# 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 <u>Osiris Lecturer/Supervisor (Docent/Begeleider)</u>.

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
  - o BMS: <u>infobms@umcutrecht.nl</u>
  - o Bioscience: <u>science.gsls@uu.nl</u>
- SolisID enquiries:
  - o BMS: <u>solisbeheer@umcutrecht.nl</u>
  - o Science Faculty: <u>servicedesk@uu.nl</u>

### 1. Access to OSIRIS Case - requirements for examiner

Everything you need to access OSIRIS Case is:

- <u>SolisID</u>. 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 <u>here</u>. 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 <u>science.gsls@uu.nl</u> and UMCU examiners may contact <u>infobms@umcutrecht.nl</u>, 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 <u>here</u>.

### 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 (<u>noreply@uu.nl</u>)' 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':

	Universiteit Utrecht		Menu 🔻	
	Last login: monday 6 septen	nber 2	2021 @ 10:25	
	Student			
	🗖 Agenda			
	Case			<ol> <li>Writing Assignment registration GSLS</li> <li>Research project registration GSLS</li> </ol>
	Application			

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:

Menu 🔻	Faculty of Medicine 👻
eptember 2021 @ 10:25	Faculty of Medicine Faculty of Science
	Set current faculty as de

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

Universiteit Utrecht	Case 🗸			Faculty of Medicine	e ▼ He
TASKS OVERVIEW					
SEARCH		Sort on: Deadline task (desc	ending) 🔻	ACT	TIONS - MAKE SELECTION
andard selection OSIRIS	(0 💌 ••••				
CASE		Student	Case	Task	Total number of rows
* Limit activities to	Ţ		Writing Assignment registration GSLS	Approval application by	examiner
My outstanding tasks		Cancer, Stem Cells and	Case number:		

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

Universiteit Utrecht	Case 🔻	Faculty of Medicine 👻 N.A. Koning 💌	Help
← D	etails case / Case number roval application Profile project by Examiner	Find a case Q	1/1
	GSLS Pro Toxicology and Environmental Health	file - GENERAL RESEARCH	
	Approval application Profile project by E           This student has applied for a project with you as examiner. Please, open the <u>Research Project</u> project information, dates and content.           If the application is not complete, click on Add Information to return the form to the student.           To approve the application and submit it, press Ready.           If you did not agree to act as examiner of this project or there are major reasons to reject it, ple rejected.           ADD INFORMATION         AGREED         NOT AGR	Xaminer Application Form below and review carefully the ase press Not Agree and the application will be REED	
	Documents and forms	Show history	

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.

<u>Please note (!)</u> you are allowed to make changes in the application form and save them, however these changes cannot be tracked, and the student will <u>NOT</u> 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:

← Fir	d a task / Case number Approval application Profile proje	ct by Examiner	Find a task	Q 1/1
	Toxicology and Environmental Health	GSLS Profile - GENER/ started: 03-09-2021	AL RESEARCH	
Task Overview Data Linked cases Activity log	Case number Version Status 5 Started: 03-09-2021 Explanation case	Remark		
	Activities Activity Fill in the Profile Application form	Status Ready	Executed 03-09-2021	•••
	Approval application by Profile coordinator Additional info required for Profile coordinator	Profile coördinator Student		
	Approval application by programme coordinator	Programme coordinator Student		
	Approval application Board of Examiners	Board of Examiners		
	Registration for Profile by Master Administration	Ready	03-09-2021	•••
	Fill in the Profile project Application form	Ready	03-09-2021	
	Additional info required for masteradmin Approval application Profile project by Examiner	Student Started Examiner		•••
	Additional info required for Examiner Approval application Profile project by programme coordinator	Student Programme coordinator		

# 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:

← Fine	d a task / Case number: Approval interim assessment re	port	Find a task	٩, ١	< 2/4	>
	Toxicology and Environmental Health	GSLS Profile - C Started: 26-08-2021 Profile Project applic	GENERAL RESEARCH	<b>1</b> 1		
Task Overview	Approval int	erim assessment report				
Data Linked cases Activity log	This student has handed in his/her interim assessment report. Thi to hand in his/her final report at the end of his/her project. Please click on the student name to view the details of the interim checking it, you can either approve the application (Akkoord) or re- buttons.	s report requires your approval. Only assessment report. Here you can or quest additional information from th	v after your approval the stu pen the attached rubric or r e student (Aanvullen) via th	udent will be report. After he approriate	able	
	2 READY	ADD INFORMATION				
	E Final Assessment Form			Snow	nistory	
	Research Project Application Form					
1	GSLS - Internship contract - 2020-2021.pdf					
	📋 Profile Application 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.

÷	Details case / Case numbe Check reques	st rescheduling by Examiner	Find a case	৭ 1/1
	Toxicology and Environmental Health	GSLS Profile - GI Started: 02-09-2021 Interim assessment aj	PRERAL RESEARCH	
	This student has requested a rescheduling of th the rescheduling request. After checking it, you agreed, you can type an explanation and/or ask information that you requested.	Check request rescheduling by Examiner e end date of his/her project. Please click on the <u>Resche</u> can either approve the request (Agreed) or not approve i for extra information. If necessary, the student could sta AGREED NOT AGREED	<u>duling end date form</u> to view the details ( <b>(Not agreed)</b> . When you press 'Not art a new request including the extra	of
	Documents and forms		Show his	ory
	<ul> <li>Request extension for credits Form</li> <li>Rescheduling end date Form</li> </ul>			

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 <u>Rubrics</u> (preferred) or alternatively a written motivation).

← Deta	ils case / Case number: Final assessment by examiner		Find a case	Q	1/1
	Toxicology and Environmental Health	GSLS Profile - GENERAL Started: 02-09-2021 Interim assessment approved: 06	-09-2021		
	Final assessmen Once your student has finished his/her practical work, report and presental <u>Assessment Form</u> to continue. In the final assessment form, you need to e - Your grades for research skills, report and presentation; - Grades from the second reviewer (internal research project) or supervisor reviewer/supervisor host institute will approve his/her grade in the next ste - Motivation for the grades (e.g. rubrics); - (Ephorus) plagiarism check (and if the percentage is higher than 10%, a m !! Please fill out the assessment form first, before clicking on 'Ready' !!	nt by examiner iion, you can start the final assessment. I nter the following information: host institute (external research project) p; hotivation explaining this). Y	Please click on the <u>Final</u> ). The second		
	2 Documents and forms Final Report NEW DOCUMENT		🗌 Show hi	story	
	Final Assessment Form *				

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.

# 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.

GSLS Research Project A		TEMPOR
	GSLS Research Project Application form	
Research Project		
Please note: you can only complete th the link below and send the solis-ID of	is application procedure if your examiner has a solis-ID. If your examiner does not have a solis-ID yet, please fo I your supervisor to the Master administration or enter it in this form:	llow the instructions in
APPLY FOR SOLIS-ID		
Master's programme*		
Drug Innovation as of 2021		•
Research project type*		
Select		~
Please select the academic year in whi	ich you start your project. For Example 2018 is short for 'sept 2018- aug 2019' and 2019 means '2019-2020'. If yo	ur project for example
starts in March 2019, select '2018'.		
Academic year*		
Select		~
Full-time/part-time (filled automatically	()*	
Select		~
Starting block*		
Select		~
MA-LS-1 is similar to selecting a Teac	hing Period as with course registration (default).	
MA-LS-2 is only used in exentional ca	ses and should not be used unless you are instructed to change this field by our Master's Administration	

# Major Research Project/Business Internship

	ch project*
mm/dd/yyyy	
Number of weeks	spent on courses during research project*
Specify course tit	les and dates if applicable
Number of weeks ake you extra co 50%, you enter 40	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 mpared 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 weeks extra here (check your planning for the right number of weeks).*
Specify dates if a	pplicable
Specify the numb	er of EC for the project (please be aware this must match with the research project type above):*
End date research	n project (automatically calculated based on the information entered above)*
- Enor. no data	

2 Supervision Information

#### Supervision Information

The research project will take place at\*

O Utrecht University / UMC / Hubrecht /PMC

 $\bigcirc\,$  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)?

If you cannot find your examiner, please tick the box below  $\hfill \hfill \hf$ 

÷

....

Proje	ect inf	formatio	on
-------	---------	----------	----

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 presentation. For business internships the standar	the Board of Examiners the standard assessment criteria for research projects are: a) practical work, b) written report, c) d 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
.PDF, .DOCXDOC, .MSG, .PNG, .JPEG, .JPG, .XLSX Additional comments?	, XLS, TXT, .ODT, Maximum 5MB
Additional files that are not specifically requested a	above, can be uploaded here. In the case of a part-time project, please upload your planning here:
.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX	,
PUF, JUGX, JOC, MSG, PNG, JPEG, JPG, XLSY By signing this document, the student declares to Utrecht University, University Medical Center Utre	transfer the copyright of any and all products, including the tangible and intellectual products, of the research project to cht or when the project is performed externally to the host institute. The rights of the student by scientific standards to be a
PUP, JUGCX, JOCC, IMSG, IPNG, JPEG, JPG, IXLSY By signing this document, the student declares to Utrecht University, University Medical Center Utre co-author of publications or to be otherwise ackno Complete this form at least 20 working days befor Please note: you cannot start your research projec count for your research project and you may not b	transfer the copyright of any and all products, including the tangible and intellectual products, of the research project to cht or when the project is performed externally to the host institute. The rights of the student by scientific standards to be owledged are still recognized. re starting the Research Project. ct without the approval of the Board of Examiners. If you start without prior approval, the time spent without approval will n ie insured!

3	Internship Contract
(	Has the external institute provided you with their own contract that needs to be signed by the GSLS?* <ul> <li>Yes</li> <li>No</li> </ul>
I	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.*
	BROWSE
	.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB
,	* Mandatory field
	PREVIOUS SAVE

# Mini-project

	GSLS Mini-project Application form	SAVE TEMPORARILY
	GSLS Mini-project Application form	
	Mini-project Information	
F	Fill this form out completely and submit it after you have discussed the Mini-project setup with your intended Project Supervisor!	
ł	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 instructed link below and send the solis-ID of your supervisor to the Master administration or enter it in this form:	uctions in
	APPLY FOR SOLIS-ID	
1	Master's programme*	
	Drug Innovation as of 2021	•
1	Mini-project type* Select	Ŧ
-	Please select the academic year in which you start your Mini-project.	
i	f your project for example starts in March 2022, select '2021'.	
	Select	Ŧ
1	-ui-time/part-time (niied automatically)*	Ŧ
00 00	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 exepti and should not be used unless you are instructed to change this field by our Master's Administration)*	ional cases
	Select	Ŧ

Mini-project Inform	nation
Project title*	
Aim(s) of the project*	
Project description	
Research question*	
content of the project*	
echniques*	
Assessment and der	werables
ndicate what deliverables,	'endproducts are expected*
Please indicate the grading	g method*
Numerical (1-10)	Alfanumerical (e.g. pass/fail)
ndicate percentage of the	arade: i.e. a random example written (advise) report (20%) including recommendations: research ( work skills (20%) including self-reflection or )
10%); presentation (20%)*	grade, i.e. a random example, written (advise) report (30%) including recommendations, research / work skins (30%) including sen-renection of v
)eadlines / Planning:	
5	
Please fill in each required	field with the requested information and do not refer to the research proposal.
Dr upload your research pr	oposal in a separate file here
BROWSE	

St	tart date Mini-project*
m	m/dd/yyyy D
J.	umber of weeks spent on courses during Mini-project*
i p	pecify course titles and dates if applicable
1	umber of weeks spent on holiday or other activities (including working part-time) during Mini-project*
i p	pecify dates (or other remarks) if applicable
1	mount of EC (max 12 EC)*
<	nd date Mini-project (automatically calculated based on the information entered above)* < <error: data="" found="" no="">&gt;</error:>
	Mandatory field
	NEXT
	Supervision Information
	Supervision Information
	The Mini-project will take place at*
2	Other institute/company in NL or abroad

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	Ŧ	
	Name division / department*		
	Research group*		
	Organization* Select	Ŧ	
	Country* Select		
E	Examiner UU / UMCU		
P	lease note that your examiner should be a staff member of the UU or the UMCU.		
S	ipecify your examiner (name or solis-ID) Select	Ŧ	
if	i you cannot find your examiner, please tick the box below My examiner is not in the list		
A	iditional comments?		
	dditional files that are not specifically requested above, can be uploaded here:		
.F	BROWSE PDF, DOCX, DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB		
_			
B N a	ty 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 Aedical 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 publicat cknowledged are still recognized.	Utrecht University, ions or to be other	, University wise
c	complete this form at least 20 working days before starting the Mini-project.		
P	rease 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 wi nd you may not be insured!	II not count for you	ir Mini-project
-			
	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?*
	Mandatory field PREVIOUS SAVE

# Profile and profile project

× Profile Application Form				
	Profile Application Form			
Profile GENERAL RESEARCH				
General Information				
Total EC: 33 credits				
Specify the number of EC extending into electives:*	No extension	•		
Total EC including extension:*	33	•		
* Mandatory field				

Profile Project A	pplication Form SAI TEMPO	VE RAR
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 i	n
the link below and send th	a 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 Pro	file 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		r
Please select the academi example starts in March 2	: 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 122, select '2021'.	
Select track*		
No specific track	•	
Academic year*		
Select		r
Full-time/part-time (filled a	utomatically)*	
Select		r
Starting block*		

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>> •

#### 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)

•

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*	Total Profile EC (automatically calculated based on the information entered above)* < <error: data="" found="" no="">&gt;</error:>			
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: data="" found="" no="">&gt;   For the General Research Profile this component is optional (please, fill in 0)   Total Profile EC (automatically calculated based on the information entered above)*   &lt;<error: data="" found="" no="">&gt;   &lt;<td>&lt;<td>&lt;<td></td></td></td></error:></error:>	< <td>&lt;<td></td></td>	< <td></td>		
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)*          For the General Research Profile this component is optional (please, fill in 0)   Total Profile EC (automatically calculated based on the information entered above)* <a href="https://www.what was indicated in the initial profile application form as the total EC for the project:">https://www.what was indicated in the initial profile application form as the total EC for the project:  Total EC including extension:   33</a>	As reference, below is shown what was indicated in the initial profile application form as the total EC for the project:			
Deta analysis* Coher activities Coher activities Estimated EC research activities* Keeks working on research activities (automatically calculated based on the information entered above)* <cerror: data="" found="" no="">&gt; <cerror:< td=""><td>Total EC including extension: 33</td></cerror:<></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:></cerror:>	Total EC including extension: 33			
Other activities   Estimated EC research activities*    Weeks working on research activities (automatically calculated based on the information entered above)*    Weeks working on research activities (automatically calculated based on the information entered above)*   For the General Research Profile this component is optional (please, fill in 0)  Total Profile EC (automatically calculated based on the information entered above)*    • Control of the General Research Profile this component is optional (please, fill in 0)  Total Profile EC (automatically calculated based on the information entered above)*   • Control of the General Research 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(a) below:	Data analysis*			
Estimated EC research activities*	Other activities			
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Division / c	lepartment ex	xaminer UU /	UMCU
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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  $\hfill \hfill \hf$ 

Will your Examiner also be your Daily supervisor?\*  $\bigcirc$  Yes  $\bigcirc$  No

**Project information** 

Project title\*

Aim(s) of the project\*

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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
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 / Bidirectional Assessment (after 2-3 months. mandatory)*
mm/dd/yyyy
Assessment criteria in addition to standard **
#Place acts that according to the regulations of the Board of Evensinger the standard accompant attains for response baraicate are: a) grantical work b) written report a)
resentation. 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
BROWSE
.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:
BROWSE
.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

Internship Contract  Andatory field  Andatory	By signing this document, the st Utrecht University, University Me co-author of publications or to b	udent declares to transfer the copyright of any and all products, including the tangible and intellectual products, of the profile project to dical Center Utrecht or when the project is performed externally to the host institute. The rights of the student by scientific standards to be e otherwise acknowledged are still recognized.
out for your research project and you may not be insured!         Mandatory field         PREVIOUS       NEXT         Internship Contract         Has the external institute provided you with their own contract that needs to be signed by the GSLS7*         Ves       No	Complete this form at least 20 w Please note: you cannot start yo	orking days before starting the Profile Project. ur research project without the approval of the Board of Examiners. If you start without prior approval, the time spent without approval will r
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# Writing assignment

SSLS Writing Assignment         Please note: you can only complete this application procedure if your examiner has a solis-10. If your examiner does not have a solis-10 yet, please follow the instructions in the link below and send the solis-10 of your supervisor to the Master administration or enter it in this form:         APPLY FOR SOLIS-10         Master's programme*         Drug Innovation as of 2021         Vitting Assignment type*         Witting Assignment         Please select the academic yeer 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/partime (filled automatically)*         Select       *	Application form	SAVE TEMPORARI
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Please note: you can only complete this application procedure if your examiner has a soils-1D. If your examiner does not have a soils-1D yet, please follow the instructions in the link below and send the soils-1D of your supervisor to the Master administration or enter it in this form:          APPLY FOR SOLIS-1D         Master's programme*         Drug Innovation as of 2021         Writing Assignment type*         Writing Assignment type*         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*       *         Full-time/part-time (filled automatically)*       *		
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       *		
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Starting block*	Starting block*	
Select	Select	×.

# 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*
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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)\*

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\* Mandatory field



2

Supervision Information

#### **Supervision Information**

The writing assignment will take place at\*

Utrecht University / UMC / Hubrecht / PMC

 $\bigcirc\,$  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:

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Select	
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lease note that your examiner should be a staff member of the UU or the UMCU.	
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Utrecht University / UMC / Hubrecht / PMC	
Other institute/company in NL or abroad	
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econd Reviewer UU / UMCU he second reviewer should be a staff member (e.g. not a PhD student or postdoc) not directly involved in the writing assignment.	

 $\hfill\square$  My second reviewer is not in the list

Type*	
Select	
Title*	
Three key references (two of whic	:h 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 sta	andard curriculum and rules and regulations, hand in a request to the Board of Examiners. Please upload this request below
PDF, .DOCX, .DOC, .MSG, .PNG, .J	JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB
Additional comments?	
Additional files that are not specif	fically requested above can be unloaded here:
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Complete this form at least 20 w	orking days before starting the writing assignment.
Please note: you cannot start you	ur 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?*
	* Mandatory field
	PREVIOUS SAVE