

# Regulations for the MAS programme in Sleep Medicine



15 March 2023

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

Based on Article 2 paragraph 1 letter d and Article 29a of the Act on the University of 5 September 1996 (Universities Act, UniG), on Articles 4, 43 and 77 to 88 of the Statutes of the University of 7 June 2011 (University Statute, UniSt) and based on the Regulation for Continuing Education at the University of Bern of 10 December 2013 (Regulation for Continuing Education, WBR),

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

*and the Biomedical Faculty 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 3 October 1995, the Statutes of the University of Italian Switzerland of 2 May 2003 and the Statutes of the Faculty of Biomedicine of the University of Italian Switzerland of 1 December 2017.

*decide:*

## 1. General information

Object

**Art. 1** These regulations govern the MAS programme in Sleep Medicine, which is offered jointly by the University of Bern / University Department of Neurology of Inselspital and the Università della Svizzera italiana. It leads to the award of the title 'Master of Advanced Studies in Sleep Medicine, University of Bern, Università della Svizzera italiana (MAS SM Unibe USI)'.

Sponsorship

**Art. 2** The degree programme is supported by the Department of Neurology at Inselspital and the Faculty of Biomedicine at the Università della Svizzera italiana. The sponsoring body appoints the programme management, which is responsible for all tasks that are not expressly reserved for the sponsoring body in these regulations. The programme management is responsible for the implementation of the degree programme.

Collaboration

**Art. 3** <sup>1</sup> There is a collaboration with the Neurocentro della Svizzera Italiana of the Ente Ospedaliero Cantonale. The collaboration between the University of Bern / University Clinic for Neurology of the Inselspital, the Università della Svizzera italiana and the Ente Ospedaliero Cantonale is governed by a cooperation agreement.

<sup>2</sup> Collaboration with other educational institutions and co-operation partners in Switzerland and abroad is possible. Cooperation agreements to be concluded by the Executive Board of the University of Bern and the Executive Board of the Università della Svizzera Italiana remain reserved.

## 2. Study programme

Addressees

**Art. 4** The study programme is aimed at people who work in the field of sleep medicine or intend to work in this field: Doctors, specialists in psychology, psychiatry, nursing and other fields.

Objectives

**Art. 5** The participants

- a* know the structural and functional basics of the control of sleep and its disorders as well as the regulation of consciousness,
- b* know the basics as well as in-depth theoretical and practical knowledge of sleep medicine,
- c* have in-depth theoretical and practical knowledge of the diagnosis and treatment of sleep disorders and of selected topics in sleep medicine,
- d* have the theoretical knowledge and practical skills in all the subjects listed in Article 6(3),
- e* demonstrate in the context of an application- or basic research-oriented MAS thesis that they are capable of receiving the scientific literature, transferring the findings into practice and producing new knowledge in the form of at least one publishable paper,
- f* are capable - in accordance with their professional background - of managing a sleep medicine unit or taking on a managerial role.

Scope, structure and content

**Art. 6** <sup>1</sup> The study programme comprises a total of at least 60 ECTS credits.

<sup>2</sup> It is made up of 8-16 modules, each worth 2-6 ECTS credits, one of which can be an internship, and an MAS thesis worth 15 ECTS credits.

<sup>3</sup> The content of the course is based on the 'Catalogue of knowledge and skills for sleep medicine' compiled by the European Sleep Research Society (ESRS), supplemented by additional 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,
- k* Social, economic, organisational and research aspects.

<sup>4</sup>The programme management can include further topics.

Study plan **Art. 7** The specific structure of the degree programme is regulated by the curriculum. This is issued by the programme management and approved by the Faculty of Medicine of the University of Bern.

Language **Art. 8** The study programme is taught in English. The oral and written performance assessments are held exclusively in English. All written assignments must be written in English.

Faculty **Art. 9** In addition to lecturers from the University of Bern and the Università della Svizzera Italiana, lecturers from other universities in Switzerland and abroad as well as non-university experts may be called upon to teach the programme.

Didactic principles **Art. 10** <sup>1</sup> The basic knowledge is taught in the form of blended learning. This means that the material is taught both via an e-learning platform and as part of face-to-face events (online or on site) in order to optimally support the transfer of learning and knowledge and ensure a lively learning culture.

<sup>2</sup> In addition to imparting theoretical and practical knowledge and skills, the 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 specialist knowledge and experience as professionals are incorporated into the teaching and learning process.

Quality assurance and reporting **Art. 11** The degree programme is accompanied by systematic feedback procedures and evaluations. The results of the evaluations are taken into account in the ongoing planning and development of the programme as well as in the commitment of teaching staff.

### 3. Authorisation

Authorisation conditions **Art. 12** <sup>1</sup> Prerequisites for admission to the degree programme are, in addition to work experience

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

<sup>2</sup> In the case of admissions in accordance with paragraph 1 letters b and c, the programme management may impose further conditions for admission to ensure that students can successfully complete the degree programme.

<sup>3</sup> Exceptions to the admission requirements can be approved by the programme management 'sur dossier'. In the case of persons without a university degree or professional experience, it may impose further conditions for admission in order to ensure that they can successfully complete the degree programme.

<sup>4</sup> Interested parties who only want to take part in individual modules can be admitted if there are free places on the course.

<sup>5</sup> Admission to the degree programme is decided by the programme management upon application by the Director of Studies. There is no entitlement to admission.

Status

**Art. 13** Students enrolled on the programme are enrolled as MAS students at the University of Bern.

Number of participants

**Art. 14** <sup>1</sup> The study programme will be carried out if funding is guaranteed on the basis of the registrations received.

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

#### 4. Requirements, performance assessments and graduation

Compulsory participation

**Art. 15** <sup>1</sup> Participation in the courses and e-learning activities in accordance with the curriculum and completion of the performance assessments are mandatory for all participants in the degree programme. The programme management decides on exceptions.

<sup>2</sup> Components of the degree programme that require active participation must have been completed to a total of at least 80%. 'Active participation' means compulsory attendance (on site or online), compulsory activities on the e-learning platform such as submitting pre- and post-processing assignments, completing exercises, participating in discussions, group work and other activities. Any additional absences can be compensated at the student's own expense in consultation with the Director of Studies.

<sup>3</sup> Preparation and follow-up assignments are considered course components.

Performance reviews

**Art. 16** <sup>1</sup> The performance assessments consist of the performance records for the modules and the MAS thesis.

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

<sup>3</sup> Participants will be informed in writing by the programme director about the assessment of their performance assessments.

<sup>4</sup> The specific organisation of the performance assessments is regulated in the study plans and in the implementation regulations.

<sup>5</sup> If the result of a performance assessment is influenced or attempted to be influenced by cheating, in particular by the use of unauthorised aids, the performance assessment is deemed to have been failed. The same applies if a piece of work is not written independently and sources other than those specified have been used. Further measures such as exclusion from the degree programme or withdrawal of the degree or title remain reserved.

<sup>6</sup> Written theses must contain the following dated and signed declaration at the end: 'I hereby declare that I have written this thesis independently and have not used any sources other than those stated. I have labelled as such all passages that were taken literally or analogously from sources. I am aware that otherwise the thesis will be assessed as grade 1 and the degree or title awarded on the basis of this

thesis may be withdrawn. For the purposes of assessment and verification of compliance with the declaration of independence or the regulations on plagiarism, I authorise the University of Bern or the Università della Svizzera Italiana to process the personal data required for this purpose and to carry out acts of use, in particular to reproduce the written work and store it permanently in a database and to use it to check the work of third parties or to make it available for this purpose.'

Performance evaluations **Art 17** <sup>1</sup> Satisfactory performance is assessed according to the following grading scale:

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

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

<sup>3</sup> The total marks are rounded as follows:

5.75 until 6.00	Note 6
5.25 until < 5.75	Note 5.5
4.75 until < 5.25	Note 5
4.25 until < 4.75	Note 4.5
4.00 until < 4.25	Note 4
3.25 until < 4.00	Note 3.5
2.75 until < 3.25	Note 3
2.25 until < 2.75	Note 2.5
1.75 until < 2.25	Note 2
1.25 until < 1.75	Note 1.5
1.00 until < 1.25	Note 1

<sup>4</sup> Performance records with a high content of practical learning content can be assessed as 'fulfilled' or 'not fulfilled' on the basis of an assessment grid and are deemed to have been passed or failed accordingly. A maximum of one third of the total ECTS points of the degree programme may be assessed by ungraded performance assessments.

<sup>5</sup> The performance assessments are assessed by members of the teaching staff of the degree programme or other persons designated by the programme management. The programme management exercises overall supervision of the performance assessments.

<sup>6</sup> Unsatisfactory performance assessments can be repeated once. The repetition must take place no later than twelve months after the written notification of the participant.

<sup>7</sup> The final grade for the degree programme is made up of two thirds of the ECTS credit-weighted average of the unrounded grades of the performance assessments of the modules that are assessed with grades and one third of the MAS thesis.

Standard period of study and study time restriction	<p><b>Art. 18</b> <sup>1</sup> The standard period of study is five semesters. The maximum period of study is four years.</p> <p><sup>2</sup> The programme management may grant exceptions upon justified request. Students who exceed the maximum period of study without authorisation may be excluded from the programme.</p>
Recognition of external study achievements	<p><b>Art. 19</b> External study achievements can be credited to the degree programme up to one third of the total ECTS points, provided they were completed at a university and correspond to individual objectives and content of the degree programme. The programme management decides on credit transfer. The programme management issues implementation regulations. Credit transfer is limited to five years after completion of the programme. The date of the degree certificate is decisive.</p>
Financial statements	<p><b>Art. 20</b> <sup>1</sup> The Faculty of Medicine of the University of Bern and the Faculty of Biomedicine of the Università della Svizzera italiana confer the title 'Master of Advanced Studies in Sleep Medicine, University of Bern, Università della Svizzera Italiana (MAS SM Unibe USI)' on successful graduates. The final document is signed jointly by the dean of the faculties mentioned above.</p> <p><sup>2</sup> The qualification is granted if</p> <ul style="list-style-type: none"> <li>a all courses of the degree programme that require active participation have been completed to the required extent,</li> <li>a the performance checks have been passed and</li> <li>b all financial obligations are fulfilled.</li> </ul> <p><sup>3</sup> A Diploma Supplement provides information about the admission requirements, objectives, content and scope of the degree programme.</p> <p><sup>4</sup> The MAS degree alone does not entitle the holder to admission to ordinary studies or a doctorate at the University of Bern or the Università della Svizzera italiana.</p> <p><sup>5</sup> Participants who have not passed the programme will receive a certificate of attendance for the parts of the course they have completed. ECTS points can only be certified if performance assessments are passed.</p> <p><sup>6</sup> Successful participation in individual modules is confirmed by a certificate. If the associated performance assessments have been completed and passed, the ECTS points are also certified.</p>
<b>5. Funding and course fees</b>	
Financing	<p><b>Art. 21</b> <sup>1</sup> The study programme is financed by course fees. There may also be contributions from third parties.</p> <p><sup>2</sup> The income from the course fees is subject to the continuing education overhead tax of the University of Bern.</p>
Determination and due date of course fees, cancellation of registration and cost consequences	<p><b>Art. 22</b> <sup>1</sup> The programme management sets the course fees for the entire course at between CHF 15,000 and CHF 30,000. 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 assessment has to be repeated, the corresponding fees are</p>

charged additionally. The programme management decides on exceptions.

<sup>2</sup>The course fees will be invoiced after the confirmation of enrolment has been sent. The programme management determines whether the course fees are to be paid in full or in instalments. All financial obligations must be settled before the degree is awarded.

<sup>3</sup>Cancellation of enrolment before the confirmation of admission has been sent is possible without incurring any costs. In the event of cancellation after the confirmation of admission has been sent, the course fees for the entire course will be charged in full. If a replacement can be found for the cancelled student, only processing costs of CHF 200 will be charged. If part or all of the study programme 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. Organization

Programme management

**Art. 23** <sup>1</sup> The programme director is responsible for the scientific, financial and organisational management of the preparation, implementation, evaluation and further development of the degree programme.

<sup>2</sup>In detail, the programme management has been assigned the following tasks:

- a Issuing the curriculum, approving the detailed programmes and appointing the lecturers as well as deciding on the further development of the degree programme,
- b Issuing the implementing provisions for these regulations,
- c Approval of the budget and determination of course fees,
- d Decision on admission to the degree programme,
- e Supervision of performance checks,
- f Check whether all requirements for the award of the degree or title have been met,
- g Supervision of quality assurance, in particular the evaluation of the study programme,
- h Appointment of the Director of Studies.

<sup>3</sup>The programme management is made up of at least two members of the Faculty of Medicine of the University of Bern, two members of the Faculty of Biomedicine of the Università della Svizzera italiana, one to three external specialists from the field of sleep medicine or an associated field. These members are entitled to vote. The study director participates in the meetings of the programme management in an advisory capacity and with the right to propose motions. The programme management can admit further members with an advisory function and the right to submit proposals.

<sup>4</sup>The programme management elects its chairperson and deputy chairperson from the programme management members of both medical faculties for a period of two years and otherwise constitutes itself. It is quorate if more than half of its members are present and makes its decisions by a simple majority of the votes cast. In the event of a tie, the Chairperson has the casting vote. In principle, members of the

programme management may be represented at meetings, and decisions may also be taken by correspondence.

Director of Studies

**Art. 24** <sup>1</sup> The programme management consists of one or two people based in Bern and/or Ticino. They are appointed by the programme management.

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

- a Organisation and implementation of events and performance checks,
- b Commitment of the lecturers for the individual courses and events,
- c Accounting, budget preparation and monitoring,
- d Advertising, public relations and relationship management,
- e Counselling of the participants,
- f Application to the programme management for admission to the degree programme,
- g Quality assurance and reporting,
- h Compiling and forwarding the data for the correct collection of the training overhead levy,
- i Other tasks defined by the programme management.

## 7. Administration of law

Rechtspflege

**Art. 25** <sup>1</sup> Decisions of the Faculty of Medicine of the University of Bern or its Dean issued on the basis of these regulations and their implementing provisions may be appealed to the Appeals Commission of the University of Bern within 30 days of notification.

<sup>2</sup> In the event of decisions by the programme or study management that adversely affect the legal position of the participants, a contestable ruling may be requested from the Dean of the Faculty of Medicine of the University of Bern within 30 days of becoming aware of the decision.

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

## 8. Transitional and final provisions

Transitional regulations

**Art. 26** Participants who started a CAS, DAS or MAS course before these regulations came into force complete their course in accordance with the regulations for continuing education courses in Sleep, Consciousness and Related Disorders dated 12 March 2018.

Cancellation of previous law

**Art. 27** The regulations for the continuing education courses in Sleep, Consciousness and Related Disorders of 12 March 2018 are repealed.

Entry into force

**Art. 29** These regulations enter into force on 1 June 2023.



**The English regulations are translated from the German regulations. Only the German regulations are signed.**

**University of Bern:**

*Decided by the Faculty of Medicine:*

Bern, 15.03.2023      The Dean

Prof. Dr. Claudio Bassetti

*Approved by the university management on behalf of the Senate:*

Bern, 28.03.2023      The Rector

Prof. Dr. Christian Leumann

**Università della Svizzera Italiana:**

*Decided by the Faculty of Biomedicine:*

Lugano, 03.07.2023    The Dean

Prof. Dr. med. Giovanni Pedrazzini

*Authorised by the Council of Professors:*

Lugano, 03.07.2023    The Rector

Prof. Dr. Lorenzo Cantoni