**Literature Study portfolio**

|  |  |  |  |
| --- | --- | --- | --- |
| Student name |  | Student number |  |
| Programme\* | Oncology / Cardiovascular Research |
| Title |  |
| Institute\* | Internal / external |
| Date |  |

\*please tick where appropriate

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**Summary**

This portfolio contains all the forms required for the completion of a literature study as part of the training program at the VUmc School of Medical Sciences. The student must print the entire portfolio and use it as a guideline during the course of a literature study.

During the Literature Study, a cop of the Survey Outline must be sent to either masteroncology@vumc.nl (Master Oncology) or cvrmaster@vumc.nl (Master Cardiovascular Research). At the end of the internship, the student must check all boxes on the first page of the portfolio and hand in the digital version of the complete portfolio via email to the above mentioned email addresses.

**Time line**

The student is responsible for contacting a department and requesting a literature study placement. If the student is planning to perform a literature study outside the VUmc, he/she is also responsible for contacting an internal VUmc supervisor.

When a department accepts the student for a literature study, the following steps need to be taken:

1. Before starting the literature study, the *Student* needs to ask for approval from the Examination Board via the digital **Approval Form**: http://www.formdesk.com/vuamsterdam/approvalform\_minor\_major\_ECRO\_2014

Note: The student needs to have passed the minor internship before a literature study can be approved or started.

1. The *Student* must also register the literature study on VUnet.
2. The *Literature Study Assessor* needs to confirm the placement.
3. The *Examination Board* decides whether the literature study will be approved.
4. When approval has been granted, the student is permitted to start the literature study.
5. Within 2 weeksafter the start of the internship**,** the *Student* hands in a copy of the **Survey Outline** to either masteroncology@vumc.nl or cvrmaster@vumc.nl.
6. At the end of the literature study, the *Student* gives a **Final Presentation,** hands in the **Report,** and has the *Supervisor* and *Assessor* complete the digital **Assessment Form:** <https://fd7.formdesk.com/vuamsterdam/Assessment_form_internships_SMS>. In addition, the *Student* fills out the Online **Literature Study Evaluation.**
7. When all the assessment forms have been completed, the *Student* must send a **digital copy of the Portfolio and the Report** to either masteroncology@vumc.nl or cvrmaster@vumc.nl.
8. The *Literature Study Examiner* will appoint an *Independent Assessor* to separately assess the report.
9. When the portfolio is complete and the grades are sufficient, the *Examination Board* will approve the literature study and the student will be granted the assigned credits.

Assessor = Principal Investigator/Head of the department/Professor

Internal VUmc supervisor = VUmc-employed expert in case of external literature study (outside VUmc)

Literature Study examiner = VU-appointed official responsible for internship/literature study examination

Survey Outline concept

Your Survey Outline should have the following form:

|  |  |
| --- | --- |
| 1. **Student information**
 | *Name student: Student number:**Name Assessor:**University: Department*:*Date*: |
| 1. **Title of the project**
 |  |
| 1. **Summary (1 paragraph)**
 |  |
| 1. **Description of the subject 4.1 Introduction (ca. 1 page)4.2 Approach (ca. 2 pages)4.3 Planning (short)**
 |  |
| 1. **Literature (List of important papers)**
 |  |
| 1. **Start, finish and time schedule**
 | *Start**Finish**Time Schedule* |
| 1. **Signature**
 | *I hereby declare that I have completed this form truthfully**Name student:Date:* |

Please return the form, completed and signed, to postal address: Master Oncology/Cardiovascular Research
p/a SSC, MF-A114 or via e-mail *(***submit the form in PDF format***)*masteroncology@vumc.nl/cvrmaster@vumc.nl.

**Survey Outline Assessment form (Assessor)**

**Placeholder for the digital assessment form**

**Please use this to assess the survey outline and use it to fill out the digital assessment form after completion of the literature study.**

|  |  |
| --- | --- |
| Name student |  |
| Student number |  | Year of introd. |  |
| Supervisor |  |
| e-mail |  |
| Assessor |  |
| e-mail |  |

|  |  |  |
| --- | --- | --- |
| **Survey outline**  | Please use numerical values | **<5.5** (Insufficient) **5.5 - 6.5** (Sufficient) **7.0 - 8.0** (Good) **8.5 - 10** (Excellent) |
| **Writing process** |
| Process of writing | The student independently gathers and interprets the results and literature |  |
| Processing of literature | The students interprets the literature well |  |
| Processing of results | The student interprets the obtained results well |  |
| Overall concept | The report is balanced and clearly presented |  |
| Contents | The contents adequately covers the field of interest |  |
|  |  |
| Written feedback Assessor |  |
| Signature Assessor  |  |
| Date |  |

**Digital Literature Study Evaluation**

Fill in the digital evaluation form via the following link:

[**http://fd20.formdesk.com/onderwijscentrumVU/literature\_study**](http://fd20.formdesk.com/onderwijscentrumVU/literature_study)