



Dear supervisor of a Biology BSc thesis (and research project/internship if applicable),

Thank you for your willingness to act as a supervisor of the BSc graduation project of one of our students of the Bachelor Biology programme of Utrecht University. In this document you will find important information about the compulsory BSc literature thesis course ('Onderzoekschrift'; B-B3ONSCR) and the research project course ('Onderzoekstage'; B-B3ONST).

If you have any remaining questions after reading this document, please do not hesitate to contact us by email (scriptie.bio@uu.nl) or by phone; 06-15148885. Also, we would like to invite you to visit the course website that you can approach via <http://students.uu.nl/beta/biologie/onderwijs/studieprogramma/major-biologie/scriptiecursus>. Here you can find answers to frequently asked questions as well as all the documents and forms that you need (that are also attached to the email along with this letter). The course guide with the formal course description can be found at <http://students.uu.nl/beta/biologie/onderwijs/studieprogramma/major-biologie> (in Dutch).

In case that you are not the daily supervisor and/or other members of your team are involved in the supervision, we kindly request you to inform them about this letter and the attachments. Also, we kindly ask you to discuss the content of this letter with your student and together come to an agreement on how you will realize the writing/internship and assessment. It is important that you and your student timely make agreements about mutual expectations. You can use the attached form if you like, but any written agreement will do. Supervisors may have different opinions about matters and to avoid conflicts and disappointments a clear agreement can help. Make agreements with the student about planning and holidays, dates for handing in 1st and 2nd versions and when he/she will receive your feedback. It is also important to timely arrange a second assessor. This is a shared responsibility of the student and supervisor.

Thesis and internships; general issues and requirements

- The thesis and internship courses are compulsory and separate courses with their own final products and assessment. For both courses an equivalent of 5 weeks full-time or 10 weeks half-time (200 hours) is available in period 2, running **between November 15 and February 4**.
- In principle, the thesis and internship are confined within the 10-week course period. Deadline for handing-in the thesis and research report by the student to the supervisor is the last day of the course period, in this case **February 4**. Deadline for handing-in the filled-in assessment form, final thesis, report and rubric(s), as specified below to the coordinators, is 10 workdays after the end of the course period. However, deadlines can be flexible, but only if both student and supervisor agree. Please inform us in the case of agreed delay of more than two weeks via Scriptie.bio@uu.nl.
- The BSc thesis is a well thought-over opinion paper based on scientific literature and comprises about 20-25 pages (6000-8000 words). The results of the research internship need to be written up in the form of a report that describes the work that has been done and the main results from those activities. Note that the BSc literature thesis course and the research project are different courses, with own assessment and own end products. That's why, **both a thesis and research report need to be handed in**.
- This internship report may be a 'standard', yet short, research report or can be in the form of an extended lab journal, diary, or notebook, in which at least the performed experiments are (shortly) introduced, the research question is formulated, and the methodology, analysis and conclusions are described. How the report looks like is

dependent on your field of research. It is important that is described what is done by the student, how the experimental cycle is fulfilled, and it should be clear that the student understands what has been done. An extensive report is not needed.

- Merging the literature thesis and internship report in one document is allowed, as long as it is **clearly and explicitly** specified which part of the document counts for the thesis (B-B3ONSCR) and which part for the research project (B-B3ONST). We advise to include an appendix with a record of the work done per day for clarity. If you choose for the project proposal option, then integration of thesis and proposal is not allowed.
- Two lectures about writing a thesis are mandatory for the students. These lectures are organized online in the beginning of the course period.
- The student hands-in a compulsory thesis plan (the so called 'Scriptieplan'), which is a rough version of main question and ideas, on the set deadline date of **December 6**. This plan should be discussed with the supervisor shortly before or shortly after this deadline. A writing plan is handed to just the supervisor within 3-4 weeks. The supervisor may decide otherwise (regarding the writing plan) if desired.
- The thesis is delivered in two versions: a concept version and a final version. The student receives feedback on both versions. You may want to use the progress form for this.
- The final version is assessed with the aid of a compulsory **rubric** (thesis). Assessment of this type of course contains subjective elements, like how spelling and grammar errors are judged. Moreover, the learning gain and/or progress may be judged differently by different assessors. The rubric describes criteria for all parts of the thesis, each with an outcome of *insufficient – sufficient – good*. It is a tool for the assessment of many aspects and has the advantage that all students are assessed in the same way. Additionally, it makes clear to the student how the assessment was made. A rubric is not a calculation table; ultimately, the grade is the judgement and the responsibility of the assessor and 2nd reviewer who is mainly taking content and structure into account.
- The supervisor and student timely ask a second assessor for the final thesis assessment. The second assessor should use maximally 2 hours to read the report and to grade it, independent of the main supervisor. The two assessors agree on the final mark. The role of the 2nd assessor is in general affirmative, if the 1st and 2nd reviewer disagree strongly, the matter should be handed over to the Board of Exams after consulting the coordinators.
- Grading and assessment of the thesis should be done by a qualified examiner of the course. Most UU biology course coordinators members are qualified. If you are in doubt, please ask the person or contact us via Scriptie.bio@uu.nl. The formal examiner can be the primary supervisor, or the 2nd reviewer. Daily supervision may be done by an experienced PhD student or postdoc. The PhD student or postdoc may also grade the student and sign the assessment, but in all cases the signing examiner is ultimately responsible for the grade.
- The student is informed that his/her final work needs to be checked for plagiarism. This check is the responsibility of the supervisor and examiner, but the student needs to upload the thesis to Urkund / Ouriginal. You as supervisor/examiner have to provide your Urkund / Ouriginal 'Receiver address' to the student. For more information see the Urkund / Ouriginal infosite; <https://urkund.sites.uu.nl/en/>. Please note that you need Two-factor authentication (2FA) next to your SolisID to login to Urkund / Ouriginal. After reviewing the plagiarism score you need to declare that the report has been checked – and no plagiarism was detected - on the assessment form.

If you do not have access to Urkund /Ouriginal (as external supervisor) the UU examiner is responsible for the plagiarism check.

- Assessment of the practical work and the progress report is in line with the criteria of the lab. This part of the research project is also assessed using a **rubric research and research report**, **OR rubric project proposal**.

ASSESSMENT

The compulsory bachelor thesis course (B-B3ONSCR) is officially finished when:

1. a signed and filled-in assessment form,
2. a filled-in rubric (thesis),
3. a digital final version of the thesis,

are handed to the coordinators by mailing it to scriptie.bio@uu.nl

The facultative research project course (B-B3ONST) is officially finished when in addition to the above-mentioned:

4. a digital final version of the research report,
5. a filled in rubric research project,

are handed to the coordinators by mailing it to scriptie.bio@uu.nl

- The bachelor thesis (B-B3ONSCR) and research project (B-B3ONST) are two separate courses with their own examination. An insufficient for one of the courses cannot be compensated by a high grade for the other.
- A student who has not registered in OSIRIS for B-B3ONSCR (and B-B3ONST, if applicable), is not allowed to start the course(s). If this nonetheless happens, no final score and credit points can be assigned.
- The Bachelor thesis will in principle not be published by the bachelor programme/faculty/university, but the thesis will be centrally archived in 'Osiris Zaak' (thesis) and a secure cloud (thesis and internship report). The student will need to upload the thesis to Osiris zaak after the course coordinators approved and administered the grade to receive the definite mark.
However, a supervisor/faculty/or bachelor program may see reasons for publication. Do you want to publish the thesis? Then we ask you to contact Study affairs: science.bio.ba@uu.nl. If in exceptional cases publication is considered by the faculty or bachelor programme, then you will of course be consulted in advance to discuss this.

On behalf of the Biology department, we would like to thank you for supervising our students.

Kind regards,

Dr. Ton Peeters and Dr. Martijn van Zanten

Coordinators Bachelor Thesis and Research Project || Kruyt Z407/O205 || 06-14158885 || scriptie.bio@uu.nl ||