

# FPN Master Programme

## Cognitive Neuroscience

### Information session on internships

05-10-2022



# Internships coordination

## FPN general

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Room: A4.735, UNS 40

Internship Admin (fdp-masterthese)

International Relation Office (askpsy form)

*Note: please first check AskPsy if you have questions*

# Internships coordination

## Cognitive Neuroscience

Lars Hausfeld

Email: [lars.hausfeld@maastrichtuniversity.nl](mailto:lars.hausfeld@maastrichtuniversity.nl)

Room: OXF55, 1.018

Visiting hours: **Thursday 2.30-4PM (office & zoom)**

*Note: please first check AskPsy (or Canvas) if you have questions*

# Where do you find information?

Askpsy.nl:

<https://www.askpsy.nl/internship/home>

[Recording - General Information Session](#)

# Research internship

Mandatory part of the master

# Internship: place in curriculum

**Period 1:** Sept. until Oct. → 2 courses

**Period 2:** Oct. until Dec. → 2 courses

**Period 3** (*but accessible throughout the year*): Academic Skills (Gill ten Hoor)

- Meet your mentors 1, 2, 3 (last week of Sept, Oct, Nov)
- Search for internship topics/supervisors from November on
- Conceptualize content of proposal with supervisors
- Write research proposal in January

Then:

## ● RESEARCH INTERNSHIP

>> If prerequisites are met (8 credits in periods 1 and 2)

>> Periods 4-6 (February to July/August) = 28 weeks

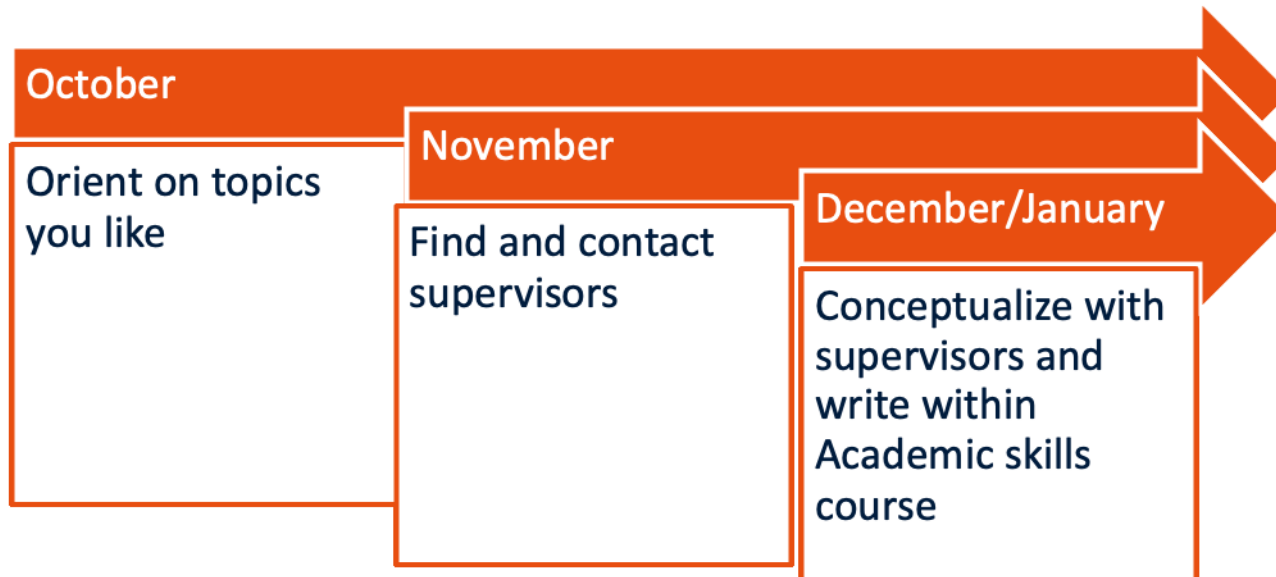
>> earliest period 4 (or agreed start date + 8 credits)

# What is the research internship?

Several types of possible internships

- Own empirical research (if possible)
- Collectively gathering data
- Working with existing data provided by supervisor (e.g. panel datasets, meta-analyses, computational modeling)
- Theoretical review (using Cochrane guidelines of review)

# Internship THINK PLAN DO





# Research internships

## Exploring possibilities

- **What topic do I like?**
  - Think of the courses you have followed (September - December)
  - Think of the people you already know here and pay attention to what you hear in the next weeks/ courses
  - Look on **AskPsy** (new research internships are posted):  
[www.askpsy.nl](http://www.askpsy.nl) → curriculum/ internship → Internship places
  - Talk to the researchers to get an idea
  - Visit your specialization specific internship coordinator
  - Visit general internship coordinator

# How to find internship positions I

Check offers on askpsy or Canvas

General:

<https://www.askpsy.nl/internship/places>

CN:

<https://www.askpsy.nl/internship/per-programme/internship-details-1yma-cn>

NP or DP internships are in many cases open to CN students!

# How to find internship positions II

Contact staff at CN (FPN) by mail, after tutorial, after lecture, ...

- Internal
- External

Contact other labs/research groups yourself

- More difficult/less successful
- CV + “motivation”
- Check lab website and contact a secretary, Postdoc (or PhD) for higher chance of replies

# Where?

- Maastricht University, with one of the staff members
- External institute in the Netherlands (e.g. other university)
- External institute abroad (e.g. university abroad)

**BUT:**

# Internships under COVID-19

- Do not plan internships in risk countries (Code orange/red).
- Do not travel to countries with code orange/red without permission of FPN.
- Updates on COVID-19 policy will be communicated via askpsy.
- Be alert, and during internship in case of lockdown, contact supervisors
- ***Backup plan*** (signed by you and supervisors)
- Required to start internship

# Assessment of master thesis

- You always need **2 supervisors**
- **1 has to be from UM**

## Internal internship

To be first supervisor a PhD degree is required, however exceptions are made and:

- PhD students and Senior lecturers without a Phd holding a UTQ qualification “assessment” AND having supervised two research internships

Can also be first supervisor.

- Phd students holding a UTQ qualification ‘assessment’ and UM lecturers without a PhD

Can be second supervisor

# Assessment of master thesis II

## External internship

- If supervisor there has PhD degree or a track record showing experience in conducting research and writing scientific papers:
  - Then that person can be the 1st supervisor/assessor.
  - You need a second assessor from UM that needs to meet the same criteria as for an internal internship
- If the external supervisor does NOT meet the criteria:
  - they can assess the practical part and inform the internal supervisor about the student's performance and grade
  - You need a second assessor from UM that needs to meet the same criteria as for an internal internship

# From Proposal to Master Thesis

You and your supervisors will

- Specify the research questions
  - Design and Set up the experiment / theme
  - Talk about Number of Participants
  - Talk about Statistical Analysis
  - Make a time plan about Feb-August steps.
- 
- START this process before the Winter break, incorporate all into proposal



# Components of research internship and Workload

- In total 40 EC (28 hours workload per EC)

Of which

- Proposal 5 EC
- Internship 25 EC → 700h
- Master Thesis 10 EC

# Master's thesis

- **Individually written, in English.**
- Must meets **formal guidelines** (e.g., minimum length of 5-7k words)
- See also the **handbook writing skills, APA cookbook** and the guidelines for supervisors on AskPsy:  
<https://www.askpsy.nl/internship/thesis>

# Application form research internship

<https://dors-fpn.maastrichtuniversity.nl>

- The application form is **NOT** the contract!
- The application form is necessary to make the contract
- Students submit application form online
- Supervisors and student receive emails to check info
- Supervisors and student receive contract

NB: want to make changes?

Send an email to [fdp-masterthese@maastrichtuniversity.nl](mailto:fdp-masterthese@maastrichtuniversity.nl) .

**Do not fill out a new application form**

# Internship contract

- Important!
- Your internship should be legal
- Have you met all requirements?
- Your internship is insured
- No application form = no contract = no valid internship = no EC

NB: in case you have not met all requirements and want to apply for an exception: send request to Board of Examiners

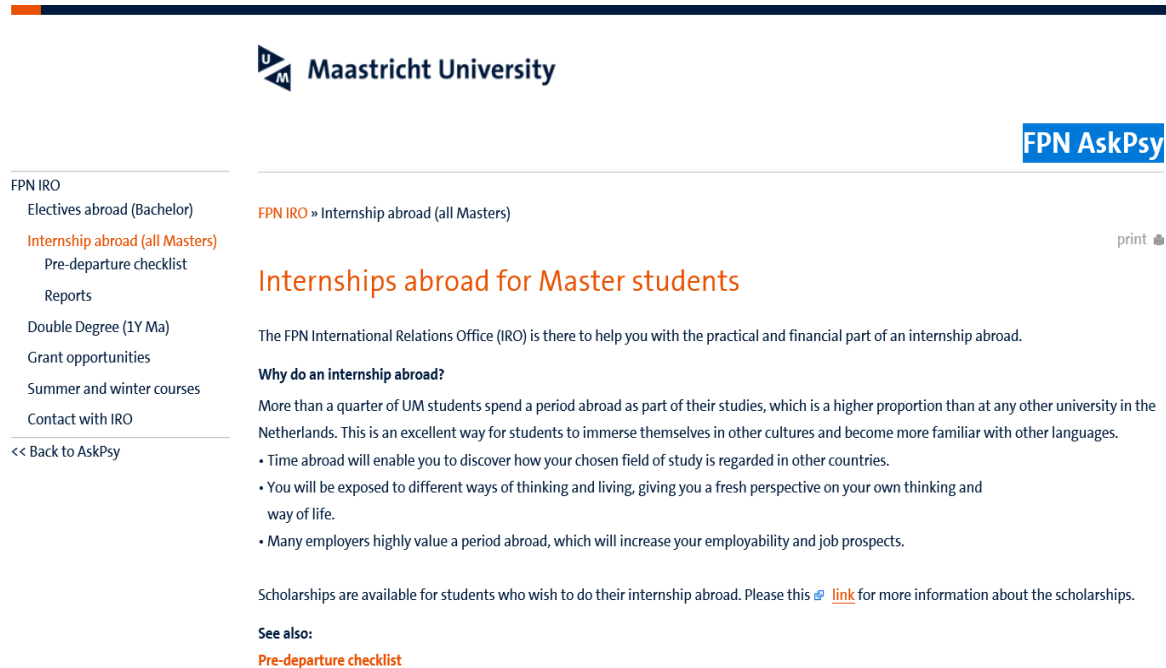
[https://askpsy.nl/bestanden/downloads/rules\\_regulations/2019-FPN\\_Request\\_to\\_the\\_BofEx.pdf](https://askpsy.nl/bestanden/downloads/rules_regulations/2019-FPN_Request_to_the_BofEx.pdf)

# Ethical approval

- ERCPN will not review external student research projects which are not part of regular FPN research
- Students and their (FPN) supervisors are also no longer required to present to the ERCPN approval letters of external ethical review
- A standard clause will be added to the internship contracts, stating that the scientific research as part of the internship is carried out according to the applicable ethical standards
- Students shall include in their Research Proposal how ethical approval is or will be obtained by the person with the primary responsibility for the design and procedure.

**>> Ethical approval is needed!**

# Going abroad for an internship?



The screenshot shows the Maastricht University FPN AskPsy website. At the top, the Maastricht University logo and name are on the left, and the 'FPN AskPsy' logo is on the right. A left-hand navigation menu lists various options: 'FPN IRO', 'Electives abroad (Bachelor)', 'Internship abroad (all Masters)' (highlighted in orange), 'Pre-departure checklist', 'Reports', 'Double Degree (1Y Ma)', 'Grant opportunities', 'Summer and winter courses', and 'Contact with IRO'. Below this menu is a link '<< Back to AskPsy'. The main content area is titled 'FPN IRO > Internship abroad (all Masters)' and features a 'print' icon. The primary heading is 'Internships abroad for Master students'. The text explains that the FPN International Relations Office (IRO) assists with the practical and financial aspects of an internship abroad. A section titled 'Why do an internship abroad?' lists three benefits: discovering one's field of study in other countries, gaining a fresh perspective on one's own thinking and life, and increasing employability. A note mentions that scholarships are available for students doing their internship abroad, with a link for more information. At the bottom of the main content area, there is a 'See also:' section with a link to the 'Pre-departure checklist'.

Maastricht University

FPN AskPsy

FPN IRO

Electives abroad (Bachelor)

Internship abroad (all Masters)

Pre-departure checklist

Reports

Double Degree (1Y Ma)

Grant opportunities

Summer and winter courses

Contact with IRO

<< Back to AskPsy

FPN IRO > Internship abroad (all Masters)

print

## Internships abroad for Master students

The FPN International Relations Office (IRO) is there to help you with the practical and financial part of an internship abroad.

### Why do an internship abroad?

More than a quarter of UM students spend a period abroad as part of their studies, which is a higher proportion than at any other university in the Netherlands. This is an excellent way for students to immerse themselves in other cultures and become more familiar with other languages.

- Time abroad will enable you to discover how your chosen field of study is regarded in other countries.
- You will be exposed to different ways of thinking and living, giving you a fresh perspective on your own thinking and way of life.
- Many employers highly value a period abroad, which will increase your employability and job prospects.

Scholarships are available for students who wish to do their internship abroad. Please this [link](#) for more information about the scholarships.

See also:

[Pre-departure checklist](#)

<https://www.askpsy.nl/iro/home>

See essays/contact former FPN interns abroad [LINK](#)

# Impact COVID-19 on internships abroad

- Check Covid-19 restrictions
  - <https://www.askpsy.nl/internship/home>
  - Avoid 'red and orange' labelled countries
  - UK possible
  - Always check with IRO

<https://www.maastrichtuniversity.nl/students-0#outgoingstudents>

# Important

- At least **a month before you start your internship** you have to fill in the internship application form.
- When you meet the requirements for the internship a contract will be made up, which is signed by all parties.

**If you don't apply for the internship, it will be considered illegal, and can be declared invalid.**



# Grading of parts of internship

Research proposal:	pass/fail (1st and 2nd supervisor)
Research internship:	graded (1st supervisor) 10 credits included in GPA
Master's thesis:	graded (1st and 2nd supervisor)

# Requirements master's thesis

- A Master's thesis is an independently written report of the research which has been conducted during the internship.
- The Master's thesis is an individually\* written paper.
- The final grade needs to be at least a 6.0.
- Will be assessed by first (supervisor) and second assessor.
- Grade of the first and second assessor will be averaged and both need to be sufficient, and can not differ more than 2.0 points.

\* For many projects supervisors offer the possibility of conducting your research project in a group of students. In that way you can gather data together and support each other in the project. However, the final master thesis should always be an individual project. **This means that you always will have to formulate a different/unique research question and overlap in introduction and discussion should be avoided.**

# To graduate this academic year

your last work (usually the master thesis) must be submitted for assessment at the latest **on August 31st at 1PM** (be aware of holiday supervisor).

**Important:** Submit the electronic version of your approved thesis.

You must upload a digital copy of the final version of your Master's Thesis via the online Dors Web Application. Your supervisors will receive an automatic email with all information regarding the assessment of the uploaded document. The thesis will be checked for plagiarism.

If you receive a fail (or emailed your final thesis after August 31st), you will have to register again for the master, and you will get 1 chance to rewrite your thesis>>

Resit

**For more information see AskPsy**

# Assessment Criteria Master Internship

(but see addendum on AskPy on COVID updates: <https://www.askpsy.nl/internship/thesis>)

The practical part of the master internship is assessed on several criteria. Assessors shall not mark all criteria (not all criteria might be applicable,) and might indicate those criteria that are noticeable (poor/unsatisfactory or good/very good), to provide the student with helpful information. -- = poor; - = unsatisfactory; +/- = borderline; + = sufficient, ++ = good; +++ = very good, NA = not applicable. Note that the outcome is not simply the sum of pluses and minuses.

<b>Practical Skills</b>	Accuracy/precision
	Planning (realisation time schedule)
	Organisational skills
	Data analysis
	Level of independence
	Taking initiative
	Communication
	Processing of feedback

<b>Attitude</b>	Commitment
	Dedication
	Collaboration
	Collegiality

# Problems?

- Health/personal problems (which may also cause problems with graduation date) → study advisor  
<https://www.askpsy.nl/academic-advisers>
- Supervision problems external internship:
  - go to faculty/internal supervisor: **do this in time!**
  - when no solution: go to internship coordinator
  - when no solution: internship coordinator discusses with the exam committee

# Grading of parts of internship

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# More information: AskPsy

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# Questions?

## Enjoy your internship!!!



# Assessment Criteria Master Thesis

(but see addendum on AskPsy on COVID updates: <https://www.askpsy.nl/internship/thesis>)

## **Writing product**

Quality of abstract

Introduction and description of research question/hypothesis

Creativity and originality of research question

Theoretical understanding

Structure and organization of the thesis

Critical and innovative approach to research

Design and methods are conform research question

Understanding and description of statistical analysis

Adequacy and correctness of tables, figures and appendices

Presentation and description of results

Ability to discuss findings in relation to literature and new insights

Conclusion follows logically from arguments developed in paper

Level of language use, citations and references

Publication level of thesis

## **Writing process**

Level of independence

Contribution of supervisor

Processing of feedback

Completion time of thesis

# Step by step:

- 1) Orientation towards research topic
- 2) Contact staff/reach out/arrange supervisors
- 3) Submit application form
- 4) Contract will be made (provisionally)/ and signed
- 5) Research internship only? Follow course academic skills/ research proposal
- 6) Start research (**after ethical approval and approval research proposal** by both supervisors; and when **requirements – 8 credits -** are met)