

# Frequently Asked Questions, students Master BMS

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*Please check regularly for updates (this document will be updated depending on the questions we will receive from students. Moreover, links can be updated in a new version of the document).*

## What is a good starting point to get information about the structure, content and procedures in de Master BMS?

The prospectus (study guide) is a good starting point to get familiar with the Master. The prospectus 2022-2023 will be published in June 2022. The prospectus BMS 2021-2022 can be found here: <https://www.ru.nl/courseguides/fmw/master/biomedical-sciences-2021-2022/about-prospectus/>.

Furthermore, the Brightspace page '2122 Master Biomedical Sciences' or '2223 Master Biomedical Sciences' (depending on your starting year) offers more specific information about the Specialisations, Profiles and Coaching trajectory.

## What BMS courses should I follow in the first months of my first year in the Master's programme?

First year students are expected to take all core courses of a chosen specialisation in the first months of the academic year. Each specialisation consists of max. 6 core courses of 3 ECTS in the period September-December. A specialisation provides substantive structure and depth on a number of core topics. Following all courses of one specialisation is highly recommended, but not mandatory.

Specialisation courses are scheduled in the first three course periods, followed by profile courses and other courses. The student determines the further course package him/herself based on their personal preference of professional development to specialise or broaden their Master. To ensure a coherent program, this will be discussed with during coaching sessions with the specialisation coordinators.

## Do I have to register for a specialisation?

No, you cannot register for a specialisation. You can only register for the courses that belong to a specialisation.

## Do I have to do the Master's full-time at all times? Is it allowed to interrupt the master or to do the Master's part-time during one or several months?

The BMS program is intended as a full time programme (approx. 40 hours a week). If you wish, you can take a period with only one course or even take a month off. But be aware that this may result in your Master (120 EC) taking longer than two years. Please note, that 'full time' does not mean that you are expected to combine Mo/Tu + Wed + Thu/Fri courses (see next question).

## Is it possible to take three courses (Monday-Tuesday + Wednesday + Thursday-Friday) in one period?

This is not recommended. It is possible to register for three simultaneous courses (Mo/Tu, Wed and Thu/Fri). However, be aware that this will result in a study load of approximately 50 hours a week (= more than full time) which is not recommended.

The combination of a Mo/Tu course and a Thu/Fri course is full time (approx. 40 hours a week). You will need the Wednesday for assignments.

Wednesday courses are only 1,5 EC during 4 or 8 weeks. The combination of a Wednesday course with a Mo/Tu or Thu/Fri course is also a good combination (e.g. in the second year) and will result in approx. 30 hours a week.

## What does a regular week look like in the BMS Master?

When taking courses in on Mo/Tu (course in slot A) + Thu/Fri (course in slot B) you will have contact hours on those days, with time for self-study assignments and group work on Wednesdays. It is also possible to combine a Wednesday course (slot C) with a course in slot A or B.

In the months in which you are not following courses you will do an internship and write a literature thesis. While doing an internship you will participate as a starting employee at the department of your choice.

### **Can I still register or cancel my registration for courses after closing of the pre-registration?**

We recommend you to use the preregistration for course subscription. The late registration is an extra-service. Please note that a course may already be full after pre-registration. In that case a late registration will put you on a waiting list, and you will only be placed in the course if places become available due to deregistrations of other students.

If you are placed in a course you can still deregister until 2 weeks before the start of the course. After 2 weeks before the start of the course you cannot deregister anymore (meaning you should participate in the course!).

Please note that the pre-registration of a course period closes 4 months before the start of that period.

### **Can I temporarily register for two courses at the same time that are in the same block (= time slot in a certain period, e.g. W36A), and de-register for one of the two later.**

No, this is not allowed. After all, we don't want you to occupy more places than you need to make sure that there are places left for your fellow students. If you try to do this you will get an error for the second registration which will say that the course is full (which is actually not true). In other words: you can only register for one course per "block"! See also the registration manual (on [this](#) page). By "block" we mean a combination of a course period (of four weeks) with a time slot (days in the week). An example is W36A which stands for time slot A (= Monday + Tuesday) in period W36 (September).

### **Do I have to register for a career profile?**

In October of your first year in the Master's programme you will be requested via email to register one of the three career profiles (Research, Consultancy or Communication).

### **What courses are compulsory in a career profile?**

Compulsory aspects of the Master (courses, internships and literature thesis) can be found in the prospectus (study guide) and Education and Examination Regulations (OER).

Each student has to choose one of the three career profiles (Research, Consultancy or Communication). Each profile has a compulsory program with courses and an internship. Specifically, for the Consultancy and Communication profile a student has to follow a set of 4 compulsory courses (see [Prospectus](#) (please click the sub-pages for each profile in the left menu) or [Education and Examination Regulations](#)). These courses can be followed in the first and/or second (or third, if applicable) year. A student who wishes to replace a compulsory profile course can submit a request to the Board of Examiners. They will check the request regard to the level and relationship with the profile-specific final objectives. Students in the Research profile have to choose at least 6EC worth of Research profile courses. The Research profile courses can be found in the Prospectus and the Education and Examination Regulations.

### **What courses are compulsory in a specialisation?**

Each specialisation consists of max. 6 core courses of 3 ECTS in the period September-December. Coordinators of the courses, that are assembled within a specialisation, align their courses in terms of coordination, structure, content, examination and level. The entry level of the successive courses can therefore be higher on those core subjects. First year students are expected to take all core courses of one specialisation in the first months of the academic year\*. Following all courses of one specialisation

is highly recommended, but not mandatory. In consultation with the specialisation coordinator, this may be deviated from for compelling reasons. The student remains responsible for ensuring that he/she meets the entrance level of courses he/she wants to take. A specialisation course might build upon knowledge from previous specialisation courses. As a consequence, a higher level of prior knowledge may be required. Information on required prior knowledge of each course is included in the course information in the prospectus (study guide).

You can read more about the specialisations in the Prospectus:

<https://www.ru.nl/courseguides/fmw/master/biomedical-sciences-2021-2022/design-your-master-programme-0/choose-specialisation/>

\* In the second year it is possible to follow courses from one or more other specialisations. Second year students should be able to determine from the course description in the prospectus (and possibly in consultation with the course coordinator or specialisation coordinator) whether their prior knowledge will be sufficient to follow a course

### **Will the specialisation and the profile be on my Master diploma?**

The profile will be included in the diploma supplement. The specialisation will not. With the courses in the diploma supplement, the student can demonstrate the focus (specialisation) he/she has implemented in the master. So you could say it is implicitly part of your diploma.

### **Am I free to take any (amount) of non-specialisation courses?**

There are many more courses than the specialisation and profile courses. With those courses you can further specialise or broaden your Master (e.g. after doing your specialisation courses). You can take as many courses as you like, as long as you have a minimum of 24 EC (research profile students) or 30EC (consultancy and communication profile students) of courses, part of which should be profile specific courses.

It is also possible to follow one or more courses of another specialisation or profile. For example, if you follow the Consultancy profile and HTA specialisation, you can also follow a few courses from the research profile or from e.g. the toxicology specialisation.

You can read about this in the Prospectus on the 'Design your Master's programme' and 'Courses' subpages.:

- <https://www.ru.nl/courseguides/fmw/master/biomedical-sciences-2021-2022/design-your-master-programme-0/how-design-your-programme/>
- <https://www.ru.nl/courseguides/fmw/master/biomedical-sciences-2021-2022/courses/>

### **Is BMS01 'Thinking critically about science' an obligatory course?**

- Students admitted to the BMS Master's based on the completion of the Biomedical Sciences Pre-Master's for HAN, HLE, Physical Therapy, and MBRT and those admitted based on the completion of a programme at a foreign university must take the MED-BMS01 course (mandatory component).
- Students admitted to the BMS Master's based on a Bachelor's at a Dutch university outside Radboudumc can substitute another course for MED-BMS01 if they wish. Although the BMS01 course is not mandatory for these students, we still recommend this course as it will provide valuable new insights. So, recommended but not mandatory.
- Students admitted to the BMS Master's based on the Bachelor's programme of Biomedical sciences at Radboudumc or the pre-master's program Biomedical Sciences for students of Medicine should not take BMS01 because BMS01 is more or less the same as the Bachelor course B3WI 'Thinking critically about science' that these students have already taken.

In order to graduate for the BMS Master's, you must obtain a total of at least 120 EC. If BMS01 is not a mandatory component for you, you still have to acquire 120EC in total. The 3EC of BMS01 can be replaced by another course.

### **Do I need to discuss my study plans or submit a study plan for approval?**

From January 2021 it is no longer necessary to submit a study plan to the Board of Examiners. The study plan was a growing document in which all (planned) study activities were included. From now on you only need specific approval from the Board of Examiners for the following activities:

- planned internships (application by OSIRIS Case)
- planned literature thesis (application by standard form)
- courses to be taken outside the BMS courses offered by the Radboudumc (application by standard form)

For each of these activities there is a separate form or OSIRIScase procedure. In the prospectus (sections [courses](#), [internships](#) and [literature thesis](#)) you can find more information.

Even though you don't have to submit a formal study plan to the Board of Examiners, you should regularly discuss your study plans with your Specialisation Coordinator. In the BMS Brightspace course you can find a format make an overview of your study plans (go to Content > Coaching > Overview study plans) which you can discuss with your specialisation coordinator. This format is an aid to list planned courses, internships and literature thesis. It is not obligatory and does not have to be submitted to / approved by the Board of Examiners. Start by filling out the parts that you do know and add on to that as you go along. Talk to your specialisation coordinator when in doubt.

### **Where can I find the forms that are necessary to get approval for an internship, literature thesis, individual activity or course outside the BMS course programme?**

The Board of Examiners (BoE) will deal with the forms for individual/external activities and literature thesis application in their meeting. Email the form to your Specialisation Coordinator who has to forward it to the BoE (by emailing to Stip). You can find an overview with dates of the Board of Examiners meetings [here](#). Make sure to submit the literature thesis plan no later than 2 weeks before the relevant Board of Examiners meeting. In the posted BoE schedule you only need to look at the dates which state 'Master' and 'vergadering' (=meeting). The date published after the meeting date in the section 'uiterste aanmelddatum examenaanvraag' is only relevant when you want to apply for your graduation, not for any other request.

Internships plans have to be submitted in OSIRIScase. Before submitting the internship plan in OSIRIScase you should discuss it with your Specialisation Coordinator. Make sure you discuss this in time, well before you have to submit it to the Board of Examiners in OSIRIScase. In OSIRIScase you start a case for your internship application and submit your internship plan. Your supervisor and subsequently one member of the Board of Examiners will be invited by OSIRIScase to evaluate this internship plan and determine whether it is approved or should be altered. Be sure to have submitted your internship plan through OSIRIScase at least 4 weeks before you wish to start the internship. This will give enough time to receive a response by the Board of Examiners and implement any adjustments to the plan if required. You can find more information in the prospectus (section [internships](#)).

### **Where can I find more information about internships and the literature thesis?**

We have manuals for the internships and literature thesis with much information. You can find them [here](#).

### **How do I submit my internship plan in OSIRIScase?**

Your internship application is performed digitally by OSIRIScase. Before submitting the internship plan in OSIRIScase you should discuss it with your Specialisation Coordinator. Make sure you discuss this in time, well before you have to submit it to the Board of Examiners in OSIRIScase.

In OSIRIScase you start a case for your internship application and submit your internship plan. Your supervisor and subsequently one member of the Board of Examiners will be invited by OSIRIScase to evaluate this internship plan and determine whether it is approved or should be altered. Find more details about this procedure in the prospectus (section [internships](#)).

### How does the assessment procedure for internships work in OSIRIScase?

Your internship is assessed by two professionals. The first assessor is your supervisor. Your second assessor is an independent expert in the field relevant to your internship subject and is working in the Radboudumc. The second assessor will be appointed to your internship by the Stip. Like internship application, the assessment of internships is also performed through OSIRIScase. OSIRIScase structures the process and documents of the internship assessment and makes it possible to track the assessment step by step. Find more details about this procedure in the prospectus (section [internships](#)).

### Do I need approval of the Board of Examiners before starting the internship?

In principle you need approval of the BoE before you start your internship. Only then can receipt of EC's upon completion with a sufficient grade be guaranteed. Starting your internship prior to approval is at your own risk (the internship plan might be disapproved or may require changes).

### I am having problems with my internship supervisor which I cannot solve

Please contact your specialisation coordinator (coach) or study advisor (Jos Schepens) to discuss when problems occur during your internship or courses.

### What is the difference between a 'general research internship' and a profile internship (which can also be a research internship in case I do the research profile)?

During the master Biomedical Sciences (BMS), each student will perform at least two internships: one profile internship ( $\geq 30$  EC) and one general research internship ( $\geq 30$  EC). An internship of 30 EC corresponds to 20 full time weeks. Students may choose to extend these internships with more EC/weeks. It is also possible to perform an additional (third) internship.

For students with a research profile, the profile-internship is in fact a research internship. This means that they have to complete at least two research internships with a minimum of 30 EC each. The order in which the internships are performed is up to the student. Research profile students should register one of the research internships as their general research internship and the other as their research profile internship. This difference is only relevant for the administration in OSIRIS.

### Can I receive extra credits (ECs) if I extend my internship?

You will only receive credits for the internship as is approved by the Board of Examiners. Extending your internship will not lead to more credits.

If the internship is changed and additional things are learnt during an extension period you can try to see if this can be approved by the BoE. It has to be substantially different from the original plan. A simple extension to finish what you started will not suffice.

### What if, due to the corona measures, I can spend less time in the lab/department during my internship (restricted number of people allowed). How can I perform my internship properly under these circumstances?

Below we have drawn up a number of suggestions with which an internship can be performed with reduced time on campus / in the lab / at departments. Of course, we hope that you do not have to resort to these solutions and that you can perform your internship as 'normal' as possible.

**Please note: the suggestions below were appropriate during the strict lockdown measures that applied in 20-21. Only if strict measures return you can resort to such solutions if approved by the Board of Examiners and your supervisor.** In addition to the solutions mentioned below, it is always good to discuss an alternative internship plan with your supervisor to prepare for the scenario in which laboratories need to close due to more strict corona measures (*check answers to the next two questions*)

- **Shifting balance from experimental work / on campus or in hospital data collection and analyses to theoretical/computational analysis:** It is unfortunate, but may be acceptable, if a student has to settle for a smaller on campus data collection than usual. More limited time in the laboratory, clinic or department can be compensated by, for example, more (independent) time investment in design of studies, theoretical analysis of putative outcomes, modelling approaches, or more time for literature research or writing of a research proposal. Also, shifting to a more or complete computational approach for internships can be a possibility.
- **Two students working alternately on campus on the same data acquisition:** By using the same data collection, the on campus / in hospital / laboratory time per student can be restricted. Each student can analyse other aspects/variables from the resulting dataset for their own research question. The advantage of this solution is that a student can still work with a sufficiently large dataset despite less time spent in the laboratory / department.
- **Expanding on campus times for students:** Departments can allow students to use non-regular working hours for part of their on campus time (e.g. before 9:00 and after 17:00). Several students may be guided by a single lab supervisor during these non-regular hours.
- **Combining existing data with newly collected data:** Students may be able to further supplement an existing data set with the collection of additional data within the limits of available on campus time.
- **Other alternatives can be implemented if approved by the Board of Examiners**

### It is possible that in laboratories and departments need to close down entirely for a time due to corona measures. What should I do if such an event occurs?

In these cases, students are stimulated to proceed with their internships in an adapted manner. Tailor-made adaptations to the internship workplan need to be approved by the Board of Examiners to ensure the quality of internships. In order to be prepared for such an event we advise you to discuss with your internship supervisor what alternatives might be chosen in case regular data collection and experiments cannot proceed as planned. In this way, you can act quickly in case of (partial) lock-down, and know beforehand what alternative plan you can propose to the Board of Examiners. Of course, not all situations can be foreseen. Adaptation of workplans and alternatives are possible when required by the specific situation.

### I want to learn something that is not in our program and I know someone who can teach me, what do I do?

You might want to learn something that is highly relevant to your field of study. For instance a specific technique or scientific application, which is not taught in our regular program.

In such cases, it is possible to find a teacher and have them make an individual learning activity for you. However, there are restrictions and it might not be easy to have it approved. So make sure to discuss this with your potential teacher and specialisation coordinator before giving this a shot. [Here](#) you can find the form to request approval for such an activity. The assessment for individual education can be found [here](#).

### Where can I find a student job at the Radboudumc?

Check <https://healthacademy.radboudumc.nl/prikbord/assistentschappen/index>

### What actions should I take for graduation?

Once you have successfully completed all examinations of the master's programme in Biomedical Sciences (sufficient grade for every required component), then there are still some formalities that need to be completed in order to obtain your MSc degree:

- All components are approved as part of your Master's programme by the Board of Examiners. (Our internal BMS courses are approved automatically. All internships plans should have been approved through Osiris case. Applications of the literature thesis and courses outside our BMS

course programme should have been approved through the appropriate forms. You can find more information about this in the BMS prospectus.)

- You have successfully completed all examinations of all teaching units (courses, internships, etc) that are part of your programme and all the marks have been processed accordingly (at least 2 weeks before the results-meeting of the Board of Examiners).
- **Application for graduation:** You have formally requested admission to the master's examination. In order to be admitted to the Master's exam you need to fill in an digital application form in your webfile (a.k.a. webdossier) at least 4 weeks before a result-meeting of the Board of Examiners. You can find more information [here](#). Also check the meeting dates of the Board of Examiners [here](#). You must be registered at the Radboud University Nijmegen (for the correct study programme) up to and including the date of the meeting during which the Board of Examiners assesses whether you have successfully fulfilled all the requirements for the master's examination.
- **Actual graduation:** When the Board of Examiners decides that you have passed the examination (i.e. have fulfilled the requirements for obtaining a master's degree), then this date is the date of your graduation (the date of the graduation ceremony is a different one!) If you do not pass the master's examination, then you must apply again for a future meeting. You can retract your application up to two weeks before the date of the meeting.
- **Graduation ceremony:** If you have passed your master's examination successfully, the Board of Examiners will issue a certificate. The presentation of the certificate and the accompanying supplement sheet will take place in public during a graduation ceremony. The dates of graduation ceremonies are published at the Radboudumc website. Naturally, you will receive an invitation from the Board of Examiners to attend your graduation ceremony. During this ceremony, someone you have worked with and knows you well will deliver a short speech to have a retrospection on you as a student and formally give you your diploma.

### Where can I find information about career options

You can discuss career options with your Specialisation Coordinator. For further career information you can check the page of the career service <https://www.radboudumc.nl/en/education/careerservice>, including contact information. More BMS specific career information can be found in the BMS LinkedIn [group page](#) of the career service. The career service regularly organises career orientation events.

### Who can I contact if I have problems or questions?

- Your Specialisation Coordinator is your coach and first point of contact for questions regarding the compositions of your programme, finding internships and preparing the start of your career path. You can contact your Specialisation Coordinator by email.
- You can go to the BMS study advisor, Jos Schepens, for all kinds of questions related to your Master's programme. For example about delays in your study program or personal problems. If necessary, the study advisor will refer you to another advisor or care provider. You can contact the Study Advisor on his email address: [Jos.Schepens@radboudumc.nl](mailto:Jos.Schepens@radboudumc.nl)
- In case you experience undesirable behavior and need help or want to report it you can contact the confidential advisors of the Radboud University:  
English: [Report improper behaviour - Current students \(ru.nl\)](#)  
Dutch: [Vertrouwenspersoon ongewenste omgangsvormen studenten - Studenten \(ru.nl\)](#)