OSIRIS Case – Guide for Examiners

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General information

OSIRIS Case is the digital platform for the entire procedure (application, interim assessment, and final assessment) of research projects, writing assignments, mini-projects and profiles within the GSLS. This guide provides information about the different steps that are relevant for the examiner who can access OSIRIS Case via [Osiris Lecturer/Supervisor (Docent/Begeleider)](#).

Students will start a new case for each of the following components: major research project, profile project (if applicable), business internship (only SBM students), mini-project and writing assignment.

Contact information (problems, questions, or suggestions):
- General OSIRIS Case matters
  - BMS: infobms@umcutrecht.nl
  - Bioscience: science.gsls@uu.nl
- SolisID enquiries:
  - BMS: solisbeheer@umcutrecht.nl
  - Science Faculty: servicedesk@uu.nl

1. Access to OSIRIS Case – requirements for examiner

Everything you need to access OSIRIS Case is:

- SolisID. Staff and students belonging to Utrecht University automatically receive their SolisID that gives access to Utrecht University services. If you do not have a SolisID (UMC Utrecht staff) click on the link here. Despite already having a SolisID, it could be that you still must be awarded certain rights to evaluate applications. In this case, UU-employees may contact science.gsls@uu.nl and UMCU examiners may contact infobms@umcutrecht.nl, mentioning in the subject 'SolisID, Osiris Case'.
- **2FA** (two-factor authentication). The information in OSIRIS requires a high level of protection. You can find more information on how to set up the 2FA here.

2. Approval of project application

After discussion between examiner and student and agreement on the basis of the project, the student can start the application by opening a new case. When the application is submitted in OSIRIS Case, you as examiner will receive an email from 'Universiteit Utrecht (noreply@uu.nl)' with information and request to review the application (also directly available in Osiris Lecturer/Supervisor).
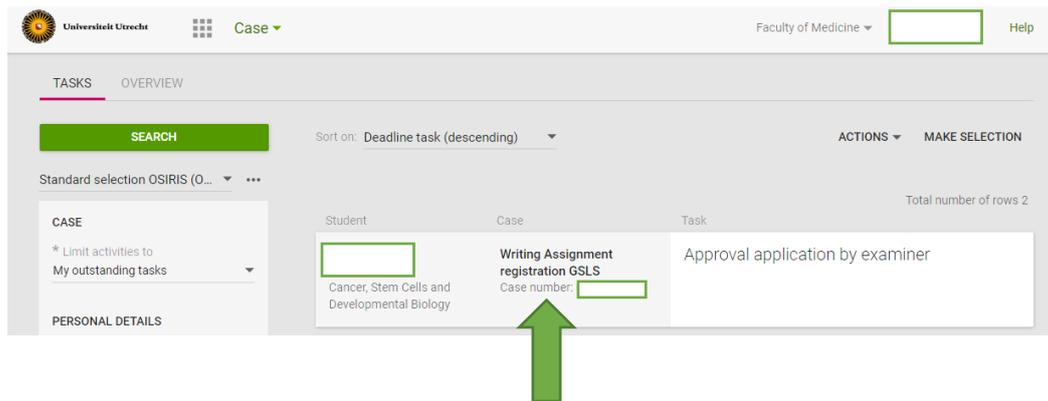
Your will see the OSIRIS Case interface with your pending tasks under 'Case':
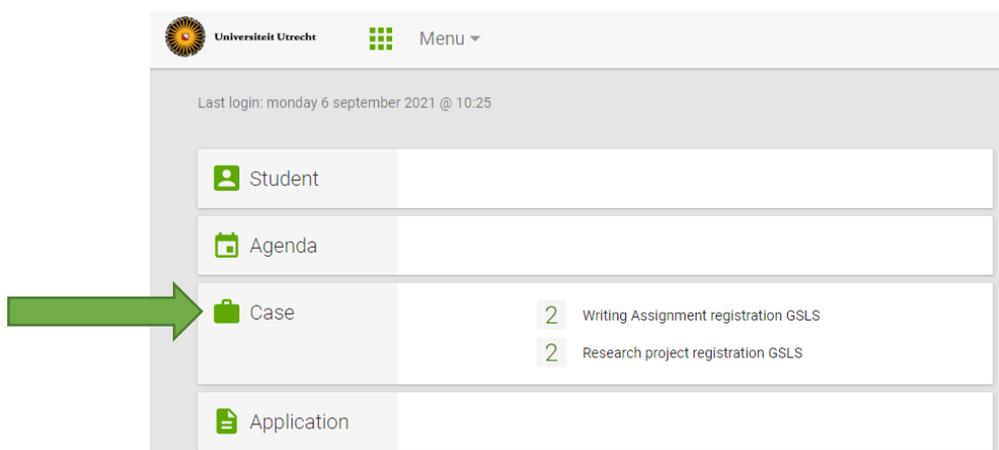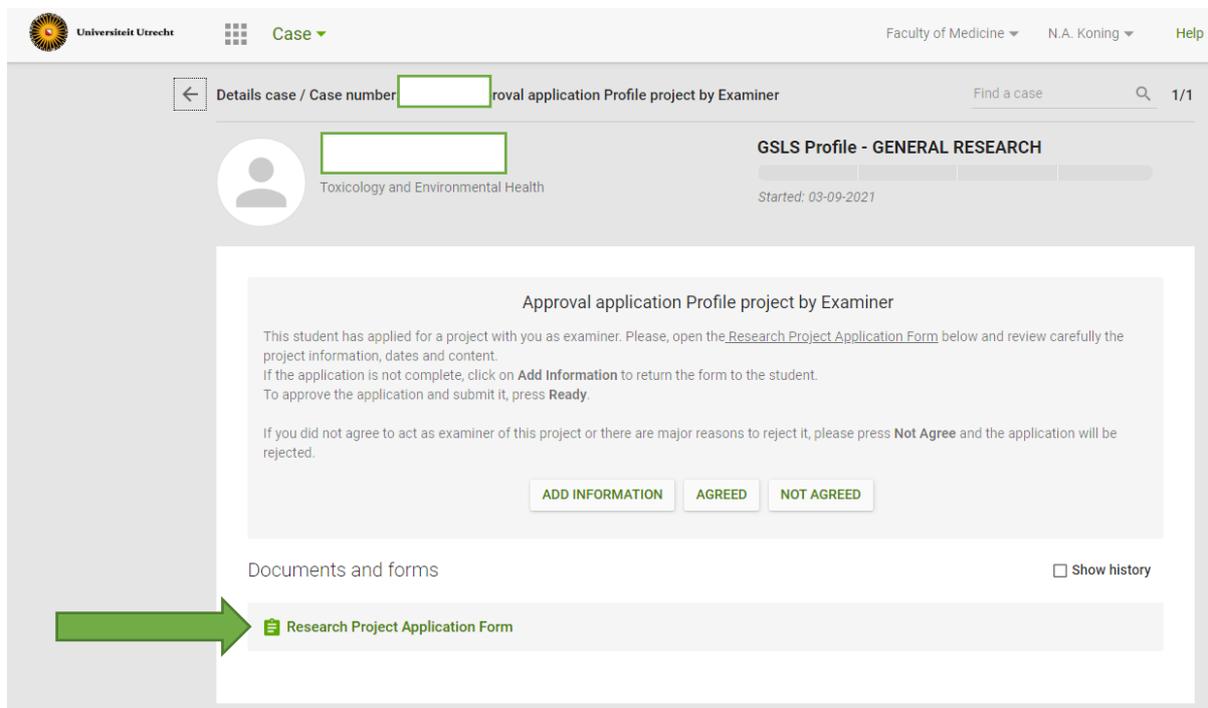

Note (!) Make sure to check the upper right corner for faculty rights. In certain cases, you might need to switch faculty to access cases of students from different Master's Programmes:

Select the case by clicking on the student's name or project:

The case will open, and you can then review the submitted application by opening the form:

After checking the application in detail, including dates and content, you should click on 'Agreed' to digitally sign the application. The application will then be automatically sent to the programme coordinator. If the application is not complete, you should select 'Add information' and a text box will pop up to provide with an explanation for the student.

Please note (!) you are allowed to make changes in the application form and save them, however these changes cannot be tracked, and the student will NOT be notified which changes are made by you. Thus, we advise you ask the student to make changes in the form instead.

After your approval, the application form will automatically reach the other parties involved for approval (e.g., programme coordinator). The Board of Examiners has four weeks to assess the request after receiving it. When the application is fully approved by the Board of Examiners you will receive an automated email from Osiris. You can track the progress of the application in the Overview tab of the case:

3. Approval of Interim Assessment form

This step is only present during major research projects, business internships, and profile projects – it does not apply to writing assignment cases.

The interim assessment meeting is an essential step in the project and should take place 2-3 months after the start of the project. After the meeting, the student will upload the Interim Assessment form and you will be notified. If you open the case (1), you will see the uploaded form:


If the information is correct, you should press 'Ready' (2) for the project to move to the next step. If the Interim Assessment report is missing information, press 'Add information' to send the form back to the student for completion.

4. (Optional) Approval of rescheduling end date

This step is only present during profile projects – it does not apply to other types of applications. The option for requesting an extension is only possible after the Interim Assessment step has been completed.

In certain occasions, the student might need additional time to complete the project. If that is the case, the student will have the option to request a new end date for the project by uploading a valid motivation. Please, check the information provided in detail and approve the motivation within the case. You can see the valid reasons for rescheduling the end date on the students' site. The Research Project Coordinator will check the motivation and approve/reject the request.
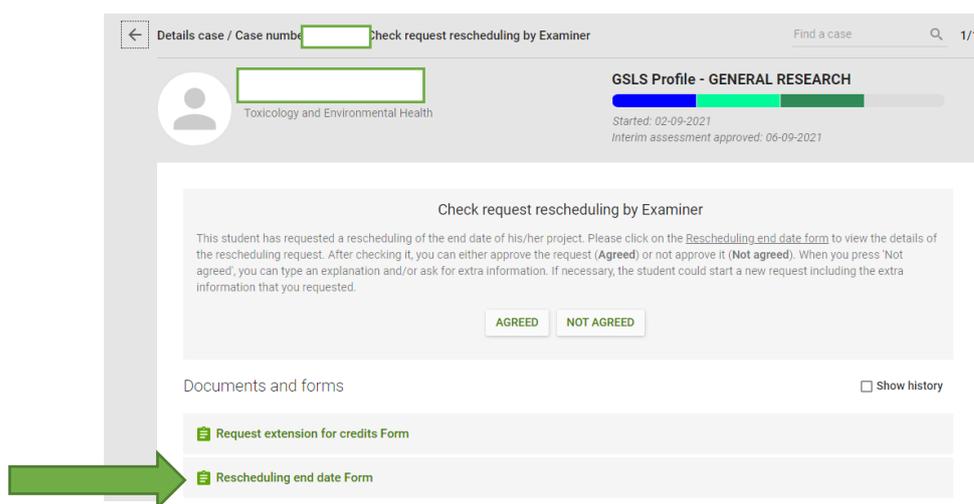
Some projects provide the option to extend the project with additional credits in those cases where the structure of the project changed, and additional components were added to the initial application. The student can also submit a request for extension with ECs in this step to the Board of Examiners for approval.

5. Submission of final assessment

Before the end date, you will receive a reminder about the next steps to finalize the project. The tasks will appear in the case for you to submit the final assessment.

Please make sure that you have the following documents:
1. The plagiarism report (Urkund)
2. A motivation for the grade that you are about to register (using the Rubrics (preferred) or alternatively a written motivation).

Fill in the Final Assessment Form and upload all the documents (1). Afterwards press 'Ready' (2) to submit it. The second reviewer (internal project or writing assignment) or the supervisor host institute (external project or writing assignment) will receive an automatic email to confirm the grades in Osiris Case.
The student will then receive information to upload the final report in the system.

The case will be concluded once the Master's Administration Office registers the grades in the system.

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Appendix 1: Screenshots of application forms per case

Below, per application case, you can find the screenshots of the Osiris Case environment. This will be useful for you to know when the students and you are discussing a new application.

Major Research Project/Business Internship

Dates and duration of the project

Start date research project*

mm/dd/yyyy

Number of weeks spent on courses during research project*

Specify course titles and dates if applicable

Number of weeks spent on holiday or other activities during research project. If you plan to work part-time on your project, please enter here the number of weeks that it will take you extra compared to full-time. For example: if you are a postgraduate Epidemiology student and you have a 56 EC project (which is 40weeks fulltime) and you work 50%, you enter 40 weeks extra here (check your planning for the right number of weeks).*

Specify dates if applicable

Specify the number of EC for the project (please be aware this must match with the research project type above):*

Select ▼

End date research project (automatically calculated based on the information entered above)*

<<Error: no data found>> ▼

* Mandatory field

NEXT

Supervision Information

The research project will take place at*

○ Utrecht University / UMC / Hubrecht /PMC

○ Other institute/company in NL or abroad

Division / department examiner UU / UMCU

Specify division / department of your examiner*

Select ▼

Name division / department*

Parent organization (loaded automatically, please do not change)*

Select ▼

Country*

Select ▼

Examiner UU / UMCU

Please note that your examiner should be a staff member of the UU or the UMCU.

Specify your examiner (name or solis-ID)

Select ▼

Has this examiner supervised you before during your Master's (writing assignment, research project or business internship)?

○ Yes   ○ No

If you cannot find your examiner, please tick the box below

☐ My examiner is not in the list

Project information

Please fill in each required field with the requested information and do not refer to the research proposal.

Project title*

Aim(s) of the project*

Techniques*

Data analysis*

Research proposal for your research project, include a description of: 1. the research field; 2. the research question (detailed); 3. the experimental approach (detailed).

Or upload your research proposal in a separate file here

BROWSE...

.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

Agreements between student and supervisor

Register here if and when your supervisor will be absent and who will replace him/her during that time*

Date interim assessment (after 2-3 months, mandatory)*

mm/dd/yyyy

Presentations (other than final presentation)*

Lab/ group meetings*

Other compulsory activities to be attended

Assessment criteria in addition to standard **

** Please note that according to the regulations of the Board of Examiners the standard assessment criteria for research projects are: a) practical work, b) written report, c) presentation. For business internships the standard assessment criteria are: a) content, b) process, c) presentation. The final mark being: [0.6a + 0.3b + 0.1c]

If you wish to deviate from the standard curriculum and rules and regulations, hand in a request to the Board of Examiners. Please upload this request below

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.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

Additional comments?

Additional files that are not specifically requested above, can be uploaded here. In the case of a part-time project, please upload your planning here:

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By signing this document, the student declares to transfer the copyright of any and all products, including the tangible and intellectual products, of the research project to Utrecht University, University Medical Center Utrecht or when the project is performed externally to the host institute. The rights of the student by scientific standards to be a co-author of publications or to be otherwise acknowledged are still recognized.

Complete this form at least 20 working days before starting the Research Project.

Please note: you cannot start your research project without the approval of the Board of Examiners. If you start without prior approval, the time spent without approval will not count for your research project and you may not be insured!

ASSESSMENT CRITERIA CAN BE FOUND HERE

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3 Internship Contract

Has the external institute provided you with their own contract that needs to be signed by the GSLS?*

◉ Yes ○ No

In this case you do not need to also sign a GSLS Internship contract. Please send a copy of the external institute's contract for approval to science.internshipcontracts@uu.nl.

After this external contract has been approved and signed by the GSLS, upload the signed external contract here.*

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* Mandatory field

PREVIOUS   SAVE

Mini-project

GSLS Mini-project Application form

1   Mini-project Information

Fill this form out completely and submit it after you have discussed the Mini-project setup with your intended Project Supervisor!

Please note: you can only complete this application procedure if your examiner has a solis-ID. If your examiner does not have a solis-ID yet, please follow the instructions in the link below and send the solis-ID of your supervisor to the Master administration or enter it in this form:

APPLY FOR SOLIS-ID

Master's programme*

| Drug Innovation as of 2021 | ▼ |

Your Master's programme is from BETA, please select Mini-project BETA in the next field.

Mini-project type*

| Select | ▼ |

Please select the academic year in which you start your Mini-project.
For Example 2021 is short for 'sept 2021- aug 2022' and 2022 means 'sept 2022- aug 2023'.
If your project for example starts in March 2022, select '2021'.

Academic year*

| Select | ▼ |

Full-time/part-time (filled automatically)*

| Select | ▼ |

Starting block: this field is filled automatically with MA-LS-1, which is similar to selecting a Teaching Period as with course registration. MA-LS-2 is only used in exeptional cases and should not be used unless you are instructed to change this field by our Master's Administration)*

| Select | ▼ |

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Mini-project Information

Project title*

Aim(s) of the project*

Project description

Research question*

Content of the project*

Techniques*

Assessment and deliverables

Indicate what deliverables/endproducts are expected*

Please indicate the grading method*

◉ Numerical (1-10)   ○ Alfanumerical (e.g. pass/fail)

Indicate percentage of the grade: i.e. a random example: written (advise) report (30%) including recommendations; research / work skills (30 %) including self-reflection or video (10%); presentation (20%)*

Deadlines / Planning:

Please fill in each required field with the requested information and do not refer to the research proposal.

Or upload your research proposal in a separate file here

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Dates and duration of the Mini-project

Start date Mini-project*

mm/dd/yyyy

Number of weeks spent on courses during Mini-project*

Specify course titles and dates if applicable

Number of weeks spent on holiday or other activities (including working part-time) during Mini-project*

Specify dates (or other remarks) if applicable

Amount of EC (max 12 EC)*

End date Mini-project (automatically calculated based on the information entered above)*

<<Error: no data found>>   ▼

* Mandatory field

NEXT

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2 Supervision Information

Supervision Information

The Mini-project will take place at*

○ Utrecht University / UMC / Hubrecht / PMC

○ Other institute/company in NL or abroad

If your institute is not in the list, please further specify by choosing either 'EXTERN BINNENLAND' (for a Dutch company or institute not in the list) or 'EXTERN BUITENLAND' (for a research project abroad) and manually add more detailed information below under Mini-project provider, City and Country.

If your host institute is the Hubrecht Institute, the Princess Máxima Center or the UMC Utrecht please choose 'Faculteit Geneeskunde UU' as your host institute and manually add more detailed information below under Mini-project provider, City and Country.
Then also further define the specifics of the department or research group below:

Institute of the Examiner

Specify division / department of your examiner*

Select ▾

Name division / department*

Research group*

Organization*

Select ▾

Country*

Select ▾

Examiner UU / UMCU

Please note that your examiner should be a staff member of the UU or the UMCU.

Specify your examiner (name or solis-ID)

Select ▾

If you cannot find your examiner, please tick the box below

☐ My examiner is not in the list

Additional comments?

Additional files that are not specifically requested above, can be uploaded here:

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By signing this document, the student declares to transfer the copyright of any and all products, including the tangible and intellectual products, of the Miniproject to Utrecht University, University Medical Center Utrecht or when the project is performed externally to the host institute. The rights of the student by scientific standards to be a co-author of publications or to be otherwise acknowledged are still recognized.

Complete this form at least 20 working days before starting the Mini-project.

Please note: you cannot start your Mini-project without the approval of the Board of Examiners. If you start without prior approval, the time spent without approval will not count for your Mini-project and you may not be insured!

* Mandatory field

PREVIOUS　**NEXT**

3 Internship Contract

Has the external institute provided you with their own contract that needs to be signed by the GSLS?*

○ Yes   ○ No

* Mandatory field

[PREVIOUS] [SAVE]

Profile and profile project

Profile Application Form

Profile
◉ GENERAL RESEARCH

General Information

Total EC: 33 credits

Specify the number of EC extending into   No extension   ▼
electives:*

Total EC including extension:*   33   ▼

* Mandatory field

SAVE

1 Research Project

Please note: you can only complete this application procedure if your examiner has a solis-ID. If your examiner does not have a solis-ID yet, please follow the instructions in the link below and send the solis-ID of your supervisor to the Master administration or enter it in this form:

APPLY FOR SOLIS-ID

Profile
◉ GENERAL RESEARCH

Select Profile programme*

Applied Data Science Profile for Life Sciences 2021   ▼

Please choose the correct research project type. Check the GSLS Students' site whether you need to select the BMS or BETA project.*

Select   ▼

Please select the academic year in which you start your project. For Example 2021 is short for 'sept 2021- aug 2022' and 2022 means 'sept 2022- aug 2023'. If your project for example starts in March 2022, select '2021'.

Select track*

No specific track   ▼

Academic year*

Select   ▼

Full-time/part-time (filled automatically)*

Select   ▼

Starting block*

Select   ▼

MA-LS-1 is similar to selecting a Teaching Period as with course registration (default).
MA-LS-2 is only used in exeptional cases and should not be used unless you are instructed to change this field by our Master's Administration.

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Discussing with your supervisor the division of credits between experimental work (hands-on) and other research activities will help you give structure to your project.

Experimental work

Techniques*

Estimated EC experimental work*

Weeks experimental work (automatically calculated based on the information entered above)*

<<Error: no data found>> ▼

Research activities (not hands-on)

All activities that do not involve being in the lab/field are also essential for your development as a scientist (reading literature, writing, preparing presentations, analyzing data, attending meetings, etc.). Make sure that you plan sufficient time for these activities during your project.

Lab/ group meetings*

Meetings with supervisor (frequency)

Other compulsory activities to be attended

Presentations (other than final presentation)*

Data collection/ generation (that doesn't require campus facilities)

Discussing with your supervisor the division of credits between experimental work (hands-on) and other research activities will help you give structure to your project.

Experimental work

Techniques*

Estimated EC experimental work*

Weeks experimental work (automatically calculated based on the information entered above)*

<<Error: no data found>> ▼

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Research activities (not hands-on)

All activities that do not involve being in the lab/field are also essential for your development as a scientist (reading literature, writing, preparing presentations, analyzing data, attending meetings, etc.). Make sure that you plan sufficient time for these activities during your project.

Lab/ group meetings*

Meetings with supervisor (frequency)

Other compulsory activities to be attended

Presentations (other than final presentation)*

Data collection/ generation (that doesn't require campus facilities)

Data analysis*

Other activities

Estimated EC research activities*

Weeks working on research activities (automatically calculated based on the information entered above)*

<<Error: no data found>>   ▼

Total EC Profile Project (automatically calculated based on the information entered above)*

<<Error: no data found>>   ▼

Content profile - Indicate which courses (+ number of EC) you will follow within this profile:

Total EC Courses within the profile*

For the General Research Profile this component is optional (please, fill in 0)

Total Profile EC (automatically calculated based on the information entered above)*

<<Error: no data found>>   ▼

As reference, below is shown what was indicated in the initial profile application form as the total EC for the project:

Total EC including extension: 33

Data analysis*

Other activities

Estimated EC research activities*

Weeks working on research activities (automatically calculated based on the information entered above)*

<<Error: no data found>>   ▼

For the General Research Profile this component is optional (please, fill in 0)

Total Profile EC (automatically calculated based on the information entered above)*

<<Error: no data found>>   ▼

As reference, below is shown what was indicated in the initial profile application form as the total EC for the project:

Total EC including extension: 33

If there is a difference in number of EC between the Profile application and the Project application, please indicate the reason(s) below:

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Dates and duration of the project

Start date research project*

mm/dd/yyyy

Number of weeks spent on courses during research project*

Specify course titles and dates if applicable

Number of weeks spent on holiday or other activities during research project. It is very important to take holidays and time off during your project. Schedule your holidays and other free days and discuss the dates with your supervisor and examiner. Write your holiday period(s) and other free days in the field below.*

Specify dates

End date research project (automatically calculated based on the information entered above)*

<<Error: no data found>>   ▼

* Mandatory field

NEXT

2   Supervision Information

Supervision Information

The Profile Project will take place at*

○ Utrecht University / UMC / Hubrecht / PMC

○ Other institute/company in NL or abroad

If your institute is not in the list, please further specify by choosing either 'EXTERN BINNENLAND' (for a Dutch company or institute not in the list) or 'EXTERN BUITENLAND' (for a research project abroad) and manually add more detailed information below under Name research project provider, City and Country.

If your host institute is the Hubrecht Institute, the Princess Máxima Center or the UMC Utrecht please choose 'Faculteit Geneeskunde UU' as your host institute and manually add more detailed information below under Name research project provider, City and Country.
Then also further define the specifics of the department or research group below:

Division / department examiner UU / UMCU

Parent organization (loaded automatically, please do not change)*

Select ▾

Specify division / department of your examiner*

Select ▾

Name division / department*

Country*

Select ▾

Examiner UU / UMCU

Please note that your examiner should be a staff member of the UU, the UMCU, Hubrecht or PMC.

Specify your examiner (name or solis-ID)

Select ▾

If you cannot find your examiner, please tick the box below

☐ My examiner is not in the list

Will your Examiner also be your Daily supervisor?*

○ Yes ○ No

Project information

Project title*

Aim(s) of the project*

Research proposal for your research project, include a description of: 1. the research field; 2. the research question (detailed); 3. the experimental approach (detailed).

Please fill in each required field with the requested information and do not refer to the research proposal.

Or upload your research proposal in a separate file here

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Agreements between student and supervisor

Register here if and when your supervisor will be absent and who will replace him/her during that time*

Date Interim Assessment / Bidirectional Assessment (after 2-3 months, mandatory)*

mm/dd/yyyy

Assessment criteria in addition to standard **

**Please note that according to the regulations of the Board of Examiners the standard assessment criteria for research projects are: a) practical work, b) written report, c) presentation. The final mark being: [0.6a + 0.3b + 0.1c]

ASSESSMENT CRITERIA CAN BE FOUND HERE

If you wish to deviate from the standard curriculum and rules and regulations, hand in a request to the Board of Examiners. Please upload this request below

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Additional comments?

Additional files that are not specifically requested above, can be uploaded here:

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By signing this document, the student declares to transfer the copyright of any and all products, including the tangible and intellectual products, of the profile project to Utrecht University, University Medical Center Utrecht or when the project is performed externally to the host institute. The rights of the student by scientific standards to be a co-author of publications or to be otherwise acknowledged are still recognized.

Complete this form at least 20 working days before starting the Profile Project.

Please note: you cannot start your research project without the approval of the Board of Examiners. If you start without prior approval, the time spent without approval will not count for your research project and you may not be insured!

* Mandatory field

PREVIOUS   NEXT

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3 Internship Contract

Has the external institute provided you with their own contract that needs to be signed by the GSLS?*

○ Yes   ○ No

* Mandatory field

PREVIOUS   SAVE

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Writing assignment

GSLS Writing Assignm. Application form

1 Writing Assignment

Please note: you can only complete this application procedure if your examiner has a solis-ID. If your examiner does not have a solis-ID yet, please follow the instructions in the link below and send the solis-ID of your supervisor to the Master administration or enter it in this form:

APPLY FOR SOLIS-ID

Master's programme*

Drug Innovation as of 2021 ▾

Writing Assignment type*

Writing Assignment ▾

Please select the academic year in which you start your project. For Example 2021 is short for 'sept 2021- aug 2022' and 2022 means 'sept 2022- aug 2023'. If your project for example starts in March 2022, select '2021'.

Academic year*

Select ▾

Full-time/part-time (filled automatically)*

Select ▾

Starting block*

Select ▾

MA-LS-1 is default.
MA-LS-2 should not be used unless you are instructed by the Master's Administration.

Dates and duration of the project

Start date writing assignment*

mm/dd/yyyy 🗖

Number of weeks spent on courses during writing assignment*

Specify course titles and dates if applicable

Number of weeks spent on holiday or other activities during writing assignment*

Specify dates if applicable

Number of total EC*

Writing Assignment (7,5 ec)   ▼

Make agreements on dates for handing in -as well as feedback on- the writing plan, the first draft, and the final version. Also include dates of additional meetings.

Time Schedule:*

Add the number of weeks spent on courses and/or holiday to the duration of your project to calculate the end date of your project. This end date does not include the time your examiner takes to assess your project.

End date writing assignment (automatically calculated based on the information entered above)*

<<Error: no data found>>   ▼

* Mandatory field

NEXT

2 Supervision Information

Supervision Information

The writing assignment will take place at*

◉ Utrecht University / UMC / Hubrecht / PMC

○ Other institute/company in NL or abroad

If your institute is not in the list, please further specify by choosing either 'EXTERN BINNENLAND' (for a Dutch company or institute not in the list) or 'EXTERN BUITENLAND' (for a research project abroad) and manually add more detailed information below under Name research project provider, City and Country.

If your host institute is the Hubrecht Institute, the Princess Máxima Center or the UMC Utrecht please choose 'Faculteit Geneeskunde UU' as your host institute and manually add more detailed information below under Name research project provider, City and Country.
Then also further define the specifics of the department or research group below:

Examiner UU / UMCU

Specify division / department of your examiner*

Select ▾

Name division / department*

Parent organization (loaded automatically, please do not change)*

Select ▾

Country*

Select ▾

Please note that your examiner should be a staff member of the UU or the UMCU.

Specify your examiner (name or solis-ID)

Select ▾

If you cannot find your examiner, please tick the box below

☐ My examiner is not in the list

Will your Examiner also be your Daily supervisor?*
Mandatory field   ◯ Yes ◯ No

Second Reviewer

Your second reviewer is a staff member of

🔘 Utrecht University / UMC / Hubrecht / PMC

◯ Other institute/company in NL or abroad

Second Reviewer UU / UMCU

The second reviewer should be a staff member (e.g. not a PhD student or postdoc) not directly involved in the writing assignment.

Specify your second reviewer (name or solis-ID)

Select ▾

If you cannot find your second reviewer, please tick the box below

☐ My second reviewer is not in the list

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Type*

Select ▾

Title*

Three key references (two of which are published within the last 3 years) *

Will you work with the digital   ○ Yes ○ No
patient database HiX?
(UMCU only)

If you wish to deviate from the standard curriculum and rules and regulations, hand in a request to the Board of Examiners. Please upload this request below

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Additional comments?

Additional files that are not specifically requested above, can be uploaded here:

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By signing this document, the student declares to transfer the copyright of any and all products, including the tangible and intellectual products, of the writing assignment to Utrecht University, University Medical Center Utrecht or when the project is performed externally to the host institute. The rights of the student by scientific standards to be a co-author of publications or to be otherwise acknowledged are still recognized.

Complete this form at least 20 working days before starting the writing assignment.

Please note: you cannot start your writing assignment without the approval of the Board of Examiners.

ASSESSMENT CRITERIA CAN BE FOUND HERE

* Mandatory field

PREVIOUS   NEXT

3   Internship Contract

Has the external institute provided you with their own contract that needs to be signed by the GSLS?*

○ Yes   ○ No

* Mandatory field

PREVIOUS   SAVE