

# GUIDE INTERNSHIPS

## Master Biomedical Sciences

October 2023

**Radboud University**



**Radboudumc**  
university medical center

## 1. Introduction

This guide provides information on the master research internships for students and supervisors. During the master Biomedical Sciences (BMS), each student will perform at least two internships: one profile internship ( $\geq 30$  EC) and one general research internship ( $\geq 30$  EC). An internship of 30 EC corresponds to 20 full time weeks. Students may choose to extend these internships with more EC/weeks. It is also possible to perform an additional (third) internship.

Specifically, internships can only have the following sizes: 20 weeks (30 ECs), 24 weeks (36 ECs), 28 weeks (42 ECs) and 32 weeks (48 ECs). An internship of 16 weeks (24 ECs) is only possible for additional (third) internships.

Table 1 includes the Osiris codes for the internship and the associated internship duration.

For students with a research profile, the profile-internship is in fact a research internship. This means that they have to complete at least two research internship with a minimum of 30 EC each. The order in which the internships are performed is up to the student.

**Table 1. BMS internships and Osiris codes.**

INTERNSHIP	OSIRIS CODE	EC (weeks)
General Research internship	MED-BMS30GEN	30 (20)
	MED-BMS36GEN	36 (24)
	MED-BMS42GEN	42 (28)
	MED-BMS48GEN	48 (32)
Research Profile Internship	MED-BMS30RES	30 (20)
	MED-BMS36RES	36 (24)
	MED-BMS42RES	42 (28)
	MED-BMS48RES	48 (32)
Communication Profile Internship	MED-BMS30COM	30 (20)
	MED-BMS36COM	36 (24)
	MED-BMS42COM	42 (28)
	MED-BMS48COM	48 (32)
Consultancy Profile Internship	MED-BMS30CONS	30 (20)
	MED-BMS36CONS	36 (24)
	MED-BMS42CONS	42 (28)
	MED-BMS48CONS	48 (32)
Additional Internship	MED-BMS24ADD	24 (16)
	MED-BMS30ADD	30 (20)

## 2. Definitions

Internship application/internship plan: Students must submit their internship plan (application) in Osiris Case which is the Radboud University system for internship application and assessment. See more information below.

Approval by Board of Examiners: A representative of the Board of Examiners is in charge of the approval of the internship (before the start).

Internship supervisor: The internship supervisor is a senior scientist or postdoc. He/she provides the means, both material and intellectual, to enable the student to carry out his/her research project. In particular, regular meetings are arranged with the internship supervisor to discuss progress.

Daily supervisor (optional): The daily supervision of an internship may be done by someone else than the internship supervisor, for example a PhD candidate.

Second assessor: Each internship report is assessed by a second assessor. This is an internship supervisor of another bachelor internship, or, in case of an internship abroad, it might be the Radboudumc supervisor. The second assessor is appointed on behalf of the Board of Examiners.

Biostatistics: Students can obtain statistical advice from the Biostatistics group of the Department of Health Evidence. The Biostatistics group gives advice but will not perform the analyses. Students can find the contact form here: Students can find the contact form here: [Statistical support - Radboudumc](#) (select the Student option).

### 3. How to find an internship

Internships may be performed at the Radboudumc, at other universities, institutes and companies in the Netherlands or abroad. Students are expected to arrange the internships themselves. It is up to the student to identify suitable workplaces, contact potential supervisors, and negotiate about the assignment. Of course, the specialisations coordinator is available for support for all research internships. For the consultancy and communication profile internship, you may contact the profile coordinators. In all cases, the specialisation coordinator (research internships) or profile coordinator (communication and consultancy profile) must be consulted in time to check the appropriateness of the internship plan and provide feedback.

#### Tips for finding an internship

- See the website of the Radboudumc. You could start with [this](#) page, especially the sub-pages with the [Research Programmes](#), the [Researchers](#), and the [Departments](#) could be a good start to explore internship options. Please note, most of the cellular/molecular oriented research falls under one new department of Medical BioSciences. Much of the Neuroscience can be found under the department of Cognitive Neuroscience (but also the Neurology department). The departments of IQ Healthcare and Health Evidence have much of the Epidemiology/HTA oriented research. But you can also look at the many clinical departments which have (physician-)researchers who often carry out more applied/clinically-oriented research.
- Ask lecturers from your favourite courses for opportunities, or in their network
- Ask 2<sup>nd</sup> year master students or alumni
- See the [internship bulletin board](#) (Dutch: Stageladder)
- See also our web page with 48 [alumni stories](#) for more inspiration
- See the websites of other universities, institutes and companies in the Netherlands or abroad
- Contact your specialisation coordinator (in case of a Research internship)
- Contact your profile coordinator (in case of a Communication or Consultancy profile internship)

## 4. How to organise an internship

We recommend to start the search and arrangements for an internship 6 – 4 months before the start of the internship. If your internship is abroad, we recommend to start 8 – 6 months before the start date, and to consult the [International Office](#).

### Learning objectives

Assessment of the master internships is performed according to the learning objectives that are formulated for the

- 1) student's performance during the internship
- 2) the written internship end product
- 3) and the oral presentation

Prior to the start of the internship, student and supervisor should have a clear idea about the learning objectives and the skills that are to be mastered at the end of the internship. The [learning objectives](#) can be found in the prospectus (click the sub-item of the Research, Communication or Consultancy internship) and can be extended with student-specific learning objectives. The formulation of student-specific learning objectives is not mandatory, but we recommend that you do so to encourage self-directed learning. See also the [assessment forms](#).

### Supervisors

Your internship will be supervised by an **internship supervisor**: The internship supervisor is a senior scientist or postdoc. He/she provides the means, both material and intellectual, to enable the student to carry out his/her internship project. Regular meetings are arranged with the internship supervisor to discuss progress. The internship supervisor will support the student by giving feedback and asking the student to reflect on his/her progress in achieving the end qualifications that are to be expressed in the report. The internship supervisor is also responsible for the assessment of the internship.

The **daily supervision** of an internship may be done by someone else than your internship supervisor, for example a PhD candidate.

### Your internship plan

Once the internship project and supervisor are arranged, the student should prepare the workplan for the internship. Hereto, the student completes the application form for an [internship plan](#).

The student should discuss the internship plan with the supervisor and with the specialisation coordinator (for research internships) or profile coordinator (for communication and consultancy internships) before submission of the internship plan in Osiris Case.

### Submission in Osiris Case

Your internship application is performed digitally by OSIRIScase. Before submitting the internship plan in OSIRIScase you should discuss it with your Specialisation Coordinator. Make sure you discuss this in time, well before you have to submit it to the Board of Examiners in OSIRIScase (see below). In OSIRIScase you start a case for your internship application and submit your internship plan. Your supervisor and subsequently one member of the Board of Examiners will be invited by OSIRIScase to evaluate this internship plan and determine whether it is approved or should be altered. Specific instructions on how to perform the internship application in OSIRIScase, can be found [here](#).

Internship plans submitted via OSIRIS case will be examined by the Board of Examiners. Be sure to have submitted your internship plan through OSIRIScase at least 4 weeks before you wish to start the

internship. This will give enough time to receive a response by the Board of Examiners and implement any adjustments to the plan if required (the OSIRIScase procedure is not dependent on meeting dates of the Board of Examiners).

Like internship application, the assessment of internships is also performed through OSIRIScase (see below).

### Insurances during your internship

#### **Outside The Netherlands**

For internships outside The Netherlands the student is expected to take care of a proper *personal* accident insurance and liability insurance with coverage in the country where you are going to do the internship. An accident and liability insurance can be part of a travel insurance package. You can contact the International Office for advice.

Also make sure you have a *professional* liability insurance. This can be covered by your internship agreement (e.g. our own internship agreement). If this is not the case, the student has to arrange this themselves. Contact the International Office for advice.

#### **In The Netherlands**

Dutch law stipulates that an employer, by default, is liable for trainees, just like for employees. It is possible that an internship provider does not fully cover liability if this is explicitly stated in an internship agreement. So make sure you always have a suitable liability insurance.

### Internship agreement

An internship agreement is not required for internships at Radboudumc or elsewhere in the Netherlands. Dutch organizations outside Radboudumc sometimes want to use an internship agreement for specific reasons. For internships at organisations outside The Netherlands an internship agreement is required.

We recommend to use our own internship agreement, which can be found in Appendix A. It is also possible that the hosting organisation will provide their own agreement because they want to set their own specific conditions for the internship.

- Both student and supervisor should fully read, understand and sign the internship agreement.
- If you use the **internal agreement** (Appendix A) you can send it to [onderwijsmanagementteam3bmw-mmd.rha@radboudumc.nl](mailto:onderwijsmanagementteam3bmw-mmd.rha@radboudumc.nl) who can make sure it is signed by the **BMS programme Director**.
- If you use an **external agreement** (from the hosting institution) you should send it to [onderwijsmanagementteam3bmw-mmd.rha@radboudumc.nl](mailto:onderwijsmanagementteam3bmw-mmd.rha@radboudumc.nl) who will make sure it is checked by someone with legal expertise and will make sure it is signed by the **BMS programme Director**.

## 4. During the internship

### Guidance and supervision

Practical work (e.g. data collection, measurements, analysis) will be guided closely by the internship supervisor or daily supervisor during the internship. Consultation should be possible on a day-to-day basis. Weekly meetings with the internship supervisor are scheduled to discuss results and problems.

It is highly recommended to arrange a midterm evaluation with your supervisors. See appendix B for a midterm evaluation form concerning supervision and progression. You can discuss the midterm evaluation with your supervisor, and with your specialisation or profile coordinator if you wish.

Consultation with the specialisation or profile coordinator is possible during the entire internship should problems arise.

During the internship, students work full time (38 hrs/week) unless otherwise agreed with the supervisor.

## 5. Finalisation and assessment

### Guidelines report

One of the end products of a research internship is a concept scientific article according to the guidelines of a scientific journal. Additional work may be described in appendices. See Appendix C of this guidelines document for the requirements for Research internships and Appendix D for requirements for Consultancy profile internships.

The student must write the report himself/herself based upon his/her own work and will be the sole author of the internship report. The scheduled internship period includes the writing of the report. The almost-final version of the article should be submitted to the internship supervisor in time for proper assessment and to give students the possibility to include suggested improvements in the final internship report.

See for more information concerning the end products for a consultancy and communication internship the master BMS Brightspace page, internship [assessment forms](#), or consult the profile coordinator.

The final report should be uploaded in Osiris Case, this will start the assessment procedure.

### Guidelines presentation

The other end product of the internship is the oral presentation the student should give on his/her internship at the department of his/her supervisor. In Appendix E some instructions and feedback items can be found which can help the student to create the oral presentation and the supervisor to give feedback after the presentation.

The oral presentation makes up 10% of the final grade. The supervisor should fill out the assessment of the oral presentation on the assessment form for supervisors. For more details, see 'Assessment'.

### Assessment

Like internship application, the assessment of internships is also performed through OSIRIScase. OSIRIScase structures the process and documents of the internship assessment and makes it possible to track the assessment step by step.

The manual for starting an internship assessment case can be found [here](#).

Your internship is assessed by two professionals. The first assessor is your supervisor. Your second assessor is an independent expert in the field relevant to your internship subject and is working in the RadboudUMC. The second assessor will be appointed to your internship by the Stip. For internships of the communication and consultancy profiles, the second assessor is the profile coordinator. In OSIRIScase you'll be asked to start a case for the assessment, provide general information concerning your internship and upload your final internship report. Thereafter, your first and second assessor will

be notified of the assessment awaiting. If both assessors complete the assessment, the Specialisation Coordinator has to approve the final grade and your result is subsequently recorded in OSIRIS. You usually discuss the completed form with your supervisor in order to enable you to learn from the feedback.

The final assessment of a major internship is based on:

- Performance: professional attitude and activities during the internship, judged by the internship supervisor
- Written report, judged by the internship supervisor
- Oral presentation, judged by the internship supervisor
- Written report, judged by the second assessor

The assessment forms are published [here](#). As you can see there are separate assessment forms for the communication and consultancy profile internships.

The criteria in the assessment forms should be considered as guidelines for the assessment. It is important that the supervisor also provides written feedback. Personal learning goals can be added. This is optional. Personal learning objectives must be formulated in the internship plan at the beginning of the internship and subsequently also in the assessment form. Moreover, personal learning objectives can be added, but only beforehand, not with hindsight. Moreover, you and your supervisors may perceive some items as more important than other items. Your supervisor fills out the form according to his or her own insight. All items on the form should be scored.

The procedure of the assessment is as follows:

1. You start an OSIRIScase for your internship assessment. In this case you record general information about your internship and upload your final internship report.
2. Your first assessor (supervisor) and second assessor will be notified of the assessment awaiting by an e-mail of OSIRIScase. This e-mail contains a link to your OSIRIScase, where your assessors can see your final report, choose the correct assessment form and upload this completed assessment form.

(Note: the employees of the backoffice have 2 working days to link your OSIRIScase to the corresponding assessors. Therefore, your assessors might not get this e-mail immediately. Your assessors have 2 weeks to complete your internship assessment.)

3. If the difference between the report grades of the first and second assessors is not more than 1.5 point (i.e. a minor difference), your final grade will be calculated. Your Specialisation Coordinator is asked to approve this final grade, after which the grade will be recorded in OSIRIS.

If the grades of the first and the second assessor for the report differ by more than 1.5, a third assessor will be asked to grade the report. Your final grade is then composed of gradings of 3 assessors. Your Specialisation Coordinator is asked to approve this final grade, after which the grade will be recorded in OSIRIS.

### [Plagiarism check](#)

All final reports of internships will be checked for plagiarism/originality by Urkund via Osiris case. Your supervisor will view the plagiarism check in Osiris Case and notify the Board of Examiners in case plagiarism is suspected. The Specialisations Coordinators will also be able to view the plagiarism check.

## 6. Contact persons

### **Technical issues:**

Osiris Case Support (technical issues): [osiriscasesupport.rha@radboudumc.nl](mailto:osiriscasesupport.rha@radboudumc.nl)

### **Tips from students:**

OMT3 students (tips from students): [omt-3.rha@radboudumc.nl](mailto:omt-3.rha@radboudumc.nl)

### **Biostatistics:**

Students can find the contact form here: [Statistical support - Radboudumc](#) (select the Student option). Students can obtain statistical advice from the Biostatistics group of the Department of Health Evidence. The Biostatistics group gives advice but will not perform the analyses.

### **Specialisation coordinators**

- Clinical human movement sciences:
  - Esther Tanck, [Esther.Tanck@radboudumc.nl](mailto:Esther.Tanck@radboudumc.nl)
  - Florieke Eggermont, [Florieke.Eggermont@radboudumc.nl](mailto:Florieke.Eggermont@radboudumc.nl)
- Drug Safety and Toxicology
  - Jan Koenderink, [Jan.Koenderink@radboudumc.nl](mailto:Jan.Koenderink@radboudumc.nl)
  - Suzanne Heemskerk, [Suzanne.Heemskerk@radboudumc.nl](mailto:Suzanne.Heemskerk@radboudumc.nl)
- Epidemiology:
  - Femmie de Vegt, [Femmie.devegt@radboudumc.nl](mailto:Femmie.devegt@radboudumc.nl)
  - Iris van Rooij, [Iris.vanRooij@radboudumc.nl](mailto:Iris.vanRooij@radboudumc.nl)
- Health Technology Assessment:
  - Wietske Kievit, [Wietske.Kievit@radoudumc.nl](mailto:Wietske.Kievit@radoudumc.nl)
  - Rob Reuzel, [Rob.Reuzel@radboudumc.nl](mailto:Rob.Reuzel@radboudumc.nl)
- Immunology and Host Defence
  - Esmeralda Blaney Davidson, [Esmeralda.BlaneyDavidson@radboudumc.nl](mailto:Esmeralda.BlaneyDavidson@radboudumc.nl)
  - Anniek van der Waart, [Anniek.vanderWaart@Radboudumc.nl](mailto:Anniek.vanderWaart@Radboudumc.nl)
- Medical Neuroscience
  - Nils Kohn, [n.kohn@donders.ru.nl](mailto:n.kohn@donders.ru.nl)
  - Joanes Grandjean, [Joanes.Grandjean@radboudumc.nl](mailto:Joanes.Grandjean@radboudumc.nl)
- Molecular Medicine:
  - Joost Hoenderop, [Joost.Hoenderop@radboudumc.nl](mailto:Joost.Hoenderop@radboudumc.nl)
  - Mirjam Zegers, [Mirjam.Zegers@radboudumc.nl](mailto:Mirjam.Zegers@radboudumc.nl)

### **Profile coordinators**



- Consultancy profile
  - Rob Reuzel, [Rob.Reuzel@radboudumc.nl](mailto:Rob.Reuzel@radboudumc.nl)
  - Wietske Kievit, [Wietske.Kievit@radboudumc.nl](mailto:Wietske.Kievit@radboudumc.nl)
  
- Communication profile
  - Gert Jan van der Wilt, [GertJan.vanderWilt@radboudumc.nl](mailto:GertJan.vanderWilt@radboudumc.nl)
  - Bart Bloemen, [Bart.Bloemen1@radboudumc.nl](mailto:Bart.Bloemen1@radboudumc.nl)

**INTERNSHIP AGREEMENT**

- 1. “the Hosting Organisation”:  
having its offices at  
Legitimately represented  
by
- 2. “the Educational Institution”: *Stichting Radboud Universitair Medisch Centrum*, having its offices  
at Geert Groteplein 10, NL-6525 GA Nijmegen, The Netherlands (PO Box 9101, NL6500 HB  
Nijmegen, The Netherlands)  
Legitimately represented  
by:
- 3. “the Trainee”:  
Name and initials  
Mr./Ms./Mrs.  
Date of birth:  
Address:

The Hosting Organisation, the Educational Institution and the Trainee collectively also referred to as “the Parties”

WHEREAS:

- the Trainee is a student at the Educational Institution’s Master’s degree programme in Biomedical Sciences (BMS);
- the Trainee intends to complete a traineeship with the Hosting Organisation;
- the Hosting Organisation is prepared to provide a traineeship as described in Annex I to this agreement (“the Traineeship”);
- the Hosting Organisation will not expect any other work, results or efforts from the Trainee beyond those described in the Research Plan in Annex I;

Have agreed as follows:

Article 1 Period

- 1.1 The Traineeship will commence on  
and end on

Article 2 Purpose and activities

- 2.1. The Educational Institution determines the general guidelines and educational purpose of the Traineeship which is part of the Trainee’s curriculum in Biomedical Sciences. The Traineeship is aimed at expanding the knowledge, skills and experience of the Trainee, for the benefit of the Master's degree program. This traineeship agreement is therefore not an employment contract within the meaning of Article 7:610 of the Dutch Civil Code.
- 2.2. The Parties will collectively elaborate on the relevant details of the Traineeship, more specifically, the research project to be conducted. The final Research Plan is part of Annex I.

- 2.3. The Trainee shall execute the Traineeship in accordance with the Research Plan.
- 2.4. The Research Plan shall be amended only with consent of all Parties.
- 2.5. Neither the Hosting Organisation nor the Educational Institution shall require the Trainee to perform activities beyond the Research Plan.
- 2.6. The Hosting Organisation shall enable the Trainee to have access to all means required to complete the Research Plan.
- 2.7. The Trainee shall follow the Hosting Organisation's directives in the execution of the Research Plan, including but not restricted to directives concerning occupational health and safety, and rules of conduct.
- 2.8. Unless agreed otherwise, the Trainee's daily working hours are the regular working hours at the department of the Hosting Organisation where the Traineeship is executed.

### Article 3 Supervision

- 3.1. The Hosting Organisation shall appoint a Supervisor who shall be responsible for the supervision of the Trainee and his/her activities under the Research Plan, including the writing of the final report.

### Article 4 Periodical evaluation

- 4.1. During the Traineeship, the Trainee and the Supervisor shall evaluate the progress made by the Trainee every week.

### Article 5 Final assessment

- 5.1. Before the end of the Traineeship the professional attitude and activities of the Trainee during the Traineeship will be assessed by the Supervisor.
- 5.2. Before the end of the Traineeship the Trainee shall produce a final report (according to the Master's degree programme's internship guidelines) that will be assessed by the Supervisor and the Second Assessor who will be appointed by the Educational Institution.
- 5.3. The criteria for the overall assessment of the internship according to the learning objectives are provided by the Master's degree programme and are safeguarded by the Board of Examiners.
- 5.4. The final grade of the internship is established by the Internship Examiner of the Master's degree programme, based on the grades of the Supervisor and Second Assessor.

### Article 6 Insurance and liability

- 6.1. If the Hosting Organisation regarding the Trainee is liable for damage to (a) third party(ies) pursuant to Article 6:170 of the Dutch Civil Code, the Hosting Organisation will compensate the third party(s) for that damage.
- 6.2. Does the Trainee, due to the Trainee's performance of work, cause damage to the Hosting Organisation or to a third party towards whom the Hosting Organisation is obliged to pay compensation for that damage on the basis of paragraph 1? In that case, the Trainee is not liable towards the Hosting Organisation, unless the damage is the result of intent or wilful recklessness on the part of the Trainee. The Hosting Organisation shall obtain and maintain for the Trainee during the Traineeship a liability insurance covering these damages. .
- 6.2. The Hosting Organisation shall be liable for any damages the Trainee shall suffer during his work with the Hosting Organisation if and insofar the Hosting Organisation is legally liable for this, for example on the basis of Article 7:658 of the Dutch Civil Code.
- 6.3. The Hosting Organisation shall take all required measures to warrant occupational health and safety for the Trainee in the execution of his/her duties under this Agreement.

#### Article 7 Confidentiality

- 7.1. Any information acquired by the Trainee in the course of the Traineeship that is marked as Confidential, will be kept strictly confidential by the Trainee and will not be used by the Trainee except as necessary to execute the Research Plan. The Trainee shall not disclose any confidential information to any third party without the Hosting Organisation's prior written consent. These obligations will remain in force for a period of 5 (five) years after expiry of the Traineeship. The obligations specified in this Section shall not apply to Information which the Trainee can demonstrate by written evidence: (a) is (at the time of disclosure) or becomes (after the time of disclosure) known to the public through no breach of any obligations by the Trainee; (b) is disclosed to the Trainee by a third party who is entitled to disclose it without breaching a confidentiality obligation; (c) was known to, or otherwise in the possession of, the Trainee prior to the time of disclosure by the Hosting Institution; or (d) is developed by the Trainee independently of any information disclosed by the Hosting Institution.
- 7.2 In case the deliverables produced by the Trainee as part of the Traineeship should necessarily contain confidential information, the Hosting Organisation, the Educational Institution and the Trainee shall timely discuss the possibilities of limited access to such deliverables or other measures to prevent unwanted disclosure, without jeopardizing the Trainees opportunity to complete the Traineeship according to the Research Plan.
- 7.3 For the purpose of performance control, the Educational Institution will be entitled to keep on file copies of all documents produced by the Trainee during the Traineeship, which documents shall be considered confidential information to which Article 7.1 applies, unless expressly stated otherwise.

#### Article 8 Intellectual Property

- 8.1. The Hosting Organisation shall be entitled to all rights of intellectual property, including but not limited to copyrights and patents, related to works or inventions made by the Trainee as part of his/her Traineeship.
- 8.2. Notwithstanding paragraph 1, the copyrights of traineeship reports, papers, etc. written by the Trainee in the context of the Traineeship are the intellectual property of the Trainee.

#### Article 9 Absence

- 9.1. In case of illness or absence for other reasons the Trainee shall duly inform the Hosting Organisation according to the internal procedures of the Hosting Organisation. When the illness or absence is expected to be lasting, the Supervisor and the Internship Examiner will discuss the consequences in order to find an acceptable solution.
- 9.2. During the Traineeship the Trainee shall be allowed to visit the Educational Institution for educational purposes, of which visits the Supervisor shall be notified in advance.

#### Article 10 Termination

- 10.1. This Agreement will terminate:
- Through completion of the Traineeship period on the day indicated in Article 1;
  - At the Trainee's written request;
  - If the Trainee loses student status at the Educational Institution;
  - In case the Educational Institution discontinues the curriculum which the Traineeship relates to;
  - In case one of the Parties is in default regarding its obligations under this Agreement, and such default is not remedied within 1 (one) month after the other Party has given written notice of such default.
- 10.2. Confidentiality obligations referred to in Article 7 will survive termination of this Agreement.

Article 11 Applicable law and settlement of conflicts

- 11.1 Unless the Hosting Institution is under a legal obligation to apply another national law, this Agreement shall be construed under the laws of The Netherlands.
- 11.2 Any conflicts between the Parties arising from this Agreement that, in spite of serious attempts to that effect, cannot be settled amicably will be referred to the competent judge in the Court of Gelderland, The Netherlands, or, in case of applicable foreign law, of a competent judge in the state of the Hosting Organisation.

Signed in threefold

On behalf of the Hosting Organisation

Name

Title

Place, date

On behalf of the Educational Institution

Prof. dr. Frans Russel

Programme director Biomedical Sciences

Nijmegen,

Trainee

Name

Title

Nijmegen, date

## Appendix B. Mid-term evaluation

### Mid-term evaluation of internship supervision “METHOD BMS”

In most cases internship supervision goes very well. However, in some cases situations may arise that should be addressed early. The questionnaire below is meant to help you to assess how things are going. Please fill in this questionnaire (6-8 weeks after the start of your internship) and discuss it with your supervisor and/or Specialisation Coordinator. This form is not mandatory and does not have to be submitted, but we strongly recommend using it. If you score orange/red please approach your supervisor, if you feel comfortable to do so. Otherwise please contact your Specialisation Coordinator to discuss how you can change the supervision.

You can also use this questionnaire to prepare for the mid-term internship assessment (scheduled about two months after start of your internship) which is also an opportunity to discuss supervision with your internship supervisor(s).

	Questions	Highly agree (1) ..... Highly disagree (5)*	Your score
1	Supervision is as expected	1 – 2 – 3 – 4 – 5	
2	I can easily reach my daily supervisor to obtain the guidance I need	1 – 2 – 3 – 4 – 5	
3	My supervisor has interest in my project and is approachable if required	1 – 2 – 3 – 4 – 5	
4	I feel that I am a member of the research team	1 – 2 – 3 – 4 – 5	
5	I have the idea that if I encountered experimental problems there would be a backup plan	1 – 2 – 3 – 4 – 5	
6	My research project is according to the approved work plan <sup>#</sup>	1 – 2 – 3 – 4 – 5	
7	The workload is appropriate	1 – 2 – 3 – 4 – 5	

\*A high score means you disagree with the statement.

<sup>#</sup>Note: with permission of the Board of Examiners it is allowed to change the research question of your workplan.

### Result and actions

	Score	Recommended action
GREEN (OK)	Total score < 14	Discuss and reflect with your supervisor(s) and/or specialisation coordinator during a regular meeting on your internship supervision
ORANGE (be aware)	Total score > 14 and < 23 OR at least 1 item was scored as 4.0	Discuss and reflect with your supervisor(s) and/or specialisation coordinator during a regular meeting on your internship supervision
RED (take action)	Total score > 23 OR at least 1 item was scored as 5.0	Urgently contact your supervisor(s) and/or specialisation coordinator (make an extra appointment) to discuss how you can change your situation

## Appendix C. Report for a research internship - concept scientific paper

The results of the research internship should be written down in the form of an article, even if the results obtained are not (conclusive) enough to allow submission. In such situations the student can describe in the discussion section which further research would be required to obtain a more definite answer to the research question, and/or why the chosen approach was insufficient, and/or increase the review aspects of the manuscript in introduction and discussion.

In contrast to a full report, a scientific paper focuses on one research question and is written in concise wording. The scientific paper has to be written following the author instructions, including the format, approximate number of words, figures etc of an appropriate journal (in consultation with your supervisor). Special attention should be given to the instructions for manuscript organization, figure preparation, data presentation and the image manipulation statement.

When not all the results can be described in the article, or in case additional work has been done, please describe these separately in supplements that are added as appendices. Even though the article-like report itself may be rather short, the student nevertheless should give a comprehensive account of the results of the research training period and for this purpose the supplements should be used.

### **Layout:**

- Cover page stating:
  - Student's name and number
  - Department and institute of the research internship
  - Names, titles and email addresses of internship supervisor and daily supervisor (if applicable)
  - Period of the research internship
  
- Concept scientific paper (following instructions of an appropriate journal)
  - Abstract
  - Introduction
  - Materials and methods
  - Results
  - Discussion and conclusions
  - Acknowledgements
  - References
  - Tables and figures
  
- Appendices (please add if applicable)
  - Extended materials and methods section
  - Supplementary data/figures
  - Short reports on other projects performed

## Appendix D. Report for a consultancy internship

In view of the transparency of the assessment, students must produce an advisory report (policy issue paper or memorandum) that contains sufficient information on how policy problems have been approached in the internship following the policy analytical cycle, including details about the monitoring, evaluating, problem structuring, forecasting, and recommending phases.

Please add a cover page stating:

- the student's name and number
- the department and institute or organization of the internship provider
- the names, titles and email addresses of the supervisors, and
- the period of the research internship.

Reports will be assessed on the basis of the checklist that is available from Appendix 1 in W.N. Dunn, *Public policy analysis: an integrated approach*. This appendix is published in the Brightspace page of the Master Biomedical Sciences (Click 'Content' > 'Profiles' > 'Consultancy profile'). Moreover, they should be as concise as possible and meet professional standards of grammar and style.

If policy analytical information cannot be easily derived from the final product desired by the internship provider, for example if the reporting was done via a presentation file (PowerPoint or other visuals), then the information should be converted into a separate report according to the abovementioned checklist by Dunn, in addition to original products. Documents may need to be anonymized if client privacy requires so.



## Appendix E. Oral presentation instructions and feedback

### Instructions

- First rule for presenting: Prepare and think about your audience. What would be interesting for them to hear, and how can you help them get your take home message.
- Do not add more slides than the time you have to your presentation (1/minute max), this includes title page etc.
- The backbone of your article can be used for the structure of your presentation as well. However, you should speed up your line of reasoning and tell your audience early in the presentation what your thesis is. Do not linger too long on all kinds of background information but move quickly from a relevant medical and/or scientific problem to the take home message. Starting with a good example may be a good way to do this.
- Engage your audience in the story: make them think about the problem you have been studying over the last few weeks, and make them witnesses to the progress you have made during those weeks.
- Do not add (too many) bullet points to your presentation but add structure to your talk by sharing the arguments for your central thesis.
- Try to find good, high quality images to illustrate your story, instead of putting too much text on the slides. A few keywords and a good image are enough and help you be a 'natural presenter' instead of someone reading out loud a text on a powerpoint slide. However, be aware of the copy rights.
- Do not put too many figures in your presentation, rather focus on maybe one or two that are central to your story and help your audience by pointing out the relevant aspects ("let me guide you through this graph").
- End your presentation by coming back to your central thesis, but also zoom out a bit to see what the wider implications are (e.g.: new directions you think are promising in a certain field).
- The supervisor may use a feedback form for your presentation (see example below).

Feedback form		
Aspect	Criteria	Rating + comments
Structure	<ul style="list-style-type: none"> <li>• Does the presentation has a proper, coherent structure? Does the structure support the content/main message?</li> <li>• Does the presentation starts with a compelling opening that engages the audience and immediately flows into the take-home message?</li> <li>• Are only the essentials presented and does the student not spend too much time on minor findings?</li> <li>• Is the presentation finished on time?</li> </ul>	
Verbal skills	<ul style="list-style-type: none"> <li>• Does the student speak clearly and not too fast?</li> <li>• Does the student present independently of any written text?</li> <li>• Does the student build in pauses where needed?</li> </ul>	
Non-verbal skills	<ul style="list-style-type: none"> <li>• Does the student have contact with the public?</li> <li>• Does the student make adequately use of a pointer?</li> <li>• Does the student look free and relaxed, and he/she moves on apparently naturally?</li> </ul>	
Audiovisual use	<ul style="list-style-type: none"> <li>• Does the student make adequate use of slides?</li> <li>• Are the selected images/pictures are illustrative and attractive?</li> <li>• Are the slides a good addition to the narration?</li> <li>• Is there too much text on the slides ( ≤ 6 lines )?</li> <li>• Is the text easy to read?</li> <li>• Are the graphics clearly presented?</li> </ul>	
Clarity	<ul style="list-style-type: none"> <li>• Does the message come across to the public?</li> <li>• Does the student pick up signals from the audience?</li> </ul>	
Language	<ul style="list-style-type: none"> <li>• Is the use of the English grammar and spelling correct?</li> </ul>	