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Regulations for the Programmes in Biomedicine

FACULTY OF MEDICINE | LUND UNIVERSITY





FACULTY OF MEDICINE

Programmes in Biomedicine

Regulations

for applications to the Student Welfare Committee (*Studiesociala kommittén*) within the Master's Programmes Board (PNM) regarding the Bachelor's Programme in Biomedicine and the Master's Programme in Biomedicine

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Prerequisites and admission within a programme

Attendance at Roll Call for each course is always mandatory.

Prerequisites within the Bachelor's Programme in Biomedicine

Certain prerequisites apply for admission to Semesters 3 and 5 within the Bachelor's Programme. If all the prerequisites are met, no further application is required for any semester. Please note that individual courses may have certain prerequisites of attendance at previous courses (please see the respective syllabuses).

Prerequisites for admission to Semester 3:

A passing grade on the examinations and course elements of Semester 1 and 2 of the programme of at least 45 credits in total, as well as participation in the course *BIMB22 The Cell and its Environment (30 credits)* (or the equivalent), and 15 credits of Semester 2.

Prerequisites for admission to Semester 5:

A passing grade on all courses up until the first half of Semester 4 (105 credits), as well as participation in all courses of Semester 4 (or the equivalent).

Prerequisites within the Master's Programme in Biomedicine

Certain prerequisites apply for admission to Semester 3 within the Master's Programme. If all the prerequisites are met, no application is required for Semester 3. Please note that individual courses may have certain prerequisites of attendance at previous courses (please see the respective syllabuses).

Prerequisites for admission to Semester 3:

A passing grade on the examinations and course elements of Semester 1 of the programme (30 credits), and on 15 credits of Semester 2.

Exemptions

Students who do not meet the prerequisites for admission to a higher semester or course can apply for an exemption. Exemptions are decided upon by the Student Welfare Committee for the Master's Programmes Board (PNM), which is composed of teacher and student representatives. Study Counselors and Education Coordinators prepare and present the cases but do not participate in the decision making. The application is made in writing and any medical or social reasons must be substantiated with a medical certificate or equivalent. In connection with the granting of an exemption, an individual study plan must be drawn up in consultation with the Study Counselor. Exemption is only granted in cases where the overall assessment is that the student will be able to succeed in their studies even though the formal prerequisites have not been met.

The complete application must be submitted to the Study Counselor no later than August 15 for the upcoming autumn term and no later than November 15 for the upcoming spring term. Students who have made themselves eligible after this deadline must personally notify the Study Counselor.

Sequence of course placement

If qualified applicants outnumber places on a course, students following a regular course of study are granted course placement before those on leave of absence or study break. For further information, see below under “Approved leave of absence / Temporary study break / Definitive non-completion of studies”.

Re-taking a course or semester

A student is guaranteed course placement once per course. Permission to study a course or semester a second time may be granted by the Student Welfare Committee in consultation with the Course Manager(s) if there are vacancies within the relevant course(s).

Admission to later part of programme

A student can be admitted to a later part of the Bachelor's or Master's Programme in Biomedicine, provided that the following five criteria are met:

1. The student meets the prerequisites or can prove equivalent competency.
2. The student applies to enter the programme's third semester or higher.
3. The student has studied courses that essentially correspond to the courses in the Programme in Biomedicine at Lund University. Some supplemental studies may be required.
4. The student has conducted examinations and received a passing grade on all previous relevant courses.
5. There is a vacancy within the relevant course(s) at Lund University.

Rules of allocation

If the number of students wishing to be admitted to a later part of a programme is greater than the number of vacancies, priority is given as follows:

1. Strong social, medical or other reasons that have arisen or intensified after the beginning of studies.
2. Following the result of a draw.

Application for admission to a later part of a programme

Application in the form of a personal letter with attached study certificates and syllabuses from previous studies, and, where relevant, documentation proving reasons cited, are sent to the Student Welfare Committee of the Master's Programmes Board.

The applications are presented by the Study Counselor to the Student Welfare Committee, that is entrusted with making the decision.

Applications are to be received no later than April 15 for the upcoming autumn semester, and no later than October 15 for the upcoming spring semester. The application is sent to the Study Counselor for biomedicine at the Faculty of Medicine.

Approved leave of absence / Temporary study break / Definitive non-completion of studies

An *approved leave of absence* from studies means that the student, if there are approved reasons, is granted re-entry into the programme with a guaranteed placement at a stated time following the leave of absence, provided that the prerequisites are met for the course or semester in question. Approved leaves of absence are only granted if there are special circumstances. Reasons for approval may be particular social, medical or other circumstances such as child care, military or civilian service, or assignments within a student union. Admission to postgraduate studies in a relevant subject or exchange studies administered through Lund University may also apply as reasons for approval.

A *temporary study break* (without guarantee of continued placement) refers to all other breaks in studies, e.g. for work, other studies, travel or other reasons for a break in ongoing studies. Students who have reported a temporary study break retain their place on the programme and can apply to resume their studies, which may well be granted if there is a vacant course place, provided that the prerequisites are met for that course or semester.

A *definitive non-completion* of studies refers to ending studies without the intention to return. The student renounces their place within the programme.

All approved leaves of absence, temporary study breaks, and definite non-completions are to take place in consultation with the Study Counselor.

Procedures for application / notification

One of three different application forms must be used:

- application for approved leave of absence (with supplementary documents)
- notification of temporary study break
- notification of definitive non-completion

The application for *approved leave of absence* is submitted to the Study Counselor of the programme, and is subsequently decided upon by the Student Welfare Committee. Supporting documents must be attached to the application. If the leave of absence is foreseeable, the application must be submitted no later than April 15 for the upcoming autumn term and no later than October 15 for the upcoming spring term. Leaves of absence due to sudden circumstances such as illness are handled and decided upon on an ongoing basis. The student must state when they plan to re-enter their studies in their application. The official decision from the committee states at which time the student is guaranteed a returning placement, and the final date by which the student must report to the Study Counselor that they in fact intend to use this placement. If the student needs to extend their leave of absence, a new application must be submitted, including any supporting documents that may need to be renewed, for a new decision.

Leaves of absence are usually granted until the following semester or course starts, i.e. for one year at a time. For applications that are denied by the Student Welfare Committee, the official decision includes instructions on how to appeal.

Students who wish to take a pause from their studies for other reasons can report a *temporary study break*. Temporary study breaks require a notification only, submitted to the Study Counselor no later than April 15 for the upcoming autumn term and no later than October 15 for the upcoming spring term. Reasons for the study break are to be communicated (but documentation of these is not required), as well as information on when the student plans to resume their studies. The student receives an official confirmation that the notification has been received, which clearly states that the application for resumption of studies must be submitted no later than a certain date. There is no time limit for how many semesters a student can take a temporary study break, and notification does not need to be continually renewed during the break.

Students who are barred (do not meet the requirements for admission to a subsequent semester or course) have not themselves chosen to take leave from their studies, but have been denied admission to further education by government decision. Students in this situation are therefore guaranteed a place in the program when their eligibility has been fulfilled, within a limited period of time. For the Programmes in Biomedicine, this guarantee of placement is valid for one year.

This involuntary leave of absence with a guarantee of future placement should not be confused with an approved leave of absence, which requires approved reasons.

A barred student who has not achieved the prerequisites during the allotted year mentioned above, and who can invoke adequate reasons, may apply for an *approved leave of absence* and thereby receive a guarantee of placement for a longer period than the year stated above.

A student who does not achieve the prerequisites within the period, and cannot invoke reasons for a leave of absence, is transferred to a *temporary study break*.

Notification of *definitive non-completion* is submitted to the Study Counselor. On the form, the student can state the reason for the non-completion by selecting alternatives. The student receives a confirmation that their notification has been received. The confirmation clearly states that the student is de-registered from the programme and must re-apply if need be through the regular national admissions process.

Resumption of studies

In the case of an *approved leave of absence* with a guarantee of future placement, the student needs to report resumption of studies, by way of a form submitted to the Study Counselor no later than April 15 for the upcoming autumn term and no later than October 15 for the upcoming spring term.

For *temporary study breaks* (with no guarantee of placement), the student is required to apply for resumption of studies. The application form is to be submitted to the Study Counselor no later

than April 15 for the upcoming autumn term and no later than October 15 for the upcoming spring term.

For students who have been on a *temporary study break*, resumption of studies is granted only if there are vacant places in the semester or course to which they are applying. In cases where not all eligible applicants can be placed in a semester or course due to a lack of vacancies, a draw or lottery is conducted. A student whose application is denied due to lack of space is given priority for placement (but not a guarantee) if there is a vacancy the following time the particular semester or course is conducted. A student who submits their application for resumption of studies after the deadline will only be offered a placement if a vacancy remains after the students who have applied in time have all been allocated a placement.

Credit transfers

If a student has acquired corresponding knowledge in another way, e.g. through previous studies or work experience, it is possible to receive credit for a course. The application must be made in on a particular form submitted to the Study Counselor for the Programmes in Biomedicine. The application must be submitted well in advance of the start of the course. Course syllabus(es) for the previous corresponding course(s) must be attached to the application along with certificates proving passing grades. Decisions on credit transfers are made by The Student Welfare Committee after assessment of the material by the Course Manager or other teacher of the relevant course.

Renewed examination

Students who have failed an examination have the right to take an equivalent re-examination at the opportunities offered.

According to Chapter 6, Section 22 of the Higher Education Ordinance, a student who has passed two examinations for a course, or part of a course, without a passing grade, has the right to have another examiner appointed, unless there are special reasons to the contrary.

In the case of a course being discontinued, or the content of the course significantly changed, a student has the right to undergo examination in accordance with the previous course content, for a period of up to one year after the change. A student on an approved leave of absence, or who proves other special reasons such as long-term illness, is entitled to an extended transition period of one additional year, following an official decision for that student by the Student Welfare Committee.

Disciplinary actions

Students who cheat, attempt to cheat, or mislead during examinations, or disrupt or hinder teaching, examinations or other activities within the framework of the programme, are subject to

disciplinary measures. Grounded suspicion of misconduct of the kind mentioned must be reported immediately to the Vice-Chancellor of the university. Subsequent to investigation, the case may either: be discontinued with no further action; lead to a warning from the Vice-Chancellor; or lead to a referral to the Lund University Disciplinary Committee.

Expulsion from studies

Expulsion from the programme may become relevant if a student suffers from a serious mental disorder, abuses alcohol or drugs, or has committed a serious crime that heightens the risk of injury to persons or damage to property. Cases involving possible suspension are tried by the national board of suspensions within higher education (*Högskolans avskiljandenämnd, HAN*).