UNIVERSITY OF AMSTERDAM
Psychology

Student Manual Research Internship 2020-2021

Research Master's Psychology

Graduate School of Psychology, University of Amsterdam
September 2020

Contents

1. Introduction to the Research Internship

An important objective in the research master's program is to acquire knowledge, skills, and attitudes needed to perform scientific (and applied) research in psychology. The research internship project is the first of two research projects that you will conduct during your research master. The main goal of the research internship is to provide students with an opportunity to acquire practical experience in carrying out scientific (or applied) research, including problem definition, making research designs, analyzing data, and reporting results. During the research internship you will, under supervision of a staff member of the Department of Psychology of the University of Amsterdam, improve your skills on scientific thinking, research methods, and project management. These are valuable skills for a scientist, applied researcher, or scientist-practitioner in any field of psychology.

To be able to finish your internship within the given time frame is not an easy task when you do not know what to expect and/or when you are not aware of the procedures. This manual is aimed at guiding you through the process by outlining the objectives, expectations, procedures and guidelines for planning and conducting your research internship project. It further describes the elements on which the evaluation and grading is based.

1.1 Learning objectives

After completion of the master's internship, students can, under supervision:

1. Manage parts of a research project (*written communication*, *oral communication* and *self-reflection*);
2. Elaborate a given research question based on scientific literature (*paraphrasing*, *analyzing*, *evaluating*, and *scientific thinking*);
3. Elaborate and justify a (given) research design (*scientific thinking*);
4. Assist in developing, and justify materials and procedures in accordance with ethical guidelines (*scientific thinking* and *self-reflection*);
5. Write a research proposal (based on 2., 3., and 4.) (*written communication* and *self-reflection*);
6. Collect (parts of the) data;
7. Describe and justify data in line with the research question (*scientific thinking*);
8. Justify the statistical analyses and analyze the data (*scientific thinking*);
9. Describe and interpret the results in the light of the research question, theory, and previous research, and discuss its implications (*paraphrasing*, *analyzing*, *evaluating*, *scientific thinking*, and *self-reflection*);
10. Write a results and discussion section on the study (*written communication*, *oral communication* and *self-reflection*).

1.2 Overview of the research internship project

A summary step-by-step plan of the procedures for the research internship is provided below. Please refer to the remainder of this manual for more information and a detailed explanation of each step.

Step 1: Choosing a project and attend kick-off meeting

The research master's internship coordinator will announce the available research master's internship projects and supervisors on the research master's internship CANVAS page. In October during the Graduate Conference you will have the possibility to learn about the projects from the supervisor through speed dates. Please attend the compulsory research master's internship kick-off meeting (see uva.rooster.nl or the research master's internship CANVAS page for the date, time, and location).

Step 2: Registration via SIS and determine the number of ECs
When registering for courses for the second semester of your first year via SIS, enroll for the research master's internship of your choice (i.e., in the specialization of your supervisor). Determine the number of ECs you need for the research master's internship (i.e., between 18 and 24 EC depending on the size of your research internship and the number of ECs you spend on your Methods & Statistics or technical courses).

Step 3: Plagiarism quiz
To learn about how to avoid plagiarism, please take the plagiarism quiz at the research internship CANVAS page.

Step 4: Research internship contract
Once you have chosen a project, you and your supervisor will schedule a meeting to discuss the planning and complete the research internship contract. In addition to choosing a research project and supervisor, you need to find two peer reviewers.

Step 5: Research proposal and ethics review
The research master's internship project formally starts in February. You will use the first two months for writing your research proposal under the supervision of your supervisor, using the predefined research internship research proposal form (see CANVAS). The proposal is written in English and conform the APA-guidelines.

Ethical behavior and scientific integrity are important aspects in a research project. Therefore, you need to review the rules and procedures of the Ethics Review Board (ERB) and apply these to your study design. If there is no ERB approval yet, you will assist in preparing the forms for the ERB (using the delegate project procedure). Your supervisor has the final responsibility for submitting the ERB request. If there is already ERB approval (e.g., when participating in a larger/ongoing research project), you will need to explain and justify the materials and procedures, and critically reflect on the materials, procedures, and ethics in the research proposal.

To help you with your research proposal there will be an internship proposal meeting where you present and discuss your ideas (see CANVAS for the date). When you have a solid draft of your research proposal, please collect peer reviews (see CANVAS for the form) from two same year students, and use their feedback to further improve your research proposal. After approval of your supervisor, you need to submit your research proposal with the two peer reviews at CANVAS (see CANVAS for the deadline date). Your supervisor will check the proposal for completeness and plagiarism.

Step 6: Data collection/analysis and writing the research internship report
After submission of your research proposal, and if needed approval of the ERB, you can start with data collection/generation/analysis, and writing the results and discussion section of your internship report, under the supervision of your supervisor. The report is written in English and conform the APA-guidelines. Data handling and data storage must comply with the rules laid down by the FMG Ethics Review Board and the Data Storage Protocol of UvA Psychology.

Step 7: Submission of the final research internship report
You need to submit the final version of your research internship report at CANVAS before the end of June. Please notify your supervisor by email after you have submitted your internship report on CANVAS. In addition you need to have your data stored according to the data storage protocol, which will be checked by your supervisor.

Step 8: Grading of the research internship and student evaluation form
Your supervisor will evaluate and grade the product and the process of the internship. See CANVAS for the grading forms and rubrics that are used for determining the grade. After you submit the final version, your supervisor will discuss the final mark with you within 10 working days. The point of departure is a 7.5 for a normal, average research master's internship. The completed assessment forms can be viewed in CANVAS. Lastly, please complete the student evaluation form via the link that you will receive by email.

Step 9: Poster presentation at the Graduate Conference
After you are finished, you are expected to present your research master's internship at the Graduate Conference in October.

2. Before the start of your research internship (Step 1-3)

2.1 Choosing a research internship

For the internship you may choose a topic and supervisor in your major or minor field of specialization.

The research programs of Psychology focus on a large array of topics. These areas of expertise provide ample opportunities and directions for you to conduct your research internship. More information on the research programs can be found at https://psyres.uva.nl. You can approach staff members of the Department of Psychology who conduct research in your area of interest yourself. If you do so, make sure to check the staff member's website to find out more about her/his research interests and published work. Please see Section 2.4 for the requirements for research internship projects and supervisors.

In addition, the research master's internship coordinator will announce the available projects on CANVAS. Furthermore, speed dates at the Graduate Conference in October allow you to orientate on different topics and supervisors.

2.2 Kick-off meeting

To make sure all students are well-prepared to the research master's internship project, there will be a kick-off meeting (see uva.rooster.nl or the CANVAS for the date, time, and location). Attendance is required for all students before starting their research master's internship. In this meeting you will learn about the procedures, requirements, and expectations.

2.3 Enrollment

When registering for the courses of the second semester in your first academic year, you need to enroll for the research master's internship in SIS. Please enroll for the internship in the specialization of your supervisor. Subsequently, you will automatically be enrolled to the CANVAS page of the research master's internship.

2.4 Number of ECs

Please determine the number of ECs you need for your research master's internship. This depends on the (amount of) methods, statistics, and technical (M&S) courses that you choose in Semester 2. The summed number of ECs for free elected M&S courses should be 12 EC over the two years of your research master's program. The M&S courses in this semester will yield 6-12 EC, and your internship will be 18-24 EC accordingly, such that the total number of ECs for your semester sums up to 30 EC.

Please note that the summed number of ECs for the internship and thesis should be 50 EC. This means that the number of ECs that you will get for your research internship (which can vary between 18 and 24 EC) determines the number of ECs you will need for your research master's thesis (i.e., between 26 and 32 EC).

2.5 Requirements for a research internship

The research internship counts for 18-24 EC which amounts to 504-728 hours. The project needs to be *feasible* to complete within these hours. The research master's internship report consists of the

research proposal with the results and discussion sections added. Neither the project nor the product need to be publishable.

The research master's internship is first and foremost a form of education during which you are supervised, receive feedback, and can learn and further develop your knowledge and skills. The research internship is done *individually* under supervision of an eligible staff member of the Department of Psychology. Eligible supervisors are staff members of the Department of Psychology with a PhD-degree and appointed as examiner by the Examinations Board of the Department of Psychology. Please note: this staff member cannot be the same staff member as your thesis supervisor, in order to optimize your learning experience in the research master.

In selecting and composing your research internship, please note the following guidelines:
- The research internship is based on a research question that is provided by your supervisor.
- Given that the research master's curriculum focuses on quantitative research, suitable research internship projects usually involve quantitative empirical studies[1] [2].
- A research internship may involve setting up a new study or participating in a larger/ongoing research project, under the condition that the learning objectives can be met (i.e., it involves sufficient critical thinking, research methods, and professional skills in participating in the research, managing parts of the study, and reporting on the study).
- If you participate in a larger/ongoing project where the design and materials are already developed and approved by the ethical committee, then you should schedule more time for collecting data and/or analyzing data. In addition, you need to explain and justify the design, materials, and procedures, and critically reflect on the design, materials, procedures, and ethics in the research proposal.
- Collecting data is strongly recommended to gain experience in conducting empirical research. Data collection is usually part of your research internship project. If this is not possible, data collection can be done on a related project during your internship. Data collection may take up to 6 weeks fulltime maximum (i.e., 252 hours). If you do not have a data collection part during your internship, it has to be part of your thesis project.
- If the data that you analyze for your internship report are given, you need to critically reflect on the data collection in the discussion section of your report.
- Your supervisor carries final responsibility for answering the research question.

2.6 Requirements when conducting your research externally

It is possible to conduct your research internship externally (i.e., at another university or research institute). External supervisors will then provide guidance while conducting your research. However, external internships should always be supervised by an eligible internal research master's supervisor (i.e., a staff member of the Department of Psychology with a PhD-degree and appointed as examiner by the Examinations Board of the Department of Psychology) from the program group of your major or minor. This supervisor is responsible for providing feedback on your research proposal and

[1] A qualitative study is only acceptable for a research master's internship if the student has been properly trained in qualitative research methods during his/her bachelor elsewhere or in an elective master's course, and the amount of work is feasible within the available time for the internship, and the supervisor has sufficient knowledge of qualitative methods and experience in conducting qualitative research to supervise and evaluate such a project.

[2] A quantitative review using meta-analyses is acceptable for a research master's internship if the student has completed a course on meta-analyses, and the amount of work is feasible within the available time for the thesis, and the supervisor has sufficient knowledge of meta-analysis methods and experience in conducting meta-analyses to supervise and evaluate such an internship.

internship report (as specified in this manual in Sections 3-5), and for the final grading. Your internal supervisor can ask your external supervisor for input in determining your process grade.

2.7 Declaration of own work

The research internship proposal and final report need to be your own work. At the start of your research master's program you signed a Declaration of own work, and when submitting your internship report you will be asked to declare that the research proposal/internship report is your own work (i.e., "*In submitting this work, I confirm that this submission is my own work, and I accept all responsibility for any copyright infringement that may occur as a result of this submission*."). This means that your internship report needs to be written by yourself, under supervision of your supervisor from the Department of Psychology. You may of course consult other students, but you cannot have parts of your internship performed or written by other students or external parties (e.g., a commercial thesis agency).

Further, both the research proposal and the internship report will be digitally checked for plagiarism. To learn what constitutes plagiarism, please take the plagiarism quiz before starting your project, available on the research master's internship CANVAS page. To avoid accidental plagiarism (which is never accepted as an excuse by the Examinations Board), it is crucial that you keep track of and state your sources immediately and consistently throughout the writing process. For example, avoid copying long pieces of text, and trying to remember your sources afterwards. Instead, include references to your sources as soon as you use them. See Section 7 for more information on plagiarism and fraud.

3. Starting your research internship project (Step 4)

3.1 Preparation to the first meeting

Once you have chosen a research project and a supervisor, you and your supervisor will schedule a first meeting in December or early January. As a preparation of this first meeting, you should determine the number of ECs you need for your research internship (see Section 2.4), and read the core articles listed in the project description when given. Please also find two fellow students from your cohort, who are willing to serve as a peer reviewer for your research proposal. The peer reviewers do not necessarily need to study the same specialization.

3.2 The first meeting

The aim of the first meeting with your supervisor is to get to know each other, introduce the research project, brainstorm about the specific research question, and discuss expectations.

The entire research internship project (including writing the research proposal) is conducted within a period of five months (i.e., February till June). The number of hours spent on it should amount to 504 hours (if 18 EC) to 672 hours (if 24 EC). Based on the number of available hours (as determined by the number of ECs), your supervisor and you make a realistic project planning with specific goals and deadlines, including meetings with the supervisor the ERB. You will have at least 5 meetings with your supervisor to discuss the phases up to the research proposal and the end report. In addition to these 5 meetings about the research proposal and end report, your supervisor and you can/should have additional (more hands-on) meetings to work on the research (e.g., discussing data collection, progress, analyses, etc.).

At the end of the first meeting you complete the research internship contract (see Appendix A or CANVAS for the form). You must submit the signed contract at CANVAS before the deadline in January (see CANVAS for the exact deadline date). This contract serves as the basis for the remainder of the project, and commits you and your supervisor to a specific planning and contribution of effort.

Additional guidelines for EU/EEA students
In order to conduct your internship, you need an internship contract (see Appendix A). During the length of your internship you can keep your international Health insurance, you do not need to change. Liability insurance is strongly advised (often part of AON insurance).

Additional guidelines for non-EU/EEA and Croatian students
In order to conduct your internship, you need an internship contract (see Appendix A). In addition, you need to sign the EP-Nuffic internship agreement. This is a formal internship agreement between you as an intern and the UvA if you conduct your research internally (e.g., in our labs), or between you as an intern, the external internship provider and the UvA if you conduct your research externally (see Section 2.6 for guidelines regarding external data collection).

You have to continue to comply with the conditions of your residence permit. The internship provider (UvA or external organization) must be able to present this agreement to the Dutch Labour Inspectorate if asked to do so. Therefore, use of a EP-Nuffic internship agreement is compulsory. A copy of your passport and residence permit must be appended to this EP-Nuffic Internship agreement. You must give a copy of the internship agreement to: 1) the internship coordinator of the research master, and 2) the external internship provider. For the latest versions of these rules and regulation and contract(s), please also check uva.nl/work/.

During the length of your internship you can keep your international Health insurance, you do not need to change. Liability insurance is strongly advised (often part of AON insurance).

3.3 Project approval

The research master's internship coordinator will check your contract and planning to evaluate whether the project is feasible. If not, the coordinator will contact you.

3.4 Expectations regarding the further process

In the grading form and rubric (see Appendix D-E or CANVAS) you can see the details on what is expected of you in terms of the process, and on what aspects the final process grade is based. Some main points:

- You are expected to work hard and meet the planning and deadlines as agreed upon with your supervisor. If you fail to meet a deadline, inform your supervisor as soon as possible and discuss the consequences for the further planning. Missing deadlines without contacting your supervisor will result in an insufficient grade for the research internship.
- At the end of each meeting, discuss with your supervisor what is expected for the next meeting, and set a deadline for sending the next product to your supervisor.
- Submit well-prepared products to your supervisor (i.e., clearly written and structured, no language errors). This way you will get most out of the feedback of your supervisor.
- Keep track of your activities (i.e., keep a log) and prepare well for the meetings with your supervisor (e.g., make a list of questions/points to discuss) in order to get the most out of these meetings. During the meeting you should make notes of important issues and the planned actions, and record the decisions made.

- Carefully revise your work based on the feedback of your supervisor, such that each subsequent version is an improvement over the previous version. Please report back to your supervisor on how you integrated the feedback.
- You are expected to act according to the ethical guidelines in conducting the research, adhere the privacy guidelines in handling the data, and adhere to the data storage protocol (see for more information Section 4 and 5).
- If there is a delay, discuss this with your supervisor to determine if adjustments to the planning are needed. If adjustments to the planning will result in missing the research proposal deadline or internship report deadline, you need to communicate this with the research master's internship coordinator, who should approve the adjusted planning. Please note that more than six months delay will result in an insufficient grade for the research internship.
- After having missed deadlines (or submitting clearly insufficient work), the supervisor can - after consultation with the research master's internship coordinator - issue an official warning. This has consequences for the process grade. After an official warning, the planning is discussed and adjusted. If the student misses another deadline after this, the project is terminated and the student receives an insufficient grade for the research internship, unless there are extenuating circumstances (force majeure, 'overmacht') to be determined by the Examinations Board.

If you receive an insufficient grade during your research internship project for any of the above reasons, or one of the reasons mentioned in the process rubric (see Appendix E or CANVAS), you have to start again in the next academic year on a new project with a different supervisor. Please see Appendix F for the complaints procedure.

4. Developing the research and writing the research proposal (Step 5)

4.1 Developing your research project

After the first meeting and submission of the research internship contract, you can start with your research internship project in February. The first phase consists of reading literature, justifying the given research question, setting up (or justifying) the research, and writing the research proposal. For this you can use all your prior knowledge of the specific field of study, as well as the skills that you acquired during the research program on scientific reasoning and writing, methodology, and statistics thus far.

This phase starts with searching and reading relevant literature and working on specifying the provided research theme based on a study of relevant scientific literature. It is important that you log your search for relevant literature (e.g., keep track of and make notes on how you searched for literature, which search engines you used, which keywords, how many hits you got, what choices did you make and why). Based on the literature and with help of your supervisor you justify a specific research question and hypotheses (if applicable), and describe this in the research proposal.

Subsequently, with help of your supervisor you elaborate a research design that fits the research question, and explain and justify the research design in the research proposal.

Regarding the research proposal you will receive feedback on the following intermediate products:
- 1x first draft of proposal introduction
- 1x second draft of proposal introduction and first draft of method
- 1x entire research proposal including the analysis plan

Please report back to your supervisor on how you handled the feedback on the previous product. At the end of each meeting make sure that you discuss with your supervisor what is expected for the next meeting, when the next meeting is scheduled, and that a deadline is agreed upon for sending the next product to your supervisor.

4.2 Ethics and ERB approval

As part of this phase, you need to review the rules and procedures of the FMG Ethics Review Board of the University of Amsterdam (ERB) and apply these to the study design. See for more information: https://www.lab.uva.nl/lab/ethics/pages/external_info. Further, you need to describe and justify the ethics of your study in the research proposal (see the research internship proposal form in Appendix B or CANVAS). If there is no ethics approval for your project yet, the research project has to be assessed and approved by the ERB before you can start the data collection. Your supervisor has the final responsibility for submitting the ERB request, but you can assist in preparing the forms for the ERB, via the delegate project procedure. If the project is classified as 'standard' research, you will receive a notification within 10 working days (but usually faster). Please note that you can only start data collection after the study has ERB approval.

4.3 Research proposal

The end product of this phase is a research proposal, which needs to be written in the predefined format (see Appendix B or CANVAS). The proposal is written in English and conform APA-guidelines. The proposal includes:

- a title and summary (max. 150 words),
- a project description, which includes an overview of prior research and a theoretical framework, a research question, and hypotheses (max. 1200 words),
- a procedure section with a description of the operationalization, sample characteristics, materials, and data analysis plan (max. 1000 words),
- intended results (max. 250 words),
- a work plan (max. 500 words), and
- a reference list.

When writing your research proposal, you should apply what you have learned on scientific reasoning and writing, methodology, statistics, and APA-guidelines (e.g., during SWAP and your other courses). Please see the research proposal form (Appendix B) and evaluation form (Appendix C) or more information.

To help you drafting your research proposal there is a required internship proposal meeting (see CANVAS for the date, time, and location). During this meeting you will present and discuss your research proposal with a small group, consisting of fellow students and one thesis committee member. Your presentation should be about 5 minutes (you may use a maximum of 3 slides, please bring the slides printed out to the meeting), including the state of the art in your research field, the gap that you have found in the literature, your research question, and the importance of your research. Of course you do have to prepare your story, but the presentation itself can be rather informal: basically you tell the others about your research plans (you do not even have to stand up). After five minutes the small group will ask questions about your plans, request for clarification where necessary and they may give you useful suggestions for your research.

When you have a solid draft of your research proposal, please collect a peer review (see CANVAS for the form) of your two peer reviewers (i.e., fellow students from your cohort), and use their feedback to further improve your research proposal.

After approval of your supervisor, you need to submit your research proposal with the two peer reviews at CANVAS. The research proposal needs to be submitted end of March; see CANVAS for the exact deadline.

Your proposal will be checked for plagiarism in Turnitin. If there is suspicion for plagiarism, the supervisor informs the research master's thesis coordinator and Examinations Board (see for more information Section 7).

4.4 Approval of the research proposal

Your supervisor will check your research proposal for completeness and for plagiarism in Turnitin. If complete and no indications of plagiarism, your supervisor will approve your research proposal. After approval of your research proposal, and when the ERB has given approval, you may start the actual research, e.g. data collection. In case of delay, see Section 5.5 for more information.

5. Data collection/analysis and writing the internship report (Step 6-7)

5.1 Data collection/analysis

After having submitted your research proposal and having approval from the ERB (if needed), you can continue with the data collection and analysis. Please carefully log your activities during data collection (i.e., keep track of and make notes on what you have done and what decisions you made), and guard the planning.

5.2 Data handling and storage

In collecting and handling of the data you and your supervisor need to obey the Code of Responsible Scientific Behavior (see https://psyres.uva.nl/for-staff/code-of-responsible-scientific-behaviour/code-of-responsible-scientific-behaviour.html). This code of conduct contains important information about topics such as ethics, privacy (General Data Protection Regulation, GDPR or 'AVG'), lab regulations, data storage, and scientific integrity.

You and your supervisor should be aware of the UvA Psychology data storage protocol and take care that the data are not stored on memory sticks, mobile phones, cloud services, etc. Further, data files should not be distributed via email, Twitter, Facebook, Instagram or other (social) media. If your laptop / external harddrive / phone / usb device is stolen and it contains research data, you have to deal with a data leak. The law can give organizations high fines in case of data leakage. In case of a data leak you have to act quickly. Inform the UvA-cert team (cert@uva.nl or 020-525 3322) about the loss of data. Do this immediately, even during evenings or weekends. They will respond and tell you what to do.

To adhere to the GDPR and data storage protocol, and prevent data leaks, your supervisor needs to request a project folder at the faculty storage 'fmgstorage' from the Technical Research Support Social and Behavioural Sciences University of Amsterdam (TOP) via https://top.socsci.uva.nl/?page_id=273. Your supervisor can add or remove students to project folders using the form at https://top.socsci.uva.nl/?page_id=278. After having granted access to the project folder, you as a student have access to the folder and should save all your data files only on this folder (i.e., do not keep a copy on your private computer).

Towards the end of your research internship project, please discuss with your supervisor what needs to be stored and how in order to comply with the data storage protocol. Below is a checklist to discuss with your supervisor:

1. After completion of the data collection, in the 'fmgstorage' project folder the following subfolders need to be available:
   a. Ethics subfolder, containing the following files
      - Ethics Protocol and Approval (PDF exported from ERB site)
      - Information brochure, materials, and debriefing brochure (as uploaded in the ERB submission)
   b. Methods, measures, and materials subfolder, containing the following files
      - The experiment scripts (e.g., the Presentation or PsychoPy task code) and stimuli, accompanied by instructions on software dependencies and/or hardware requirements that have to be met to get the task to run.
      - PDF of paper-pencil questionnaires.
      - If online survey software is used (e.g., Qualtrics), it is often possible to export the questions in PDF. Always include a description of the exact version and platform of the software used.
      - For proprietary software (written expressly for an experiment, e.g., by TOP), a zip file with the software itself may be uploaded with installation instructions and a clear mention of the platform (e.g., Windows 7 or higher) and machine (e.g., Esprima PC).
   c. Data collection subfolder, containing the following files
      - Appropriate configuration parameters (e.g., EEG configuration files, VSRRP driver files)
      - File with the lab log with entries identified by date and experimenter; subjects identified by participant number, any subject-related materials or comments
      - Raw data files (e.g., .txt files, Qualtrics output in Excel/SPSS, Presentation output files)

   If you collected data in the lab, you need to hand in to your supervisor the completed informed consent forms, and the payment forms if participants were paid. If data collection was through paper-and-pencil questionnaires, you need to hand in to you supervisor all completed informed consents and questionnaires.

2. After completion of the data analyses (before handing in the final internship report), the student makes the following additional subfolders available for the supervisor:
   a. Data analysis subfolder, containing the following files:
      - All scripts and syntax-files used to transform and/or analyze the data (e.g., Excel files, SPSS.sav and syntax files, EEG and MRI analysis scripts).
      - A file noting details about the data analysis of specific subjects relevant for replication
      - A list of dropped subjects plus reason for exclusion.
      - A code book: description of all variable names and labels with sufficient detail to understand both the raw and processed data.
      - The transformed data that formed the basis for all analyses in the research internship.
   b. Paper and report subfolder, containing the final internship report.

Your supervisor will check that the data are handled and stored according to the guidelines described in the data storage protocol. Furthermore, the handling and storage of data is a component of your process evaluation (see the grading form and rubrics in Appendix D-E or CANVAS).

5.3 Writing the internship report

The internship report consists of your research proposal, with an added results and discussion section. When writing the results and discussion section, you should apply what you have learned on

scientific reasoning, methodology, statistics and writing (e.g., see SWAP and your other courses). The internship report includes:

- A title page, including the title, your name, your student number, the specialization in which you conducted the internship, Research Master's Psychology, University of Amsterdam, the name and title(s) of the supervisor, and the date
- The research proposal.
- A results section (tables and figures may be included in the text), in which you describe and justify the methods of analyses, and describe the results. Please clearly distinguish between confirmatory and exploratory analyses.
- A discussion section, in which you interpret and discuss the findings in the light of the research question, theory, and previous research. **You should write your report such that a potential successor on the project is able to learn from your approach, and will be able to avoid certain mistakes or profit from any insights in current the research**.
- A reference list (in APA-format), and
- Appendices (e.g., detailed information on participant recruitment, the complete questionnaire, the data collection protocol, description of experimental tasks, etc.).

Please refer to the product grading forms and rubrics (see Appendix D-E or CANVAS) for more details.

During the internship report phase, you will receive feedback on the following intermediate products:

- 1x on the results section
- 1x on the discussion section

Please report back to your supervisor on how you handled the feedback on the previous product. At the end of each meeting make sure that you discuss with your supervisor what is expected for the next meeting, that the next meeting is scheduled, and that a deadline is agreed upon for sending the next product to your supervisor.

5.4 Submitting your internship report

After approval of the supervisor you need to submit a digital version of the final internship report as word/pdf file at CANVAS. Also make sure that your data are stored according to the data storage protocol (see Section 5.2). To avoid delays, please send an email to your supervisor immediately after you have submitted your final internship report.

When submitting your internship report at CANVAS, you will be asked to declare that the report is made by yourself (i.e., "*In submitting this work, I confirm that this submission is my own work, and I accept all responsibility for any copyright infringement that may occur as a result of this submission*."). According to University of Amsterdam regulations students must have achieved the internship report by themselves, under supervision of the supervisor from the Department of Psychology. You may of course consult other students, but you cannot have parts of your internship performed or written by other students or external parties (e.g., a commercial thesis agency).

Your internship report will be checked for plagiarism in Turnitin. If there is suspicion for plagiarism, the supervisor informs the research master's thesis coordinator and Examinations Board (see for more information Section 7).

The final version of the research internship report needs to be submitted before the end of June (see CANVAS for the deadline).

5.5 Delay

In case of delay in the planning (e.g., due to unforeseen circumstances such as sickness), please discuss this with your supervisor if adjustments to the planning are needed. If adjustments to the planning will result is missing the research proposal deadline or final internship report deadline, you need to communicate this with the research master's internship coordinator, who should approve the adjusted planning.

The submission date of your research internship report can be extended up to two months after the end of June (i.e., up to end of August). If you need more than two additional months (e.g., due to unforeseen circumstances such as sickness) to complete your research internship, you need to make a new planning with your supervisor and get approval from your supervisor and the research master's internship coordinator for an extension. The maximum extension of the scheduled end date is six months. After approval of the supervisor and research master's internship coordinator, you need to submit an addendum to your research master's internship contract at CANVAS, containing a new planning and justification for the delay.

If after six months beyond the scheduled end date no sufficient final report has been submitted, you will receive an insufficient grade for the research master's internship, and you will have to start again in the next academic year on a new topic with a different supervisor. In case of force majeure ('overmacht'), you can submit an extension request to the Examinations Board.

6. Evaluation, grading, and Graduate Conference (Step 8-9)

6.1 Grading

Your supervisor will grade your research internship project, based on the process and the product (i.e., the internship report). See Appendix D-E or CANVAS for the internship grading forms and rubrics that are used for determining the grade. The point of departure is a 7.5 for a normal, average research internship. The research internship is graded within 10 working days after the internship report is submitted. Your supervisor will upload the completed assessment forms at CANVAS, and have an evaluation meeting with you if desired.

6.2 Resit

In case the research internship report was submitted on time, the process is graded as sufficient (i.e., >= 5.5) but the product is judged to be insufficient (i.e., < 5.5), you are given one chance to improve your internship report based on the written feedback in the assessment forms and the oral feedback during the evaluation meeting.

The revised version is assessed by your supervisor on the quality of the changes based on the comments and feedback. In this situation, the final grade cannot exceed a 6. If your research internship is still graded as insufficient, you receive an insufficient grade (i.e., 'NAV') and you have to start again in the next academic year on a new topic with a different supervisor. Please see Appendix F for the complaints procedure.

6.3 Student evaluation form

As the research internship is a large and important part of the research master's program, it is important that it is carefully evaluated. We therefore ask you to evaluate your research internship

project by completing the evaluation form in UvAQ after the final grade is administered. You will receive a link by email to the evaluation form, in which you will be asked to evaluate the learning outcomes, the extent to which procedures and expectations were clear to you, and the quality of supervision. Please note that you data will be handled anonymously, and only reported at an aggregated level.

6.4 Graduate Conference

Poster presentations are common ways in academia to inform peers/scholars about new research findings and discuss research ideas. To practice with this, you are expected to present your research internship as a poster on the Graduate Conference. Presenting a poster helps to improve your written and oral communication skills, and it provides a great experience to talk about your research with interested students and staff members.

7. Plagiarism and fraud

Each research proposal and internship report is scanned for plagiarism through Turnitin. Your supervisor checks the plagiarism score in Turnitin. If the score is higher than 5%, your supervisor carefully checks the document for plagiarism. If there is suspicion for plagiarism, your supervisor will inform the internship coordinator and the Examinations Board, with submission of the texts and findings.

In case of suspicion for plagiarism, the Examinations Board shall give the student the opportunity to be heard within a period of two weeks. The Examinations Board may decide to investigate papers previously submitted by the same student for plagiarism. The student is obliged to cooperate with any such investigation and may be required to provide digital versions of previous papers. The Examinations Board shall determine whether plagiarism has been committed and shall notify the student in writing of its decision and sanctions, within a period of four weeks, stating the possibility of appeal with the Examinations Appeals Board.

Please refer to https://student.uva.nl/en/content/az/plagiarism-and-fraud/plagiarism-and-fraud.html for the most updates rules and regulations upon plagiarism and fraud.

8. Data ownership

The data that you collect during your research internship is - unless explicitly agreed otherwise in advance - owned by the University of Amsterdam. This means that the University of Amsterdam (e.g., your internship supervisor) can use the data for scientific publication. It is advisable to discuss at the start of the project with your supervisor if – after the research internship completion – the data may be used for publication, as well as the possibilities for (co)authorship and the tasks or input needed to merit authorship if desired. See also the publication manual of the American Psychological Association for some general guidelines regarding authorship on scientific publications.

In case you collect data in an external institute/organization (i.e., outside our department) it is highly important to make clear agreements in advance (e.g., data transfer agreement) about the availability, ownership, and use of the data with the institute/organization where you collect the data. Data collection in an external institute/organization or use of existing data from an external institute/organization is only allowed if the data are made fully available to the University of

Amsterdam (possibly in anonymized form) such that you and your supervisor have all the possibilities to analyze the data for the purpose of the research internship report. If an external institute/organization does not allow the data to be available to the student and supervisor, then it is not a suitable project for a research internship.

9. Research master's thesis versus research internship

In your research internship you conduct a number of research tasks: based on a given research question, you report on these in a research proposal, a results section and a discussion section. In the research master's thesis you are expected to cover the full empirical cycle from research question to conclusion, and write a full report in journal article style.

To enhance your learning experience, the research master's thesis should be on a different topic and supervised by a different staff member from your research internship. Whereas your research internship can be conducted in either your major or minor specialization, your research master's thesis should be conducted in the field of your chosen major.

10. Exemption regulations ('vrijstelling')

10.1 Combining the research master psychology with a one-year psychology master

Students who combine the research master with a one-year psychology master, may

- either obtain an exemption for the research master's internship based on the master's thesis of their one-year master;
- or obtain an exemption for their master's thesis of their one-year master based on their research master's thesis.

Students should consult both the research master's study advisor and the master's thesis coordinator of the second master to make sure that the requirements for the master's thesis are met for each of the tracks. Formal approval of the Examinations Board is required.

An exemption is entered in SIS for the second master. Students receive two degree certificates if the other requirements of both masters have been met. For the second master, no annotation ('judicium') can be obtained because 10% or more of the program consists of exemptions.

10.2 Exemption based on a research internship for a degree program outside our department

Students who have completed a research internship for a university master's program outside our department, can request an exemption for the research master's internship from the Examinations Board. One condition for an exemption is that the scope, level, and content of the research internship must fit with the learning objectives of the research master's internship.

An exemption will be entered in SIS and will be visible in the list of grades. An annotation is not possible because more than 10% of the program consists of exemptions.

Appendix A: Research internship contract

FORM 1 – RESEARCH MASTER'S PSYCHOLOGY: RESEARCH INTERNSHIP CONTRACT

Title of research project: .....

Keywords: .....

Student name: .....

Peer Reviewer 1 : .....

Peer Reviewer 2: .....

Student ID card number: .....

Supervisor name: .....

Specialization: .....

Date of contract: .....

The undersigned (student and supervisor) have agreed upon the following:

1 . General:

Research internship starting date: .....

Number of EC: .....

Note. Minimally 18EC and maximally 24EC. The total number of EC for the Internship and Thesis should be 50EC.

Number of weeks: .....

Number of hours per week: .....

Note. Please specify whether you will work full-time or part-time on the project. Full-time means 42 hours a week. The number of weeks times the number of hours per week should amount to the number of hours for the internship, with 1EC = 28 hours.

Data ownership: *University of Amsterdam / Other* (please specify) .....

Note. Data ownership and publication rights are with the University of Amsterdam by default. If agreed upon otherwise, please note that data need to be fully available to the University of Amsterdam (possibly in anonymized form) such that the student and supervisor have full possibilities to analyze the data for the purpose of the research internship.

Publication rights/authorship: .....

We have read and will adhere to the Code of Responsible Scientific Behavior of the Psychology Research Institute (see for more information Section 4.2 and 5.2 in the Student Manual).

2 . Planning and deadlines:

Intended submission date for research proposal: .....

Intended data collection period (starting and end date): .....

Intended data analysis and internship report writing period: .....

Half way process/product evaluation talk .....

Scheduled submission date for final internship report: .....

3 . Supervision:

Planning/schedule of meetings with the supervisor: .....

Location:	Student's signature:	Supervisor's signature:
.....	.....	.....

Appendix B: Research master's internship proposal form

FORM 2A- RESEARCH MASTER'S PSYCHOLOGY: RESEARCH INTERNSHIP RESEARCH PROPOSAL

1. GENERAL INFORMATION

1.1 Student information

Student name: .....

Student ID card number: .....

Address: .....

Postal code and residence: .....

Telephone number: .....

Email address: .....

1.2 Supervisor information

Supervisor (*eligible for the ResMas*): .....

Note. Eligible supervisors are staff members of the Department of Psychology with a PhD-degree and appointed as examiner by the Examinations Board of the Department of Psychology.

Specialization: .....

1.3 Other information

Date: .....

Number of ECs for the researcg internship: .....

Note. 1EC = 28 hours. Minimally 18EC and maximally 24EC. The total number of EC for the Internship and Thesis should be 50EC.

Ethics Review Board (ERB) code: .....

Note. See https://www.lab.uva.nl/lab/ethics/

*Have your research proposal signed by your supervisor (see Section 9) and submit the signed research proposal and the two peer reviews via CANVAS. Please inform by email your supervisor and the secretariat of the research master psychology (*thesis-researchmaster-psy-fmg@uva.nl*) that you submitted your research proposal.*

2. TITLE AND SUMMARY OF THE RESEARCH PROJECT

2.1 Title

2.2 Summary of proposal – max 150 words

Word count = (*state number of written words here*)

---

3. PROJECT DESCRIPTION – max 1200 words (This is a strict limit).

3.1 Prior research

Describe prior research, a comprehensible literature review of the research field, converging upon the research questions.

a) Describe the state of affairs, including the theoretical framework, in the current research field based on the existing body of literature.
b) Clarify how the previous research eventuates into the research questions of the current proposal.

3.2 Key questions

Now state the key questions, the essence of the proposal. Here, the intended research should be connected to prior research. Testable hypotheses should be derived from the key question, and the relation between theory and research hypotheses should be clearly specified.

a) Formulate a general relevant research question based on previous research.
b) Translate the general research question in a clear manner into a specific research question.
c) Translate the specific research questions into testable research hypotheses.

Word count = (*state number of written words here*)

---

4. PROCEDURE – With a maximum of about 1000 words

4.1 Operationalization

Describe how the research questions are operationalized.

a) Operationalize the research questions in a clear manner into a research design/strategy.
b) Describe the procedures for conducting the research and collecting the data.
c) For methodological and/or simulation projects describe the design of the simulation study.

4.2 Sample characteristics

a) Indicate, given a power analysis, how many participants will be recruited. Also motivate whether the resulting number is feasible.
b) If a subset of participants will be excluded from the analysis given their scores on dependent variables, indicate the objective criterion to do so. For example include a phrase like: “Scores on dependent variables exceeding ± 3 *SD* of the mean will be excluded from the analysis’’.
c) If a subset of participants will be excluded from the analysis given their scores on a manipulation check item, indicate the objective criterion to do so. For example include a phrase like: “Participants scoring 15 or lower on a manipulation checks item, will be excluded from the analysis”.
d) In case of a simulation study, indicate how data will be generated.

4.3 Materials

Indicate which tests, stimuli, equipment, etc. will be used; provide sufficiently elaborate descriptions and motivate your choice. (Always report the psychometric characteristics, such as reliability and validity, if existing tests are used. If new or adapted instruments or test materials (e.g., questionnaires) will be developed, then the new instrument must be independently validated first; only then it can be used as a testing instrument. Exception to this rule is allowed in case of questionnaires that do not contain more than one question (e.g., indicate on a 5-point scale how you feel today). In case of a simulation study 4.3 might be omitted.

4.4 Data analysis

Indicate for each research question *separately*, how it is translated into a statistical prediction. For example: "In a repeated measures ANOVA we expect an interaction effect of the between factor x and the within factor y on the dependent variable z. Also indicate how you will correct for multiple comparisons. Only the analyses proposed here can be described as confirmatory analyses in your research report. All other have to be mentioned as exploratory.

Word count = (*state number of written words here*)

---

5. INTENDED RESULTS - max 250 words

Clarify what the implication of possible outcomes would be (per hypothesis) for the specific and general research questions as well as for the theory. Address the following in approximately 250 words:

a) What are the interpretations if the results do match the expectations?
b) What are the interpretations if the results do not match the expectations?
c) Are there any alternative interpretations?
d) Is there any practical or societal relevance? Please explain.

Word count = (*state number of written words here*)

---

6. WORK PLAN – max 500 words

Describe how the research project will be executed. Who is doing what and when? Is the planning of the current project realistic, efficient and feasible?

6.1 Time schedule

State the total amount of EC as noted in the internship contract (18-24 EC), 1EC stands for 28 hours work. Present and justify a time schedule in weeks, including your time investment in hours per week. Plan some spare time, and indicate what elements can be cut / reduced if necessary. Provide the intended presentation date.

6.2 Infrastructure

Where will the research take place? How is access to the facilities and materials ensured?

6.3 Data storage

Each researcher needs to comply with the storage protocol of the Research Institute Psychology: h ttp://psyres.uva.nl/content/scientific-integrity-docs/data-protocol.html

Word count = (*state number of written words here*)

---

7. REFERENCES

List all cited literature, formatted according to the directions of the APA Manual.

---

8. FURTHER STEPS

Make sure your supervisor submits an Ethics Checklist for your intended research to the Ethics Review Board of the Department of Psychology at https://www.lab.uva.nl/lab/ethics/

---

9. SIGNATURES

□ I hereby declare that both this proposal, and its resulting internship, will only contain original material and is free of plagiarism (cf. Teaching and Examination Regulation in the research master's course catalogue).
□ I hereby declare that the results section of the internship report will consist of two subsections, one entitled "confirmatory analyses" and one entitled "exploratory analyses" (one of the two subsections may be empty):

a) The confirmatory analysis section reports *exactly* the analyses proposed in Section 4 of this proposal
b) The exploratory analysis section contains not previously specified, and thus exploratory, analyses.

Location:	**Student's signature:**	**Supervisor's signature:**

Appendix C: Research master's internship peer review form

FORM 2B – RESEARCH MASTER'S PSYCHOLOGY: PEER REVIEW FORM RESEARCH INTERNSHIP PROPOSAL

Title of research project: .....

Author name: .....

Peer reviewer name: .....

Date: .....

Write a *one page* review about the project-proposal of your fellow student. At least include the following points in your peer-review:

(1) Summary of project
This needs to be only 1-3 sentences, but it demonstrates that you understand the project-proposal and, moreover, can summarize it more concisely than the author in his abstract.

(2) Good things about the proposal (one paragraph)
This is not always necessary, especially when the review is generally favorable. However, it is strongly recommended if the review is critical. Such introductions are good psychology if you think the author needs to drastically revise the proposal.

(3) Major comments
Discuss the author's assumptions, technical approach, procedure, reference, etc. Be constructive, if possible, by suggesting improvements.

(4) Minor comments
This section contains comments on style, grammar, etc. If any of these are especially poor and detract from the overall presentation, then they might escalate to the 'major comments' section. It is acceptable to write these comments in list (or bullet) form.

(5) Recommendations
Provide the author with some useful recommendations that you seem fit.

Appendix D: Research internship grading form

FORM 3 - RESEARCH MASTER'S PSYCHOLOGY: RESEARCH INTERNSHIP GRADE

Title of research internship: .....

Number of EC: .....

Student name: .....

Student ID card number: .....

Course code: .....

Note. Course codes for the research master internship per specialization can be found at the bottom of this page.

Date of submission: .....

Eligible supervisor: .....

OVERALL PROCESS JUDGMENT SUPERVISOR: (*see Supervisor Process Evaluation*)	
OVERALL PRODUCT JUDGMENT SUPERVISOR: *(see Supervisor Product Evaluation)*	

FINAL GRADE: • If the process grade and the product grade are both 5.5 or higher, than the final grade is the average of the two grades, rounded to halves. • If either the process grade or the product grade is lower than 5.5, the final grade is an insufficient grade (i.e., the average of the two grades but with a maximum of 5.0).	

Location: **Date:** **Signature supervisor:**

.....

Please fill in the final grade at CANVAS, using the Speedgrader in Modules - 'Final Research Master's Internship report' and attach a scan of this signed grading form along with the process and product evaluations. Only grades with complete forms will be processed in SIS. Hand in the original signed form at your secretariat.

Research internship course codes Research Master Psychology:

- Brain & Cognition: 7205RMPIXY
- Clinical Psychology: 7205RMKIXY
- Developmental Psychology: 7205RMOIXY
- Psychological Methods: 7205RMMIXY
- Social Psychology: 7205RMSIXY
- Work & Organizational Psychology: 7205RMAIXY

SUPERVISOR PROCESS EVALUATION

Components	Feedback[3]
Effort: During literature search, data collection, data analyses, and writing the research proposal and internship report	*Overall, the student worked hard and well-structured throughout the research internship, including:* *- Taking initiative (e.g., in searching literature, collecting data, data analyses)* *- Being well-prepared for the meetings* *- Pro-actively dealing with (potential) problems* *- Active cooperation with other group members* *- Logging activities (e.g., keeping track of what has been done during literature search, data collection, data analyses)* *- Showing insight in own effort and performance and taking adjustments*
Own scientific input and analysis:	*Overall, the student provided a personal contribution and scientific input in the various project phases, well-understood the literature, design, materials, and results, was able to quickly pick up feedback, and no extra feedback/meetings were needed.*
Constructive handling of feedback: On literature search, data collection, data analyses, and writing the research proposal and internship report	*Overall, the student constructively responded to feedback, showing a learning orientation. The student processed the feedback well in the subsequent products. The student was able to translate feedback on one part to other parts.*
Planning: Taking responsibility for the planning, meeting deadlines, and clear communication	*Overall, the work pace of the student was good, including keeping to the planning, meeting deadlines, and keeping to appointments. The student took responsibility for the project and the planning. The student attended the meetings and showed up on time. The student displayed clear and timely communication.*
Ethical behavior and scientific integrity: Ethical handling of participants and data, adhering to data storage protocol	*Overall, the ethical conduct of the student was good, including:* *- Responsible attitude in data collection process (towards participants)* *- Ethical handling of the gathered data* *- Adhering to the privacy guidelines in handling the data* *- Adhering to the data storage protocol*

		Justification[4]
Process grade	*GRADE*	*The grade reflects the overall quality of the process in terms of the points above. These points can be summarized as follows: The student put in effort during the entire process, provided scientific input, handled feedback well, worked according planning, behaved ethically, and gave a high quality presentation. See rubric.*

[3] Please delete the text in grey italics and type in your feedback. The points listed in gray italics serve as a checklist to base your feedback on. Feel free to give feedback in this column only on those points you judge to be relevant for clarification. Do not give subgrades on these components, just provide one overall process grade.
[4] Please provide a grade from 1 to 10, using the rubric. Please replace the text in grey italics by a justification of your assessment; the text displayed in grey is a brief summary of what should be assessed or a checklist for your assessment.

SUPERVISOR PRODUCT EVALUATION

Sections	Feedback[5]
Research proposal Sections 2 and 3: Quality of reasoning leading up to RQ and hypotheses	*Overall, the relevance of the current RQ is coherently and convincingly argued, based on relevant existing empirical and theoretical work, including:* - *Clarity and coherence of description of broad relevance of core elements of RQ* - *Clarity of explanation of relevant terms* - *Representativeness, clarity and coherence of description of prior research* - *Relevance of description of prior research to current RQ* - *Relevance of described theory for RQ* - *Clarity and coherence of the evaluation of existing studies, theory and their relation to the current RQ*
Research proposal Sections 4 and 5: Quality of reasoning leading up to design and sampling plan	*Overall, the study design and analysis plan is clearly described in sufficient detail, and coherently related to the stated RQ, hypotheses and expectations, including:* - *Correct and precise description of materials, participants and procedure* - *Sampling plan is sufficiently explained (e.g., power and number of participants)* - *Design and measurement are adequately justified*
Results section: Coherence of description of data analysis and results	*Overall, the data analysis is coherent and clearly described, in sufficient detail, and coherently related to the stated design and procedure, including:* - *Clear and comprehensive description of descriptive statistics* - *Clear and comprehensive description of test statistics* - *Adequately justified choice of analysis (e.g., statistical tests)* - *Description of results is consistent with assumptions and expectations in the sampling plan* - *The extent to which relevant statistical assumptions have been met is clearly described*
Discussion section: Quality of reasoning leading up to conclusions; Quality of reasoning in discussion	*Overall, the conclusions are coherently and convincingly argued, based on the main findings and relevant theoretical work, including:* - *Clear and comprehensive overview of main findings* - *Conclusions that follow logically from the main findings* - *Conclusions are evaluated by a thorough consideration of relevant limitations ("ifs and buts"), alternative interpretations* - *Wider implications (for the field in general, or practical implications) are clearly stated, where relevant* *The report is written such that a potential successor on the project is able to learn from the approach taken, and will be able to avoid certain mistakes or profit from any insights that were gathered.*

Criterion		Justification[6]
Scientific reasoning	*GRADE*	*The grade reflects the overall quality of the internship in terms of the points above. These points can be summarized as follows: The internship contains a well-argued and relevant RQ, which is tested in a fitting and coherent design and which results in a coherent and well-argued conclusion based on clearly described empirical research. See rubric.*
Use of language and writing style	*GRADE*	*The grade reflects to overall quality of the language and writing style, based on the following aspects (see Rubric): Quality of grammar and spelling, Use of APA references, Academic style (i.e., clear, concise, precise), Well-structured paragraphs (i.e., use of headings, topical sentences and connecting phrases, singular focus).*
Product grade	*GRADE*	Consists of 67% Scientific reasoning + 33% Language use and style (each should be at least a 5.5 for student to pass).

[5] Please delete the text in grey italics and type in your feedback. The points listed in gray italics serve as a checklist to base your feedback on. Feel free to give feedback in this column only on those points you judge to be relevant for clarification. Do not give grades on these sections, just provide an overall product grade for scientific reasoning and one for use of language and writing style.

[6] Please provide a grade from 1 to 10, using the rubric. Please replace the text in grey italics by a justification of your assessment; the text in grey italics is a brief summary of what should be assessed or a checklist for your assessment.

Appendix E: Rubrics research internship grading forms

Scientific reasoning *A research internship awarded the grade in the corresponding column is characterized by:*					
Insufficient (< 5.50)	**5.50 – 6.49**	**6.50-7.49**	**7.50-8.49**	**8.50-9.49**	**9.50-10.0**
One or more of the following: • The reasoning culminating in the RQ is incoherent, vague or irrelevant, given existing empirical and theoretical work. • The study design and analysis plan are incoherently justified and/or unrelated to the stated RQ, hypotheses, and expectations. • The data analysis is incoherent and/or irrelevant in terms of stated design and procedure. • The reasoning culminating in the conclusion is incoherent and/or discussed limitations are irrelevant to the main findings and relevant theoretical work.	• The relevance of the current RQ is **coherently and somewhat convincingly** argued, based on relevant existing empirical and theoretical work. • The study design and analysis plan are **somewhat coherently justified** given the stated RQ, hypotheses, and expectations. • The data analysis is **coherent and relevant** given the stated design and procedure, and **reasonably explained and justified**. • The conclusions as well as discussion of the results are coherently and **somewhat convincingly** argued, based on the main findings and relevant theoretical work.	• The relevance of the current RQ is coherently and **convincingly argued**, based on relevant existing empirical and theoretical work. • The study design and analysis plan are **coherently justified** given the stated RQ, hypotheses, and expectations. • The data analysis is coherent and relevant given the stated design and procedure, and **clearly explained and justified**. • The conclusions as well as discussion of the results are **coherently and convincingly argued**, based on the main findings and relevant theoretical work. • The report allows for **some learning** from the approach taken.	• The relevance of the current RQ is coherently and **convincingly argued**, based on entirely relevant existing empirical and theoretical work. • The study design and analysis plan are coherently and **convincingly justified** given the stated RQ, hypotheses, and expectations. • The data analysis is coherent and relevant given the stated design and procedure, **somewhat challenging**, and **clearly explained and well-justified**. • The conclusions as well as discussion of the results are coherently and **very convincingly** argued, based on the main findings and relevant theoretical work. • The report is such that it would help **improving the research** in the future.	• The relevance of the current RQ is coherently and **very convincingly argued**, based on entirely relevant existing empirical and theoretical work. • The study design and analysis plan are coherently and **very convincingly justified** given the stated RQ, hypotheses, and expectations. • The data analysis is coherent and relevant given the stated design and procedure, **highly challenging**, and clearly explained and well-justified. • The conclusions as well discussion of the results are coherently and **very convincingly** argued, based on the main findings and relevant theoretical work. • The report is such that it would help **a lot in improving the research** in the future.	• Similar to the previous column, but the argumentation is of the level and style that is similar to writings that are **ready for submission to a scientific journal.**

Use of language and style *A research internship awarded the grade in the corresponding column is characterized by:*					
Insufficient (< 5.50)	**5.50 – 6.49**	**6.50-7.49**	**7.50-8.49**	**8.50-9.49**	**9.50-10.0**
One or more of the following: • Not all relevant parts are present (e.g., missing title page, reference list, appendices). • Numerous errors in grammar or spelling. • Numerous errors in APA style referencing or layout. • Numerous vague or ambiguous statements in crucial parts of the text.	• **All** relevant parts are present. • **Overall, usage is correct.** • **Overall, components and paragraphs are clearly structured** (single focus, topical sentence). • **Some** errors in grammar or spelling. • **Some** errors in APA style referencing or layout. • **Some** vague or ambiguous statements.	• All relevant parts are present. • Usage is **near faultless.** • **All** components and **almost all paragraphs** are clearly structured (single focus, topical sentence). • **Most sentences are clearly constructed.** • **Some redundancy at the subsection or paragraph level.** • **Hardly any** errors in grammar or spelling or APA style referencing or layout. • **Hardly any** vague or ambiguous statements.	• All relevant parts are present. • Usage is **near faultless**. • **All** components and **almost all paragraphs** are clearly structured (single focus, topical sentence). • **Almost all** sentences are clearly constructed. • **Hardly any** redundancy at the subsection or paragraph level. • **Some redundancy at the sentence level.** • **Hardly any** errors in grammar or spelling. • **No** errors in APA style referencing or layout. • **No** vague or ambiguous statements in **crucial parts of the text.**	• All relevant parts are present, • Usage is **near faultless.** • **All** components and **all paragraphs** are clearly structured (single focus, topical sentence). • **Almost all** sentences are clearly constructed. • **No** redundancy at the subsection or paragraph level. • **Hardly any** redundancy at the sentence level. • **Writing shows a somewhat graceful style** (e.g., active form, clear connections between sentences, no discontinuous structures etc.). • **Hardly any** errors in grammar or spelling. • **No** errors in APA style referencing or layout. • **No** vague or ambiguous statements in crucial parts of the text.	• All relevant parts are present. • Usage is **faultless.** • **All** components and **all paragraphs** are clearly structured (single focus, topical sentence). • **All** sentences are clearly constructed. • **No** redundancy at the subsection or paragraph level. • **No** redundancy at the sentence level. • **Writing shows a graceful style** (e.g., active form, clear connections between sentences, no discontinuous structures etc.). • **No** errors in grammar or spelling. • **No** errors in APA style referencing or layout. • **No** vague or ambiguous statements.

Process *A research internship awarded the grade in the corresponding column is characterized by:*					
Insufficient (< 5.50)	**5.50 – 6.49**	**6.50-7.49**	**7.50-8.49**	**8.50-9.49**	**9.50-10.0**
One or more of the following: • Poor effort. • Coming to meetings unprepared. • Insufficient contribution to group effort. • No logging of activities. • Insufficient processing of feedback. • More than 6 months delay. • Missing too many deadlines. • Missing deadlines without contacting the supervisor. • Violating ethical guidelines in conducting the research. • Not adhering to the privacy guidelines in handling the data. • Not adhering to the data storage protocol.	• None of the things in the first column. • Sufficient effort but poorly structured. • Sometimes poorly prepared. • Relied on supervisor in case of problems. • Poor contribution to the group effort. • Some logging of activities. • Poor insight in own performance. • Relies on supervisor for scientific input. • Detailed and repeated feedback needed. • Often poor processing of feedback. • Severe delays in the planning. • Poor communication. • Sloppy attitude in data collection and handling.	• None of the things in the first column. • Good effort and reasonably structured. • Was mostly well-prepared. • Relied on supervisor to some extent in case of problems. • Sufficient contribution to the group effort. • Adequate logging of activities. • Sufficient insight in own performance. • Some own scientific input. • Most feedback has been implemented. • Some delays in the planning. • Sufficient communication. • Responsible attitude in data collection and handling.	• None of the things in the first column. • Worked hard and well-structured. • Was always well-prepared. • Dealt pro-actively with (potential) problems. • Active contribution to the group effort and good cooperation. • Good logging of activities, making minutes of meetings. • Good insight in own performance and taking adjustments. • Good scientific input. • All feedback has been implemented. • Worked according to the planning. • Good communication. • Responsible attitude in data collection and handling.	• None of the things in the first column. • Worked exceptionally hard and well-structured. • Was always extremely well-prepared. • Dealt pro-actively with (potential) problems. • Active contribution to the group effort and excellent cooperation. • Good logging of activities, making minutes of meetings. • Excellent insight in own performance and taking adjustments. • Excellent scientific input. • Little feedback was needed • All feedback has been well implemented. • Worked according to the planning. • Excellent communication. • Responsible attitude in data collection and handling.	• None of the things in the first column. • Worked exceptionally hard and well-structured. • Was always extremely well-prepared. • Dealt pro-actively with (potential) problems. • Active contribution to the group effort and excellent cooperation. • Excellent logging of activities, making minutes of meetings. • Excellent insight in own performance and taking adjustments. • Excellent scientific input that substantially improved the project. • Little feedback was needed. • All feedback has been more than well implemented. • Worked according to the planning. • Excellent communication. • Responsible attitude in data collection and handling.

Appendix F: Complaints procedure

If you have a complaint about issues related to the procedures or supervision during the research internship project, you should firstly discuss these with your supervisor if possible. If this is not possible or does not lead to a satisfactory solution, you can consult the research master's thesis coordinator (or study advisor), or subsequently the program leader of the program group of your major. In case this does not lead to a satisfactory answer or solution, you can file a formal complaint to the Director of the Graduate School. For more information see https://student.uva.nl/psychology/shared/studentensites/uva-studentensite/en/az/complaints-objections-and-appeals/complaints-objections-and-appeals.html?origin=teGbTAaUSRSDpGdM63556Q.

If you have complaints about your evaluation/grade, you can discuss these with the research master's internship coordinator. The research master's internship coordinator can decide to have the internship evaluated by a second assessor. If you do not agree with the decision taken, you can file an appeal with the Examination Appeals Board (COBEX). The deadline for filing an appeal is six weeks from the date on which the decision you are appealing was issued. If you consider to file an appeal with COBEX, it is advisable to contact the Examinations Board as soon as possible. For more information see https://student.uva.nl/psychology/shared/studentensites/uva-studentensite/en/az/complaints-objections-and-appeals/complaints-objections-and-appeals.html?origin=teGbTAaUSRSDpGdM63556Q.

You can also contact the student counselor ('ombudsstudent') for advice (psyombudsstudent-fmg@uva.nl). See for more information https://student.uva.nl/psychology/shared/studentensites/uva-studentensite/en/az/student-counsellors/student-counsellors.html.