

PhD students – participation in BMS courses

Manual for PhDstudents

On behalf of the RHA;

coordinationmasterbiomedicalsciences.rha@radboudumc.nl

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The master Biomedical Sciences contains a selection of over 70 theoretical courses of 3 EC each. The courses cover the broad field of the biomedical sciences. The selection includes courses about molecular mechanisms of health and disease as well as courses about societal aspects of health and disease and also methodological courses as well as thematic courses.

The research institutes have agreed with the Radboud Health Academy that PhD students can participate in BMS courses free of charge. However, specific conditions and procedures apply; those are outlined below. Please read these instructions carefully if you have any plans to participate in BMS courses.

Studying in the BMS Master's programme

The courses are primarily intended for BMS students and are therefore at Master's level. Please bear this in mind when selecting a potential course of interest. The course descriptions and the scheduling can be found in the [prospectus](#). Four courses are excluded for participation by PhD students: BMS02, BMS10, BMS11, and BMS12.

The courses are organized in six course periods from 4 weeks, running from September to February. Each period two simultaneous courses are scheduled: on Monday-Tuesday and another on Thursday-Friday. Wednesdays will be reserved for self-study or final exams of courses. Each course entails a study load of 3 ECTS, which is 84 study hours.

It is a demand that you participate in the course as a regular Master's student would do. This means that you will participate in all (obligatory) education, including the examination. The days the course is scheduled (mon-tue or thu-fri) should be completely reserved for the course. Exams can be scheduled on Wednesdays and are obligatory as well. On top, 4 hours every week should be available for self-study assignments. The total study load will be 21 hours a week for a period of 4 weeks. As you understand, participation is quite a commitment and an investment. You should carefully consider this and discuss your plan with your supervisor.

Registration

Registration can only take place via OSIRIS. A course coordinator can never grant you access to his/her course or promise you a place. You can only participate if you are entered in the course formally by the Radboudumc Health Academy.

You can register for courses via OSIRIS. In order to use OSIRIS, a registration as a student and having a corresponding student number is required. To obtain a student number, fill in the form in attachment 1 and e-mail it to osiris.rha@radboudumc.nl. They will process your student registration and send you your student number.

Once you have received this number, you can start registering for courses via OSIRIS. A manual for this is included in attachment 2.

Important:

- It usually takes a couple of days to obtain a student number. Make sure you request a student number well before the registration deadline for courses.
- We strictly enforce the registration deadlines for courses (see registration manual)

Placement in course

A registration does not guarantee placement in a course. A maximum of 1/3 of participants in a course can be a PhD student. Moreover, all courses have a maximum capacity of either 30 or 45 participants. We are confident that this capacity is sufficient for the vast majority of courses. However, we cannot guarantee that no oversubscription will take place.

We aim to offer every interested student that has registered during the pre-registration period (either BMS or PhD) a spot. In case of oversubscription in the placement round, we will try to increase the capacity of the course. If this is not possible, we will draw a lottery to decide who can participate. BMS students have priority over PhD students. PhD students have priority over faculty of science students and external students. If you cannot be placed, you will remain on the waiting list.

Questions?

If you have any additional questions, please refer to coordinationmasterbiomedicalsciences.rha@radboudumc.nl.

Attachments:

Attachment 1 - Registration form for PhD students (for participation in BMS courses)

Attachment 2 – Registration manual for BMS courses 2018/2019 via OSIRIS

Attachment 1 - Registration form for PhD students (for s-number)

Fill in this form and e-mail it to osiris.rha@radboudumc.nl to obtain a student registration and corresponding student number. After you have received your student number, you can register for BMS courses via OSIRIS. Please take notice that it can take a couple of days before you have an account to register for courses!

By handing in this form, you also declare your commitment and the support of your supervisor.

1	Social Security Number <i>Burgerservicenummer</i>	
2	Last name <i>Achternaam</i>	
3	Prefix last name <i>Voorvoegsels achternaam</i>	
4	First name(s) <i>Voorna(a)m(en)</i>	
5	Initials <i>Voorletters</i>	
6	Given name <i>Roepnaam</i>	
7	Sex <i>Geslacht</i>	
8	Date of birth <i>Geboortedatum</i>	
9	Place of birth <i>Geboorteplaats</i>	
10	Country of birth <i>Geboorteland</i>	
11	Nationality <i>Nationaliteit</i>	
12	Startdate nationality (usually birth date) <i>Ingangsdatum nationaliteit (meestal geboortedatum, tenzij genaturaliseerd)</i>	
13	E-mail address <i>E-mailadres</i>	
14	Street residential address <i>Straatnaam woonadres</i>	
15	Number residential address <i>Huisnummer woonadres</i>	
16	Postal code residential address <i>Postcode woonadres</i>	
17	Country of residence <i>Land woonadres</i>	

I guarantee that I will participate in the course(s) as a regular Master's student would do. I will participate in all (obligatory) education, including the examination. The days the course(s) is/are scheduled (mon-tue and/or thu-fri) will be completely reserved for the course. On top, 4 hours every week is available for self-study assignments. I have discussed this with my supervisor, and he/she supports this.

Attachment 2 – Registration manual for BMS courses via OSIRIS

If you have obtained a student number (this can be arranged in a few working days), you can start registering for courses via OSIRIS. It is important to note that a registration does not guarantee placement in a course. Final enrolment in the course will take place in a placement round, followed by a late registration period (first come, first serve), as depicted in the figure below.



As depicted in this figure, there are two registration periods. The pre-registration period ends 4 months before start of the course. The late registration period ends two weeks before start of the course.

You should register during the pre-registration period, if you want to know well before the start of the course whether you can participate or not. Moreover, registration during the late registration period is only possible if there is still room available in the course.

Pre-registration period, placement round and late registration period

The *pre-registration period* starts from 1 April for courses from September-December and from 1 August for courses for January and February and ends approximately 4 months before start of the course. In the pre-registration period you will always be placed on a waiting list.

After the pre-registration period, the *placement round* takes place. The organization tries to enroll everyone in the course from the waiting list. In a few cases, it is necessary to draw a lottery.

As an extra service, it is still possible to register during the *late registration period* (first come, first serve). Note that courses can be oversubscribed then. In case of oversubscribing, you will be placed on a waiting list. As soon as there is a vacancy, you will be automatically enrolled in the course. Late registration is possible until two weeks before the start date of the course period.

Each period ('block' in OSIRIS) has a different deadline for pre-registration, see the table below.

After the final deadline (late registration), placement is not possible. Coordinators cannot promise you a place in their course.

The deadlines for the pre-registration and late registration period are as follows:

	Block W36-A/B	Block W40-A/B	Block W44-A/B	Block W48-A/B	Block W01-A/B	Block W05-A/B
Start date	1 Sept	28 Sept	26 Oct	23 Nov	4 Jan	1 Feb
End date	25 Sept	23 Oct	20 Nov	18 Dec	29 Jan	26 Feb
Start pre-registration	1 Apr	1 Apr	1 Apr	1 Apr	1 Aug	1 Aug
Deadline pre-registration	1 May	1 Jun	1 Jul	1 Aug	8 Sep	1 Oct
Deadline late (de-)registration	24 Aug	14 Sept	12 Oct	9 Nov	21 Dec	18 Jan
End registration resit exam	18 Nov	16 Dec	13 Jan	10 Feb	24 March	28 Apr
Standard resit date	2 Dec	6 Jan	27 Jan	24 Feb	7 Apr	12 May

Monday/Tuesday courses are indicated as A, whereas Thursday/Friday courses are indicated as B. As such, period W36A entails all September courses on Monday/Tuesday.

Rules for registration

It is allowed to register for two parallel courses, e.g. in period W36-A (Monday/Tuesday) and period W36-B (Thursday/Friday). You cannot follow two simultaneous courses (e.g. both in period W36-A).

Course registration and enrolment

1. You use Osiris to pre-register for courses. Follow the instructions at the website of Radboud University: <https://ru-werkinstructies.screenstepslive.com/s/osiris/m/91882/l/1155637-how-do-i-register-for-a-course>
2. After your pre-registration, you are placed on a waiting list. Directly after the deadline, up to the maximum number of students (in general course capacity is 30) will be enrolled in each course by the organization.
3. If you are enrolled in a course within the master's programme Biomedical sciences, you are enrolled in all educational activities in the course.
4. You do not have to register separately for the exam of a course. You will be enrolled for the exam (first attempt) automatically.
5. You will receive an e-mail if you are registered via OSIRIS.
6. If a course is over-subscribed, lottery will decide which students will be enrolled. BMS students will receive priority over PhD students in placement round 1, but not during late registration.
7. In case of over-subscription, every student who isn't enrolled in a course will stay on the waiting list. You can either remain on the waiting list, or you can deregister from the course. After deregistration, you can register for a second choice course.
8. Students who are not enrolled in a course due to over-subscription, will be guaranteed a place in the same course in the next academic year. If you want to take that course in the next academic year, you have to register in the appropriate pre-registration period.

Check for double registration by OSIRIS

Pre-registration period	You can put yourself on the waiting list for one course in block A and one course in block B. OSIRIS checks this: a second pre-registration in the same block will not work.
Late registration period	You can only be registered for one course per block (A and B). If you want to take another course, you must first deregister from the first one.
	After a registration attempt you will immediately see whether the registration has been successful or whether you will be placed on a waiting list (with place number)
	Please note: you can only be automatically registered from the waiting list for a vacant place if that is your only (request for) registration. In other words, you cannot be automatically enrolled if you are already enrolled for another course or if you are on the waiting list for two courses in the same block. Therefore, make sure that you are on one waiting list only, because Osiris allows you to be on more than one waiting list but will not automatically enroll you in a vacant place.

Deregistering for a course

You can deregister for a course up to 2 weeks before start date. Follow the instructions mentioned in the link above. If you are registered for a course after the deregistration period, we expect that you will take the course. Requests for deregistration after the deregistration period will not be processed.

Registering for resit exams

Enrolment in a course means participation in the exam of the course. In case you have a resit, you have to register for the resit via Osiris. The end date for registration for the resit exam is included in the table above. Notice that you have to register for each partial test if you have a resit! (Also a second attempt for a paper e.d.).

Communication on placement to students

After enrolment, students get a notification via e-mail. All course and test registrations are visible in OSIRIS.

Checking your schedule of the course

Radboudumc will switch to a new system on which the timetable is visible: My Timetable (accessible via RU portal or OSIRIS). Currently, no manual is available.