

Guidelines for applications for co-financing regarding visits to congresses and other training events within the framework of specialization programs (valid from 25.3.03, version May 2022)

Applications can be approved by the Spezko within the budget approved by the Faculty.

Individual contribution for courses and congress visits, and Externships*

Conditions

- The course / congress attended or followed online, or the externship* must be essential for the training program and must be confirmed in writing by the department, the institute or the program supervisor. **Events visited after completion of the training, as well as examination fees are not co-financed.**
- **Only costs regarding travel (arrival and departure), accommodation as well as course or congress fees can be co-financed.**
- A maximum of half of the costs incurred can be approved, provided that the other half is covered by the department or the institute and a corresponding confirmation of the supervisor has been sent to Spezko.
- Care must be taken to ensure that the cheapest variants for necessary expenses are chosen. A maximum of Fr. 3'500 per resident can be allocated during the entire duration of the program (**standard time determined by colleges or FVH**). Additional funds may be requested in exceptional cases.
- As a rule, the reimbursement amount is adjusted to the proportion of the time during which the resident is employed at the Faculty. Spezko keeps the right to adjust the amount of financial support accordingly.
- As a rule, the entire costs are covered by the department and the reimbursement is subsequently requested by the resident.
- Travel means should follow the guidelines of the University **. Any exception must be duly justified.

* In the case of Externship performed by Residents of the Department of Clinical Veterinary Medicine as part of their continuing education program, **the application must be submitted to the Bern Animal Hospital Foundation** (with a copy to the Spezko) **before the planned trip** – see annex to the guidelines. Applications for externship will only be dealt with by the Spezko after the decision of the Foundation/Tierspitalstiftung.

** [Mobilität: Travel Policy – Climate neutrality 2025 \(unibe.ch\)](https://www.klimaneutral.unibe.ch/mobilitaet/dienstreisen/travel_policy/index_ger.html);

https://www.klimaneutral.unibe.ch/mobilitaet/dienstreisen/travel_policy/index_ger.html

In general, the following applies:

- A participant in a specialization program of the Vetsuisse Faculty is anyone who has been registered as a Resident to the Specialization Commission using the form in the "Information Sheet & Registration Form" (signed by the resident and the program supervisor).
- The Spezko can only financially support Residents who participate in the yearly evaluation of the continuing education programs.
- There is no entitlement to co-financing of costs, the final decision depends on the funds available for this purpose.
- Spezko keeps the right to set priorities for the allocation of support contributions and to postpone applications if necessary.

Documents

Applications with all necessary documents should be submitted to the secretary of the Spezko, e.g. Mrs. N. Gassner (Dean's Office, nora.gassner@unibe.ch):

- Letter from the supervisor (with signature)
 - Name of the resident/FVH and type of program incl. time at the faculty
 - Name of the training program
 - Confirmation that it is essential for training
 - Confirmation that half of the costs are covered
 - Account reference number, if applicable
- Compilation of costs
 - Complete and clear list of costs
 - Confirmation that only costs regarding travel, accommodation as well as course or congress fees are listed, no dinner / excursion...
 - If travel or accommodation costs are shared with other people, please only specify your own part.
 - All receipts

If you have any questions, please do not hesitate to contact us:
nora.gassner@unibe.ch or olivier.levionnois@unibe.ch

Annex

Guidelines for supporting externships for assistants and residents of the Department of Clinical Veterinary Medicine

Principle:

The Tierspital Foundation supports assistants and residents who are in a further education program (college training or FVH training) of the department, with financial help for short stays abroad at a renowned clinic / institute.

Prerequisite:

In order to benefit from support, a short summary of the course of the planned stay as well as a budget (travel expenses) must be submitted to the Board of Trustees **before the start of the trip**. In particular, there must be a confirmation from the responsible leader of the unit to be visited, which shows that the candidate is more than just an "observing visitor" and can play an active role in the unit. It must be clear from the documents that the planned stay is directly related to the residency/FVH training, results in a significant strengthening of it and can close gaps in the Bern curriculum. Only one application can be granted per training/assistant, applications submitted after completion of the residency /FVH training cannot be considered.

Support:

Support cannot be guaranteed and depends on the foundation's finance. The Board of Trustees decides on the feasibility of the respective support.

As a rule, travel expenses are covered and a daily allowance is paid up to a maximum of one month.

The documents must be sent to the Board of Trustees of the Bern Animal Hospital Foundation, Department of Clinical Veterinary Medicine, Länggassstrasse 124, CH-3012 Bern.

For the Board of Trustees:

D. Spreng
Prof. Dr.med.vet

Berne, 4 July 2007