### OSIRIS Case – Guide for Examiners

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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 within the GSLS. This guide provides information about the different steps that are relevant for the examiner who can access OSIRIS Case via Osiris Lecturer/Supervisor (Docent/Begeleider).

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

Contact information (problems, questions, or suggestions):
- General OSIRIS Case matters: OSIRISCaseGSLS@uu.nl
- Administration questions:
  - BMS: infobms@umcutrecht.nl or +31 (0)88 7559397
  - Science Faculty: science.gls@uu.nl or +31 (0)30 2531858
- SolisID enquiries:
  - BMS: solisbeheer@umcutrecht.nl
  - Science Faculty: servicedesk@uu.nl

1. **Access to OSIRIS Case – requirements for examiner**

Everything you need to access OSIRIS Case is:

- **SolisID.** Staff and students belonging to Utrecht University automatically receive their SolisID that gives access to Utrecht University services. If you do not have a SolisID (UMC Utrecht staff) click on the link here. Despite already having a SolisID, it could be that you still must be awarded certain rights to evaluate applications. In this case, UU-employees may contact science.gls@uu.nl and UMCU examiners may contact infobms@umcutrecht.nl, mentioning in the subject ‘SolisID, Osiris Case’.

- **2FA** (two-factor authentication). The information in OSIRIS requires a high level of protection. You can find more information on how to set up the 2FA here.

2. **Approval of project application**

After discussion between examiner and student and agreement on the basis of the project, the student can start the application by opening a new case. When the application is submitted in OSIRIS Case, you as examiner will receive an email from ‘Universiteit Utrecht (noreply@uu.nl)’ with information and request to review the application (also directly available in Osiris Lecturer/Supervisor).

Your will see the OSIRIS Case interface with your pending tasks under ‘Case’:
Note (!) Make sure to check the upper right corner for faculty rights. In certain cases, you might need to switch faculty to access cases of students from different Master’s Programmes:

Select the case by clicking on the student’s name or project:

The case will open, and you can then review the submitted application by opening the form:
After checking the application in detail, including dates and content, you should click on ‘Agreed’ to digitally sign the application. The application will then be automatically sent to the programme coordinator. If the application is not complete, you should select ‘Add information’ and a text box will pop up to provide with an explanation for the student.

Please note (!) you are allowed to make changes in the application form and save them, however these changes cannot be tracked, and the student will NOT be notified which changes are made by you. Thus, we advise you ask the student to make changes in the form instead.

After your approval, the application form will automatically reach the other parties involved for approval (e.g., programme coordinator). The Board of Examiners has four weeks to assess the request after receiving it. You will receive the approval by email from the Research Project coordinator. You can track the progress of the application in the Overview tab of the case:
3. Approval of Interim Assessment form

This step is only present during research projects and business internships – it does not apply to writing assignment 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, the student will upload the Interim Assessment form and you will be notified. If you open the case (1), you will see the uploaded form:
If the information is correct, you should press ‘Ready’ (2) for the project to move to the next step. If the Interim Assessment report is missing information, press ‘Add information’ to send the form back to the student for completion.

4. (Optional) Approval of rescheduling end date

In certain occasions, the student might need additional time to complete the project. If that is the case, the student 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 in the StudyGuide. The Research Project Coordinator will check the motivation and approve/reject the request. Please be aware of the fact that this option is currently only available for research projects within a profile.

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. The student can also submit a request for extension with ECs in this step to the Board of Examiners for approval.

*Note: the student 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.*

5. Submission of final assessment

Before the end date, you will receive a reminder about the next steps to finalize the project. The tasks will appear in the case for you to submit the final assessment.

Please make sure that you have the following documents:
1. The plagiarism report ([Urkund](#))
2. A motivation for the grade that you are about to register (using the [three highlighted Rubrics](#) (preferred) or alternatively a written motivation).
Fill in the Final Assessment Form and upload all the documents (1). Afterwards press ‘Ready’ (2) to submit it. 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. The student will then receive information to upload the final report in the system.

The case will be concluded once the Master’s Administration Office registers the grades in the system.
Appendix 1: Screenshots of application forms per case

Major Research Project/Business Internship application form

Please fill in the Application form for your Major Research Project or Business Internship. It is possible to save changes in the form and continue at a later stage.

When you have completed the form, press 'Submit' in the menu to send it onward to the Master's Administration Office. Subsequently it will be sent to the Examiners, Programme Coordinator and Board of Examiners for approval.

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
Instructions on the next page and send the form to your supervisor to the Master Administration or enter it in this form:

Apply for soils-ID

Master's programme *

Bio Inspired Innovation

Research project type *


Please select the academic year in which you start your project. For Example 2018 is short for 'sept 2017-aug 2019' and 2019 means '2019-2020'. If your project for example starts in March 2019, select '2018'.

Academic year *


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


Starting block *


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 *


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 *


Specify dates if applicable


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


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

<<Enter: no data found>>
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 *

Name division / department *

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

Country *
Nederland
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)

[Text field]

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

[Radio buttons] Ja  ᵃ  Nee

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

[Checkbox] 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 *

[Text field]

Aim(s) of the project *

[Text field]

Techniques *

[Text field]

Data analysis *

[Text field]

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

[Text area]

(continuation)
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) *

Presentations (other than final presentation) *

Lab/ group meetings *

Other compulsory activities to be attended

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. 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

Additional comments?

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

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
GSLS Research Project Application form

1. Research Project  2. Supervision Information  3. Internship Contract

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

- Ja
- Nee

Vorige  Annuleren  Voorlopig opslaan  Opslaan
Mini project application form

Miniproject Application form (GSL)

Fill this form out completely and submit it after you have discussed the research 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 *

BSc Inspired Innovation

Your Master’s programme is from BETA, please select Miniproject BETA below.

Miniproject type *

Miniproject BM6

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 *

2021

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

Volgt

Starting block (filled automatically) *

MA-LS-1

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.
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)
- Alphanumeric (e.g. pass/fail)

Indicate percentage of the grade: i.e. a random example: written (advice) 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

Choose File  No file chosen

Dates and duration of the Miniproject

Start date Miniproject *

Number of weeks spent on courses during Miniproject *

Specify course titles and dates if applicable

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

Specify dates (or other remarks) if applicable

Amount of EC (max 12 EC) *

End date Miniproject (automatically calculated based on the information entered above) *

<<Get no data found>>
Miniproject Application form (GSLS)


Supervision Information
The Miniproject 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:

Institute Examiner
Specify division / department of your examiner *

Name division / department *

Research group *

Organization *
Examiner
Please note that your examiner should be a staff member of the UU or the UMCU.
Specify your examiner (name or solle-ID)
Typ minimaal 3 letters van de code of omschrijving...
If you cannot find your examiner, please tick the box below
☐ My examiner is not in the list
Has this examiner supervised you before during your Master's? (writing assignment, research project or business internship)  ☐ Ja  ☐ Nee

Additional comments?

Additional files that are not specifically requested above, can be uploaded here:
Choose File  No file chosen

By signing this document, the student declares to transfer the copyright of any and all products, including the tangible and intellectual products, of the Miniproject 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 Miniproject.
Please note: you cannot start your Miniproject without the approval of the Board of Examiners. If you start without prior approval, the time spent without approval will not count for your Miniproject and you may not be insured!

Details zaak
GSLS Miniproject
Bio Inspired Innovation

ZAAKNUMMER  GESTART OP  VOORTGANG
1015400  22-06-2022  

Miniproject Application form (GSLS)

Your internship does not require a contract, since it takes place at one of the GSLS affiliated facilities.
Profile and profile project application form

Profile Application Form

Choose your Profile
- GENERAL RESEARCH

General Information

Total EC: 33 credits
Specify the number of EC extending into electives: *
- No extension
- 33

Profile Project Application Form

1. Research Project 2. Supervision Information 3. Internship Contract

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

Choose your Profile
- GENERAL RESEARCH

Select Profile programme *
- Bioinformatics Profile

Choose Profile Project *
- Bioinformatics Project

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 *

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

Starting block *

MA-US-1 is similar to selecting a Teaching Period as with course registration (default).
MA-US-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.
Practical work (X component)

Techniques

Estimated EC practical work (X component)

Weeks in the lab (X component, automatically calculated based on the information entered above)

Research work (Y component)

Note: the Y component includes writing the report and preparing the final presentation and (some of) the activities described below.

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 work (Y component)
Weeks working on Y component (automatically calculated based on the information entered above) *

Total EC Profile Project (X + Y components, automatically calculated based on the information entered above) *

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

Total EC Profile Courses (Z component) added together *

Total Profile EC (X + Y + Z components, automatically calculated based on the information entered above) *

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

Total EC including extension: 39

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 *

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 *

Specify dates if applicable

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

Annuleren Volgende Voorlopig opslaan
Profile Project Application Form

1. Research Project 2. Supervision Information 3. Internship Contract

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
Specify division / department of your examiner *

Name division / department *

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

Country *
Nederland

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)

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? *
- Ja
- Nee

Second Reviewer
Your second reviewer is a staff member of
- Utrecht University / UMC / Hubrecht / PMC
- Other institute/company in NL or abroad
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

Choose File  No file chosen

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

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

Choose File No file chosen

Additional comments?

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

Choose File No file chosen

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!

Vsogje Annuleren Volgende Voorlopig opslaan

Details zaak

GSL Profile - GENERAL RESEARCH
Bio Inspired Innovation

ZAANKNÚMMER GESTART OP VOORTGANG
1015419 22-06-2022

Overzicht

Profile Project Application Form

1. Research Project 2. Supervision Information 3. Internship Contract

Your internship does not require a contract, since it takes place at one of the GSLS affiliated facilities.

Vorige Annuleren Voorlopig opslaan Opslaan
Writing assignment application form

GSLS Writing Assignment Application form

1. Writing Assignment 2. Supervision Information 3. Internship Contract

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
Bio Inspired Innovation

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 '2022'.

Academic year

Full-time/part-time (filled automatically)

Starting block

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 *

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>>
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 Maxima 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 *

Name division / department *

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

Country *

Nederland

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

Specify your examiner (name or solis-ID)

Typ minimaal 3 letters van de code of omschrijving...

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?  ○ Ja  ○ Nee

Second Reviewer

Your second reviewer is a staff member of

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

Title *

Three key references (two of which must be recent) *

Will you work with the digital patient database HKIT? (UMCU only)  ○ Ja  ○ Nee

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:

Choose File  No file chosen

Additional comments?

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

Choose File  No file chosen

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

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GSLS Writing Assignm. Application form

1. Writing Assignment  2. Supervision Information  3. Internship Contract

Your internship does not require a contract, since it takes place at one of the GSLS affiliated facilities.