

Bylaws for the Graduate School for Health Sciences of the University of Bern

Dated 26 January 2022 / 8 November 2021 / 6 December 2021

I. General

- SCOPE** **Art. 1** These Bylaws govern the purpose, organization, responsibilities and tasks of the Graduate School for Health Sciences (GHS), which is operated jointly by the Faculty of Human Sciences, the Faculty of Medicine and the Vetsuisse Faculty.
- OFFER** **Art. 2** ¹ The GHS offers a PhD program with a focus on social, mental and physiological influences on human health and welfare.
² An extension of cooperation to other Faculties is possible in agreement with the Faculties involved.
- PURPOSE** **Art. 3** The GHS's PhD program aims to provide comprehensive interdisciplinary theoretical and practical training in an area relating to health science research.

II. Organization

- UNITS** **Art. 4** The GHS has the following organizational units:
a A Steering Board (Aufsichtskommission),
b Expert Committees (Fachkommissionen),
c a Program Coordinator (Programmkoordinierende/r).
- STEERING BOARD** **Art. 5** ¹ The GHS is managed by a Steering Board.
² The Steering Board is composed of two representatives each from the Faculty of Human Sciences, the Faculty of Medicine and the Vetsuisse Faculty, together with the Program Coordinator. Those representing the Faculties are professors. At least one representative per Faculty must be a member of the respective Faculty Council (Fakultätskollegium). Additional persons can be elected to sit on the Steering Board if the Faculties involved are in agreement. The members of the Steering Board must be renowned scientists and active in research.

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³ The members of the Steering Board are elected by the University Board of Directors for a period of office of four years, upon application by the Faculties involved. They can be reappointed.

⁴ The representatives of the Faculties on the Steering Board preside over the Board in turn, each for a period of two years. The Steering Board constitutes itself.

⁵ The Steering Board passes its resolutions by simple majority of votes. Where the number of votes is equal, the president has the casting vote.

⁶ The Steering Board has the following tasks:

- a* It determines the strategic direction of the GHS.
- b* It is responsible for the operative management of the GHS, providing that this is not exercised by the Expert Committees or the Program Coordinator.
- c* It forms the Expert Committees and appoints its members.
- d* It ensures that a range of courses is provided as recommended by the Expert Committees in accordance with the Faculties and in agreement with the service orders or the service agreements of the Faculties.
- e* It makes applications to the Faculties involved and the University Board of Directors relating to changes to these rules.
- f* It makes applications to the Faculties involved and University Board of Directors relating to the issuing of or changes to the Study Plan (Studienplan) and the Regulations for the degree program (Promotionsreglement).
- g* It decides on the budget of the GHS.
- h* It makes the application to the University Board of Directors in respect of the payment of funds to the GHS.
- i* It performs all other tasks which are not assigned to another organizational unit.

⁷ The Steering Board can issue the rules of procedure for the GHS.

EXPERT COMMITTEES

Art. 6 ¹ The Expert Committees are subject-specific councils that provide evaluation and support for doctoral candidates. The number of Expert Committees and their orientations are aligned with the number of registered doctoral candidates and their project orientations.

² Each Expert Committee is made up of at least one member of the Steering Board, the Program Coordinator and further lecturers from the Faculties involved. Each Expert Committee consists of at least five members, of whom at least one person is a professor or an associate professor of a Faculty involved. The Expert Committee constitutes itself.

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³ The members of the Expert Committees are elected by the Steering Board for a period of four years. They can be reappointed.

⁴ The Expert Committees have the following tasks:

- a* Evaluation of the candidates before acceptance into the GHS,
- b* Advice to the doctoral candidates while they are performing their PhD studies,
- c* Evaluation of the annual Progress Reports of the doctoral candidates,
- d* Recommendations to the Steering Board in respect of an appropriate range of courses in the relevant subject area,
- e* Definition of the courses required for the basic training,
- f* Further tasks assigned by the Steering Board.

PROGRAM COORDINATION

Art. 7 ¹ The Program Coordinator is appointed by the University Board of Directors in response to a joint application by the Faculties involved.

² The Program Coordinator has the following tasks:

- a* Management of the GHS secretariat,
- b* Formation of the budget and submission to the Steering Board,
- c* Coordination of all activities of the GHS,
- d* Administration of the participants,
- e* Reception of applications,
- f* Allocation of the candidates to an Expert Committee which is appropriate for the project,
- g* Attendance at all Expert Committees,
- h* Convening of all Committee/Board meetings and production of minutes for the meetings,
- i* Organisation of a point of contact and information,
- j* Support for the website,
- k* Further tasks assigned by the Steering Board.

ASSIGNMENT

Art. 8 ¹ The GHS is assigned administratively to the Faculty of Medicine.

² The Faculty of Medicine operates a separate cost centre for the GHS.

BUDGET

Art. 9 ¹ The budget is prepared by the Program Coordinator and submitted to the Steering Board for a decision.

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² The Steering Board makes the application to the University Board of Directors in respect of the payment of funds to the GHS.

III. Final Provisions

EFFECTIVE DATE

Art. 10 These Bylaws replace the Bylaws for the PhD program of the Graduate School for Health Sciences, University of Bern, dated 04 May 2008 and 19 May 2008, and come into force on 1 February 2023.

Bern, 26 January 2022

On behalf of the Faculty of Medicine
The Dean:

Prof. Dr. Claudio L. Bassetti

Bern, 8 November 2021

On behalf of the Faculty of Human Sciences
The Dean:

Prof. Dr. Stefan Troche

Bern, 6 December 2021

On behalf of the Vetsuisse Faculty
the Dean:

Prof. Dr. David Spreng

Approved by the University Board of Directors:

Bern, 13 December 2022

The Rector:

Prof. Dr. Christian Leumann