Biomedical programme

Rules and Regulations for the Master's Programme in Biomedicine

Entry Requirements and Application Procedures within the Programme

Attendance at introductory meetings is always mandatory.

There are special entry requirements for term 3 of the Master’s programme in biomedicine.

An application for entry onto term 3 is to be submitted to the study adviser at the Office of the Faculty of Medicine by 15 April for the following autumn term.

An application form is available on the website of the programme:
http://www.med.lu.se/biomedicin/master_programme/contact_and_information/study_counselling

A list of students who have met the entry requirements specified below will be drawn up by the Student Welfare Committee on the instruction of the Biomedical, Medical and Public Health Training Board.

Entry requirements for term 3:

The student must have passed exams and courses during terms 1 and 2 totalling at least 45 credit points.

Exemptions

Students who for special reasons do not meet the entry requirements for a course in biomedicine may apply for an exemption from those requirements. Applications are reviewed by the biomedical Student Welfare Committee.

Applications are to be made in writing, and any grounds of health are to be supported by a doctor’s certificate. In connection with exemptions, students should consult a study adviser about the planning of their continued studies.
A form for applications for exemptions is available on the website of the programme: http://www.med.lu.se/biomedicin/master_programme/contact_and_information/study_counselling

A student who has passed exams after the application deadline bringing her/him up to the number of credit points required for entry onto term 3, must inform a study adviser about that fact.

Order of Priority for Course Entry

If there are more eligible applicants than course places, students who have followed the regular course of studies will be given priority over those who have been on approved leave from their studies.

Students who have been on leave are placed in priority group I or II for entry; cf instructions under Approved Leave of Absence below.

Retaking of Course or Term

The student has a course place once per course. The Student Welfare Committee may grant a student permission to retake a course if there are special reasons for that and if there is a vacancy.

Entry onto Later Part of Programme. Transfer to Lund University

A student may be admitted to a later part of the MSc programme in biomedicine at Lund University on the following conditions.

1. The student meets the entry requirements or has equivalent qualifications.

2. The student can apply for the second term at the earliest.

3. The student has taken courses which correspond largely to the courses in the Master’s programme at Lund University. Supplementary course work may sometimes be required.

4. The student has passed former relevant courses.

5. There is a vacancy.

Admission Rules

If the number of students wishing to be admitted to a later part of the programme/transfer to Lund University exceeds that of places available, the following order of priority will apply:
1. Strong social, medical or other special grounds which have arisen or been strengthened after the student commenced her/his studies.

2. Drawing of lots.

Application

An application in the form of a personal letter is addressed to the Student Welfare Committee. Certificates and syllabi from the other institution and any certificates supporting the circumstances adduced should be attached. Applications are reviewed by the study advisers, and decisions are made by the Student Welfare Committee.

Application deadlines are 15 April for the following autumn term and 15 October for the spring term. Applications should be sent to the Office of the Faculty of Medicine, Study Guidance at advanced level/Biomedicine, BMC F11, SE-221 84 LUND, Sweden

Non-completion/Approved Leave of Absence

Students are to notify the faculty office of any leave of absences, and they should always discuss it with a study adviser.

Students who wish to discontinue their education must hand in a written resignation to the study adviser for biomedicine at the faculty office.

The notification of leave of absence is to be made to the study adviser at the faculty office by 15 April and 15 October, respectively. Leave of absence during the first term will only be granted for compelling medical or other exceptional reasons.

The form is available on the website of the programme: http://www.med.lu.se/biomedicin/master_programme/contact_and_information/study_counselling

The application of leave of absence is normally made for two consecutive terms and must be renewed for any prolongation. On the basis of the notification to the faculty office, students are placed in one of two groups of priority for their return to the programme:

Priority group I

Illness, pregnancy or maternity/paternity leave, military service, fully financed student’s union work regarding the biomedicine programme, research studies.

Priority group II

Other grounds.

Supporting documents are required for group I placement. For group II placement a statement of reasons should be submitted.
Resumption of Studies

When resuming their studies after a leave of absence, students must have passed all exams up to the term of reentry. An application for reentry is to be submitted to the study advisers at the faculty office by 15 April for the following autumn term and by 15 October for the following spring term.

Leave of absence is normally registered for a maximum of six consecutive terms. After that, the student must apply to the Student Welfare Committee for a resumption of her/his studies. In some cases, the Committee may order the student to retake courses or parts of courses.

Credit Transfer

If a student has acquired equivalent knowledge in some other way, e.g. through earlier course work or by professional experience, he/she may be given credit for that.

An application on a special form is to be submitted to the study adviser for biomedicine at the faculty office. The application is to be submitted well before the start of the course. Syllabi for courses taken earlier and course certificates are to be attached to the application.

The form is available on the website of the programme:
http://www.med.lu.se/biomedicin/master_programme/contact_and_information/study_counselling

The Student Welfare Committee makes the decision after consulting the course director.

Retests

A student who has failed an exam is entitled to take the exam again at the times announced.

In accordance with Ch 6 Section 22 of the Higher Education Ordinance, a student who has taken two examinations in a course or part of a course without obtaining a pass grade is entitled to have another examiner appointed, unless there are special reasons to the contrary.

If a course is discontinued or greatly changed, a student is entitled to be examined on the earlier contents of the course for a period of one year. A student who has been on approved leave of absence or has other special reasons such as prolonged illness is entitled to a prolonged transitional period of another year.

Disciplinary Action

Students who cheat or attempt to cheat or deceive in exams or who disturb or obstruct teaching, testing or other educational activities, may be subjected to disciplinary action. Well-founded suspicions of such offences are to be reported promptly to the Vice-Chancellor of the University. After due investigation, the case may

• be dismissed without further action or
• cause the Vice-Chancellor to issue a warning or
• be referred to the Disciplinary Committee of the University.

Expulsion from the Programme

A student may be expelled from higher education studies if there is clear risk that the student will harm another person or cause substantial damage to property during the course of her or his studies and if the student also suffers from a mental disorder, or abuses alcohol or drugs, or has been found guilty of a serious crime. Such matters are handled by the Suspension Board for Higher Education.
**Academic integrity**

As a university student, you are not only to acquire subject knowledge and develop various skills, but must also be trained in academic integrity. This means for a start that you are expected to do your examinations in complete compliance with the rules provided by your course directors. It also means that from your first cycle studies onwards, you are to approach the research process (e.g. laboratory work, project work) and academic writing (e.g. lab reports, project reports) in an ethically correct manner.

**Academic dishonesty** is when a student deceives an examiner in an exam performance and for example

- fabricates, i.e. invents data and results
- falsifies, i.e. changes obtained data and results
- plagiarises, i.e. uses another person’s data, results or text in his or her own name
- uses unauthorised aids in an exam

For more information on the rules that apply, see “Policy on Plagiarism and Deceitful Plagiarism in First, Second and Third Cycle Higher Education at Lund University’s Faculty of Engineering”:

http://www.lth.se/anstalld/lth_handboken/utbildning_och_forskning/plagiering/

and information from Lund University library:

http://www.lub.lu.se/en/student/academic-conduct.html

Remember always to

- follow the instructions on authorised aids in exams
- pay attention to the rules that apply to cooperation in group work or take-home exams for example, and to the submission and presentation of lab reports
- honestly present data obtained in course lab work or project work
- correctly and accurately indicate your sources in both oral and written presentations

**Citations and referencing**

You do not need to provide references to what is considered general knowledge ("textbook knowledge"). Please note that this does not mean that students are allowed to copy this type of text from a textbook or from an internet source. Students must independently reproduce or summarise the content in their own words.

If you choose to quote a part of a text, i.e. reproduce it word for word, you must unconditionally put quotation marks around the quoted passage and indicate its source, regardless of where you found the text. If it is a longer passage (several lines) it can also be appropriate to indent the quoted text, so that it is clear which parts are your own writing and which part is quoted from another source.

If you wish to reproduce or discuss data, concepts, ideas, images, sounds or text in a manuscript or in published form, whether in a scholarly article or on the internet, your own or another student’s text, you must indicate the source in a form that is appropriate in the context. Readers must never be in doubt as to which thoughts are your own and which are someone else’s!

**Urkund** is the name of a search engine that you yourself as well as your lecturers can use to check texts for similarities with sources on the internet as well as previously submitted student papers.
Urkund’s plagiarism handbook provides advice and tips on how to avoid unintentional plagiarism:

**Reporting suspected cheating and plagiarism**

According to the Higher Education Ordinance (chapter 10) all employees at the university are obliged to report any cases of suspected cheating. The suspicion must be founded, i.e. there must be some factual basis for the suspicion. Even students can report suspected cheating or plagiarism. The procedure for reporting such cases is as follows.

1. The person who suspects that cheating or plagiarism has taken place must immediately contact the examiner (usually the course director) for the course in question.
2. The examiner informs the programme director, who, together with the course director promptly makes a preliminary investigation of the case. This may mean a discussion with the student and lecturer, where the student is given the opportunity to explain the circumstances which gave rise to the suspicion.
3. The programme director decides whether the case is to be reported to the Vice-Chancellor.
4. The Vice-Chancellor orders an investigation into the reported case. The student is contacted and allowed to present his or her position with regard to the reported event. After the investigation, the case is usually passed on to the disciplinary board.
5. The disciplinary board reviews the case and takes a decision on disciplinary measures, if applicable. These can take the form of a warning or suspension.