been met,
- b the assessments have been passed, and
- c all financial obligations have been met.

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

<sup>4</sup> The MAS degree alone does not entitle the holder to admission to a regular course of studies or to study for 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 they have completed. ECTS credits 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 credits are also certified.

## 5. Funding and fees

Funding

**Article 20** <sup>1</sup> The degree programme is financed by the course fees. Contributions from third parties may be accepted.

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

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

**Article 21** <sup>1</sup> The Programme Management Committee sets the course fees for the entire programme within the range of CHF 20,000 to CHF 35,000. The course fees cover the costs in line with the market and include all registration fees and fees for the performance assessments. If a performance assessment has to be repeated, the corresponding additional fees will be 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 decides 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> If a student withdraws from the study programme before the registration deadline, no costs are incurred. In the event of cancellation after the registration deadline, the course fees for the entire course will be charged in full. If a replacement student can be found for the deregistered person, 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 and for 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 implementation of these regulations,
- c approval of the budget and determination of the course fees,
- d decisions on admission to the programme,
- e supervision of the performance assessments,
- f checking whether all requirements for the award of the degree and title have been met,
- g supervision of quality assurance, in particular the evaluation of the degree programme,
- h appointing the Director of Studies.

<sup>3</sup> The Programme Management Committee is composed of at least two members of the Faculty of Medicine of the University

of Bern, a maximum of two members from other faculties or organisational units of the University of Bern as well as a maximum of two external experts from the field of Stroke Medicine or an associated area. These members are entitled to vote. The Director of Studies participates in the meetings of the Programme Management Committee in an advisory capacity and has the right to make proposals. The Programme Management Committee may include further members in an advisory capacity and with the right to make proposals.

<sup>4</sup> The Programme Management Committee elects its chairperson from among its members and otherwise constitutes itself. It has a quorum if at least four of its members with voting rights are present, and takes its decisions by a simple majority of the votes cast. In the event of a tie, the chairperson shall have the casting vote. Representation of members of the Programme Management Committee at meetings is possible, as is decision-making, by correspondence.

DIRECTORATE OF STUDIES

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

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

- a organisation and implementation of the programme components and performance assessments,
- b engagement of lecturers for the individual courses and events,
- c accounting, budget preparation and monitoring,
- d advertising, public relations and cultivating relationships,
- e counselling of participants,
- f submitting applications to the Programme Management Committee for admission to the programme,
- g quality assurance and reporting,
- h compiling and forwarding data for the correct collection of the University's overhead levy for continuing education,
- i other tasks defined by the Programme Management Committee.

## 7. Appeals

APPEALS

**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 University Appeals Commission within 30 days of notification.

<sup>2</sup> In the case that decisions by the Programme Management Committee or directorate of studies adversely affect the legal

position of the participants, an appeal to the Dean of the Faculty of Medicine can be made within 30 days of the decision.

<sup>3</sup> 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

**Article 25** The present regulations shall enter into force on 1<sup>st</sup> August 2021.

*Adopted by the Faculty of Medicine:*

Bern, 14/04/2021

The Dean

Prof. Dr. med. Claudio L. Bassetti

*Approved by the Senate:*

Bern, 01/06/2021

The Rector

Prof. Dr. Christian Leumann