

## Faculty of Science

# Thesis and Placement Regulations – Part A

September 2023

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## 1. Preamble

A thesis and/or placement assignment is an important part of the Bachelor's and Master programmes and involves many different aspects, such as theoretical preparation, practical execution, literature survey, report and thesis writing, oral presentation, and participation in the scientific activities of a research department. The rules and regulations outlined below describe, in chronological order, the process of completing the thesis and/or placement assignment from the beginning (the admission) through the actual execution with its supervision to the final stage (assessment and grading). The various stages of the process will be supported by forms and the Thesis and Placement Regulations - Part B, both of which are supplied separately.

These Thesis and Placement Regulations – Part A, together with the Thesis and Placement Regulations - Part B, are designed to secure the quality assurance of the student thesis and placement project. Part A contains the faculty-wide regulations for thesis and placement projects. These regulations apply to all programmes in de Faculty of Science, unless a reasoned deviation is specified in the Thesis and Placement Regulations - Part B (referred to as part B). Rules and regulations that are specific for a particular Master's or Bachelor's programme are provided in a separate document: Thesis and Placement Regulations - Part B. An overview of the process of the thesis and placement project and all its phases is provided in Appendix 1.

The Thesis and Placement Regulations – Part A were approved by the board of the Faculty of Science on September 8<sup>th</sup> 2023. Every three years the Thesis and Placement Regulations – Part A will be reviewed and revised if needed.

## 2. Scope and definitions

These rules and regulations:

- apply to all students enrolled in a Bachelor's or Master's programme at the Faculty of Science
- apply to student placements and thesis projects listed in the student thesis and/or placement manual of each Bachelor's and Master's programme
- cover both internal and external placements
- use the following definitions:

a.	Project	A thesis and/or placement assignment.
b.	Placement:	Student placements (internal or external) and internships (minor or major) listed in the student thesis and/or placement manual of a programme.
c.	Internal placement	Placement organized by a VU department or organization that is involved in the programme in which the student is enrolled.
d.	External placement	Placement in companies, research institutes, universities, hospitals, etc. that are not involved in the programme in which the student is enrolled.
e.	Thesis	Thesis (BSc or MSc) and research projects (fundamental or applied) listed in the student thesis and/or placement manual of a programme.

f.	(VU)-supervisor	A supervisor holding a position at Vrije Universiteit Amsterdam or Amsterdam UMC who is responsible for the supervision of the student during the entire project, who has relevant knowledge of the subject, meets the requirements for an examiner of the corresponding programme and is appointed as examiner by the Examination Board.
g.	On-site Supervisor	A supervisor on location with relevant knowledge of the thesis/placement subject.
h.	Second/Third assessor	An assessor (preferably) holding a position at Vrije Universiteit Amsterdam or Amsterdam UMC, who meets the requirements for an examiner of the corresponding programme and is appointed as examiner by the Examination Board. They have not been involved in supervision of the placement/thesis.
i.	Thesis and Placement Regulations - Part B	Programme specific regulations for thesis and placement projects, provided by the programme.
j.	Student thesis/placement manual	Manual for students with information about the thesis/placement project, provided by the programme, either in the form of a readily available separate document or in the form of information on the online learning environment, such as Canvas.
k.	TER/OER	Teaching and Examination Regulations / Onderwijs- en Examenregeling.
l.	Coordinator	The appointed coordinator for the placements and/or theses of a specific programme.

All thesis and placements projects of students enrolled in a Bachelor's or Master's programme at the Faculty of Science take place under the final responsibility of the Faculty.

### 3. Admission

#### 3.1 Requirements

A thesis/placement must meet the following requirements:

- a. The student:
  - meets the entry requirements for the thesis/placement as described the TER/OER<sup>1</sup>
  - is enrolled in the programme of which the thesis/placement is part of
- b. The project has the required academic level and content as defined in Part B. The project must enable the student to learn to conduct independent research under supervision, on a research question that has been clearly defined in advance. A student on a placement may not carry out simply routine work. The project should be feasible.
- c. In case of a placement: the placement host is required to provide the student with a work space and to facilitate the student in carrying out the research project, e.g. by providing the necessary information, data, resources, facilities, cooperation of colleagues, etc.
- d. If a project is carried out by two or more students working together, the individual contributions of each student must be clearly determined in advance, in order to facilitate individual assessment.
- e. The supervisor(s) meet(s) the requirements as set down under 4.1.
- f. A VU-Supervisor (see 4.1 below) is assigned to the thesis/placement project.
- g. Mutual agreements have been made between the student and supervisor(s) on the agreement form, including e.g. deadlines, confidentiality.

<sup>1</sup> For the duration of the transition period, entry requirements could still be described in the Study Guide.

- h. In case approval from the BETHCIE is needed, the approval is needed before a student can start.<sup>2</sup>
- i. Additional requirements (as described in the relevant Thesis and Placement Regulations - Part B) are met.
- j. The relevant Coordinator and the VU-Supervisor have approved the project.

## 3.2 Admission process

- 3.2.1 The student must apply for approval of the thesis/placement with the relevant coordinator of the thesis/placement.<sup>3</sup> Rules and guidelines for the application are published in Part B. The Coordinator will review the application within ten working days (unless otherwise specified in Part B) and if all requirements are met, the student will receive a written (digital) permission to start the project. The student cannot start a thesis/placement without permission from the Coordinator.
- 3.2.2 In the case of an external placement, a (digitally) signed tripartite internship agreement is required. For this, the UNL-format for the internship agreement should be used.<sup>4</sup> It is not permitted to use two different agreements for one placement. It is permitted to make changes in the UNL-format when necessary, with the exception of the sections listed below. Any changes should be carefully considered in comparison to the UNL-format, in order to sufficiently protect the students' and the university's interests and rights. Special attention should be given to issues of liability, confidentiality, non-competition clauses, research data management, privacy, intellectual property and disputes. For changes in paragraphs on these topics (par. 10, 11, 12, 14, 15, 16 and 17 of the UNL-format), permission in advance from the Faculty Board is required. The Coordinator is responsible for the internship agreement and for approving changes in the format.<sup>5</sup>
- 3.2.3 Regarding confidentiality especially, par. 10.2 of the UNL agreement, the coordinator can't deviate without permission of the Faculty Board.

## 4. Supervision

### 4.1 Supervisor(s)

A VU-examiner is responsible for the supervision of the student during the entire project. This person is referred to as the **VU-Supervisor**. The daily supervision on location may be carried out under the responsibility of an additional (daily) supervisor. This person is referred to as the **On-site Supervisor**. Preferably, this person holds an academic title. Additional requirements can be set and are specified in Part B.

<sup>2</sup> The VU-Supervisor is required, preferably together with the student, to fill out [the self-check](#) provided by BETHCIE (the ethics review committee of the Faculty of Science) When the research involves human participants.

<sup>3</sup> This can be a coordinator with this roll. This does not have to be a programme coordinator.

<sup>4</sup> <https://surfdrive.surf.nl/files/index.php/s/5Voa2wb0Vt7gESv>

<sup>5</sup> In case another national framework agreement (e.g. NFU) is already implemented it may be used instead.

## 4.2 Go/No Go Evaluation

- 4.2.1 In case the student writes a research proposal for a project a Go/No Go evaluation is made in a timely manner on basis of the criteria that are described in Part B. The aim of the Go/No Go evaluation is to decide whether the project and the student have enough potential to continue.
- 4.2.2 The evaluation is at least based on:
- Written material (as described in Part B) by the student, including the (final) research proposal.
    - The research proposal should include a consideration of possible ethical issues with regard to the research.
    - The research proposal should include a data management plan. An example of guidelines for a data management plan is included in Appendix 3.
  - In case of a placement: execution of the project during the initial stage. This includes the feasibility of the placement, but also the execution and academic attitude of the student.
  - In case an evaluation is not needed Part B describes how 4.2.2a is implemented instead.
- 4.2.3 The evaluation is carried out under responsibility of the VU-Supervisor, unless otherwise specified in Part B. If an On-site Supervisor is appointed, The VU-Supervisor will ask the On-site Supervisor for their judgement on the students' performance for the time the student has been working on the placement and to fill in the Go/No Go evaluation form.
- 4.2.4 The student has to submit the Go/No Go evaluation of the project within the period that is presented in Part B. The Go/No Go evaluation will be completed within five working days, unless otherwise specified in Part B.
- 4.2.5 The outcome of the evaluation will be recorded on a Go/No Go evaluation form as present in Part B.
- 4.2.6 Possible outcomes of the Go/No Go evaluation are:
- If it is decided that the project and/or the student does not have sufficient potential for a successful continuation, the outcome of the evaluation will be a 'No Go' and the project will be terminated.
  - If the VU-Supervisor judges that (minor) adjustments may lead to a potential successful project, the outcome will be a 'go after revision'. The student can apply for a renewed evaluation according to the criteria and period stated in Part B. Subsequently, a new Go/No Go evaluation is made.
  - If the VU-Supervisor decides that the project and the student does have sufficient potential for a successful continuation, the outcome of the evaluation will be a 'Go'. This means the project can be continued, but, of course, it does not guarantee that the project will be successful.

The student has the right to appeal to the outcome of the Go/No Go evaluation with the Examination Board.

## **5. Duration, extension and (premature) termination**

- 5.1 The time allocated for the project includes the entire process of writing the thesis (drafts and final version) and (preparing) the oral and/or poster presentation.
- 5.2 The study load of the project is stated in the TER/OER.
- If the project's study load is variable, this should be stipulated in the TER/OER. The TER/OER should then also describe who is authorized to determine the number of EC awarded for a specific student project. All deviations from the study load stipulated in the TER/OER have to be approved by the Examination Board.
  - A credit equals 28 hours. All assumptions with regard to the completion of a student thesis/placement are made on the basis of a five-day working week. A full week is equivalent to 1.5 credits or 42 hours. This means a 30 credit project spans a period of 20 weeks, including preparation and reporting. The student, VU-Supervisor and Coordinator can make mutual agreements on part-time work, unless otherwise specified in Part B and only if this accords with the planning of the programme plan (e.g. the student has finished the work before the programme's 'come back day' or 'final presentation day').
- 5.3 A project shall terminate:
- at the end of the agreed period;
  - as soon as the student ceases to be registered as a student of the university;
  - by mutual consent; or
  - in the event that the placement host goes insolvent, is granted a moratorium on payments or its legal persona is dissolved.
- 5.4 When the project does not include a placement: the university is entitled, after hearing the student and after having applied the provisions of art. 9, to prematurely terminate the project if, in its view, the student has not followed rules or instructions, has failed to fulfil their obligations, or is otherwise behaving such that the supervisors cannot reasonably be required to continue their cooperation with the project. The termination should be registered in the applicable administrative system.
- 5.5 When the project includes a placement:
- The placement host shall be entitled to terminate a placement immediately after having heard the VU-Supervisor and the student involved:
    - in the event that the placement host is of the opinion that the student repeatedly fails to comply with its rules or instructions in spite of a warning and/or behaves in such other way that the placement host cannot reasonably be required to continue to assist with the placement;
    - should the student fail to comply with their duty of non-disclosure in relation to the placement host pursuant as stipulated in the placement agreement.The placement host shall immediately notify the VU-Supervisor of a decision referred to in Subclause (i) or (ii) through the intervention of the On-site Supervisor.
  - The university shall be entitled to terminate a placement immediately and to call upon the student to return after having heard the On-site Supervisor and the student involved:
    - in the event that the university is of the opinion that the placement does not comply with the educational objectives, is otherwise not proceeding in accordance with

- what is stipulated in the placement agreement or the student cannot reasonably be required to continue their placement with the placement host;
- ii. where regulations governing privacy and harassment have been contravened. The university shall immediately notify the On-site Supervisor of such a decision through the intervention of the VU-Supervisor.
- c. After consulting the VU-Supervisor and the On-site Supervisor, the student shall be entitled to cancel the placement immediately in the event that the student cannot reasonably be expected to continue with their placement.

Any premature termination should be registered in the applicable administrative system.

- 5.6 If a Master's project is proceeding successfully and more results can be obtained by extending the research, an extension can only be granted within the restrictions concerning the availability for electives found in the OER/TER. Such an extension is subject to permission from the Examination Board. Otherwise, credits are not awarded for extra time spent on a student thesis/placement.

## **6. Assessment**

### **6.1 Assessors**

- 6.1.1 Final assessment of the project is undertaken by the **VU-Supervisor** and a **Second assessor**, unless otherwise specified in Part B. Both the VU-Supervisor and the Second assessor are appointed as examiners by the Examination Board of the study programme. An additional requirement for the Second assessor is that he or she has not been directly involved in supervision of the project. Their task is to provide an independent assessment of the final report. The placement/thesis coordinator of the study programme will check whether the assessors are appointed by the Examination Board before assessment takes place.
- 6.1.2 Both assessors will make an independent assessment at the same time, on separate forms. Afterwards, the assessors discuss their individual assessments to come to an agreement about the grades for the applicable assessment categories. The VU-Supervisor is the designated first examiner who determines the grades. However, they should always take into account the Second assessor's individual assessment and come to a mutual agreement about the grading.
- 6.1.3 If an On-site Supervisor is appointed, the VU-Supervisor will take the assessment of the On-site Supervisor into account in the final assessment. The VU-Supervisor will ask the On-site Supervisor to assess the students' performance and will provide them with instructions, guidelines and an evaluation form (included in Part B) to give their feedback on the student's attitude and execution and research skills.

### **6.2 Assessment procedure**

- 6.2.1 The student hands in the final thesis/report according to the procedure that is described in Part B.
- 6.2.2 After the final thesis/report is handed in, The VU-Supervisor and Second assessor check if it meets the general requirements.



6.2.3 If no final version of the thesis/report is handed in before the deadline, the VU-Supervisor and Second Assessor will assess the latest draft version.

6.2.4 The final assessment is based on the following categories:

1. Final work, thesis or otherwise agreed end product (sometimes referred to as final report)
2. Oral and/or poster presentation
3. Execution and research skills
4. Academic attitude

The Thesis and Placement Regulations – Part B of a study programme may require additional categories for assessment. The criteria for the assessments, the relative contribution of the categories to the final grade and assessment forms are presented in Part B.

6.2.5 The VU-Supervisor assesses all four categories. The Second assessor provides an assessment of the final report and, possibly on other categories (see Part B).

6.2.6 Regulations with regard to the final work:

- a. The final work (e.g. thesis) will be written in the language of tuition of the programme, Dutch or English, unless Part B permit otherwise.
- b. The final work must meet the requirements as described in the Part B.
- c. If a project is carried out by two or more students working together, each student is assessed individually on the basis of their own report.
- d. The VU-Supervisor and student have agreed on the number of drafts that will precede the final version, not more than two drafts are permitted.
- e. The definitive version must be uploaded to the appropriate website, application or if not available submitted to the VU-Supervisor and the Second assessor before the date that has been set beforehand, in accordance to the procedure described in Part B, or the date that has been agreed on (generally the end of the project period).
- f. Both the VU-Supervisor and the Second assessor review the report as soon as possible, but at the latest within the period that is set in the TER/OER Part A.
- g. In case of the following situations, a third assessor is needed to assess the final report:
  - The difference between the individual marks of the VU-Supervisor and the Second assessor is 2.0 or larger (on a scale of 1-10). In some programmes the difference between the two individual marks is set at a value smaller than 2.0. This value should be stated in the Part B of that programme.
  - Either the VU-Supervisor or the Second assessor judges the report as insufficient. The third assessor will determine whether the report is sufficient or not. The student has the right to request skipping the assessment by a third assessor in favor of starting the re-submission process immediately.
  - The VU-Supervisor and Second assessor fail to come to an agreement about the grade.
- h. In the case a third assessor is appointed, they will be appointed as the examiner and as such decide on the final grade.
- i. If the student has failed the assessment, the student can request for one re-submission of the final report within ten working days after registration of the final grade. The assessors will decide on the deadline for the student to hand in an improved version, in accordance with the maximum time period for a re-submission stated in Part B. The time period allowed for re-assessment is the same as for the first submission.

- 6.2.7 Regulations with regard to the presentation:
- The student will present their report orally to an academic audience, according to the guidelines that are described in Part B, taking into account possible restrictions due to a confidentiality agreement.
  - This oral presentation will be assessed by the VU-Supervisor. If an On-site Supervisor is appointed, and is present at the oral presentation, the VU-Supervisor will take the assessment/feedback of the On-site Supervisor into account.
  - If the student has failed the oral presentation, the student can request for one resit of the presentation within ten working days. The assessors will decide on the date (generally ten working days, but the time for revision may be longer during the months July and August).
- 6.2.8 Regulations with regard to execution and research skills:
- The student's execution of the project, demonstrating their research skills, will be assessed under responsibility of the VU-Supervisor. The criteria are described in Part B.
- 6.2.9 Regulations with regard to academic attitude:
- The academic attitude of the student during the project will be discussed regularly with the student by both the VU-Supervisor and/or the On-site Supervisor.
  - If students do meet the criteria for academic attitude as set in the Thesis and Placement Regulations – Part B, this item will result in a pass (rated as sufficient or good), otherwise the result will be a fail (rated as insufficient). No marks will be given on this item.
- 6.2.10 Only if all marks for each category given by the VU-Supervisor and the Second assessor are a 5.5 or higher, will the thesis/placement be regarded as sufficient. In addition, the student has to pass the category attitude.
- 6.2.11 The final grade is calculated from the marks given for each assessment category according to the weighting as described in Part B. The final mark should be rounded to whole or half marks, in accordance with the regulations stipulated in the TER part A (par. 3.6). After the final grade is determined by the first assessor, in accordance with art. 6.1.2, the final grade, together with other administrative details, may be filled in on the final assessment form (Appendix 2, paper or electronic form) by the coordinator.
- 6.2.12 The rules that are described in the TER/OER for re-sits do not apply for thesis/placement projects. When the final judgement of the project after re-submission of the thesis/report or presentation is insufficient, the student will have to redo the project completely on another subject and with different supervisors and assessors.

### **6.3 Administrative procedure for registration of the final grade**

- 6.3.1 The VU Supervisor completes the final assessment form with the final grades, substantiated with the feedback of both assessors. The supervisor sends the forms (the forms of the two assessors and the final assessment form) to the Coordinator, who hands in the forms for registration. The deadline for registration is set in Part B.
- 6.3.2 The Education Office will register the final grade after all necessary documents have been

provided. These documents include:

- The final assessment form with the final grade (must be delivered by the Coordinator)
- The assessment forms as filled out by the assessors (must be delivered by the Coordinator)
- The final report (either delivered by the student or the Coordinator, as described [Part B](#))

In the case of paper forms, the final assessment form and the assessment forms, as filled out by the assessors, need to be signed, scanned and submitted to the Education Office.

6.3.3 The registration date of the final grade equals the date the student submitted their final report.

6.3.4 The assessment forms will be archived by the Education Office in accordance with the law. The final assessment form will be visible for the student. The two assessment forms filled in separately by the two assessors will be archived but will not be accessible for the student.<sup>6</sup> They can be made available to committees for audit and accreditation purposes.

## **7. Responsibilities**

### **7.1 VU-Supervisor**

7.1.1 The VU-Supervisor has primary responsibility for the overall supervision of the project, assisting in formulating the project description and in particular supervising the realization of the end product within the agreed time period (i.e.: providing feedback to the student on the research proposal, the drafts and the final report and presentation ). The VU-Supervisor is also responsible for the tasks of the On-Site Supervisor (see below) if no On-site Supervisor is appointed.

7.1.2 The VU-Supervisor reviews the progress of the project and fills-in the Go/No Go form, taking into account the feedback from the On-site Supervisor if applicable. The VU-Supervisor then decides whether or not the project and/or the student have sufficient potential to attain an acceptable level.

7.1.3 At the end of the project the VU-Supervisor assesses the project. The VU-Supervisor is the appointed first examiner for the project. In determining the final grade, the supervisor takes into account the individual assessment of the Second assessor by coming to a mutual agreement on the grade. If an On-site Supervisor is appointed, the VU-Supervisor will ask the On-site Supervisor for their assessment of the student's performance.

### **7.2 On-site Supervisor**

7.2.1 The On-site Supervisor is responsible for daily supervision and coaching of the student during a placement (e.g., arranging the necessary work facilities at the host organization, assisting in finding background information on the subject being studied; assistance in the formulation of the problem, arranging the student's attendance of meetings within the organization).

7.2.2 The On-site Supervisor is expected to have (at minimum) weekly supervision/coaching sessions

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<sup>6</sup> The current systems used by the Education Office do not yet support this procedure. However, this procedure will be taken into account when developing the new system (DOE-project).

with the student. Additional requirements with regard to supervision, coaching and evaluation can be set and are described in Part B.

- 7.2.3 The On-site Supervisor will provide the VU-Supervisor and student with feedback on the student's attitude and execution of the project before the 'go-no go', and at the end of the project, thereby contributing to the assessment of the project. The on-site supervisor provides the feedback by filling out the Go/No Go form and the final assessment form (both included Part B). At both instances there is consultation between the VU-Supervisor and the On-site Supervisor, to discuss the On-site Supervisor's feedback.

### **7.3 Second assessor**

The Second assessor reviews the final report and provides an independent assessment. The second assessor discusses this assessment with the VU-Supervisor with the purpose of coming to a mutual agreement on the final grade of the thesis, report or otherwise agreed final work.

### **7.4 Third assessor**

If, in accordance with art. 6.2.6 g, a third assessor is necessary, the third assessor is the examiner who determines the final grade.

### **7.5 Student**

The Student has the responsibility to make the best possible use of the thesis/placement opportunity and actively participate in the learning process. This includes being able to independently formulate personal learning objectives, to monitor the student's own development and keep track of time allocated to the project, to process feedback from the supervisors and to reflect on their own functioning. The student is expected to take initiative in scheduling meetings with the VU-Supervisor. Furthermore, the student should comply with the rules or instructions of the placement host and comply with their duty of non-disclosure in relation to the placement host pursuant as stipulated in the placement agreement.

### **7.6 Coordinator**

- 7.6.1 The Coordinator assists the student in finding a project/placement.
- 7.6.2 The Coordinator is responsible for the validation of the level and content of the project, the supervisors, the agreements that have been made, the assessors and administrative processing of the final grade.

### **7.7 Examination Board**

- 7.7.1 The Examination Board has final responsibility for the quality of the assessments (of the projects).
- 7.7.2 The Examination Board can carry out its own investigation to determine whether a project meets the subject-related and didactic requirements in terms of quality and whether the assessment of the

project meets the relevant requirements. The Examination Board has the authority to reject a thesis/placement as the final (graduation) assessment of the programme on the grounds of insufficient quality or level. It also has the right to review the assessment.

## **7.8 Programme Director**

The Programme Director has the responsibility that a student thesis/placement manual is available for the students.

## **8. Thesis and Placement Regulations – Part B**

The document 'Thesis and Placement Regulations - Part B' must be available for every study programme and must at least include:

- admission requirements
- criteria for the content and quality of the project
- an application and agreements form
- procedure and criteria for the Go/No go decision
- Go/No go evaluation form
- a data management plan that adheres to the FAIR principles
- requirements for the final work (e.g. thesis, product, report)
- guidelines for the oral presentation
- assessment criteria
- assessment forms
- the relative contribution of the items mentioned in 6.2 to the final grade
- time-line for the project
- any reasoned deviations from the regulations set in Part A

The 'Thesis and Placement Regulations - Part B' will be developed by the Programme director. The Programme Committee and the Examination Board have to give (formal) advise. After the advise has been given, the Faculty Board has to approve Part B.

## **9. Disputes**

- 9.1 Should any difficulties arise during the project, the student and the On-site Supervisor (or the VU-Supervisor if there is no On-site Supervisor) shall first endeavour to resolve them through close consultation.
- 9.2 In the event that consultations between the student and the On-site Supervisor do not produce a solution that is acceptable to both parties, any such dispute may be brought before the VU-Supervisor.
- 9.3 In the event that the On-site Supervisor, VU-Supervisor and student fail to resolve the matter, the dispute may be brought before the Coordinator. The Coordinator can arrange mediation or additional personal supervision to assist the student. If necessary, the study advisor may be asked to advise on the case.

## **10. Travel and accommodation expenses**

Travel or accommodation expenses for projects are generally not reimbursed by the Faculty. If applicable, departmental regulations on grants for fieldwork and field trips should be stated in part B.

## **11. Safety**

- 11.1 Students and supervisors are required to comply with the safety policy in operation at the Faculty and/or organization offering a placement. In the event that the project involves fieldwork, this is governed by the rules laid down in the Faculty policy document 'Regulations for Safety in Fieldwork'.<sup>7</sup>
- 11.2 All students travelling abroad for study purposes must register for their period abroad (see information on VUnet from the International Office).<sup>8</sup> For studying abroad, the procedures described in the document 'International policy in case of crisis' apply<sup>9</sup>. This means, among other things, that the (negative) travel advice from the International Office is binding. All students departing abroad have to agree with the crisismanagement policy of Vrije Universiteit Amsterdam before departure and take the emergency card (with VU emergency phone numbers) with them (available at VUnet International Office or [outgoing@vu.nl](mailto:outgoing@vu.nl)).

## **12. Liability**

- 12.1 Students are expected to take no unnecessary or undue risks, provided that they have received proper instructions. When they do take unnecessary or undue risks, the damage they cause, both to themselves as well as to third parties, is for their own account and risk.
- 12.2 Vrije Universiteit Amsterdam has liability insurance that covers the University's liability for students during standard work placements.
- 12.3 Students are obliged to insure themselves for liability. This can take the form of standard personal liability insurance.
- 12.4 The organization offering the placement is required to accept liability for any injury, accident or harm that befalls the student during, or in connection with their presence at the organization, or in connection with the execution of their duties insofar as the injury, accident or harm can be attributed to the organization offering the placement. With regard to any issues of liability, the Dutch laws and regulations that apply to employees equally apply to interns and placements.
- 12.5 The University accepts no liability whatsoever for any risks which are not covered by the above-mentioned insurance held by Vrije Universiteit Amsterdam.

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<sup>7</sup> <https://surfdrive.surf.nl/files/index.php/s/zmxDNxmjERGtnTS>

<sup>8</sup> <https://vu.nl/en/student/studying-abroad/international-travel-policy>

<sup>9</sup> Ibid.

## Appendix 1. Phases in thesis/placement project – overview (voorbeeld)

<i>phase</i>	<i>initiator</i>	<i>deadline</i>	<i>who decides</i>	<i>documentation</i>	<i>outcome and next step</i>
Admission, Step 1	<b>Examination Board</b> identifies examiners	1 September	<b>Examination board</b>	List of examiners	
Admission, Step 2a  Setting up the project	<b>Student</b> drafts project, finds internship (if applicable), VU- Supervisor and/or On-site Supervisor (if applicable).	See Thesis and Placement Regulations - Part B	<b>Coordinator</b>		If supervisors or project do not meet requirements -the student must find another placement/project and/or different supervisors
Admission, Step 2b (if applicable)  Setting up the project	<b>Student</b> registers online in VU-net for a placement/project abroad	Before making agreements	<b>International Office</b>		If IO does not advise positively, another location must be found
Admission, Step 3 Making agreements	<b>Student</b> makes agreements with the VU- Supervisor and On-site Supervisor.	See Thesis and Placement Regulations - Part B	--	Application and Agreements form (in Thesis and Placement Regulations - Part B)	
Admission, Step 4 Application for the project	<b>Student</b> applies	See Thesis and Placement Regulations - Part B	<b>Coordinator</b> (within ten working days, unless part B)	1. Application and Agreements form (in Part B) 2. Short project description	If not satisfactory or complete, the student gets another five working days to rectify. If agreed the student receives a written approval and starts with the project
Admission, Step 5	<b>Coordinator</b>	Before project start	--	Administration	Tracking of the project
Go/No Go	a) <b>Student</b> hands in evaluation request.	See Thesis and Placement Regulations - Part B	See Thesis and Placement Regulations - Part B	Required written material, including research proposal and part B	
	b) <b>Assessor</b> hands in Go/No Go evaluation	Within 5 working days	See Thesis and Placement Regulations - Part B	Go/No Go evaluation form (in Thesis and Placement Regulations - Part B)	Go, go after revision or termination.
<i>phase</i>	<i>initiator</i>	<i>deadline</i>	<i>who decides</i>	<i>documentation</i>	<i>outcome and next step</i>
Assessment, Step 1	<b>Student</b> or Coordinator (as described in Thesis and Placement Regulations - Part B)	As stipulated in the agreements and Thesis and Placement	<b>VU- Supervisor</b> and <b>Second assessor</b>	General requirements described in Thesis and Placement Regulations - Part	If no final version is handed in before the deadline, the latest draft version will be assessed: on to the next phase.

	uploads on website or hands in final version of report to <b>VU-Supervisor</b> and <b>Second assessor</b>	Regulations - Part B		B	If final version is handed in – on to the next phase.
Assessment, Step 2a  Assessment	<b>On-site Supervisor</b> hands in feedback on attitude and execution  <b>Coordinator</b> or <b>VU-Supervisor</b> or <b>On-site Supervisor</b> organises audience  <b>Student</b> gives oral presentation	As stipulated in the agreements and Thesis and Placement Regulations - Part B	<b>VU-Supervisor</b> and <b>Second assessor</b>	Final version of report  Assessment form for the <b>VU-Supervisor</b>  Assessment form for the <b>Second assessor</b>  Guidelines and forms for feedback of <b>On-site Supervisor</b> and audience	If the marks of the VU-Supervisor and the Second assessor differ 2.0 or more or when one assessor judges the report as insufficient, a third assessor is appointed to assess the report –on to step 2b  If no third assessor is required: Filled in forms are forwarded to the Coordinator – on to the step 3
IF NECESSARY Assessment, Step 2b  Additional Assessment – third assessor	<b>Coordinator</b> hands in final version of report to <b>Third assessor</b>	Within the period that is set in the TER/OER	<b>Third assessor</b> assesses and sets a mark for the final report	Final version of report  Assessment form for the the Second assessor	Filled in forms are forwarded to the Coordinator – on to the step 3
Assessment, Step 3 Final assessment form	<b>VU-Supervisor</b> fills in final assessment form and sends forms to Coordinator		<b>VU-Supervisor</b>	Form: Final Assessment of the student thesis/placement (Appendix 2) According to rules set out in paragraph 6.2	Outcome is communicated to assessors and student
Assessment, Step 4  Finalization	<b>Coordinator</b> hands in assessment forms  <b>Student or Coordinator</b> hands in final report (digital)  <b>Programme Administration</b> registers final grade, archives report and assessment forms	As stipulated in the agreements and Thesis and Placement Regulations - Part B		Final assessment form and the other relevant assessment forms.  Final report in digital form	Registration of final grade



## Appendix 2 - Final Assessment of the student thesis/placement (voorbeeld)

### Administrative details of the student

Name		Student No.	
e-mail		Tel.no.	

### Administrative details of the thesis/placement

MSc/BSc programme		Specialisation	
Code and EC's		Date of submission final report	

### Assessors

*The assessors must meet the requirements as set in Thesis and placement Regulations - Part A.*

Name of the VU-Supervisor:

Name of the Second assessor:

### Final Grade

Report VU-Supervisor	mark in number (1-10)=	(a)
Report Second assessor	mark in number (1-10)=	(b)
Report Final	Average of (a) and (b)=	
Presentation	mark in number (1-10)=	
Execution and research skills	mark in number (1-10)=	
Academic attitude	Good / Sufficient / Insufficient * * <i>please indicate</i>	
<b>Final Grade</b> in number ( <i>in whole or half numbers</i> )		
<b>Final Grade</b> in writing:		

Date	
Signature Coordinator	

The study secretariat registers the final grade when the complete assessment dossier has been handed in (digitally). This dossier includes:

- The final assessment form with the final grade and the relevant assessment forms (to be delivered by Coordinator)
- The final report (to be delivered by student or Coordinator)

The final assessment form and the assessment forms as filled out by the assessors need to be signed, scanned and submitted to the study secretariat.

### **Appendix 3 – Example of guidelines for a data management plan (voorbeeld)**

*This example is copied from the information document the Master's programme MPA provides to its student on ethical approval and data management: '2021 – MPA Internships – Ethical approval + DMP – Student – V2' (p. 8-12)*

<https://surfdrive.surf.nl/files/index.php/s/fGxaI5xS4uDwMH2>