

# Registration manual for courses of the master's programme Biomedical Sciences

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## Introduction

The BMS programme offers over 70 theoretical courses of 3 EC each. The courses are organized in six course periods of 4 weeks, running from September to February.

Each period you can do two courses at a time: one on Monday-Tuesday and another on Thursday-Friday. Wednesdays will be reserved for self-study. If you are enrolled for a course, you must be available full-time on the days of the course.

From September-December, 1.5 ECTS Wednesday courses will be organized as well. Students who are enrolled in three courses will have extra study load during this period and are required to spend additional hours per week on their study. We therefore recommend to follow no more than two courses simultaneously.

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

## Two registration periods

Radboudumc works with two registration periods. At the end of the first pre-registration period, up to the maximum number of students (in general course capacity is 30) will be enrolled in each course by the organization. If you pre-register during this first period, the organization will make every effort to give as many students as possible a place in the course of their choice.

Each period ('block' in OSIRIS) has a different deadline for pre-registration, see the table at the end of this manual.

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.

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

## Rules for registration

You can follow one course during each block (e.g. W36A).

## 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 (according to the course capacity) 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 (e.g. W36A). 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 from a course

You can deregister from 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. If you don't follow the course anyway, a grade 'ND' will be administrated.

## Registering for exams en resits

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 of the (partial) test via Osiris. End dates for registration are included in the table below.

Note: it's not possible to register for a resit if you aren't a master's student (students from our bachelor's programme Biomedical sciences who are conditionally admitted to the master). In that case, contact the study advisor via [studyadvisorBMS@radboudumc.nl](mailto:studyadvisorBMS@radboudumc.nl).

## Communication to students

1. After enrolment, you will get a notification via e-mail.
2. Students who are not enrolled in a course due to over-subscription, will get a notification.
3. During late registrations period (2 weeks before course), you will immediately see whether the registration has been successful or whether you will be placed on a waiting list (with place number).
4. Your course and test registrations are always visible via Osiris, which is the Radboud University standard and the most reliable information source of your registrations.

## 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.

## Planning of course periods during the academic year 2021-2022:

	<b>W36*</b>	<b>W40</b>	<b>W44*</b>	<b>W48</b>	<b>W02</b>	<b>W06</b>
Start pre-registration students	1 Apr	1 Apr	1 Apr	1 Aug	1 Aug	1 Aug
End pre-registration students	1 May	1 May	1 May	1 Oct	1 Oct	1 Oct
End late (de-)registrations students	23 Aug	20 Sept	18 Oct	15 Nov	27 Dec	24 Jan
Start course	6 Sept	4 Oct	1 Nov	29 Nov	10 Jan	7 Feb
End course	1 Oct	29 Oct	26 Nov	24 Dec	4 Feb	4 March
End registration resit	24 Nov	29 Dec	19 Jan	16 Feb	30 March	27 Apr
Standard resit date	8 Dec	12 Jan	2 Feb	2 March	13 Apr	11 May

\* The end date of the course BMS11 is an exception. It is the only course with the duration of 8 weeks (instead of the 'normal' duration of 4 weeks). BMS11 runs twice. Once starting in W36C (6 Sept) and ending 29 Oct and once starting in W44C (1 Nov) and ending 24 Dec.