

Supervisor Manual Research Master Internship

Dear **Supervisor**,

This semester you will be supervising **Student..** for the Research Master's Internship. We would like to inform you about the requirements concerning the structure and set-up of the Research Master's internship. All forms are shared on the new CANVAS page (every year a new cohort starts with a corresponding new CANVAS page), and all assessment forms need to be handed in through CANVAS too. In this manual you will find links to video clips on how to use the CANVAS page to get access to documents and how to use the assessment files.

By now you should have received an invitation to the **ResMas Thesis Internship page** 2020-2021. In case you cannot access this page, please send an email to Researchmaster-psychology-FMG@uva.nl. The canvas page also contains a **Student Manual** where the internship and thesis procedure is thoroughly explained to students and that includes all assessment forms.

Due to the current COVID measurements we would like to ask you to try to include your students in your lab team as much as possible, by inviting them to lab meetings and such. We believe this is vital for students to still gain the most out of their current research experience and to alleviate the social isolation that some students experience.

Internship objectives

- The Internship encompasses 18-24 EC (1 EC stands for 28 hours: 504-672 hours).
- Students can participate in ongoing research projects.
- Students have to conduct as many research tasks as possible, though they do not necessarily have to conduct the full empirical cycle.
- Students are not obliged to formulate their own research question. Also, the supervisor carries final responsibility for answering the research question, not the student.
- The proposal has to be handed in at the Thesis Committee. However, unlike the thesis proposal, the internship proposal is not graded separately by the Thesis Committee; instead it is an integral part of the whole research project.
- Unlike thesis students, Internship students are not obliged to wait with collecting data until the Thesis Committee has approved the proposal; if the Faculty Ethics Board has approved the research, students may already start collecting data.
- End product is an internship report: consisting of the internship proposal, with the results and conclusion/discussion added to it. In this report, all stages of the research have to be addressed, even the parts of the research that the student did not perform (i.e. the student has to be aware of the whole empirical cycle of the project).

Timetable

When	What
Nov-Jan	Student approaches a supervisor
Jan 2021	Student hands in signed internship contract
February	Student writes internship proposal

Feb-Mar	Supervisor requests approval Faculty Ethics Board
05Mar 2021	Proposal meeting with thesis committee and fellow students
March	Student asks two peers for review
25 Mar 2021	Student hands in internship proposal, signed by supervisor(s)
Mar-June	If Faculty Ethics Board has approved the proposal, the student starts collecting data
June	Student writes Internship report
End of June*	Supervisor(s) grade the project – assessment form at CANVAS
8 October 2021	Student presents results on a poster at Graduate Conference

*** Please note that students have 24 months to finish the obligatory modules of the programme, in order to be eligible for an academic distinction. It is important for students to finish their research projects in time.**

Supervision

Only faculty members with a research appointment, who are members of an acknowledged research school are eligible as Research Master's Psychology supervisor. Please note that PhD students are not eligible as Research Master's supervisors. PhD students and other staff members can be involved as daily supervisors though. If students want to be supervised by a person who is not eligible as a Research Master's Psychology supervisor, students need to have a Research Master's Psychology supervisor as well.

Meetings

A standard of 15 supervision hours are given for all research master internship projects, as in agreement with the "PLAN docenturen". 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). Students will have at least 5 meetings with the 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, you can/should have additional (more hands-on) meetings to work on the research (e.g., discussing data collection, progress, analyses, etc.).

Second assessor

A second assessor is not required for the Internship.

Peer reviews

Each thesis proposal has to be reviewed by two peers. The student asks two fellow Research Master's students, who are not necessarily an expert on this subject. Students have to make improvements according to the peer reviewer's comments. Purpose of a peer review is to avoid obvious mistakes, and to write the proposal such that it is comprehensible for non-experts on the topic. It trains the reading student to provide constructive feedback. The peer reviews have to be handed in with the proposal.

Faculty Ethics Review Board

Research projects should be approved by the Faculty Ethics Review Board (FERB) before data-collection starts. The supervisor is responsible for registration of the research at the Lab Tool website: <http://lab.uva.nl/lab> . The FERB assigns a

reference number to each research proposal. When students hand in their research proposal at the Thesis Committee, mentioning this reference number from the FERB is required (and sufficient).

Obviously, the proposal has to be approved before the research work starts.

Please note that the project **supervisor carries the final responsibility** to get approval by the FERB.

If the research is conducted at another university or organization, the student should consult the local supervisor to find out if there is approval or how to get this from the local Ethics Board, and the student reports about this in the research proposal.

Timeframe

Research projects should be planned such that a student can finish a project at the end of the second semester (1st of July). To make sure projects finish in time, the project should be carefully planned and the supervisors should help the student by monitoring the planning closely. Please note that extending a research project may have negative consequences for the student: in order to become eligible for an academic distinction the student needs to complete all requirements within 24 months.

Handing in the internship proposal (Deadline 25-3-2021)

The student has to hand in the internship proposal, signed by the supervisor(s), in CANVAS. The internship proposal is not graded, just checked and accepted. For internships, the student may have already started gathering data before this date. (Please note: this does not apply to theses). Watch the video about reviewing the proposal [here](#) (1:08min).

Grading the internship

The proposal, the product (report) and the process of the internship research project are graded by the Research Master's supervisor, (who consults the local/daily/external supervisor, if applicable). The Research Master's supervisor fills out the Internship assessment **form 3** on CANVAS. A signed assessment form 3 can be given to the Secretary, or to the Onderwijsbalie Psychologie/ Psychology Education Desk to get the credit awarded. Watch this [video](#) about handing in the assessment forms in Canvas (4:05 min).

Check for plagiarism and fraud

Students have to hand in their products (proposal and final report) on CANVAS. Here there shall be an automatic check for plagiarism and fraud. Watch the video about the plagiarism control [here](#) (1:56 min).

Data Storage and handling

The Psychology Research Institute has a policy for data storage serving four different goals: safety, accountability, efficiency and data-sharing. From January 2015, each researcher needs to comply with this data storage protocol (cf. <https://psyres.uva.nl/research-groups/scientific-integrity/code-of-responsible-scientific-behaviour.html>). All staff members are lead scientists and responsible for appropriate data storage. This also applies to PhD students and post docs. Bachelor and Master students should be taught to follow the storage rules and are required to submit a folder to their supervisor, containing their thesis and the data and research materials upon completion of their project. The supervisor will upload these data in the publication folder on PURE if they become part of a publication.

Oral defense

This is not applicable to the internship, only to the thesis.

Poster presentation (Friday 08 October 2021)

All students present their Internship on a poster at the annual Research Master Graduate Conference. Friday 08 October 2021. After the poster presentations the Student Faction organizes a PubQuiz.

Publication

The end product of the Internship is an internship report: consisting of the internship proposal, with the results and conclusion/discussion added to it. In this report, all stages of the research have to be addressed, even the parts of the empirical cycle that the student did not perform (i.e. the student has to be aware of the whole research project). Of course, should both student and supervisor wish so, a report in the form of a submittable journal article in a relevant journal is also allowed.

If a research project could lead to a publication, the student and supervisor(s) need to come to a (conditional) agreement about who will be the first and subsequent authors at an early stage (as early as possible). Students and supervisors are strongly advised to work on the final version of the article *after* the research project is graded.

Covid-19 Measurements

If planned data collection cannot be conducted (e.g., lab research which requires physical presence, non-online research at external institutions) the supervisor needs to develop an alternative plan, using the following guidelines: submit the addendum via Canvas to the thesis committee and submit this to the ERB for approval. The student can continue after approval. Please note that the grade for the original thesis proposal remains unchanged.

** For more details please see: 'Guidelines corona for mthese and bachelorthese and research interships v3' in Files > Teachers Info*

Please do not hesitate to contact us should you have any questions. The provided information in this email is also available on CANVAS

Kind regards,
chair Thesis Committee, Matthijs Baas
Sanne Bentvelzen