**Registering for courses of the master’s programme Biomedical sciences academic year 2018-2019**

In September 2018, the master Biomedical Sciences starts with 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 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. In September-December, 1.5 ECTS Wednesday courses will be organized as well. Students enrolling 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.

The planning of the periods during the academic year is as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Month**  | **courses on Monday-Tuesday:** | **Courses on Thursday-Friday:** | **Courses on Wednesday:** | **Start date pre-registration** | **Deadline for pre-registration** | **Deadline late registration** | **Deadline de-registration** |
| September (week 36) | Period 1a | Period 1b | Period 1a | 1 April | 1 May | 6 August | 20 August |
| October (week 40) | Period 2a | Period 2b |  | 1 April | 1 June | 3 Sept | 17 Sept |
| November (week 44) | Period 3a | Period 3b | Period 3a | 1 April | 1 July | 1 Oct | 15 Oct |
| December (week 48) | Period 4a | Period 4b |  | 1 April | 1 August | 29 Oct | 12 Nov |
| January (week 2) | Period 5a | Period 5b |  | 1 August | 1 Sept | 10 Dec | 10 Dec (!) |
| February (week 6) | Period 6a | Period 6b |  | 1 August | 1 Oct | 7 Jan | 21 Jan |
| March (week 10) | Period 7a | Period 7b |  | 1 August | 1 Nov | 4 Febr | 18 Febr |

**Searching courses of the programme Biomedical sciences**

All course modules within the master have the same code system: MED-BMS[double figure]. You can search for code, description or title of the courses.

**Rules for registration**

You can follow one course during each period. You 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.

**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 table above. It’s 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.

**Course registration and enrolment**

You can use Osiris to 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>

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 your are registered.
4. If a course is over-subscribed (>30 students), lottery will decide which students will be enrolled.
5. 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 a 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.
6. 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 4 weeks before start date). Follow the instructions mentioned in the link above. If you are registrated 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**

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 to students**

* After the first registration period (4 months before start date), students are enrolled in the course in Osiris. Students get a notification via e-mail, the registration is visible via the RU portal.
* In case of over-subscription, a lottery will take place. Every student who isn’t enrolled in a course stays on the waiting list. You get a notification about the waiting list (see also step 5 in the instructions).
* 4 Weeks before start date of the course, the registration is visible in the personal webfile of the Radboudumc (webdossier) with the course schedule.