Subscription manual for courses of the master’s programme Biomedical Sciences year 2019-2020

Introduction

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

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 or final exams of courses. 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 those courses will as a consequence have extra study load (on top of the regular 6 ECTS per 4 weeks) during this period and are required to spend 8 additional hours per week on their study, leading up to a total of 50 hours of study per week.

Two pre-registration periods

Radboudumc works with two pre-registration periods. At the end of the first pre-registration period, up to 30 students 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. During the second (late) pre-registration period you can only register for courses with capacity left. The courses which are open for late registration are published via Ad Valvas.

Rules for registration

You can follow one course during each period. You are allowed to combine a Monday-Tuesday course with a Wednesday course. In case of more registrations in one period, the organization chooses one of the courses without consulting the student.

Course registration and enrolment

1. You use Osiris to pre-register for courses. Follow the instructions at the website of Radboud University: [http://ru-werkinstructies.screenstepslive.com/s/OSIRIS/m/37168/l/361467-registering-for-course-modules](http://ru-werkinstructies.screenstepslive.com/s/OSIRIS/m/37168/l/361467-registering-for-course-modules)
2. After your pre-registration, you are placed on a waiting list. Directly after the deadline, up to 30 students 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. You don’t have to choose ‘instructional mode’ en ‘group preference’ (step 8 of the RU instruction).
4. You do not have to register separately for the exam of a course module. You will be enrolled for the exam automatically.
5. You will receive an e-mail if you are registered via OSIRIS.

6. If a course is over-subscribed (>30 students), lottery will decide which students will be enrolled.

7. In case of over-subscription, every student who isn’t enrolled in a course will stay on the waiting list. You can register for a second choice course subsequently. As soon as there is a vacancy in your preferred course, a student on the waiting list will be enrolled in the course. If you receive such a place, you are asked to unsubscribe for your second choice course (if applicable). If you don’t want to stay on the waiting list, you have to deregister for the 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.

**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 3 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 until two weeks before date of the resit.

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.

**Communication to students**

1. After enrolment, you will get a notification via OSIRIS.

2. Students who are not enrolled in a course due to over-subscription, will get a notification.

3. A few days after the first registration period, an overview of available places in courses (in case of late registrations) will be published via Ad Valvas.

4. During late registrations period (4 months before course – 2 weeks before course), we will periodically update the placements so that students know in a reasonable time whether they can participate in the desired course.

5. Your course registration is always visible via Osiris, which is the Radboud University standard and the most reliable information source of your registrations. In order to publish your course schedule in your Radboudumc personal web file, the course registrations are replicated only directly after the two registration periods (4 months and 2 weeks before course). Meanwhile, course schedules can be consulted via the website: https://healthacademy.radboudumc.nl/roosters/
Planning of course periods during the academic year 2019-2020:

<table>
<thead>
<tr>
<th>Month</th>
<th>Courses on Monday-Tuesday</th>
<th>Courses on Thursday–Friday</th>
<th>Courses on Wednesday</th>
<th>Start date of course period</th>
<th>Start date first pre-registration period</th>
<th>Deadline for first pre-registration period</th>
<th>Deadline late registration period</th>
<th>Deadline de-registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>September (week 36)</td>
<td>Period W36-A</td>
<td>Period W36-B</td>
<td>Period W36-C8</td>
<td>2 Sept</td>
<td>1 April</td>
<td>1 May</td>
<td>19 Aug</td>
<td>19 Aug</td>
</tr>
<tr>
<td>October (week 40)</td>
<td>Period W40-A</td>
<td>Period W40-B</td>
<td></td>
<td>30 Sept</td>
<td>1 April</td>
<td>1 June</td>
<td>16 Sept</td>
<td>16 Sept</td>
</tr>
<tr>
<td>November (week 44)</td>
<td>Period W44-A</td>
<td>Period W44-B</td>
<td>Period W44-C4</td>
<td>28 Oct</td>
<td>1 April</td>
<td>1 July</td>
<td>14 Oct</td>
<td>14 Oct</td>
</tr>
<tr>
<td>December (week 48)</td>
<td>Period W48-A</td>
<td>Period W48-B</td>
<td></td>
<td>25 Nov</td>
<td>1 April</td>
<td>1 Aug</td>
<td>11 Nov</td>
<td>11 Nov</td>
</tr>
<tr>
<td>January (week 2)</td>
<td>Period W2-A</td>
<td>Period W2-B</td>
<td></td>
<td>6 Jan</td>
<td>1 Aug</td>
<td>9 Sept</td>
<td>16 Dec</td>
<td>16 Dec</td>
</tr>
<tr>
<td>February (week 6)</td>
<td>Period W6-A</td>
<td>Period W6-B</td>
<td></td>
<td>3 Feb</td>
<td>1 Aug</td>
<td>1 Oct</td>
<td>20 Jan</td>
<td>20 Jan</td>
</tr>
<tr>
<td>March (week 10)</td>
<td>Period W10-A</td>
<td>Period W10-B</td>
<td></td>
<td>2 Mar</td>
<td>1 Aug</td>
<td>1 Nov</td>
<td>17 Feb</td>
<td>17 Feb</td>
</tr>
</tbody>
</table>

1 The organization is currently working on the transition to a new naming of the periods. The new naming has not yet been implemented everywhere. We aim to have competed this process in August.

2 Period for courses on Wednesdays during 4 weeks

3 Period for courses on Wednesdays during 8 weeks