Bylaws for the *Graduate School for Cellular and Biomedical Sciences* of the University of Bern

Dated 1 July 2011

SUBJECT OF THESE RULES **Art. 1** These rules govern the purpose, organisation, responsibilities and tasks of the Graduate School for Cellular and Biomedical Sciences (hereinafter called GCB), which is operated jointly by the Faculty of Science, the Faculty of Medicine and the Vetsuisse Faculty of the University of Bern.

PURPOSE

Art. 2 ¹The purpose of the GCB is interfacultary coordination of the doctoral programmes in molecular biology and biomedical research at the University of Bern.

²The programme assures high-quality theoretical and practical training in experimental research and leads to a PhD of Science in (specialist area according to the Study Rules); PhD in Biomedical Sciences; PhD in Immunology, PhD in Neuroscience, PhD in Biomedical Engineering; MD, PhD; DVM, PhD or DDS, PhD, the University of Bern.

ORGANISATION

- **Art. 3** The GCB has the following organisational units:
- a A PhD Committee
- b Expert Committees as specified in the appendix
- c A Programme Coordinator (*Programmkoordinierende/r*).

PHD COMMITTEE

- **Art. 4** ¹ The GCB is managed by the PhD Committee.
- ² The PhD Committee is composed of two representatives each from the Faculty of Science, the Medical Faculty and the Vetsuisse Faculty as well as the Programme Coordinator. Those representing the faculties are a member of each Faculty Council (Fakultätskollegium) and a member of the non-professorial teaching staff (Mittelbau). The members of the PhD Committee must be actively involved in research.
- ³ The members of the PhD Committee are proposed by the relevant faculty and selected by the University management. The period of office is four years. They can be reappointed.
- ⁴ The representatives of the faculties on the PhD Committee preside over the committee in turn, each for a period of two academic years. The PhD Committee constitutes itself.
- ⁵ The PhD Committee passes its resolutions by simple majority of votes. Where the number of votes is equal, the president has the casting vote.
- ⁶ The PhD Committee has the following tasks:
- a It determines the strategic direction of the GCB.
- b It is responsible for the operative management of the GCB, providing that this is not exercised by the Expert Committees or the Programme Coordinator.
- c It forms Expert Committees and appoints its members.
- d It ensures that a range of courses is provided as recommended by the Expert Committees, if necessary in consultation with the relevant faculties, and in agreement with the service orders/agreements.
- e It makes applications to the faculties concerned and the University board of directors relating to changes to the study plan, the bylaws and the

- rules conferring a doctorate.
- f It defines the budget and is responsible for the financial affairs of the GCB.
- g It performs all other tasks which are not assigned to another organisational unit.

⁷ The PhD Committee can issue the rules of procedure for the GCB.

EXPERT COMMITTEES

- **Art. 5** ¹ The Expert Committees are subject-specific councils to provide evaluation and support for doctoral candidates. The number of Expert Committees and their orientations are aligned with the project orientations of the registered doctoral candidates.
- ² Each Expert Committee is made up of at least one member of the PhD Committee, the Programme Coordinator and further lecturers from the faculties involved. Each Expert Committee is made up of at least five members, of whom at least one person is a member of the Faculty Committee of one of the faculties involved. The Expert Committee constitutes itself.
- ³ The members of the Expert Committees are elected by the PhD Committee. The period of office is four years. They can be reappointed.
- ⁴ The Expert Committees have the following tasks:
- a Evaluation of candidates when they start the programme,
- b Advice to the doctoral candidates while they are writing their dissertation,
- c Appraisal of the annual reports of the doctoral candidates,
- d Recommendations to the PhD Committee 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 PhD Committee.

THE PROGRAMME COORDINATOR

Art. 6 ¹ The Programme Coordinator is appointed by the University Board of Directors in response to a joint application by the faculties involved.

- a Management of the GCB secretariat.
- b Formation of the budget and submission to the PhD Committee,
- c Coordination of all activities of the GCB.
- 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 on all Expert Committees,
- h Convening of all Committee 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 PhD Committee.

ADMINISTRATIVE ASSIGNMENT AND FUNCTIONAL AREA

- **Art. 7** The GCB is assigned administratively to the Faculty of Medicine.
- ² The Faculty of Medicine operates a separate cost centre for the GCB.

PHD STUDY PROGRAMME

Art. 8 The PhD study programme, in other words the admission, training, support and the award of the academic title, is governed by the Rules for conferring a doctorate.

BUDGET FOR THE GCB

Art. 9 The budget is formed by the Programme Coordinator and submitted to the PhD Committee for a decision.

² The Programme Coordinator has the following tasks:

EMPLOYMENT OF THE DOCTORAL CANDIDATES	Art. 10 Doctoral candidates are employed in accordance with the regulations of university and human resources legislation.
CHANGES TO THE ORGANISATIONAL RULES	Art. 11 Changes to the organisational rules are subject to approval by the University Board of Directors. Changes to the appendix are an exception to this, and lie within the authority of the PhD Committee.
ENTRY INTO FORCE	Art. 12 These organisational rules enter into force on 1 July 2011.

Bern, 3 June 2011	Bern, 5 May 11	Bern, 10 May 11
On behalf of the Faculty of Science	On behalf of the Faculty of Medicine	On behalf of the Bern Vetsuisse Faculty
Dean	Dean	Dean

Prof. Dr. Silvio Decurtins Prof. Dr. Peter Eggli Prof. Dr. Andreas Zurbriggen

Approved by the University Board of Directors:

Bern, 31 May 2011 Rector

Prof. Dr. Urs Würgler



GCB Organization Chart

Faculties

- Faculty of Medicine (Med)
- · Faculty of Science (Sci)
- Vetsuisse Faculties Bern (Vet BE) & Zurich (Vet ZH)



UNIVERSITÄT BERN

PhD Committee

Oliver Mühlemann (Sci), President

Rupert Bruckmaier (Vet BE) Torsten Ochsenreiter (Sci)

Petra Roosje (Vet BE)

Frank Stüber (Med)

Mario Tschan (Med)

Marlene Wolf (Coordinator)

Administration

Marlene Wolf, Coordinator Alexandra de Peyer, Secretary Edith Imthurn, Secretary Maude Waleffe, Office Assistant

Biological Systems

Petra Roosje (Vet BE), Chair

Antoine Adamantidis (Med)

Rupert Bruckmaier (Vet BE)

Andrea De Gottardi (Med.)

Britta Engelhardt (Med)

Volker Enzmann (Med)

Brigitte Frey (Med)

Daniel Fuster (Med)

Marianna Kruithof-de Julio (Med)

Thomas Lutz (Vet ZH)

Ruth Lyck (Med)

Committees

Expert (

Ernst Niggli (Med)

Verena Niggli (Med)

Torsten Seuberlich (Vet BE)

Jürg Streit (Med)

Deborah Stroka (Med)

Hans Rudolf Widmer (Med)

Biomedical Engineering

Dominik Obrist (Med), Chair

Lorin Benneker (Med)

Philippe Büchler (Med)

Martin Frenz (Sci)

Bernd Jung (Med)

Roland Kreis (Med)

Laura Marchal Crespo (Med)

Stavroula Mougiakakou (Med)

Tobias Nef (Med)

Mauricio Reyes (Med)

Raphael Sznitman (Med)

Hendrik von Tengg (Med)

Guoyan Zheng (Med)

Philippe Zysset (Med)

Biomedical Sciences

Frank Stüber (Med), Chair

Guido Beldi (Med)

Julia Bohlius (Med)

Heiner Bollwein (Vet ZH)

Benjamin Gantenbein (Med)

Willy Hofstetter (Med)

Mariusz P. Kowalewski (Vet ZH)

Sarah Longnus (Med)

Daniel Lottaz (Med)

Nicola Low (Med)

Anna Oevermann (Vet BE)

Stephan Reichenbach (Med)

Gertraud Schüpbach (Vet BE)

Daniela Schweizer (Vet BE)

Walter M. Senn (Med)

Hanno Würbel (Vet BE)

Cell Biology

Mario Tschan (Med), Chair

Charaf Benarafa (Vet BE)

Giuseppe Bertoni (Vet BE)

Stefan Freigang (Med)

Siegfried Hapfelmeier (Med)

Lucy Jane Hathaway (Med)

Thomas Kaufmann (Med)

Georgia Konstantinidou (Med)

Philippe Krebs (Med)

Daniel Legler (BITg)

Vincent Perreten (Vet BE)

Carsten Riether (Med)

Carlos Ros Bascunana (Sci)

Matthias Schweizer (Vet BE)

Jens Stein (Med)

Marcus Thelen (IRB)

Stephan von Gunten (Med)

Yitzhak Zimmer (Med)

Molecular Biology & Biochemistry

Torsten Ochsenreiter (Sci), Chair

Ramanjanevulu Allam (Med)

Rémy Bruggmann (Sci)

Jürg Gertsch (Med)

Adrian Hehl (Vet ZH)

Rory Johnson (Med)

Carlo Largiadèr (Med)

Tosso Leeb (Vet BE)

Peter Meister (Sci)

Oliver Mühlemann (Sci)

Mariusz Nowacki (Sci)

Olivier Pertz (Sci)

Norbert Polacek (Sci)

Isabel Roditi (Sci)

Sven Rottenberg (Vet BE)

André Schaller (Med)

Achim Stocker (Sci)

Volker Thiel (Vet BE)

Christoph von Ballmoos (Sci)

Benoît Zuber (Med)

PhD Candidates

PhD Candidates

PhD Candidates

PhD Candidates

PhD Candidates