

FPN Master Programme

Cognitive Neuroscience

Information session on internships

13-09-2024



Internships coordination

Cognitive Neuroscience

Lars Hausfeld

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Room: OXF55, 1.018

Visiting hours: **Thursday 2.30-5PM (office & zoom)**

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

Times might change

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

Where do you find information?

Askpsy.nl:

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

<https://www.askpsy.nl/fpn-information-sessions>

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 Hour)

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

Then:

● **RESEARCH INTERNSHIP**

>> **If prerequisites are met (8 credits from core courses, P1&P2)**

>> **Periods 4-6 (February to July/August)**

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

Overview

Sept – Dec | Jan – Aug
Period 1 | Period 2 | Period 3 | Period 4-6

MSc specific
courses and
practicals

Academic
Skills

Research Proposal + Internship + Thesis

Elective A

+

Elective B

OR

Individual Elective/Internship Elective

For all 1yr FPN MSc specializations
Except those who conduct a
Clinical internship

Electives

PERIOD A (start of Period 3)	PERIOD B (5 weeks after Period A)
Systemic Coaching for Psychologists (Annika Nübold) 3 ECTS	Clinical Assessment (Anke Sambeth) 3 ECTS
Introduction to Programming in Python (Jorie van Haren & Mahdi Enan) 3 ECTS	Negotiation and Mediation (Alicia Walkowiak) 3 ECTS
Selection and training (Alicia Walkowiak & Fleurie Nievelstein) 3 ECTS	Introduction to Programming in Matlab (Antonio Criscuolo, Giancarlo Valente) 3 ECTS
Analysing societal issues and intervention development (Karlijn Massar) 3 ECTS	Science Communication (Anouk Hendriks) 3 ECTS
Individual Elective (Sjir Uitdewilligen & Gill ten Hoor) 6 ECTS	
Practical Internship Elective (Sjir Uitdewilligen) 6 ECTS	

Electives choice timeline

- **1 Oct:** *give preference.*
- **1 Nov:** You hear what elective you are assigned to.
- **1 Dec:** Deadline choice for Individual elective or Practical internship elective.

- **General internships coordinator**
Gerda Kraag



- **Internship administration officer/ Education Office**
Marian Pieters



- **International Relations Office (IRO)**
Merlijne van Overbruggen

Ellen Blaauw



Jos Lievens



Biological Psychology

- Developmental Psychology
Hans Stauder, PhD
- Cognitive Neuroscience
Lars Hausfeld, PhD
- Neuropsychology
Michael Schwartz, PhD



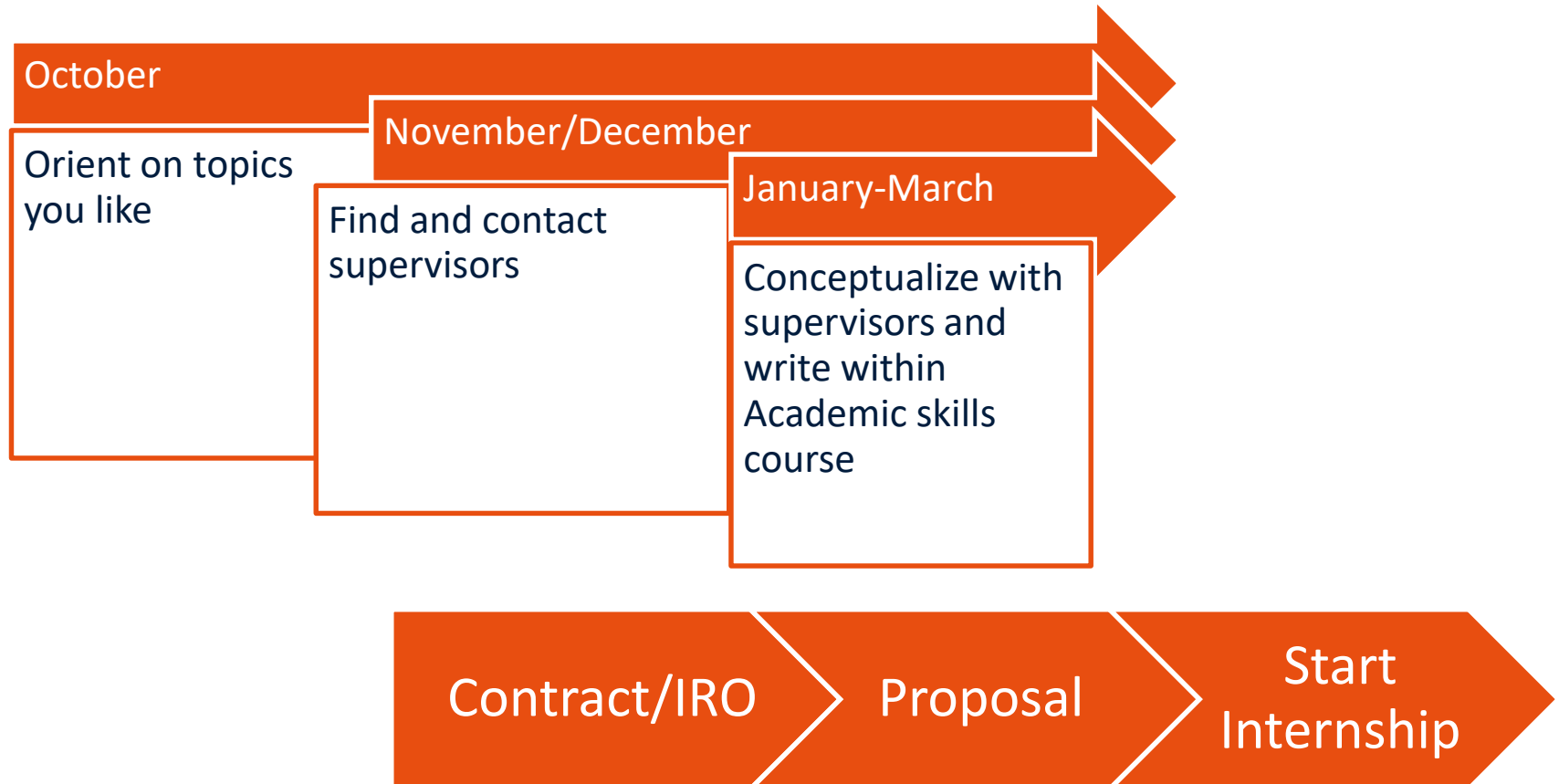
What is the research internship?

Several types of possible internships

- Own empirical research
- 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)

>> for details: see AskPsy

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/ specialization internship meetings
- Look on **AskPsy** (new research internships are posted):

<https://www.askpsy.nl/internship/restricted/internship-places-1yma-cn> (that's us)

<https://www.askpsy.nl/internship/places> (check NP, DP, FN, also research master)

- Talk to the researchers to get an idea
- Visit your specialization specific internship coordinator

How to find internship positions I

Check offers on askpsy or Canvas

General (check NP, DP, FN):

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

CN (check also research master):

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

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)

Keep in mind:

- ***Backup plan*** (signed by you and supervisors)
 - *required to start internship*
- Check askpsy for current advice regarding destination

Internship Supervision/Assessment I

- You always need **2 supervisors**
- **1 is always 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

Internship Supervision/Assessment 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

Workload research internship period

- In total 33.5 EC (28 hours workload per EC)

Of which

- Research Proposal 4.5 EC
 - Research Internship 19 EC = 532h, of which 7 are graded (GPA)
 - Master Thesis 10 EC
-
- *Excl. academic skills (0.5) & electives (6 credits)*

Master's thesis

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

Information sheet for supervisors: askpsy -> curriculum -> internship -> for supervisors

Ethical approval

- ERCPN will no longer 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!

Application form

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

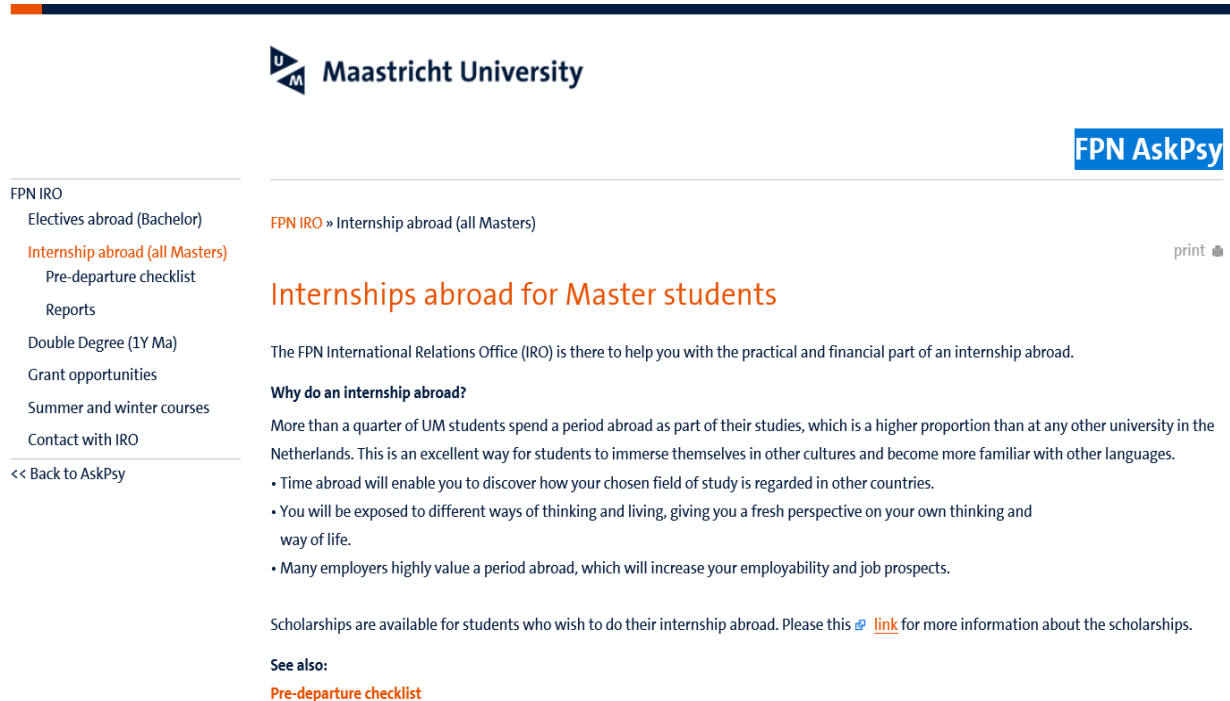
- The application form is **NOT** the contract!
- The application form is necessary to make the contract
- Supervisors and student check info and receive contract per email
- Information required: supervisors (1st and 2nd) + mail address, preliminary title, start/end date, back-up plan, emergency contact, institute address

NB: want to make changes? Send an email to fdp-masterthese@maastrichtuniversity.nl
Do **NOT** fill out a new application form

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

https://www.askpsy.nl/bestanden/downloads/rules_regulations/FPN_Request_to_the_BofEx_jan24.pdf

Going abroad for an internship? -IRO



The screenshot shows the Maastricht University website. At the top left is the Maastricht University logo. At the top right is the 'FPN AskPsy' logo. A navigation menu on the left lists: 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 the menu is a link '<< Back to AskPsy'. The main content area has a breadcrumb 'FPN IRO » Internship abroad (all Masters)' and a 'print' icon. The title is 'Internships abroad for Master students'. The text states: 'The FPN International Relations Office (IRO) is there to help you with the practical and financial part of an internship abroad.' Below this is the section 'Why do an internship abroad?' followed by a paragraph: '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.' This is followed by a bulleted list: '• 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.', and '• Many employers highly value a period abroad, which will increase your employability and job prospects.' Below the list is a paragraph: 'Scholarships are available for students who wish to do their internship abroad. Please this [link](#) for more information about the scholarships.' At the bottom of the content area is the text 'See also:' followed by a link 'Pre-departure checklist'.

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

The International Relations Office (IRO)

Staff: Merlijne van Overbruggen, Ellen Blaauw, Imke Beens

What can we do for you? The FPN IRO provides:

- **Erasmus+ scholarships**
- support on **practical matters** related to an internship abroad.

The IRO **doesn't have formal agreements for internship purposes**, nor a list of internship options. The **IRO cannot mediate in finding an internship abroad**. Always get in touch with your internship coordinator, to discuss how to proceed.

Scholarships

Erasmus+ scholarship (internship within EU).

See www.askpsy.nl/iro/grant-opportunities for information on Erasmus+ scholarships for 2023/24 (online application form, conditions, deadlines). Lowest priority for internships in country of origin.

Application deadline: 6 weeks prior to the start of your internship

No FPN scholarships (for internships outside EU)

Other scholarships? See www.beursopener.nl; www.european-funding-guide.eu, www.scholarshipportal.com.

Note: Be careful making preparations involving costs until there's certainty on whether your physical internship can take place!

Important notes!

- Ask your host institution whether they charge tuition/service fees for visiting students (e.g. interns). EU students may be exempted by registering for the 'Erasmus + Traineeship scheme'.
- You have to remain registered and pay tuition fees to UM throughout your entire studies (incl. internship period).
No valid registration = no validation (ECTS) of your internship!
- Need an official document confirming your registration at UM, and that the internship is an official part of your curriculum?
Ask the FPN Board of Examiners for a 'Internship Abroad Statement' through www.askpsy.nl/contact

More information / questions?

Information on internships abroad:

- See www.askpsy.nl/iro;
- See [essays](#)/contact former FPN interns abroad;
- Contact FPN/IRO through [AskPsy](#) (submit a question), or schedule a face-to-face or online [meeting](#).

Education and Examination Regulations (EER) and the Rules & Regulations (R&R)

- EER
 - Main rules determined by law and the Faculty Board
 - For the duration of your study
- R&R
 - Contains more details, composed by the Board of Examiners
 - Chair, Master affairs: Franc Donkers, PhD
- <https://www.askpsy.nl/regulations>

Requirements research internship

- The internship can only be started when at least 8 credits of the core courses from period 1 and 2 are passed.
 - the internship starts at the first of the month after which 8 credits have been obtained, not earlier than P4.

If you deviate from the above without permission from the Board of Examiners, the result of the part in question can be declared invalid.

Important

- At least a month before you start your internship you have to fill out 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)
19 EC of which 7 included in GPA

Master's thesis: graded (1st and 2nd supervisor)
10EC

Thesis in Collent

When the final thesis is uploaded in Collent:

- Your supervisors will get an automatic notification
- At the 15th working day upon uploading, supervisors will get a reminder that the deadline for assessing is approaching
- If necessary the Education Office will send out a second reminder to supervisors to remind them of the deadline for assessing your thesis

Questions?

Enjoy your internship!!!