

Information session Internships RM

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11 AM



Maastricht University

Internships coordination

General internship coordination: Gerda Kraag
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CN internship coordination: Lars Hausfeld
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<https://www.askpsy.nl/internship/per-programme/internship-details-rm-cn>

Office hours: Thursdays 2.30-5PM, in person or zoom (link on askpsy)

<https://www.askpsy.nl/internship/restricted/internship-places-rm-cn>

Where do you find information?

Askpsy.nl:

<https://www.askpsy.nl/internship/home>

[Recording - general meeting](#)

Should be 2024 recording

Research internship

Mandatory part of the master

- **General internship coordinator**
 - Gerda Kraag
- **Internship administration/ Education Office**
 - Marian Pieters
- **International Relations Office (IRO)**
 - Merlijne van Overbruggen
 - Ellen Blaauw
 - Debbie Bloot
- **Neuropsychology**
 - Michael Schwartze, fpn-np-internship@maastrichtuniversity.nl
- **Psychopathology**
 - Nicole Geschwind, nicole.geschwind@maastrichtuniversity.nl



Research internship

- Mandatory part of the master
- 2nd year
- November until July/August (~periods 2-6; 980 hours)
- **Required:** 54 credits from the first year + Advanced Stats I+II
- 50 credits (1 Proposal, 35 Internship, 14 Thesis)
- GPA: 10 credits internship, 14 credits thesis

Check [ASKPSY](https://www.askpsy.nl)

<https://www.askpsy.nl/internship/home>

What is the research internship?

You are required to conduct a research that involves:

1. planning,
2. conducting and
3. analyzing the results of the student's **own research project**. This work will result in an individually written
4. Master's thesis (in English).

Note that you can do your internship with other students and work on the same project. In this case, clearly different research questions/foci are required for the thesis

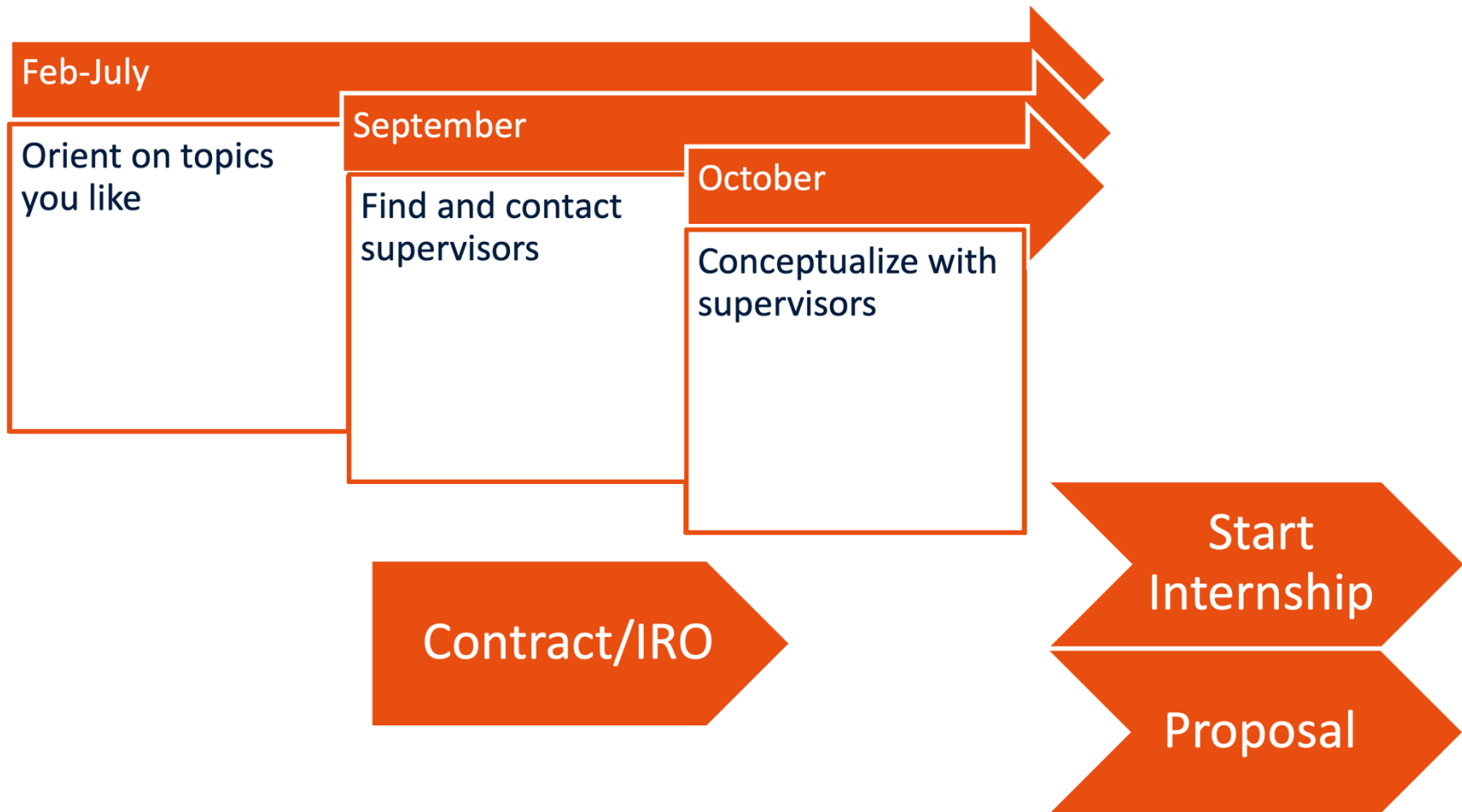
What is the research internship?

Several types of possible internships

- Own empirical research (if possible)
- Collectively gathering data
- Working with existing data provided by supervisor (e.g. panel datasets, meta-analyses, computational modeling)
- Theoretical review (e.g., using Cochrane guidelines)

>> for details: see AskPsy

Internship THINK, PLAN, DO



Research internships

Exploring possibilities

What topic do I like?

Think of the courses you have followed

Think of the people you already know here and pay attention to what you hear in the next weeks/ courses/ specialization internship meetings

Look on **AskPsy** (new research internships are posted):
askpsy.nl → curriculum/ internship → Internship places
OR check track-specific arrangements

Talk to the researchers to get an idea

Visit your specialization specific internship coordinator

How to find internship positions I

Check offers on askpsy or Canvas

General:

<https://www.askpsy.nl/internship/places>

CN:

<https://www.askpsy.nl/internship/restricted/internship-places-rm-cn>

NP or PP internships are in some cases open to CN students!

How to find internship positions II

Contact staff at CN (FPN) by mail, after tutorial, after lecture, ...

- Internal
- External

Contact other labs/research groups yourself

- More difficult/less successful
- CV + "motivation"
- Check lab website and contact a secretary, Postdoc (or PhD) for higher chance of replies

Where?

- Maastricht University, with one of the staff members
- External institute in the Netherlands (e.g. other university)
- External institute abroad (e.g. university abroad)
- Company possible but only under specific circumstances

However 

Internships under COVID-19

- Do not plan internships in risk countries (Code red).
- Updates on COVID-19 policy will be communicated regularly
- Pay attention (also during the internship) and in case of problems, contact supervisors.
- **Make a Backup plan**

Backup plan

- Can you conduct your study as intended?
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 analyze the data at home (think of hardware/software)?
Etc..
- Alternatives:
 - Working with existing data provided by supervisor
 - Theoretical review (using Cochrane guidelines of review)
 - Hybrid approaches

<https://www.askpsy.nl/internship/documents-and-forms>

Assessment of master thesis – All Masters FPN except Joint Wop

- You always need **2 supervisors**
- **1 is always from UM**

Internal internship

To be first supervisor a PhD degree is required, however exceptions are made and:

- PhD students and Senior lecturers without a Phd holding a UTQ qualification “assessment” AND having supervised two research internships can also be first supervisor.
- Phd students holding a UTQ qualification ‘assessment’ and UM lecturers without a PhD can be second supervisor

Assessment of master thesis II

External internship

- If supervisor there has PhD degree or a track record showing experience in conducting research and writing scientific papers:
 - Then that person can be the 1st supervisor/assessor.
 - You need a second assessor from UM that needs to meet the same criteria as for an internal internship
- If the external supervisor does NOT meet the criteria:
 - they can assess the practical part and inform the internal supervisor about the student's performance and grade
 - You need a second assessor from UM that needs to meet the same criteria as for an internal internship

keep in contact with your UM supervisor!

Assessment criteria

<https://www.askpsy.nl/internship/research-internship-supervision-and-assessment>

Internship

<https://www.askpsy.nl/internship/research-internship-assessment-criteria>

Thesis

<https://www.askpsy.nl/internship/assessment-criteria-thesis>

Master's thesis

- **Individually written, in English.**
- Meets **formal guidelines** (e.g. APA-style, length), and the **content guidelines**.
- See also the **handbook writing skills** and the guidelines for supervisors on AskPsy:

<https://www.askpsy.nl/internship/thesis>

From Proposal to Master Thesis

You and your supervisors will

- Specify the research questions
- Design and Set up the experiment / theme
- Talk about Number of Participants
- Talk about Statistical Analysis
- Make a time plan about Nov-Aug steps.
- Plan a mid-term evaluation
- **START in time, incorporate all into proposal**

<https://www.askpsy.nl/internship/research-internship-proposal>

Ethical approval

- ERCPN will no longer review external student research projects which are not part of regular FPN research
- Students and their (FPN) supervisors are also no longer required to present to the ERCPN approval letters of external ethical review
- A standard clause will be added to the internship contracts, stating that the scientific research as part of the internship is carried out according to the applicable ethical standards
- Students shall include in their Research Proposal how ethical approval is or will be obtained by the person with the primary responsibility for the design and procedure.
- >> Ethical approval is still needed!

Application form research internship

colent-fpn.maastrichtuniversity.nl/

The application form is **NOT** the contract!

- The application form is necessary to make the contract
- Students submit application form online
- Supervisors and student receive emails to check info
- Supervisors and student receive contract

NB: want to make changes?

Send an email to fdp-masterthese@maastrichtuniversity.nl .

Do not fill out a new application form

Internship contract

- Important!
- Your internship should be legal
- Have you met all requirements?
- Your internship is insured
- No application form = no contract = no valid internship = no EC

NB: in case you have not met all requirements and want to apply for an exception: send request to Board of Examiners

https://www.askpsy.nl/bestanden/downloads/rules_regulations/FPN_Request_to_the_BofEx_jan24.pdf

Important

- At least a month before you start your internship you have to fill out the internship application form.
- When you meet the requirements for the internship a contract will be made up, which is signed by all parties.

If you don't apply for the internship, it will be considered illegal, and can be declared invalid.

- Starts not before in November (when at least 54 credits of the first year have been obtained)
- In all other cases the internship starts at the first of the month after which 54 first year credits have been obtained.

Education and Examination Regulations (EER) and the Rules & Regulations (R&R)

- EER
 - Main rules determined by law and the Faculty Board
 - For the duration of your study
- R&R
 - Contains more details, composed by the Board of Examiners
 - Each year the new R&R applies
 - Chair, Master affairs: Frank Donkers, PhD
- <https://www.askpsy.nl/regulations>

Requirements graduating 'With Distinction'

- A weighted GPA of at least 8.50 for all parts of the RM which are assessed on a ten-point scale (except electives (RM)).
- All assessments must have been passed on the first attempt .
- All courses/modules need to be passed within two years after the master was started (except the internship).
- Masters thesis: a score of at least 8.0 or average of master's and minor's thesis/activity report at least 8.0.

In order to graduate this academic year, your last work (usually the master thesis) must be submitted for assessment at the latest **on August 31st** (be aware of holiday supervisor).

Important: Submit the electronic version of your approved thesis. Link here:

<https://www.askpsy.nl/internship/thesis>

You must upload a digital copy of the final version of your Master's Thesis via the online Application. Your supervisors will receive an automatic email with all information regarding the assessment of the uploaded document. The thesis will be check for plagiarism.

Problems?

- Health/ personal problems (which may also cause problems with graduation date) → study advisor
- Supervision problems external internship:
 - go to faculty supervisor: **do this in time!**
 - when no solution: go to internship coordinator
 - when no solution: internship coordinator discusses with the exam committee
- External internships: keep in contact with your UM supervisor!

Questions?

Enjoy your internship!!!