

PhD students – participation in BMS courses

Manual for PhD students

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In September 2018, the master Biomedical Sciences starts with a selection of 73 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 for the academic year 2018/2019 a pilot will be performed in which 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 in 2018/2019 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 seven course periods from 4 weeks, running from September to March. 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 6 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 studyload 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 spot. You can only participate if you are entered in the course formally by the Radboudumc Health Academy.

You can subscribe 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 Hilde.Swinkels@radboudumc.nl. She 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.

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 placement round 1, we will try to increase the capacity of the course. If this is not possible, we will perform a lottery to decide who can

participate. BMS students will receive priority over PhD students. PhD students will receive priority over faculty of science students and external students. If you cannot be placed, you will be put on a waiting list.

In case of oversubscription in placement round 2, students on the waiting list will have priority. Subsequently, all students will be treated equally in a lottery; no priorities will be in place.

Questions?

If you have any additional questions, please refer to kim.timmermans@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 Hilde.Swinkels@radboudumc.nl to obtain a student registration and corresponding student number. After you have received your student number, you can subscribe for BMS courses via OSIRIS.

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 2018/2019 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 subscription will take place in two placements round, as depicted in the figure below.



As depicted in this figure, there are two placement rounds. The first placement round is 4 months before start of the course. The second placement round is 1 month before start of the course.

As you can see, there are two placement rounds and it is not possible to be entered in a course in between. This means that you should subscribe during the pre-registration period, if you want to know earlier than 3-4 weeks 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.

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

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Start date	Sept 3 th	Oct 1 st	Oct 29 th	Nov 26 th	Jan 7 th	Feb 4 th	Mar 4 th
End date	Sep 28 th	Oct 26 th	Nov 23 th	Dec 21 st	Feb 1 st	Mar 1 st	Mar 29 th
Start pre-registration	Apr 1 st	Apr 1 st	Apr 1 st	Apr 1 st	Aug 1 st	Aug 1 st	Aug 1 st
Deadline pre-registration	Jun 15 th	Jun 15 th	Jul 1 st	Aug 1 st	Sep 1 st	Oct 1 st	Nov 1 st
Deadline late registration	Aug 3 th	Aug 31 st	Sep 28 th	Oct 25 th	Dec 7 th	Jan 4 th	Feb 2 nd
Deadline deregistration	Aug 17 th	Sep 14 th	Oct 12 th	Nov 8 th	Dec 17 th	Jan 18 th	Feb 16 th

In OSIRIS, Monday/Tuesday courses are defined as period a, whereas Thursday/Friday courses are period b. As such, period 1a entails all September courses on Monday/Tuesday.

Course registration and enrolment

You can use Osiris to register for courses. Follow the instructions at the website of Radboud University [here](#).

All course modules within the master have the same code system: MED-BMS[double figure]. The RU manual is not completely accurate at this moment. Instead of choosing the option 'course module / register for a course module', choose option 'or make a direct registration based on a course code', fill out the complete course code (MED-BMSxx) in the field and click 'register for course module'.

Rules for registration

You can follow one course during each period (e.g. period 1a). In case of more registrations in one period, the organization chooses one of the courses without consulting the student. It is allowed to subscribe for two simultaneous courses on different days, for example in period 1a (Monday/Tuesday) and period 1b (Thursday/Friday).

Registering and pre-registration periods

The pre-registration period starts from 1 April for courses from September-December and from 1 August for courses from January-March. Each period has a different deadline for pre-registration, see the table above. It is still possible to register after the pre-registration period. Note that courses can be over-subscribed then. Enrolment by registering after the pre-registration period is only possible if there is place in the course and up to 4 weeks before the start date. After this final deadline, registration is not possible.

1. If you are enrolled in a course within the master's programme Biomedical sciences, you are enrolled in all educational activities in the course. You don't have to choose 'instructional mode' en 'group preference' (step 8 of the RU instruction).
2. You do not have to register separately for the exam of a course module. You will be enrolled for the exam automatically.
3. Radboudumc works with pre-registration. At the end of the pre-registration period, these applications are registered. Up to 30 students will be enrolled in each course by the organization after the pre-registration deadline. You will receive an e-mail if you are registered.
4. 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 in placement round 2.

Deregistering for a course

You can deregister for a course up to 2 weeks before start date, except for the courses in January (de-registering up to 4 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 exams

You don't have to register for an exam. Enrolment for 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 within 4 weeks after publication of the grade.

Communication on placement to students

In placement round 1 students are enrolled in the course in Osiris. Students get a notification via e-mail, the registration is also visible via the [RU portal](#). The same procedure will take place 1 month before the start date (placement round 2).

Four weeks before start date of the course, the registration is visible in the personal webfile of the Radboudumc (webdossier) with the course schedule.