

Translated version of the official
Regulations for the Continuing Education Programs in Healthcare Management and Leadership MiG



^b
UNIVERSITÄT
BERN

April 18, 2019

The Faculty of Law of the University of Bern,

Based on Article 2 Paragraph 1 Letter d and Article 29a of the Law on the University of 5 September 1996 (University Law, UniG), on Articles 4, 43 and 77 to 80 of the Statute of the University of Bern of 7 June 2011 (University Statute, UniSt) and based on the Regulations for Continuing Education at the University of Bern of 10 December 2013 (Continuing Education Regulations, WBR),

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

resolves:

1. General

Subject

Art. 1 These regulations govern the courses of study in Healthcare Management and Leadership MiG offered by the Center for Healthcare Law and Management at the University of Bern. It leads to the award of the degrees "Certificate of Advanced Studies in Healthcare Management MiG, University of Bern" (CAS HM MiG Unibe), "Certificate of Advanced Studies in Strategic Healthcare Management and Leadership MiG, University of Bern" (CAS SHM MiG Unibe), "Certificate of Advanced Studies in Transnational Healthcare Management MiG, University of Bern" (CAS THM MiG Unibe), "Certificate of Advanced Studies in Lean Healthcare Management MiG, University of Bern" (CAS LHM MiG Unibe), "Certificate of Advanced Studies in Healthcare Leader Excellence MiG, University of Bern" (CAS HLE MiG Unibe), as well as "Diploma of Advanced Studies in Healthcare Management and Leadership MiG, University of Bern (DAS HML MiG Unibe) and the title "Master of Advanced Studies in Healthcare Management and Leadership MiG, University of Bern (MAS HML MiG Unibe)".

Sponsorship

Art. 2 The study programs are sponsored by the Center for Health Law and Healthcare Management of the University of Bern (hereinafter "Center") and are conducted on behalf of the Faculty of Law and in agreement with the Faculty of Social and Economic Sciences and the Faculty of Medicine. The Center appoints the Board of Directors, which is responsible for all tasks that these Regulations do not expressly reserve for the sponsoring body. The Board of Directors is responsible for the implementation of the study programs.

Cooperation

Art. 3 Cooperation 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. Study programs

Addressees
and addressees

Art. 4 The courses of study are aimed at persons who perform tasks in health protection, healthcare or health promotion and who are active in higher management or leadership functions. The curricula may define the target group of the respective degree program in more detail.

Targets

Art. 5 ¹ CAS Healthcare Management MiG: The participants

- a* are introduced to the fundamentals, basic concepts, and methods of theoretical and practical approaches that are significant to healthcare and health policy activities,
- b* understand the possibilities and limitations of these approaches,
- c* become familiar with the associated working methods through simulations and exercises,
- d* gain competence in the use of analytical tools.

² CAS Strategic Healthcare Management and Leadership MiG: The participants

- a* recognize and understand the reciprocal influences between the institutional context (namely healthcare, health policy) and their own organization, as well as the organization's possibilities to act under these conditions,
- b* acquire the competence to manage the business of their organization in an integrative manner and to help shape health policy tasks,
- c* develop the ability and willingness to communicate across disciplines and professions necessary for strategic and normative organizational leadership.

³ CAS Transnational Healthcare Management MiG: The participants

- a* understand the problems of healthcare organizations in an international environment,
- b* can analyze the strategic starting position for the internationalization process in a differentiated manner and assess the opportunities and risks of options for action in the transnational environment,
- c* learn in cooperation with participants from the other participating, preferably European, countries about their own healthcare system and other relevant healthcare systems as well as especially the market conditions for internationally oriented and active organizations,
- d* can take into account international contexts and the influence of cultural differences when developing proposed solutions,

- e* are particularly capable of developing and implementing strategies to win new markets for their organizations and to better position their own organizations in international business processes.

⁴ CAS Lean Healthcare Management MiG: The participants

- a* understand the key elements of lean management in the context of healthcare,
- b* are able to introduce core elements of lean healthcare management in their area of responsibility and to set and enforce priorities correctly in their area of responsibility,
- c* successfully complete a change project as part of the degree program, demonstrating that they can solve operational and personnel day-to-day problems in a methodical and timely manner,
- d* know how to initiate a culture of continuous change, set a data-driven feedback culture and measurable goals, and drive robust day-to-day operations and introduce innovations faster.

⁵ CAS Healthcare Leader Excellence MiG: The participants

- a* acquire an in-depth understanding of Lean philosophy in the context of healthcare,
- b* improve their ability to set the right priorities in their area of responsibility (focus), to take an overall company view and to move confidently in the normative and strategic areas of leadership,
- c* improve their ability to promptly identify, analyze and solve problems in their area of responsibility in day-to-day business and to implement changes in their area of responsibility,
- d* are able to implement a culture of continuous improvement in their leadership role.

⁶ DAS Healthcare Management and Leadership MiG: The participants

- a* are enabled to quickly find their way around in management positions in healthcare organizations concerned with health protection, healthcare provision or health promotion, to perceive changes in the framework conditions of their function and to continuously adapt their actions accordingly,
- b* to this end, acquire broad, reflective knowledge capable of development in a problem-oriented manner and become polyvalent and capable of independent learning beyond the scope of their respective professional specialization,
- c* are able and willing to collaborate and communicate with leaders of other healthcare, government, and business organizations, namely using new methods of inter-organizational collaboration.

⁷ MAS Healthcare Management and Leadership MiG: The participants

- a* are enabled to quickly find their way around in management positions in healthcare organizations concerned with health protection, healthcare provision or health promotion, to perceive changes in the framework conditions of their function and to continuously adapt their actions accordingly,
- b* to this end, acquire broad, reflective knowledge capable of development in a problem-oriented manner and become polyvalent and

capable of independent learning beyond the scope of their respective professional specialization,

- c develop for this purpose, in addition to functionally necessary management and leadership skills, above all the ability and willingness to incorporate special scientific interests, findings, methods, techniques, etc. into their everyday work and to evaluate them critically,
- d are able and willing to collaborate and communicate with leaders of other healthcare, government, and business organizations, namely using new methods of inter-organizational collaboration.

Scope, structure
and content

Art. 6 ¹ CAS Healthcare Management MiG: The course of study comprises at least 12 ECTS credits. It consists of at least five elective modules of 1.5 - 2.5 ECTS credits each (3 - 5 course days).

² Individual modules and defined combinations of modules can also be carried out for specific organizations and tailored to the needs of these organizations.

³ A module consists of one or more course blocks, in-depth self-study and/or reflection in groups, and an assessed module paper.

⁴ In terms of content, the following topics are covered in the modules, which are usually offered every two years:

- a introduction to the principles and practice of public health policy,
- b introduction to health law,
- c introduction to ethics in healthcare,
- d introduction to health economics,
- e introduction to healthcare management,
- f financial management of healthcare organizations,
- g human resource management in healthcare,
- h integrated knowledge management at difficult healthcare interfaces,
- i principles and practice of privacy in healthcare,
- k roundtable processes,
- l conflict resolution through mediation,
- m safety and cost-effectiveness of remedies,
- n other topics.

⁵ Participants who complete individual modules mentioned in Para. 4 independently of the CAS Healthcare Management MiG may have these subsequently credited for the CAS Healthcare Management MiG or, exceptionally, for one of the CAS described below (Art. 7 - 10). Double crediting is not possible.

Scope, structure
and content

Art. 7 ¹ CAS Strategic Healthcare Management and Leadership MiG: The course of study comprises at least 12 ECTS credits. It is composed of at least five modules, each worth 1.5 - 2.5 ECTS credits (3 - 5 course days).

² Individual modules and defined combinations of modules can also be carried out for specific organizations and tailored to the needs of these organizations.

³ A module consists of one or more course blocks, an offer of in-depth self-study and/or reflection in groups, and an assessed module paper.

⁴ The following topics are covered in terms of content:

- a structures and actors in healthcare and health policy in Switzerland,
- b health policy processes and their relevance to the operations and participation of healthcare organizations,
- c strategy development for healthcare organizations,
- d corporate governance in healthcare organizations,
- e leadership perceptions and organizational leadership requirements in healthcare organizations,
- f the art of negotiation and requirements for the negotiation skills of executive board members,
- g optional instead of one of the modules listed in points a - f: coaching for executive board members of healthcare organizations.

Scope, structure and content

Art. 8 ¹ CAS Transnational Healthcare Management MiG: The course of study comprises at least 12 ECTS credits. It is composed of at least five modules, each worth 1.5 - 2.5 ECTS credits (3 - 5 course days).

² Individual modules and defined combinations of modules can also be carried out for specific organizations and tailored to the needs of these organizations.

³ A module consists of one or more course blocks, an offer of in-depth self-study and/or reflection in groups, and an assessed module paper.

⁴ The following topics are covered in terms of content:

- a economic, political, legal, technical, social and cultural challenges in the international environment,
- b regulations of health protection, healthcare or health promotion and their financing by the participating countries and the EU,
- c country-specific characteristics of healthcare markets,
- d country-specific market entry and market development strategies,
- e Corporate Social Responsibility and Governance in the international environment,
- f country-specific customer behavior and negotiation cultures,
- g identify and cultivate national and regional stakeholders,
- h leadership skills and cultural competencies for leading interprofessional, multicultural teams.

Scope, structure and content

Art. 9 ¹ CAS Lean Healthcare Management MiG: The course of study comprises at least 12 ECTS credits. It is composed of at least five modules, each of 1.5 - 2.5 ECTS credits (3 - 5 course days). A maximum of two modules can be replaced individually or generally by a

project work of 1.5 - 2.5 (instead of one module) or 3 - 5 (instead of two modules) ECTS) on a topic from the field of lean management.

² Individual modules and defined combinations of modules can also be carried out for specific organizations and tailored to the needs of these organizations.

³ A module consists of one or more course blocks, an offer of in-depth self-study and/or reflection in groups, and an assessed module paper.

⁴ The following topics are covered in terms of content:

- a understanding of the Lean Healthcare philosophy through examples,
- b collection of qualitative and quantitative data of a specific problem area, definition of a change project and analysis of strategic gaps,
- c dealing with resistance and initiating change processes for innovation,
- d hands-on work with Lean tools to directly experience leading continuous improvement processes,
- e execution of a Plan-Do-Check-Act cycle with review of the change steps, countermeasures to close the strategic gaps and stabilization of the target state.

Scope, structure
and content

Art. 10 ¹ CAS Healthcare Leader Excellence MiG: The course of study comprises at least 12 ECTS credits. It is composed of at least five modules of 1.5 - 2.5 ECTS credits each (3 - 5 days) and usually consists of the following parts:

- a introductory block, three coaching days and final block,
- b a total of three training weeks in Switzerland and abroad.

² Individual modules and defined combinations of modules can also be carried out for specific organizations and tailored to the needs of these organizations.

³ A module consists of one or more course blocks, an offer of in-depth self-study and/or reflection in groups, and an assessed module paper.

⁴ The following topics are covered in terms of content:

- a lean healthcare: Alignment of all management and service delivery processes with the patient and maximum value creation for the patient through interprofessional teams,
- b focus: Effective leadership by connecting the three dimensions of leadership (strategic focus, day-to-day management, and innovation),
- c innovation: Effective leadership through sustainable change using "lean" methods and ongoing adaptation of services to changing needs and requirements,
- d problem solving: Effective leadership by solving problems at hand using a "lean healthcare" method set to increase leaders' problem-solving skills,
- e reflection on own leadership behavior and personal implementation plan.

Art. 11 ¹ DAS Healthcare Management and Leadership MiG: The degree program comprises at least 34 ECTS credits and is composed as follows:

- a two of the five CAS courses mentioned in these regulations (at least 24 ECTS credits),
- b at least two of the modules offered as part of the CAS Healthcare Management MiG, each worth 1.5 - 2.5 ECTS credits (3 - 5 ECTS credits), as well as
- c the DAS thesis amounting to at least 7 ECTS credits.

² Participants may choose which two CAS they wish to count towards the DAS Healthcare Management and Leadership MiG. If they have the CAS Healthcare Management MiG credited, modules that they have already completed as part of this CAS cannot be credited as additional modules within the meaning of para. 1 b).

Art. 12 ¹ MAS Healthcare Management and Leadership MiG: The degree program comprises at least 60 ECTS credits and is composed as follows:

- a three of the five CAS courses mentioned in these regulations (36 ECTS credits),
- b at least three of the modules offered as part of the CAS Healthcare Management MiG, each worth 1.5 - 2.5 ECTS credits (4.5 - 7.5 ECTS credits), as well as
- c the MAS thesis to the extent of 18 - 20 ECTS credits.

² Participants may choose which three CAS they wish to have credited to the MAS Healthcare Management and Leadership MiG. If they have the CAS Healthcare Management MiG credited, modules that they have completed as part of this CAS cannot be credited as additional modules within the meaning of para. 1 b).

³ The additional creditable modules within the meaning of para. 1 let. b cover the following topics in addition to the contents of the selected CAS courses:

- a operational accounting and financial management,
- b personal and social competence,
- c comprehension skills.

⁴ In accordance with Art. 24, the Board of Directors may also recognize other training, continuing education or further education courses as creditable in addition to modules within the meaning of Para. 1(b). It shall specify the requirements for such courses.

⁵ The MAS thesis serves in particular to deepen the scientific factual, methodological and technical knowledge within the meaning of Art. 5 para. 7 let. c, on the basis of a selected topic from the subject area of the CAS that can be credited for the MAS Healthcare Management and Leadership MiG.

Art. 13 The concrete design of the degree programs is governed by the curricula. These are issued by the Board of Directors in agreement with the advisory board, approved by the Faculty of Law and brought to the attention of the other participating faculties.

Faculty	Art. 14 In addition to lecturers from the University of Bern, lecturers from other universities in Switzerland and abroad as well as non-university lecturers may be called upon to carry out the courses of study.
Didactic principles	<p>Art. 15 ¹ The degree programs make use of different teaching methods in order to optimally support the transfer of learning and knowledge and to ensure a lively learning culture.</p> <p>² In addition to imparting theory- and practice-oriented knowledge and skills, the events offer space for reflection and discussion. The events take into account the needs and wishes of the participants in terms of content and form. Their professional knowledge and experience as experts flow into the teaching and learning process.</p>
Quality assurance and reporting	Art. 16 The study programs are 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 the teaching staff.

3. Approval

Admission requirements	<p>Art. 17 ¹ The following admission requirements apply:</p> <ul style="list-style-type: none"> a CAS Healthcare Management MiG: Prerequisite for admission is a university degree or other qualified education (Advanced Federal Diploma, postgraduate studies with diploma NDS FH as well as equivalent tertiary level A degrees) and professional experience in healthcare. b CAS Strategic Healthcare Management and Leadership MiG: Prerequisite for admission is a university degree and several years of professional experience in healthcare as well as management experience. c CAS Transnational Healthcare Management MiG: Prerequisite for admission is a university degree and several years of professional experience in healthcare as well as management experience. Preference will be given to applicants who work across borders or are earmarked for corresponding positions. d CAS Lean Healthcare Management MiG: Prerequisite for admission is a university degree and several years of professional experience in healthcare as well as leadership experience. e CAS Healthcare Leader Excellence MiG: Admission requires a college degree and several years of professional experience in the healthcare industry, as well as leadership experience in executive management or strategic body roles in healthcare organizations. f DAS Healthcare Management and Leadership MiG: Prerequisite for admission is a university degree, several years of professional experience in healthcare, management and/or leadership experience in healthcare organizations, and a sufficient overall grade from the grades of the module work of the two completed CAS courses.
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- g MAS Healthcare Management and Leadership MiG: Admission requirements include a graduate degree, several years of professional experience in healthcare, management and/or leadership experience in healthcare organizations, and an overall grade of at least 5 (4.75 - 5.25) from the module paper grades of the three completed CAS courses.

The Board of Directors specifies these requirements.

² Exceptions regarding the admission requirements may be approved by the Board of Directors "sur dossier". In the case of persons without a university degree or without professional experience in the healthcare sector, it may impose further conditions for admission in order to ensure that they can successfully complete the course of study.

³ Interested parties who only wish to participate in individual modules may be admitted, provided that free course places are available.

⁴ Admission to the degree programs is decided by the Board of Directors upon application by the Executive Board. There is no entitlement to admission.

Status

Art. 18 Students enrolled in the CAS or DAS degree programs are registered as CAS or DAS students. Students enrolled in the MAS degree program are registered as MAS students.

Number of participants

Art. 19 ¹ A degree program shall be carried out if funding is guaranteed on the basis of the applications received.

² The Executive Board may limit the number of participants. If the number of registrations exceeds the available places, the Board of Directors shall set selection criteria at the request of the Executive Board and decide on admission.

4. Requirements, performance assessments and graduation

Mandatory participation

Art. 20 ¹ Participation in the courses according to the study plan and completion of the performance assessments are in principle obligatory for all participants of the respective study program. The Board of Directors decides on exceptions.

² The courses of a degree program must have been completed with a total attendance time of at least 85%. Absences in excess of this can be compensated at the student's own expense in consultation with the Executive Board.

³ Pre- and post-assignments are considered course components.

Performance checks

Art. 21 ¹ Performance assessments shall demonstrate that the competence objectives of a course of study have been achieved in accordance with the curriculum.

² CAS courses: The performance assessments consist of one paper per module (module paper). This is assessed by the course instructor. The passing of the module work and the participation in the associated courses are confirmed per module with a certificate of achievement. The Executive Board reviews and approves the certificates of

achievement. The certificate examination is considered to have been passed if at least five performance certificates have been approved.

³ DAS Healthcare Management and Leadership MiG: The performance assessments consist of the module work of the two completed CAS courses as well as the two additional modules according to Art. 11 para. 1 let. b and the DAS work.

⁴ MAS Healthcare Management and Leadership MiG: The performance assessments consist of the module work of the three completed CAS courses with an overall grade of at least 5 (4.75 - 5.25) as well as the results of the performance assessments for the additional required modules according to Art. 12 para. 1 let. b and the MAS thesis.

⁵ Participants will be informed in writing by the Executive Board about the evaluation of their performance assessments.

⁶ The concrete design of the performance assessments is regulated in the curricula as well as in directives.

⁷ If the result of a performance assessment is influenced or attempted to be influenced by deception, namely by the use of unauthorized aids, the performance assessment shall be deemed failed. The same applies in the event that a paper has not been written independently and that sources other than those specified have been used. The right is reserved to take further measures such as exclusion from the course of study or withdrawal of the degree or title.

⁸ 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 indicated. All passages taken verbatim or in spirit from sources have been marked as such by me. I am aware that otherwise the thesis will be graded as not fulfilled or with grade 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 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 review of third party work or to make it available for this purpose."

Performance evaluations

Art 22 ¹ Satisfactory performance is evaluated according to the following grading scale:

4 sufficient

4.5 satisfactory

5 good

5.5 very good

6 awarded

² Unsatisfactory performance will be graded according to the following grading scale: 3.5; 3; 2.5; 2; 1.5; 1.

³ The total 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 The performance assessments are evaluated by members of the faculty of the degree programs or other persons designated by the Board of Directors. The Board of Directors exercises overall supervision over the performance assessments.

⁵ Unsatisfactory performance assessments may be repeated once. The repetition must take place no later than six months after the participant has been notified in writing.

⁶ The final grade for the CAS courses is formed in each case from the mean, weighted according to ECTS credits, of the unrounded grades of the performance assessments of the CAS modules.

⁷ The final grade for the DAS program is composed of the respective unrounded grades as follows:

- a 65% grade of the ECTS credit weighted average of the unrounded grades of the performance assessments of the two selected CAS courses,
- b 15 % grade of the mean of the unrounded grades of the performance assessments of the additionally required modules weighted according to ECTS credits according to Art. 11 Para. 1 Letter b,
- c 20% grade of DAS thesis.

⁸ The final grade for the MAS program is composed of the respective unrounded grades as follows:

- a 60% grade of the ECTS credit weighted average of the grades of the unrounded performance assessments of the three selected CAS courses,
- b 15 % grade of the performance assessments of the additionally required -modules according to Art. 12 Para. 1 Let. b,
- c 25% grade of the MAS thesis.

Standard period of study and study time limit

Art. 23 ¹ The standard period of study for the CAS Healthcare Management MiG degree program is eight semesters. The maximum period of study is eight years.

² The standard period of study for the other CAS programs is four semesters. The maximum period of study is three years.

³ The standard period of study for the DAS program is 12 semesters. The maximum period of study is eight years.

⁴ The standard period of study for the MAS program is 12 semesters. The maximum period of study is eight years.

⁵ The Board of Directors may grant exceptions upon justified request. Students who exceed the maximum study time without permission may be excluded from the program.

Crediting of external
Study credits

Art. 24 External study achievements can be credited up to the extent of 1/6 of the ECTS credits of a CAS program or of the DAS or MAS program, provided that they were completed at a university and correspond to individual objectives and contents of the program. The Board of Directors decides on the crediting. The Board of Directors will issue implementation regulations. Credit transfer is limited to five years after completion of the course. The date of the degree certificate is decisive.

Degrees

Art. 25 ¹ The following degrees may be awarded:

- a* "Certificate of Advanced Studies in Healthcare Management MiG, Universität Bern" (CAS HM MiG Unibe)
- b* "Certificate of Advanced Studies in Strategic Healthcare Management and Leadership MiG, Universität Bern" (CAS SHM MiG Unibe),
- c* "Certificate of Advanced Studies in Transnational Healthcare Management MiG, Universität Bern (CAS THM MiG Unibe)",
- d* "Certificate of Advanced Studies in Lean Healthcare Management MiG, Universität Bern (CAS LHM MiG Unibe)",
- e* "Certificate of Advanced Studies in Healthcare Leader Excellence MiG, Universität Bern (CAS HLE MiG Unibe)",
- f* "Diploma of Advanced Studies in Healthcare Management and Leadership MiG, Universität Bern (DAS HML MiG Unibe)",
- g* "Master of Advanced Studies in Healthcare Management and Leadership MiG, Universität Bern (MAS HML MiG Unibe)".

² The degrees shall be issued by the Faculty of Law, the Faculty of Social and Economic Sciences and the Faculty of Medicine and signed by the dean of the said faculties.

³ A degree will be granted if

- a* the courses of the program have been attended to the prescribed extent,
- b* the performance checks have been passed as well as
- c* all financial obligations have been met.

⁴ DAS and MAS degree holders must return CAS certificates before the degree is issued, as these degrees are components of the DAS degree or MAS title.

⁵ A Diploma Supplement provides information on the admission requirements, objectives, content and scope of the degree program.

⁶ The CAS/DAS degrees or the MAS title alone do not entitle the holder to admission to the regular studies or to the doctorate at the University of Bern.

⁷ Participants who have not passed a course of study will receive a certificate of attendance for the parts of the course that have been

completed. ECTS points can only be certified if performance assessments are passed.

⁸ Participation in individual modules is confirmed by a certificate. If the associated performance assessments have been completed and passed, the ECTS points will also be certified.

Funding

Art. 26 ¹ The courses of study are financed by the course fees. Third-party contributions may be added to this.

² The income from course fees is subject to the continuing education overhead levy of the University of Bern.

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

Art. 27 ¹ The course fees are cost-covering and in line with the market and include all registration fees and fees for the performance assessments. If a performance review has to be repeated, the corresponding fees will be charged additionally. The Board of Directors decides on exceptions. The Board of Directors sets the course fees for the individual courses of study within the following framework:

- a single modules: CHF 1'300 to CHF 1'900,
- b CAS courses: CHF 9,000. to CHF 15,000,
- c DAS program: CHF 35,000 to CHF 45,000,
- d MAS program: CHF 45,000 to CHF 65,000.

² The course fees will be invoiced after the registration deadline. The Board of Directors determines whether the course fees are to be paid in full or in installments. All financial obligations must be settled prior to issuance of the degree.

³ Withdrawal of registration before the registration deadline of the study program is possible without cost consequences. In case of a withdrawal after the registration deadline, the course fees for the entire study program will be charged in full. If a replacement can be found for the deregistered person, only the processing costs of CHF 900 will be charged. If parts or the entire course of study are not attended, there is no entitlement to a refund or waiver of the course fees. In cases of hardship, the Executive Board may reduce the amount owed upon a justified request. It is up to the individual participants to take out cancellation insurance.

5. Organization

Advisory Board

Art. 28 The Advisory Board of the Center consists of members of the Faculty of Law, the Faculty of Economics and Social Sciences and the Faculty of Medicine of the University of Bern. The composition and tasks of the Advisory Board are governed by the Regulations on the Organization of the Center for Health Law and Healthcare Management at the University of Bern of August 25, 2016.

Board of Directors

Art. 29 ¹ The Board of Directors exercises the scientific, financial and organizational management for the preparation, implementation, evaluation and further development of the study programs.

² Specifically, the Board of Directors is assigned the following duties:

- a issuing the curricula, approving the study programs and appointing the lecturers as well as deciding on the further development of the study programs,

- b* issuing the implementing regulations to these Regulations,
- c* approval of the budget and setting of course fees,
- d* decision on admission to degree programs,
- e* oversight of performance reviews,
- f* verification that all requirements for awarding degrees and titles have been met,
- g* overseeing quality assurance, especially evaluation of degree programs,

³ The Board of Directors may delegate tasks to individual members or to the Executive Board.

⁴ The Board of Directors consists of at least two members of the Faculty of Law, one member of the Faculty of Economics and Social Sciences, one member of the Faculty of Medicine of the University of Bern, the Head of Program as well as a maximum of four additional external specialists from areas that form the content focus of the continuing education program. These members are entitled to vote. The Board of Directors can include further members in an advisory capacity and with the right to make proposals.

⁵ The Board of Directors elects its chairperson from the members of the Board of Directors of the Faculty of Law and otherwise constitutes itself. It has a quorum if at least half of its members are present and passes its resolutions by a simple majority of the votes cast. In case of a tie, the chairperson has the casting vote. Representation of members of the Board of Directors at meetings is possible, as is decision-making by correspondence.

Study guide

Art. 30 ¹ The Director of the Center for Health Law and Healthcare Management shall be the Executive Board. In consultation with the Board of Directors, he or she may call in other specialists to fulfill the Executive Board duties and delegate tasks to them.

² The Head of program is responsible for the operational management of the program with the following responsibilities:

- a* organization and implementation of the events and performance checks,
- b* commitment of lecturers for individual courses and events,
- c* accounting, budget preparation and monitoring,
- d* advertising, public relations and relationship building,
- e* advice to the participants,
- f* submitting an application to the Board of Directors for admission to a degree program,
- g* quality assurance and reporting,
- h* compile and forward data for accurate collection of the continuing education overhead levy,
- i* other tasks outlined in the Regulations on the Organization of the Center for Health Law and Healthcare Management at the University of Bern of August 25, 2016 or defined by the Board of Directors.

6. Administration of justice

Administration of justice

Art. 31 ¹ The rulings of the Faculty of Law or its Dean issued on the basis of these Regulations and its implementing provisions may be appealed to the Appeals Commission of the University of Bern within 30 days of knowledge thereof.

² In the case of decisions by the Board of Directors or the Executive Board that adversely affect the legal position of the participants, an appealable ruling by the Dean of the Faculty of Law may be requested within 30 days of knowledge.

³ Appeals against decisions of the University Appeals Commission may be lodged with the Administrative Court of the Canton of Bern.

7. Transitional and final provisions

Transitional provisions

Art. 32 ¹ Participants who started the certificate courses "Collaboration in Healthcare" or "Management Policy in Healthcare" before the entry into force of these regulations shall complete their course of study in accordance with the regulations governing the certificate course "Collaboration in Healthcare" of 24.11.2005 or the regulations governing the certificate course "Management Policy in Healthcare" of 24.11.2005.

² For a maximum of five years since the entry into force of these regulations, they may have modules previously completed with a module thesis credited towards the corresponding CAS degree in accordance with paragraph 1.

³ Participants who completed the certificate courses "Collaboration in Healthcare" or "Management Policy in Healthcare" before these regulations came into force may exchange their certificate for the certificate "CAS Healthcare Management MiG" or "CAS Strategic Healthcare Management and Leadership MiG" for a maximum of five years after these regulations came into force. They will be informed of this by the Executive Board.

Repeal of previous law

Art. 33 The regulations for the certificate course "Collaboration in Healthcare" of November 24, 2005 and the certificate course "Management Policy in Healthcare" of November 24, 2005 are repealed.

Entry into force

Art. 34 These Regulations shall enter into force on August 1, 2019.

Resolved by the Faculty of Law:

Bern, [date]

The Dean

Prof. Dr. Peter V. Kunz

Noted by the Faculty of Economics and Social Sciences:

Bern, [date]

The Dean

Prof. Dr. Artur Baldauf

Noted by the Faculty of Medicine

:

Bern, [date]

The Dean

Prof. Dr. Hans-Uwe Simon

Approved by the Senate:

Bern, [date]

The Rector

Prof. Dr. Christian Leumann