

# OSIRIS Case – Guide for Students

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## General information

OSIRIS Case is the digital platform for the entire procedure (application, interim assessment, and final assessment) of research projects, writing assignments, mini-projects and profiles. The profile application is a two-step process. In between the first and second step you must wait a few days before you can complete the application and enter your details accordingly.

This guide provides information about the different steps that are relevant for you as a student. You can access OSIRIS Case via [Osiris Student](#).

You will start a new case for each of the following components: major research project, profile, profile project (if applicable), business internship (only SBM students), mini-project and writing assignment.

Contact information (problems, questions, or suggestions):

- General OSIRIS Case matters:
  - o BMS students: [infobms@umcutrecht.nl](mailto:infobms@umcutrecht.nl)
  - o Bioscience students: [science.gsls@uu.nl](mailto:science.gsls@uu.nl)
- SolisID enquiries:
  - o BMS: [solisbeheer@umcutrecht.nl](mailto:solisbeheer@umcutrecht.nl)
  - o Science Faculty: [servicedesk@uu.nl](mailto:servicedesk@uu.nl)

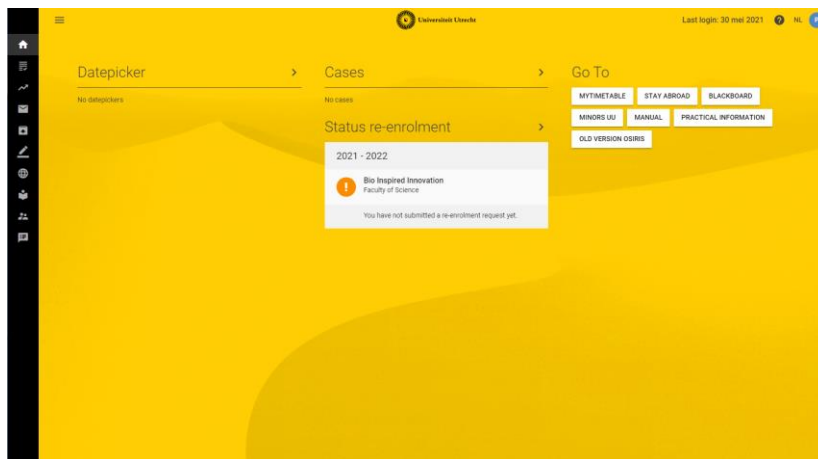
## 1. Prior to starting a case

It is possible to save the application form in the Osiris environment. However, it is recommended to discuss everything beforehand with the intended (host) supervisor/examiner. Especially, in the case of doing a project outside of UU/UMCU/PMC or Hubrecht, as you will require quite some details on your supervisors (examiner, daily supervisor and, if applicable, host supervisor) and must upload an internship contract. Screenshots of all the cases can be found in the Appendix of this document, so you know which information is required for completing your application.

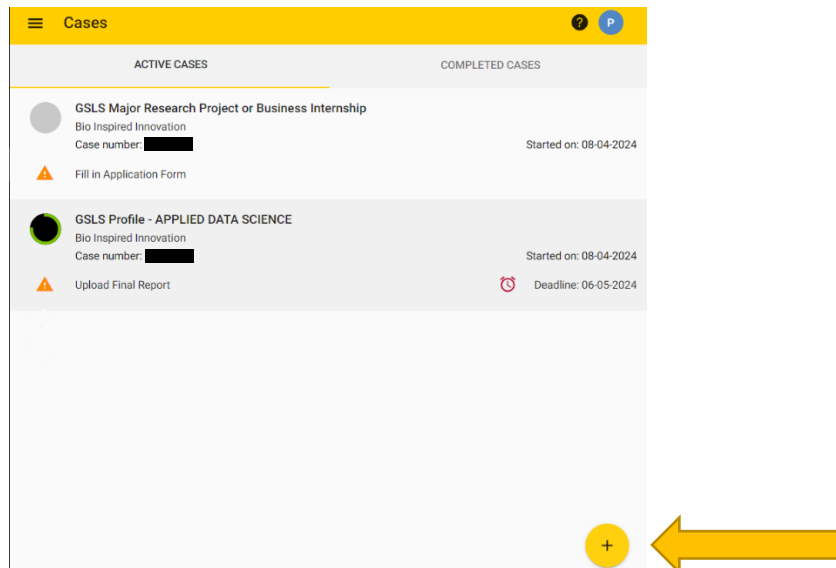
Please note: it is only possible to complete the application if your examiner has a SolisID and certain rights in the system. All UU-employees have a SolisID, but possibly still have to be awarded certain rights to evaluate applications in the Osiris Case environment. If the examiner has problems logging into Osiris docent/case, for UU-employees they can contact [science.gsls@uu.nl](mailto:science.gsls@uu.nl) and for UMCU examiners, the examiner can follow instructions on [here](#). If there are any questions or problems, you may send an email to the administration office: for bioscience students [science.gsls@uu.nl](mailto:science.gsls@uu.nl) ; for BMS students [infobms@umcutrecht.nl](mailto:infobms@umcutrecht.nl)

## 2. Start a case – Application procedure in OSIRIS Case

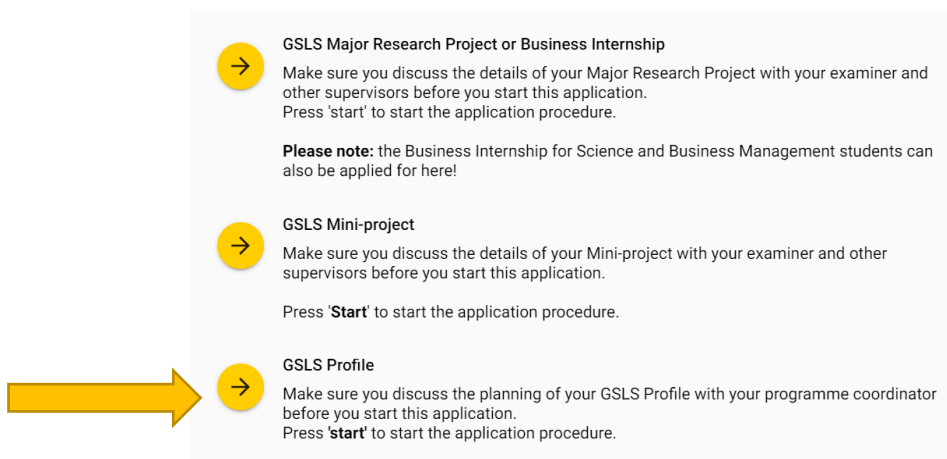
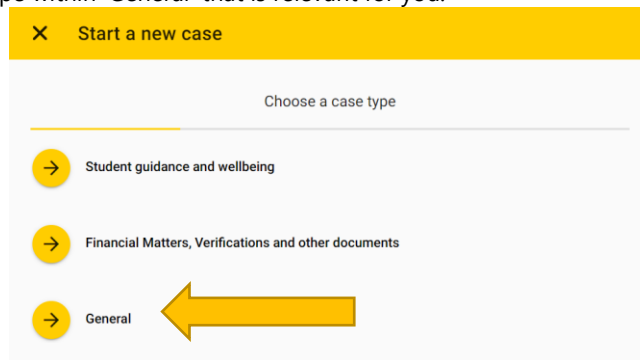
- Log in to [Osiris student](#).
- Click on 'Cases' ('Zaken' in Dutch)



- This will open a window with your active case. Here you can click on the yellow plus sign to start a new case



- Choose the case type within 'General' that is relevant for you:



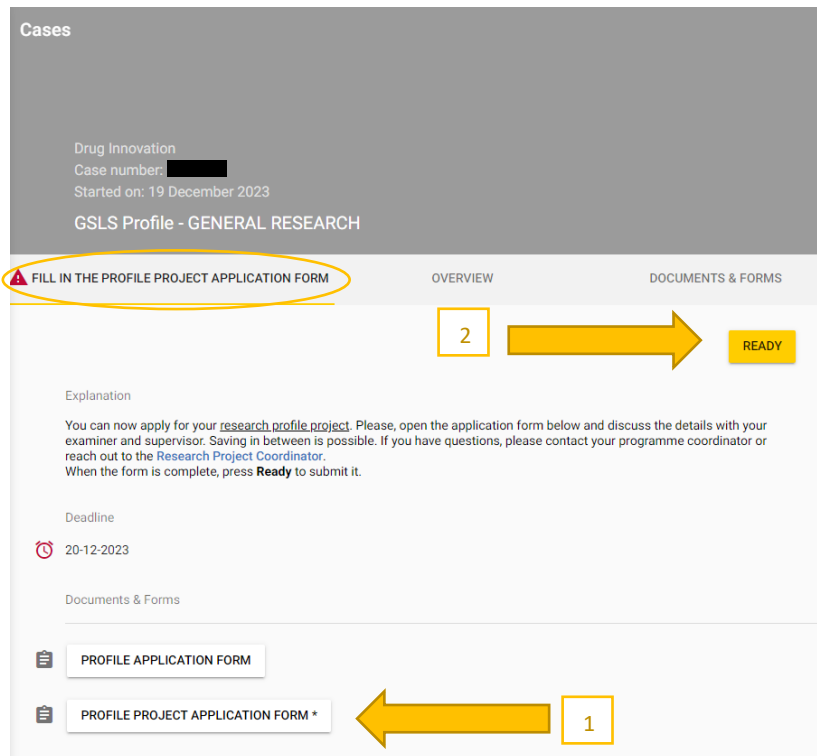
- Complete the application form (in the appendix in this document you can find screenshots of all the pages of application forms for each type of project)
- Submit the application

In the case of Profiles, please be aware of the fact that this is a two-step application

- Select a profile from the menu
- The case will be created after the first submission
- After the case is created (this may take a few days), you can fill in the profile application form

Profiles without project: If the profile does not have a project, the case will be finalized after this step. You will receive confirmation that your profile application has been successfully registered.

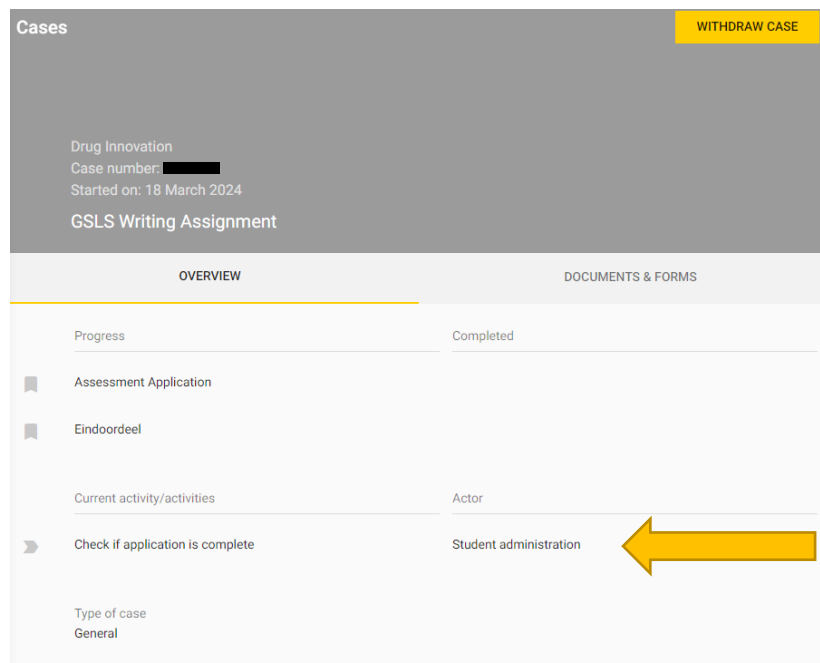
Project within the profile: If the profile has a project, you will receive instructions after this step to fill in the application form and a task will appear in your system. Click on 'Profile Project Application Form' and fill in the required information after discussion with your examiner. Saving in between is possible.



- When the Application form is complete, press 'Ready' to submit it  
(!) Please keep in mind that for certain profiles, you will still need to register separately for the profile courses. If in doubt, contact the profile coordinator.

### 3. Monitoring the status of your application

At any time, you can monitor the status of your application and project under the 'Active cases' tab. When clicking on the case in the overview you will see the current activity listed. You will see that changing from Student Administration, to examiner, to Programme Coordinator, to Board of Examiners, etc. allowing you to have a clear overview at any time about the procedure.



The different actors involved (e.g., examiner, programme coordinator, etc.) are allowed to request additional information if the application form is not entirely complete. If so, you will receive an email requesting you to add the required information. Once the request is complete:

- The application will be assessed by your examiner
- After this, it will be sent to your programme coordinator for approval
- Subsequently, the Board of Examiners has four weeks to assess the request
- Once approved by all actors, you will receive the approval email of the Research Project coordinator.

## 4. Interim Assessment form submission

This step is only present during the major research project, business internships and profile projects – it does not apply to writing assignment or mini-project cases.

The interim assessment meeting is an essential step in the project and should take place 2-3 months after the start of the project. After the meeting with examiner and supervisor, you should upload the Interim Assessment form. You will receive an email to remind you of the Interim Assessment deadline.

During the Interim Assessment meeting, you, your supervisor, and examiner can make use of the [rubrics](#). Try to get as much feedback as possible to improve your weaknesses and make the best out of your project.

The screenshot shows the 'Cases' page for 'Bio Inspired Innovation' with case number [REDACTED] and start date '8 April 2024'. The page title is 'GSLs Profile - APPLIED DATA SCIENCE'. The navigation tabs are 'SUBMIT INTERIM ASSESSMENT REPORT', 'OVERVIEW', and 'DOCUMENTS & FORMS'. The 'SUBMIT INTERIM ASSESSMENT REPORT' tab is active. The page content includes an 'Explanation' section with instructions on how to submit the report, a 'Deadline' of '10-04-2024', and a 'Documents & Forms' section. The 'Interim assessment Form \*' is highlighted with a yellow box labeled '1' and a yellow arrow pointing to the 'BROWSE...' button. The 'READY' button is highlighted with a yellow box labeled '2' and a yellow arrow pointing to it. Other forms listed include 'PROFILE APPLICATION FORM', 'PROFILE PROJECT APPLICATION FORM', and 'FINAL ASSESSMENT FORM'.

After uploading the form (1), press 'Ready' (2). With Osiris Case, your examiner does not need to include a signature in the rubrics. After your submission, your examiner will receive the notification and will provide approval digitally.

## 5. (Optional) Rescheduling end date or extending projects

This step is only available in profile project cases – for rescheduling in other cases please contact the research project coordinator.

### Rescheduling end date

In certain occasions, you might need additional time to complete the project. If that is the case, you will have the option to request a new end date for the project by uploading a valid motivation. Please, check the information provided in detail and approve the motivation within the case. You can see the valid reasons for rescheduling the end date on the [Students' site](#). The Research Project Coordinator will check the motivation and approve/reject the request. Fill in the 'Rescheduling end date form' and submit it by clicking 'Reschedule request'.

The screenshot shows a web interface for a project titled "GSLs Profile - APPLIED DATA SCIENCE". At the top, there are three tabs: "REQUEST EXTENSION OR START FINAL ASSESSMENT" (active), "OVERVIEW", and "DOCUMENTS & FORMS". Below the tabs, there are three buttons: "EC EXTENSION REQUEST", "RESCHEDULE REQUEST", and "READY". A yellow arrow labeled "2" points to the "RESCHEDULE REQUEST" button. Below the buttons, there is an "Explanation" section with text about rescheduling and extending projects. A "Deadline" section shows "03-09-2024". Below that, there is a "Documents & Forms" section with a list of documents: "PROFILE APPLICATION FORM", "Interim assessment Form" (containing "LEEG.DOCX"), "PROFILE PROJECT APPLICATION FORM", "RESCHEDULING END DATE FORM", and "REQUEST EXTENSION FOR CREDITS FORM". A yellow arrow labeled "1" points to the "RESCHEDULING END DATE FORM" document.

### Extending the project with credits

Some projects provide the option to extend the project with additional credits in those cases where the structure of the project changed, and additional components were added to the initial application. This is only exceptionally approved after the start of the project (check [Students' site](#)). You submit a request for extension with ECs in this step to the Board of Examiners for approval. Fill in the 'Request extension for credits form' and submit it by clicking on 'EC extension request'.



Bio Inspired Innovation  
Case number: [REDACTED]  
Started on: 8 April 2024  
GSLs Profile - APPLIED DATA SCIENCE

REQUEST EXTENSION OR START FINAL ASSESSMENT    OVERVIEW    DOCUMENTS & FORMS

EC EXTENSION REQUEST    RESCHEDULE REQUEST    READY

Explanation  
We hope that your research project is going as planned and you will meet your deadline. If that is the case, please press 'Ready' to go to the next step and start the final assessment.  
In exceptional occasions, your project might be delayed in time, and you need to request a rescheduling of your end date for valid reasons (check StudyGuide). Discuss it with your examiner and fill in the form below FIRST (rescheduling end date form). Then submit it by pressing 'Reschedule request'.  
Only in exceptional cases (check StudyGuide), you can request an extension for credits after the start of your project. If the structure of your project has changed, you are doing additional research and you would like to request an extension for credits, discuss it with your examiner and fill in the form below FIRST ('EC extension request form'). Then submit it by pressing 'EC extension request'.

Deadline  
03-09-2024

Documents & Forms

PROFILE APPLICATION FORM

Interim assessment Form

LEEG.DOCX  
8 April 2024, 13:05

PROFILE PROJECT APPLICATION FORM

RESCHEDULING END DATE FORM

REQUEST EXTENSION FOR CREDITS FORM

**Note:** you will see the option for requesting an extension only after the Interim Assessment step has been completed. It is thus not possible to request an extension before the fixed Interim Assessment date.

**IMPORTANT:** You will always be directed to this step, whether you request an extension or not. After discussing the deadlines with your examiner, please make sure that you click on 'Ready' to go to the Final Assessment step.

Bio Inspired Innovation  
Case number: [REDACTED]  
Started on: 8 April 2024  
GSLs Profile - APPLIED DATA SCIENCE

REQUEST EXTENSION OR START FINAL ASSESSMENT    OVERVIEW    DOCUMENTS & FORMS

EC EXTENSION REQUEST    RESCHEDULE REQUEST    READY

Explanation  
We hope that your research project is going as planned and you will meet your deadline. If that is the case, please press 'Ready' to go to the next step and start the final assessment.  
In exceptional occasions, your project might be delayed in time, and you need to request a rescheduling of your end date for valid reasons (check StudyGuide). Discuss it with your examiner and fill in the form below FIRST (rescheduling end date form). Then submit it by pressing 'Reschedule request'.  
Only in exceptional cases (check StudyGuide), you can request an extension for credits after the start of your project. If the structure of your project has changed, you are doing additional research and you would like to request an extension for credits, discuss it with your examiner and fill in the form below FIRST ('EC extension request form'). Then submit it by pressing 'EC extension request'.

Deadline  
03-09-2024

Documents & Forms

PROFILE APPLICATION FORM

Interim assessment Form

LEEG.DOCX  
8 April 2024, 13:05

PROFILE PROJECT APPLICATION FORM

RESCHEDULING END DATE FORM

REQUEST EXTENSION FOR CREDITS FORM

## 6. Final assessment – Report submission

For the final assessment, follow the procedure below:

- You will send your final report to your examiner for assessment and schedule your final presentation
- Your examiner will complete the Final Assessment Form within OSIRIS Case, including:
  1. The plagiarism report ([Urkund](#))
  2. A motivation for the grade (using the [Rubrics](#) (preferred) or alternatively a written motivation)
- The second reviewer (internal project or writing assignment) or the supervisor host institute (external project or writing assignment) will receive an automatic email to confirm the grades in OSIRIS Case
- After the previous steps have been completed, you will receive an email with instructions to upload your final report in the system (1)
- After uploading the final report, press 'Ready' (2)

The screenshot displays the OSIRIS Case interface for a student. At the top, the case details are shown: 'Bio Inspired Innovation', 'Case number: [REDACTED]', 'Started on: 8 April 2024', and 'GSLs Profile - APPLIED DATA SCIENCE'. Below this, there are three tabs: 'UPLOAD FINAL REPORT' (active), 'OVERVIEW', and 'DOCUMENTS & FORMS'. The main content area is divided into sections: 'Explanation' with instructions to submit the final report (max 5 MB) and a 'READY' button; 'Deadline' showing '06-05-2024'; 'Documents & Forms' with a list of forms including 'PROFILE APPLICATION FORM', 'Interim assessment Form', 'LEEG.DOCX', 'PROFILE PROJECT APPLICATION FORM', 'RESCHEDULING END DATE FORM', 'REQUEST EXTENSION FOR CREDITS FORM', and 'FINAL ASSESSMENT FORM'; and 'Documents on form' with 'LEEG.DOCX' and 'FINAL REPORT \*'. A yellow arrow labeled '1' points to the 'FINAL REPORT \*' document, and another yellow arrow labeled '2' points to the 'READY' button.

## 7. Case completed

After uploading the final report, your programme coordinator will be notified and the Master's Administration Office will register your grades in the system. You will receive an email with the confirmation that the case has been successfully completed.

## Appendix 1: Screenshots per case

Below, per application case, you can find the screenshots of the Osiris Case environment. This will be useful for you to know which information is asked before you open a new case.


### Major Research Project/Business Internship

The screenshot shows a web application interface for the 'GSLS Research Project Application form'. The page has a yellow header bar with a close button (X) on the left and a 'SAVE TEMPORARILY' button on the right. The main content area is white and contains the following elements:

- A breadcrumb trail: '1 Research Project'.
- A blue note: 'Please note: you can only complete this application procedure if your examiner has a solis-ID. If your examiner does not have a solis-ID yet, please follow the instructions in the link below and send the solis-ID of your supervisor to the Master administration or enter it in this form:'.
- A button labeled 'APPLY FOR SOLIS-ID'.
- A dropdown menu for 'Master's programme\*' with the selected value 'Drug Innovation as of 2021'.
- A dropdown menu for 'Research project type\*' with the selected value 'Select'.
- A text instruction: 'Please select the academic year in which you start your project. For Example 2018 is short for 'sept 2018- aug 2019' and 2019 means '2019-2020'. If your project for example starts in March 2019, select '2018'.'
- A dropdown menu for 'Academic year\*' with the selected value 'Select'.
- A dropdown menu for 'Full-time/part-time (filled automatically)\*' with the selected value 'Select'.
- A dropdown menu for 'Starting block\*' with the selected value 'Select'.
- Footnote text: 'MA-LS-1 is similar to selecting a Teaching Period as with course registration (default). MA-LS-2 is only used in exceptional cases and should not be used unless you are instructed to change this field by our Master's Administration.'

## Dates and duration of the project

Start date research project\*

mm/dd/yyyy 

Number of weeks spent on courses during research project\*

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Specify course titles and dates if applicable

---


Number of weeks spent on holiday or other activities during research project. If you plan to work part-time on your project, please enter here the number of weeks that it will take you extra compared to full-time. For example: if you are a postgraduate Epidemiology student and you have a 56 EC project (which is 40weeks fulltime) and you work 50%, you enter 40 weeks extra here (check your planning for the right number of weeks).\*

---

Specify dates if applicable

---

Specify the number of EC for the project (please be aware this must match with the research project type above):\*

Select 

---

End date research project (automatically calculated based on the information entered above)\*

<<Error: no data found>> 

---

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\* Mandatory field

NEXT

### Supervision Information

The research project will take place at\*

- Utrecht University / UMC / Hubrecht / PMC
- Other institute/company in NL or abroad

### Division / department examiner UU / UMCU

Specify division / department of your examiner\*

Select ▼

Name division / department\*

\_\_\_\_\_

Parent organization (loaded automatically, please do not change)\*

Select ▼

Country\*

Select ▼

### Examiner UU / UMCU

**Please note that your examiner should be a staff member of the UU or the UMCU.**

Specify your examiner (name or solis-ID)

Select ▼

Has this examiner supervised you before during your Master's (writing assignment, research project or business internship)?

- Yes
- No

If you cannot find your examiner, please tick the box below

- My examiner is not in the list

## Project information

Please fill in each required field with the requested information and do not refer to the research proposal.

Project title\*

---

Aim(s) of the project\*

---

Techniques\*

---

Data analysis\*

---

Research proposal for your research project, include a description of: 1. the research field; 2. the research question (detailed); 3. the experimental approach (detailed).

Or upload your research proposal in a separate file here

**BROWSE...**

.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

## Agreements between student and supervisor

Register here if and when your supervisor will be absent and who will replace him/her during that time\*

---

Date interim assessment (after 2-3 months, mandatory)\*

mm/dd/yyyy

Presentations (other than final presentation)\*

---

Lab/ group meetings\*

---

Other compulsory activities to be attended

---

Assessment criteria in addition to standard \*\*

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\*\* Please note that according to the regulations of the Board of Examiners the standard assessment criteria for research projects are: a) practical work, b) written report, c) presentation. For business internships the standard assessment criteria are: a) content, b) process, c) presentation. The final mark being:  $[0.6a + 0.3b + 0.1c]$

If you wish to deviate from the standard curriculum and rules and regulations, hand in a request to the Board of Examiners. Please upload this request below

**BROWSE...**

.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

Additional comments?

Additional files that are not specifically requested above, can be uploaded here. In the case of a part-time project, please upload your planning here:

**BROWSE...**

.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

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**By signing this document, the student declares to transfer the copyright of any and all products, including the tangible and intellectual products, of the research project to Utrecht University, University Medical Center Utrecht or when the project is performed externally to the host institute. The rights of the student by scientific standards to be a co-author of publications or to be otherwise acknowledged are still recognized.**

**Complete this form at least 20 working days before starting the Research Project.**

**Please note: you cannot start your research project without the approval of the Board of Examiners. If you start without prior approval, the time spent without approval will not count for your research project and you may not be insured!**

**ASSESSMENT CRITERIA CAN BE FOUND HERE**

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3 Internship Contract

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Has the external institute provided you with their own contract that needs to be signed by the GSLS?\*

Yes  No

**In this case you do not need to also sign a GSLS Internship contract. Please send a copy of the external institute's contract for approval to [science.internshipcontracts@uu.nl](mailto:science.internshipcontracts@uu.nl).**

After this external contract has been approved and signed by the GSLS, upload the signed external contract here.\*

**BROWSE...**

.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

---

\* Mandatory field

**PREVIOUS**

**SAVE**



# Mini-project

✕ GSLS Mini-project Application formSAVE TEMPORARILY

## GSLS Mini-project Application form

1 Mini-project Information

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**Fill this form out completely and submit it after you have discussed the Mini-project setup with your intended Project Supervisor!**

**Please note: you can only complete this application procedure if your examiner has a solis-ID. If your examiner does not have a solis-ID yet, please follow the instructions in the link below and send the solis-ID of your supervisor to the Master administration or enter it in this form:**

APPLY FOR SOLIS-ID

Master's programme\*

Drug Innovation as of 2021 ▼

**Your Master's programme is from BETA, please select Mini-project BETA in the next field.**

Mini-project type\*

Select ▼

**Please select the academic year in which you start your Mini-project.**  
**For Example 2021 is short for 'sept 2021- aug 2022' and 2022 means 'sept 2022- aug 2023'.**  
**If your project for example starts in March 2022, select '2021'.**

Academic year\*

Select ▼

Full-time/part-time (filled automatically)\*

Select ▼

Starting block: this field is filled automatically with MA-LS-1, which is similar to selecting a Teaching Period as with course registration. MA-LS-2 is only used in exceptional cases and should not be used unless you are instructed to change this field by our Master's Administration)\*

Select ▼

---

## Mini-project Information

Project title\*

Aim(s) of the project\*

### Project description

Research question\*

Content of the project\*

Techniques\*

### Assessment and deliverables

Indicate what deliverables/endproducts are expected\*

Please indicate the grading method\*

Numerical (1-10)  Alfanumerical (e.g. pass/fail)

Indicate percentage of the grade: i.e. a random example: written (advise) report (30%) including recommendations; research / work skills (30 %) including self-reflection or video (10%); presentation (20%)\*

### Deadlines / Planning:

Please fill in each required field with the requested information and do not refer to the research proposal.

Or upload your research proposal in a separate file here

**BROWSE...**

.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

## Dates and duration of the Mini-project

Start date Mini-project\*

mm/dd/yyyy 

Number of weeks spent on courses during Mini-project\*

---

Specify course titles and dates if applicable

---

Number of weeks spent on holiday or other activities (including working part-time) during Mini-project\*

---

Specify dates (or other remarks) if applicable

---

Amount of EC (max 12 EC)\*

---

End date Mini-project (automatically calculated based on the information entered above)\*

<<Error: no data found>>



---

---

\* Mandatory field

NEXT

2

Supervision Information

---

## Supervision Information

The Mini-project will take place at\*

- Utrecht University / UMC / Hubrecht / PMC
- Other institute/company in NL or abroad

If your institute is not in the list, please further specify by choosing either 'EXTERN BINNENLAND' (for a Dutch company or institute not in the list) or 'EXTERN BUITENLAND' (for a research project abroad) and manually add more detailed information below under Mini-project provider, City and Country.

If your host institute is the Hubrecht Institute, the Princess Máxima Center or the UMC Utrecht please choose 'Faculteit Geneeskunde UU' as your host institute and manually add more detailed information below under Mini-project provider, City and Country. Then also further define the specifics of the department or research group below:

## Institute of the Examiner

Specify division / department of your examiner\*

Select

Name division / department\*

Research group\*

Organization\*

Select

Country\*

Select

## Examiner UU / UMCU

**Please note that your examiner should be a staff member of the UU or the UMCU.**

Specify your examiner (name or solis-ID)

Select

If you cannot find your examiner, please tick the box below

My examiner is not in the list

Additional comments?

Additional files that are not specifically requested above, can be uploaded here:

**BROWSE...**

.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

**By signing this document, the student declares to transfer the copyright of any and all products, including the tangible and intellectual products, of the Mini-project to Utrecht University, University Medical Center Utrecht or when the project is performed externally to the host institute. The rights of the student by scientific standards to be a co-author of publications or to be otherwise acknowledged are still recognized.**

**Complete this form at least 20 working days before starting the Mini-project.**

**Please note: you cannot start your Mini-project without the approval of the Board of Examiners. If you start without prior approval, the time spent without approval will not count for your Mini-project and you may not be insured!**

\* Mandatory field

**PREVIOUS**

**NEXT**

**3** Internship Contract

---

Has the external institute provided you with their own contract that needs to be signed by the GSLS?\*

Yes  No

---

\* Mandatory field

**PREVIOUS** **SAVE**

Profile and profile project

**X** Profile Application Form **SAVE TEMPORARILY**

Profile Application Form

---

Profile

GENERAL RESEARCH

---

**General Information**

---

**Total EC: 33 credits**

Specify the number of EC extending into electives:*	<b>No extension</b>	▼
Total EC including extension:*	<b>33</b>	▼

---

\* Mandatory field

**SAVE**

1 Research Project

---

Please note: you can only complete this application procedure if your examiner has a solis-ID. If your examiner does not have a solis-ID yet, please follow the instructions in the link below and send the solis-ID of your supervisor to the Master administration or enter it in this form:

APPLY FOR SOLIS-ID

---

Profile

GENERAL RESEARCH

Select Profile programme\*

Applied Data Science Profile for Life Sciences 2021 ▼

Please choose the correct research project type. Check the GSLS Students' site whether you need to select the BMS or BETA project.\*

Select ▼

Please select the academic year in which you start your project. For Example 2021 is short for 'sept 2021- aug 2022' and 2022 means 'sept 2022- aug 2023'. If your project for example starts in March 2022, select '2021'.

Select track\*

No specific track ▼

Academic year\*

Select ▼

Full-time/part-time (filled automatically)\*

Select ▼

Starting block\*

Select ▼

MA-LS-1 is similar to selecting a Teaching Period as with course registration (default).  
MA-LS-2 is only used in exceptional cases and should not be used unless you are instructed to change this field by our Master's Administration.

Discussing with your supervisor the division of credits between experimental work (hands-on) and other research activities will help you give structure to your project.

### Experimental work

Techniques\*

---

Estimated EC experimental work\*

---

Weeks experimental work (automatically calculated based on the information entered above)\*

<<Error: no data found>>

---

### Research activities (not hands-on)

*All activities that do not involve being in the lab/field are also essential for your development as a scientist (reading literature, writing, preparing presentations, analyzing data, attending meetings, etc.). Make sure that you plan sufficient time for these activities during your project.*

Lab/ group meetings\*

---

Meetings with supervisor (frequency)

---

Other compulsory activities to be attended

---

Presentations (other than final presentation)\*

---

Data collection/ generation (that doesn't require campus facilities)

Discussing with your supervisor the division of credits between experimental work (hands-on) and other research activities will help you give structure to your project.

### Experimental work

Techniques\*

---

Estimated EC experimental work\*

---

Weeks experimental work (automatically calculated based on the information entered above)\*

<<Error: no data found>>

---

## Research activities (not hands-on)

*All activities that do not involve being in the lab/field are also essential for your development as a scientist (reading literature, writing, preparing presentations, analyzing data, attending meetings, etc.). Make sure that you plan sufficient time for these activities during your project.*

Lab/ group meetings\*

---

Meetings with supervisor (frequency)

---

Other compulsory activities to be attended

---

Presentations (other than final presentation)\*

---

Data collection/ generation (that doesn't require campus facilities)



Data analysis\*

---

Other activities

---

Estimated EC research activities\*

---

Weeks working on research activities (automatically calculated based on the information entered above)\*

<<Error: no data found>>



---

**Total EC Profile Project (automatically calculated based on the information entered above)\***

<<Error: no data found>>



---

Content profile - Indicate which courses (+ number of EC) you will follow within this profile:

Total EC Courses within the profile\*

---

For the General Research Profile this component is optional (please, fill in 0)

---

**Total Profile EC (automatically calculated based on the information entered above)\***

<<Error: no data found>>



---

As reference, below is shown what was indicated in the initial profile application form as the total EC for the project:

Total EC including extension: 33

Data analysis\*

---

Other activities

---

Estimated EC research activities\*

---

Weeks working on research activities (automatically calculated based on the information entered above)\*

<<Error: no data found>>



---

**Total EC Profile Project (automatically calculated based on the information entered above)\***

<<Error: no data found>>

Content profile - Indicate which courses (+ number of EC) you will follow within this profile:

**Total EC Courses within the profile\***

For the General Research Profile this component is optional (please, fill in 0)

**Total Profile EC (automatically calculated based on the information entered above)\***

<<Error: no data found>>

As reference, below is shown what was indicated in the initial profile application form as the total EC for the project:

Total EC including extension: 33

For the General Research Profile this component is optional (please, fill in 0)

**Total Profile EC (automatically calculated based on the information entered above)\***

<<Error: no data found>>


As reference, below is shown what was indicated in the initial profile application form as the total EC for the project:

Total EC including extension: 33

If there is a difference in number of EC between the Profile application and the Project application, please indicate the reason(s) below:

## Dates and duration of the project

Start date research project\*

mm/dd/yyyy 

Number of weeks spent on courses during research project\*

---

Specify course titles and dates if applicable

---

Number of weeks spent on holiday or other activities during research project. It is very important to take holidays and time off during your project. Schedule your holidays and other free days and discuss the dates with your supervisor and examiner. Write your holiday period(s) and other free days in the field below.\*

---

Specify dates

---

End date research project (automatically calculated based on the information entered above)\*

<<Error: no data found>>



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\* Mandatory field

NEXT

## 2 Supervision Information

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### Supervision Information

The Profile Project will take place at\*

- Utrecht University / UMC / Hubrecht / PMC
- Other institute/company in NL or abroad

---

If your institute is not in the list, please further specify by choosing either 'EXTERN BINNENLAND' (for a Dutch company or institute not in the list) or 'EXTERN BUITENLAND' (for a research project abroad) and manually add more detailed information below under Name research project provider, City and Country.

If your host institute is the Hubrecht Institute, the Princess Máxima Center or the UMC Utrecht please choose 'Faculteit Geneeskunde UU' as your host institute and manually add more detailed information below under Name research project provider, City and Country. Then also further define the specifics of the department or research group below:

### Division / department examiner UU / UMCU

Parent organization (loaded automatically, please do not change)\*

Select



Specify division / department of your examiner\*

Select



Name division / department\*

---

Country\*

Select



### Examiner UU / UMCU

**Please note that your examiner should be a staff member of the UU, the UMCU, Hubrecht or PMC.**

Specify your examiner (name or solis-ID)

Select



If you cannot find your examiner, please tick the box below

My examiner is not in the list

Will your Examiner also be your Daily supervisor?\*

Yes  No

### Project information

Project title\*

---

Aim(s) of the project\*

Research proposal for your research project, include a description of: 1. the research field; 2. the research question (detailed); 3. the experimental approach (detailed).

Please fill in each required field with the requested information and do not refer to the research proposal.

Or upload your research proposal in a separate file here

**BROWSE...**

.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

### Agreements between student and supervisor

Register here if and when your supervisor will be absent and who will replace him/her during that time\*

---

Date Interim Assessment / Bidirectional Assessment (after 2-3 months, mandatory)\*

mm/dd/yyyy

Assessment criteria in addition to standard \*\*

---

\*\*Please note that according to the regulations of the Board of Examiners the standard assessment criteria for research projects are: a) practical work, b) written report, c) presentation. The final mark being: [0.6a + 0.3b + 0.1c]

**ASSESSMENT CRITERIA CAN BE FOUND HERE**

If you wish to deviate from the standard curriculum and rules and regulations, hand in a request to the Board of Examiners. Please upload this request below

**BROWSE...**

.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

Additional comments?

Additional files that are not specifically requested above, can be uploaded here:

**BROWSE...**

.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

By signing this document, the student declares to transfer the copyright of any and all products, including the tangible and intellectual products, of the profile project to Utrecht University, University Medical Center Utrecht or when the project is performed externally to the host institute. The rights of the student by scientific standards to be a co-author of publications or to be otherwise acknowledged are still recognized.

Complete this form at least 20 working days before starting the Profile Project.

Please note: you cannot start your research project without the approval of the Board of Examiners. If you start without prior approval, the time spent without approval will not count for your research project and you may not be insured!

---

\* Mandatory field

PREVIOUS

NEXT

### 3 Internship Contract

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Has the external institute provided you with their own contract that needs to be signed by the GSLS?\*

Yes  No

---

\* Mandatory field

PREVIOUS

SAVE

# Writing assignment

✕ Application formSAVE TEMPORARILY

### GSLs Writing Assignm. Application form

1 Writing Assignment

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**Please note: you can only complete this application procedure if your examiner has a solis-ID. If your examiner does not have a solis-ID yet, please follow the instructions in the link below and send the solis-ID of your supervisor to the Master administration or enter it in this form:**

APPLY FOR SOLIS-ID

Master's programme\*

Drug Innovation as of 2021 ▼

---

Writing Assignment type\*

Writing Assignment ▼

---

Please select the academic year in which you start your project. For Example 2021 is short for 'sept 2021- aug 2022' and 2022 means 'sept 2022- aug 2023'. If your project for example starts in March 2022, select '2021'.

Academic year\*

Select ▼

---

Full-time/part-time (filled automatically)\*

Select ▼

---

Starting block\*

Select ▼

---

**MA-LS-1 is default.**  
**MA-LS-2 should not be used unless you are instructed by the Master's Administration.**

## Dates and duration of the project

Start date writing assignment\*

mm/dd/yyyy

Number of weeks spent on courses during writing assignment\*

Specify course titles and dates if applicable

Number of weeks spent on holiday or other activities during writing assignment\*

---

Specify dates if applicable

---

Number of total EC\*

Writing Assignment (7,5 ec) ▼

---

Make agreements on dates for handing in -as well as feedback on- the writing plan, the first draft, and the final version. Also include dates of additional meetings.

Time Schedule:\*

Add the number of weeks spent on courses and/or holiday to the duration of your project to calculate the end date of your project. This end date does not include the time your examiner takes to assess your project.

End date writing assignment (automatically calculated based on the information entered above)\*

<<Error: no data found>> ▼

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\* Mandatory field

NEXT

## 2 Supervision Information

### Supervision Information

The writing assignment will take place at\*

- Utrecht University / UMC / Hubrecht / PMC  
 Other institute/company in NL or abroad

If your institute is not in the list, please further specify by choosing either 'EXTERN BINNENLAND' (for a Dutch company or institute not in the list) or 'EXTERN BUITENLAND' (for a research project abroad) and manually add more detailed information below under Name research project provider, City and Country.

If your host institute is the Hubrecht Institute, the Princess Máxima Center or the UMC Utrecht please choose 'Faculteit Geneeskunde UU' as your host institute and manually add more detailed information below under Name research project provider, City and Country.  
Then also further define the specifics of the department or research group below:



## Examiner UU / UMCU

Specify division / department of your examiner\*

Select

Name division / department\*

Parent organization (loaded automatically, please do not change)\*

Select

Country\*

Select

**Please note that your examiner should be a staff member of the UU or the UMCU.**

Specify your examiner (name or solis-ID)

Select

If you cannot find your examiner, please tick the box below

My examiner is not in the list

Will your Examiner also be  Yes  No

your Daily supervisor?\*

Mandatory field

## Second Reviewer

Your second reviewer is a staff member of

Utrecht University / UMC / Hubrecht / PMC

Other institute/company in NL or abroad

## Second Reviewer UU / UMCU

**The second reviewer should be a staff member (e.g. not a PhD student or postdoc) not directly involved in the writing assignment.**

Specify your second reviewer (name or solis-ID)

Select

If you cannot find your second reviewer, please tick the box below

My second reviewer is not in the list

Type\*

Select



Title\*

Three key references (two of which are published within the last 3 years) \*

Will you work with the digital patient database HIX? (UMCU only)  Yes  No

If you wish to deviate from the standard curriculum and rules and regulations, hand in a request to the Board of Examiners. Please upload this request below

**BROWSE...**

.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

Additional comments?

Additional files that are not specifically requested above, can be uploaded here:

**BROWSE...**

.PDF, .DOCX, .DOC, .MSG, .PNG, .JPEG, .JPG, .XLSX, .XLS, .TXT, .ODT, Maximum 5MB

**By signing this document, the student declares to transfer the copyright of any and all products, including the tangible and intellectual products, of the writing assignment to Utrecht University, University Medical Center Utrecht or when the project is performed externally to the host institute. The rights of the student by scientific standards to be a co-author of publications or to be otherwise acknowledged are still recognized.**

**Complete this form at least 20 working days before starting the writing assignment.**

**Please note: you cannot start your writing assignment without the approval of the Board of Examiners.**

ASSESSMENT CRITERIA CAN BE FOUND HERE

\* Mandatory field

**PREVIOUS**

**NEXT**

3 Internship Contract

---

Has the external institute provided you with their own contract that needs to be signed by the GSLS?\*

Yes  No

---

\* Mandatory field

PREVIOUS

SAVE