

## Policy when contracting special Academic Writing services – Medical library of the University of Bern

The research support services team of the University of Bern Medical Library supports students, researchers and clinicians through consultations and reference services, and provides teaching and learning opportunities through lectures, workshops and seminars on literature search techniques and academic writing.

The academic writing tutor has profound expertise in scientific writing and teaching as well as extensive experience as an editor across disciplines. She regularly teaches scientific writing courses to students, postdocs, clinicians, and faculty in Bern and internationally.

This policy covers contractually agreed-upon services offered to internal and external clients (students, researchers, staff members, etc.). We prioritize service requests from members of the University of Bern Medical and Dentistry faculty.

The Medical Library of the University of Bern is committed to teaching students and researchers how to improve their research skills and raise the quality of their publications. Our courses prepare attendees for a career in research or clinical practice.

Our courses in academic writing include:

- Curricular courses for the Faculties of Medicine
- Customized courses to meet the needs of your institution, department, or group

The academic writing tutor will consult with you on course assignments, content, and learning objectives. If you wish to offer ECTS credits, the decision must involve the person responsible for the curriculum.

### Courses and workshops

#### 3.1 Contact

For any course offers in scientific writing the academic writing tutor can be contacted by email: [kali.tal@unibe.ch](mailto:kali.tal@unibe.ch).

#### 3.2 Time

Our academic writing tutor will consult with you on course length and time points.

#### 3.3 Language

The sessions are provided in English.

### 3.4 Fees

1. Customized courses / Scientific Writing Services per group CHF 1000<sup>1</sup> / half day and CHF 1590<sup>1</sup> / full day (excl travel expenses).
2. Individual participants in offered Library courses
  - a. Affiliates from University of Bern, PH and Inselspital: Free
  - b. Academic fee for affiliates from University and hospital: CHF 150<sup>2</sup> / course (3 hours)
  - c. External fee: CHF 200<sup>2</sup> / course (3 hours)
3. Institutional prices for offered Library courses
  - a. Affiliates from University of Bern, PH and Inselspital: Free
  - b. Academic fee for groups from University and hospital: CHF 750<sup>1,2</sup> / course (3 hours)
  - c. External fee: CHF 790<sup>1,2</sup> / course (3 hours)

We will send you an invoice after you complete the course.

### 3.5. Cancellation policies

- You may submit a withdrawal request by email, up to 10 days before the course date. Please send your request to [support\\_med.ub@unibe.ch](mailto:support_med.ub@unibe.ch). Remember to provide us with the name of the course you cannot attend.
- If you register, do not withdraw, and fail to attend the course, you must still pay the full course fee.
- If a medical emergency prevents you from attending, we will waive your fee if you provide us with a medical certificate. If you are a health care worker and a patient emergency prevents you from attending, we will waive your fee if you provide us with supporting documentation.

### 3.5 Students from Institution outside of Switzerland

If you are outside Switzerland and would like us to expand courses to your area, please send us an email and let us know: [support\\_med.ub@unibe.ch](mailto:support_med.ub@unibe.ch).

*Bern, January 1<sup>st</sup> 2023*

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<sup>1</sup> For class sizes above 30 participants, we charge an additional CHF 50 per hour for each additional 20 participants.

<sup>2</sup> Discount if more than 3 (=2%), more than 5 (=5%) or more than 10 (10%) courses are booked / semester at once.