**Academic backup plan**

In the backup plan you describe alternative(s) in case your research and/or clinical internship cannot take place/continue due to COVID-19 pandemic-related or other unforeseen circumstances.

In several sentences, provide a short description of your backup plan. Make sure to think of **solutions** for potential risks that can have a negative impact on the internship. Discuss the backup plan with your supervisor(s).

In your backup plan, you can think of:

|  |  |
| --- | --- |
| **For Research Internships:** | **For Clinical Internships:** |
| What to do if you cannot continue the internship as intended due to unforeseen circumstances?  What to do if data collection turns out to be impossible or will lead to major delays?  Will you be able/allowed to access the internship setting? Will you be able/allowed to see test subjects/collect data? Can you find alternative ways to collect your data (email, telephone..)? Can you use other (already collected) data? Can you process and analyse the data at home (think of hardware/software)? Etc.. | What to do if you cannot continue the internship as intended due to unforeseen circumstances?  What to do if data collection from patients turns out to be impossible or will lead to major delays?  Will you be able/allowed to access the internship setting? Will you be able/allowed to see patients? Can you find alternative ways to see patients (online?) Can you finish the internship online?  Will you be able to do psychodiagnostics (important for the case reports)? |
| **Possible alternatives:** | **Possible alternatives:** |
| Analyse underpowered data  Continue with an existing data-set made available by the supervisor  Collect data within another population Theoretical thesis: Literature review OR Critical review of target papers. Hybrid1: Intro and Method according to proposed research plus discussion of hypothetical outcomes. Hybrid2: Intro and Method according to proposed research plus an analysis of old/existing data. Hybrid3: Intro and Method according to proposed research plus Modeling data. Internet-based empirical thesis about your (new) online research. | Online internship? What about the case reports? Extend / postpone? Risky-costly Switch to research variant:   * For NeuroPsychology 1Y Master:  If possible: extend research internship (+13 EC) and master thesis (+3 EC); compensate for Academic Skills course (3EC: clinical supervision meetings and CAR) Or: write literature review including proposal (16EC); compensate for Academic Skills course (3EC: clinical supervision meetings and CAR) |

In several sentences, provide a short description of your backup plan:

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Please answer the following questions with yes or no:

* Do both your supervisors agree to this backup plan and will they continue to be your supervisors if you must switch to it? **(yes/no)**

**Only relevant for internships abroad:**

* I am aware that the possible financial, academic and health consequences of an internship abroad are entirely at my own risk. I understand that I am responsible for taking out adequate health insurance, private liability insurance, and travel insurance that sufficiently cover me during my stay abroad and for keeping myself informed on the safety situation and the travel advice. **(yes/no)**
* I am aware that any costs such as, but not limited to, costs associated with any extra months you must remain registered at UM, (late) cancellation of a flight, (forced) repatriation, illness are borne entirely by the students (unless covered by their travel and/or health insurance, or unless covered by Erasmus+ Force Majeure. **(yes/no)**

**Procedure:**

1. Agree with your supervisor(s) the content of the backup plan. Please, do **NOT** add signatures in this backup plan (this might cause problems in step 4 for the administration office).
2. Upload the backup plan as a word-doc (.docx file, max.5 mb) in the online internship application form in [Collent](https://collent-fpn.maastrichtuniversity.nl/).
3. The internal supervisor will automatically receive a request to approve the internship application form. This email will be generated in Collent.
4. When all requirements have been met to start the internship, the internship administration office will draw up the contract and sent it around for approval by all parties. The backup form will automatically be added as an appendix in the official internship contract. Both supervisors and you will officially agree with the backup plan by signing the internship contract.

**More information?**  
… [AskPsy/internships](https://www.askpsy.nl/internship/home)  
…[AskPsy/iro](https://www.askpsy.nl/iro-login-procedure) (practical matters on an internship abroad, such as scholarships, insurances, UM internship abroad policy, safety, etc).

**Questions?**  
… on the backup plan >> contact your internal supervisor;  
… on the administrative internship application procedure and internship contract >> contact [fdp-masterthese@maastrichtuniversity.nl](mailto:fdp-masterthese@maastrichtuniversity.nl); for MMH students >> fpn-internshipmmh@maastrichtuniversity.nl  
>> [contact the IRO](https://www.askpsy.nl/iro/contact-iro).