

Fact sheet for external research internship supervisors

(UM FPN/SBE CN and NE research master tracks)

Students of the two-year research master programme provided by the faculties of Psychology and Neuroscience (FPN)/ School of Business and Economics (SBE), Maastricht University, are required to do a research internship.

- Period: From November until July (approximately 32 weeks).
- Content: planning, conducting, as well as analysing and reporting the results of the student's own* research project, resulting in an individually written Master's thesis
- Work load: 50 ECTS[†] (1 for the research proposal (28 hours), 35 for the internship (980 hours) and 14 for the Master's Thesis (392 hours).
- Supervision: Students will have two supervisors: the external internship supervisor and a second - UM faculty- supervisor.

Responsibilities of the external supervisor (first assessor):

- Familiarizes the student with the host organization, and ensures that the intern is covered by the institutional liability insurance (e.g via an internship contract at the host institute);
- Provides advice and help related to the planning, conducting, and analysing the results of the project
- Ensures that ethical approval** for the study is requested and/or obtained;

If the external supervisor holds a PhD or has a track record showing experience in conducting research and writing scientific papers, assessment of:

- o the research proposal (sufficient/insufficient)
- o the practical execution of the internship (graded on a 10-point scale with half-point increments).
- o the Master's thesis (graded on a 10-point scale with half-point increments)

If the external supervisor does not hold a PhD or track record showing experience in conducting research and writing scientific papers[#], assessment of

- p the practical execution of the internship (graded on a 10-point scale with half-point increments).
- Assessment forms must be completed via DorsWebApp within 15 working days after the student has handed in the final version of the Research Proposal and Master thesis.

* The project can be part of a larger project that is already running in the lab

[†] European Credit Transfer and Accumulation System. One academic year corresponds to 60 ECTS credits. One credit is equivalent to 28 hours of study.

**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.

[#]In that case, the UM faculty supervisor will act as the first assessor, and the student will need to find an additional second assessor (both assessor should have a PhD degree; there is an exception for PhD-students and for UM lecturers without a PhD. When they completed the UTQ workshop 'assessment', they can be second supervisor. When in addition, the PhD student or the UM lecturer without PhD already supervised two research internships as a second supervisor, they can also act as first supervisor.

Responsibilities of the UM faculty supervisor (second assessor):

- Maintains contact with the student while (s)he is at the external institution.
- Communicates with the external supervisor on a regular basis to ensure that the external internship runs smoothly and to ensure that ethical approval for the study is requested and/or obtained.
- Ensures the internship fulfils UM requirements.
- Assessment of:
 - the research proposal (sufficient/insufficient)
 - the Master's thesis (graded on a 10-point scale with half-point increments)
- Assessment forms must be completed via DorsWebApp within 15 working days after the student has handed in the final version of the Research Proposal and Master thesis.

Responsibilities of the student:

- Complies with the guidelines described in the Handbook Writing Skills, and informs the external supervisor regarding these guidelines;
- Keeps track of and communicates the time lines for assessment of the proposal, ethical approval for the research, practical work and Master's thesis.

Requirements for the research proposal:

- Between 1600 and 2800 words for the main text (4-7 A4 pages);
- Including:
 - a brief theoretical background of the research
 - the question(s) addressed by the research
 - a description of the research plan
 - a description of the research methods
 - a description of the data processing and analysis techniques
 - a reference list
 - a timetable
- Submitted within 4-6 weeks of commencing the internship;
- Evaluated and formally approved by both the first and the second assessor *before* the actual research (i.e., participant recruitment and/or data collection) can be started.

Requirements for the Master's thesis:

- It must be an individually written research report in (either UK or USA) English;
- Use APA (6th edition) -style guidelines for referencing.
- For students who only do a research internship (no clinical internship), the minimum length of the thesis should lie between 5000 and 7000 words. For students in the clinical variant (who do both a research internship and a clinical internship), the minimum length is between 3000 and 6000 words (always in agreement with the supervisors). There is no official maximum word limit but theses are supposed to be in the form of submittable papers, so lengthy theses with many appendices are discouraged.

Assessment of the Master's thesis

The Master's thesis will be assessed by the first and second supervisor on aspects of content as well as format. These aspects are outlined in the evaluation forms that will be provided via e-mail by the Education office at the start of the internship. The final grade for the thesis needs to be at least 6.0 for the student to pass.

The Master's thesis is graded by averaging the scores given by the first and the second assessor. Both grades must be at least 6.0 and the difference between the grades may not be more than 2 points.

Assessment of the practical execution of the internship

To make a clear distinction between the practical part of the internship and the master thesis, the practical part (Dutch: uitvoering) of the research internship will be graded as well. on a 10-point scale, using the evaluation forms that will be provided via e-mail by the Education office at the start of the internship. This grade will not be included in the overall GPA (grade point average), to avoid that this part will largely influence the GPA, because of the large number of credits awarded to the practical part (25 in the master).

Insurance:

If the research does not fall under the responsibility of the UM, the host institution where the research is conducted is responsible for concluding a liability insurance for the student.