

# Summary for the Research Internships

## *Supervisors*

### Overview of the internship process

Students have to perform their research internship in a certain amount of time depending on their choice of educational programme (Table 1). Moreover, students have the opportunity to extend their internship with 6 ECS for one master internship. In case they have reasons to deviate from this requirement, they should discuss the possibility for a modified time frame with the supervisor and request approval from the examination board.

**Table. 1. Duration of a master internship**

Course code	ECS	Hours	Weeks (fulltime 40 hours a week)	Programme
NWI-BM-STAGE1	36 ECS	1008 hours	25,2 weeks	First Master's research internship
NWI-BM-STAGE2	36 ECS	1008 hours	25,2 weeks	Second Master's research internship
NWI-BM-STAGEE1	30 ECS	840 hours	21 weeks	First research internship for students that follow the Master's specialisation in Science and Education
NWI-BM-STAGES1	33 ECS	924 hours	23,1 weeks	First research internship for students that follow either the Master's specialisation in SMI or SIS
NWI-BM-STAGE-HB	60 ECS	1680 hours	42 weeks	MSc Human Biology internship (Pilot 2021-2022)
NWI-TWM22	30 ECS	840 hours	21 weeks	Master thesis for students that follow the Master programme, 'Transnational ecosystem-based Water Management' and have a first examiner of the Radboud University.

*\*One master internship with 6 ECS without permission of the examination board, in agreement with your examiner and daily supervisor.*

An internship is an experience that is different for each student, however, there are some things that are to be done by every student. For instance, students:

1. Contact an appropriate supervisor or research group ([course guide](#));
2. Discuss their preliminaries ([course guide](#)) with their supervisor and agree on supervision;
3. Plan their internship and internship-activities together with their supervisor;
4. Fill out the intake form and write an internship proposals using a template (see [Internship Forms](#)) together with their supervisor, stating their examiners and second reader\*;
5. Submit their internship plan in Osiris Cases ([Instructions Osiris Cases](#));
6. Write two versions of their report;
  - The first version will be emailed to their supervisor and commented upon by them;
  - The second version, where the student has implemented the supervisor's comments, will be uploaded via <http://thesissubmission.science.ru.nl> and graded by their examiner and second reader.
7. Present their findings in your research group.

**Importantly**, the responsible examiner\* will receive the online assessment forms for him/herself and for the second reader, together with the plagiarism check and a testimonium for grade registration. Therefore, the examiner needs forward the correct online assessment forms to the second reader.

\*Definitions of an examiner, second reader and daily supervisor

<b>Examiner (first supervisor in Osiris Cases)</b>	<i>(Assistant/Associate) Professor, who is involved in the supervision and guidance of your complete internship and is an examiner associated with the (Medical) Biology programme of the Radboud University (See Guide for Research Internships, Application for an internship and Terminology, (see <a href="#">Internship Forms</a>)).</i>
<b>Second reader (second supervisor in Osiris Cases)</b>	<i>An examiner associated with the (Medical) Biology programme of the Radboud University, and who will read and grade the student's report and presentation (See Guide for Research Internships, Application for an internship and Terminology, (see <a href="#">Internship Forms</a>)).</i>
<b>Daily supervisor (External supervisor in Osiris Cases)</b>	<i>A post-doc, scientific staff member and/or PhD-student involved in the supervision and guidance of the student's internship.</i>

## Structure of the report

The report for a student's internship should be written individually and in the form of a report or a scientific paper. The supervisor should tell the student which format to use, but in principle it should contain:

1. A summary;
2. An introduction;
3. A materials and methods section;
4. A results section;
5. A discussion section;
6. A literature list.

## Grading

When the student submitted the final report, the responsible examiner will receive online assessment forms for him/herself and for the second reader, together with the plagiarism check and a testimonium for grade registration by email. The examiner will grade the student's internship, presentation and report using the rubric (see [Internship Forms](#)). The examiner will forward the online assessment form to the second reader. The second reader will grade the student's report and presentation using the same rubric (see [Internship Forms](#)).

Of note, if the student performed an external internship, the examiner associated with the Biology programme of the Radboud University will grade the internship. Grading of the student's internship will be done by the examiner from in strong cooperation with the (daily) supervisor from the external internship. Moreover, the examiner associated with the Biology programme of the Radboud University has to forward the online assessment for the second reader by email.