

## ***Student Placement (Internship) and Research Project Regulations***

### **1. Preamble**

The student placement or research project is an important part of the Master's and Bachelor's programme and involves many different aspects, such as, theoretical preparation, practical execution, literature survey, report writing, oral presentation, and participation in the scientific activities of a research department. The regulations outlined below describe, in chronological order, the process of completing the student placement or research project from the beginning (the admission) through the actual execution with its supervision to the final stage (assessment and grading). The various stages of the process will be supported by forms and a placement manual, both of which are supplied separately. These regulations together with the forms and the placement manual are designed to secure the quality assurance of the student placement and research project.

An overview of the process of the placement and all its phases is provided in Appendix 1.

The regulations were approved by a decision of the board of the Faculty of Earth and Life Sciences on September 19, 2014. An adjustment of chapter 11 (implementing VU document on International policy in case of crisis) was adopted by the board on 20 March 2015

### **2. Scope and definitions**

These regulations

- apply to all students enrolled in a Bachelor's or Master's programme at the Faculty of Earth and Life Sciences
- apply to student placements, internships, theses and research projects listed in Appendix 2
- cover both internal and external placements
- use the following definitions:

Placement:	student placements, internships, theses and research projects listed in Appendix 2
Internal placement	placement organized by a research department belonging to one of the faculties of the VU University Amsterdam or to the VU Medical Center (VUmc) that is involved in the programme in which the student is enrolled
External placement	placement in companies, research institutes, universities, hospitals, etc. outside VU University Amsterdam or VUmc.
VU supervisor	a supervisor holding a position at VU University or VUmc who is responsible for the supervision of the student during the entire project, who has relevant knowledge of the placement subject and is appointed as examiner by the Examination Board
On-site Supervisor	a supervisor on location with relevant knowledge of the placement subject and preferably holding a PhD and a position in higher education or research
Second/Third assessor	an assessor holding a position at VU University or VUmc and appointed as examiner by the Examination Board. He/she has not been involved in supervision of the placement. His/her task is to provide an independent assessment of the final report.
Placement manual	a manual presented by the programme that contains at least the subjects as described in section 7
TER/OER	Teaching and Examination Regulations / Onderwijs- en Examenregeling

Coordinator	The appointed coordinator for the placements of a specific programme
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All placements of students enrolled in a Bachelor's or Master's programme at the Faculty of Earth and Life Sciences, take place under the final responsibility of the Faculty.

### 3. Admission

#### 3.1 Requirements

A placement must meet the following requirements:

- The student
  - meets the entry requirements as described in the Study Guide and the TER/OER,
  - is enrolled in the programme of which the placement is part of and
  - has completed any previous placement
- The project has the required academic level and content. The placement must enable the student to learn to conduct independent research under supervision on a research question that has been clearly defined in advance. A student on a placement may not carry out simply routine work. The project is feasible.
- If a project is carried out by two or more students working together the individual contributions of each student must be clearly determined in advance, in order to facilitate individual assessment.
- The supervisor(s) meet(s) the requirements as set down under 4.1.
- A VU-Supervisor (see 4.1 below) is assigned to the placement.
- Mutual agreements have been made between the student and supervisor(s) on the agreement form.
- Additional requirements (as described in the relevant placement manual) are met.
- The relevant Coordinator and the VU-Supervisor have approved the project.

#### 3.2 Admission process

The student must apply for approval of the placement with the relevant Coordinator of the placement. Guidelines for the application are published in the placement manual. The Coordinator will review the application within ten working days and if all requirements are met, the student will receive a written permission to start the project. The student cannot start a placement without permission of the coordinator.

### 4. Supervision

#### 4.1 Supervisor(s)

A VU-examiner is responsible for the supervision of the student during the entire project. This person is referred to as the **VU-Supervisor**. For external placements, the daily supervision on location will be carried out under the responsibility of an additional supervisor. This person is referred to as the **On-site Supervisor**.

Additional requirements can be set and are described in the placement manual.

#### **4.2 Go/No Go Evaluation**

Within four (in the case of a Bachelor's placement) or six (in the case of a Master's placement) weeks after the start of the placement a Go/No Go evaluation is made on basis of the criteria that are described in the placement manual. The evaluation is at least based on:

- Written material (as described in the placement manual) by the student, including the research proposal.
- Execution of the project during the initial stage.

The aim of the Go/No Go evaluation is to decide whether the project and the student have enough potential to continue (*Go*) or not (*No Go*).

The evaluation is carried out under responsibility of the VU-Supervisor. The student has to apply for the Go/No Go evaluation of the placement with the VU-Supervisor within the period that is presented in the placement manual. The VU-Supervisor will complete the evaluation within five working days. If an On-site Supervisor is appointed, the VU-Supervisor will ask the On-site Supervisor for his/her judgement on the students' performance for the time the student has been working on the placement.

The outcome of the evaluation will be recorded on an Go/No Go evaluation form as present in the placement manual.

#### *Outcome*

*There are the following possible outcomes of the Go/No Go evaluation:*

- If it is decided that the project and/or the student do not have enough potential for a successful continuation, the outcome of the evaluation will be a 'No Go' and the placement will be terminated. If the VU-supervisor or On-site Supervisor believes that (minor) adjustments may lead to a potential successful placement, the student can apply for a renewed evaluation according to the criteria and period stated in the placement manual. Subsequently, a new Go/No Go evaluation is made.
- If it is decided that the project and the student do have enough potential for a successful continuation, the outcome of the evaluation will be a 'Go'. This means the placement can be continued, but, of course, it does not guarantee that the placement as a whole will be successful.

### **5. Assessment**

#### **5.1 Assessors**

Final assessment of the placement is undertaken by the **VU-Supervisor** and a **Second assessor**, who also is appointed as examiner by the examination board. If an On-site Supervisor is appointed, the VU-Supervisor will take the assessment of the On-site Supervisor into account in the final assessment (see 5.2 below).

An additional requirement for the Second assessor is that he/she has not been involved in supervision of the placement. His/her task is to provide an independent assessment of the final report.

The relevant Coordinator for the placement will determine whether the assessors meet the requirements before assessment takes place.

## **5.2 Assessment process**

The final judgement is based on the following items:

1. Final placement report or otherwise agreed end product (also referred to as final report)
2. Oral presentation
3. Execution
4. Attitude

The VU-Supervisor assesses the student on four items. The Second assessor provides an assessment of the final report. Both assessors will make an independent assessment, on separate forms (See placement manual). **The criteria for the assessments, the relative contribution of the items to the final grade and assessment forms are presented in the placement manual.**

### *Ad 1.*

- The final report of a Master's placement will be written in English, unless the programme guidelines permit otherwise. The final report of a Bachelor's placement will be written in Dutch or English.
- The final report must meet the requirements as described in the placement manual.
- If a project is carried out by two or more students working together, each student is assessed individually on the basis of his/her own report.
- The VU-Supervisor and student have agreed on the number of drafts that will precede the final version of the report. In general there are no more than two draft rounds.
- The definitive version of the final report must be submitted to the VU-Supervisor and the Second assessor before the date that has been set beforehand in accordance to the procedure described in the placement manual or the date that has been agreed on (generally the end of the project period). Either one or both of the assessors can refuse to assess the report if it does not meet the requirements as described in the placement manual.
- Both the VU-Supervisor and the Second assessor review the report as soon as possible, but at the latest within the period that is set in the TER/OER part A.
- If the student does not submit the final report by the date that has been set, the VU-Supervisor and the Second assessor will do the final assessment based on the latest draft version.
- In case of the following situations, a third assessor is needed to assess the final report: i) the difference between the individual marks of the VU-Supervisor and the Second assessor is larger than 2.0 (on a scale 1-10) or ii) either the VU-Supervisor or the Second assessor judges the report as insufficient.
  - If the student has failed the assessment, he/she can request for one re-submission of the final report within ten working days after registration of the final judgement. The assessors will decide on the deadline for the student to hand in an improved version (generally ten working

days but the time for revision may be longer during the months July and August). The period for determining the result is the same as mentioned before.

*Ad. 2*

- The student will present his report orally to an academic audience, according to the guidelines that are described in the placement manual.
- This oral presentation will be assessed under the responsibility of the VU-Supervisor.
- If the student has failed the oral presentation, he/she can request for one re-presentation within ten working days. The assessors will decide on the date (generally ten working days, but the time for revision may be longer during the months July and August).

*Ad. 3*

- The student's execution of the placement will be assessed under responsibility of the VU-Supervisor. Criteria are presented in the placement manual.

*Ad. 4*

- The attitude of the student during the project will be discussed regularly with the student by both the VU-supervisor and/or the On-site supervisor. If students do meet the criteria for professional attitude as set in the placement manual this item will result in a pass (rated as sufficient or good), otherwise the result will be a fail (rated as insufficient). No marks will be given on this item.

The assessment will be carried out using a list of assessment criteria that are described in the placement manual.

If an On-site Supervisor is appointed, the VU-Supervisor will ask the On-site Supervisor to assess the students' performance and will provide instructions on how this assessment will take place (e.g. in a word report, by an assessment form). The assessment of the On-site Supervisor will be taken into account in the final assessment of the VU-Supervisor.

Only if all marks for each item given by the VU-Supervisor and the Second assessor are a 6.0<sup>1</sup> or higher, will the placement be regarded as sufficient. In addition the student has to pass the item attitude (rated as sufficient or good). The final grade is calculated from the marks given by both assessors according to the weighting as described in the placement manual and, together with other administrative details, is registered on the final assessment form (Appendix 3, paper or electronic form). This is done by the Coordinator.

In case a third assessor is appointed because of a large difference in grading between the two assessors, the final grade will be calculated as an average from all three results on the condition that all three are a 6.0<sup>2</sup> or higher. In case the report was judged as insufficient by one of the assessors, the third assessor will determine whether the report is sufficient or not. If sufficient, the final grading is an average of the two highest marks. If insufficient, the final judgement of the report will be insufficient.

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<sup>1</sup> not leveled up

<sup>2</sup> not leveled up

According to the TER/OER the rules that are set for re-sits do not apply for placements. When the final judgement of the placement is regarded as insufficient, the student will have to redo the placement completely on another subject and with different supervisors and assessors.

The Examination Board can appoint an additional examiner to carry out the assessment, either in the case of a random survey of assessments, or in a specific case for which the board feels there is reason to do so.

### **5.3 Administrative procedure for registration of the final grade**

The study secretariat will register the final grade after the complete assessment dossier is provided.

This dossier includes:

- The final assessment form with the final grade (must be delivered by the Coordinator)
- The assessment forms as filled out by the assessors (must be delivered by the Coordinator)
- The final report (either delivered by the student or the Coordinator, as described in the placement manual)

In case of paper forms, the final assessment form and the assessment forms, as filled out by the assessors, need to be signed, scanned and submitted to the study secretariat.

## **6. Responsibilities**

The **VU-Supervisor** has primary responsibility for the quality (standard) and level of the student placement. He/she is responsible for overall supervision, assisting in formulating the project description and in particular supervising the realization of the end product (i.e.: discussing the research proposal, the drafts and the final report with the student).

The VU-Supervisor reviews progress of the project after the first four (bachelor) or six (master) weeks and decides whether or not the project and/or the student have enough potential to attain an acceptable level. At the end of the project the VU supervisor reviews and judges the internship. If an On-site Supervisor is appointed, the VU-Supervisor will ask the On-site Supervisor for his/her assessment of the student's performance.

The VU-Supervisor is also responsible for the tasks of the On-Site Supervisor (see below) if no On-site Supervisor is appointed.

The **On-site Supervisor** is responsible for the daily supervision and coaching of the student during the placement (e.g., arranging the necessary work facilities at the host organisation, assisting in finding background information on the subject being studied; assistance in the formulation of the problem, arranging the student's attendance of meetings within the organization). The On-site Supervisor will provide the VU-Supervisor and student with feedback on the student's attitude and execution of the project, thereby contributing to the assessment of the placement.

The **Second assessor** reviews the final report and provides an independent assessment to the Coordinator.

The **Student** has the responsibility to make the best possible use of the placement opportunity and actively participates in the learning process. This includes the student being able to independently

formulate personal learning objectives, to monitor his/her own development, to process feedback from the supervisors and to reflect on his/her own functioning.

The **Coordinator** assists the student in finding a placement. Furthermore he/she is responsible for the validation of the level and content of the placement, the supervisors, the agreements that have been made, the assessors and the final grade.

The **Examination Board** has final responsibility for the quality of the assessments (of the placements). The Examination Board can carry out its own investigation to determine whether a placement meets the subject-related and didactic requirements in terms of quality and whether the assessment of the placement meets the relevant requirements. The Examination Board has the authority to reject a placement as insufficient to count towards the final assessment on the grounds of insufficient quality or level. It also has the right to review the assessment.

The **Director of the Programme** has the responsibility that a placement manual is available for the students.

## 7. Placement manual

A placement manual must be available for every placement listed in Appendix 2 and must at least include:

- Admission requirements
- criteria for the project
- an application and agreements form
- procedure and criteria for the go/no go decision
- Go/No Go evaluation form
- requirements for the final report
- guidelines for the oral presentation
- assessment criteria
- assessment forms
- the relative contribution of the items mentioned in 5.2 to the final grade
- time line for the placement

## 8. Disputes

If one of the supervisors has (significant) indications that the project will not come to a successful end, he/she will report this to the Coordinator without delay. Disputes between the student and (one or both of) the supervisor(s) should be submitted to the Coordinator immediately.

If problems occur in the course of a placement that makes external intervention advisable, the student and the supervisors are required to contact the Coordinator who can arrange mediation or additional personal supervision to assist the student. If necessary, the study advisor may be asked to rule on the case.

The VU-Supervisor and Coordinator are entitled, after hearing the On-Site Supervisor and the student, to prematurely terminate the placement if, in their view, the student has not followed rules or instructions, has failed to fulfil his/her obligations, or is otherwise behaving such that the supervisors cannot reasonably be required to continue their cooperation with the placement.

## 9. Duration and extension

The time allocated for the placement includes the entire process of writing up the report (drafts and final version) and the presentation.

The study load of the placement is stated in the TER/OER. A credit equals about 28 hours. All assumptions with regard to the completion of a student placement are made on the basis of a five-day working week. A full week is equivalent to 1.5 credits or 42 hours. This means a 30 credit placement spans a period of 20 weeks, including preparation and reporting. The student and supervisors can make mutual agreements on part-time work only if this accords with the planning of the programme plan (e.g. the student has finished the work before the programmes' 'come back day' or 'final presentation day').

A placement ends:

- at the end of the (agreed) period or
- once the student is no longer enrolled in the designated programme or
- at mutual consent of all parties or
- when the VU supervisor decides to prematurely terminate the placement for reasons given above (see 9. Success of the student placement and disputes).

If a Master's placement is proceeding successfully and more results can be obtained by extending the research, an extension can only be granted within the restrictions concerning the availability for optional subjects found in the examination programme. Such an extension is subject to permission from the Examination Board. Otherwise, credits are not awarded for extra time spent on a student placement.

## 10. Travel and accommodation expenses

Travel or accommodation expenses for placements are generally not reimbursed by the Faculty. An exception is made for placements that include fieldwork and take place outside The Netherlands. Here the rules specified in the 'Regulations on Grants for Fieldwork and Field Trips FALW 2010-2011' are applied.

## 11. Safety

Students and supervisors are required to comply with the safety policy in operation at the Faculty and/or organization offering the placement. In the event that the placement involves fieldwork, this is governed by the rules laid down in the Faculty policy document 'Regulations for Safety in Fieldwork'.

All students travelling abroad for study purposes must register for their period abroad (see information on VUnet from the International Office. For studying abroad, the procedures described in the document 'International policy in case of crisis' apply. This means, among other things, that the (negative) travel advice from the International Office is binding. All students departing abroad have to agree with the crisis management policy of VU University Amsterdam before departure and take the emergency card (with VU emergency phone numbers) with them (available at VUnet International Office or [outgoing@vu.nl](mailto:outgoing@vu.nl)).

## 12. Liability

- Students are expected to take no unnecessary or undue risks, provided that they have received proper instructions . When they do take unnecessary or undue risks, the damage they cause, both to itself as well as to third parties, is primarily for their own account and risk.
- VU University Amsterdam has liability insurance that covers the University's liability for students during standard work placements, as well as the student's own liability in relation to the organization offering the placement. The real risks associated with a student placement are therefore covered via VU University Amsterdam (although it should be noted that the insurance has a high deductible).
- The liability is limited to the student's actions insofar as they fall within the remit of the placement itself and is only valid during regular office hours (9am to 5pm). Students are strongly recommended to insure themselves for liability outside the context of their placement by taking out an additional liability insurance on their own behalf. This can take the form of standard personal liability insurance.
- The organization offering the placement is required to accept liability for any injury, accident or harm that befalls the student during, or in connection with his/her presence at the organization, or in connection with the execution of his/her duties insofar as the injury, accident or harm can be attributed to the organization offering the placement.
- **The University accepts no liability whatsoever for any risks which are not covered by the above-mentioned insurance held by VU University Amsterdam.**

**Appendix 1. Phases in placement process – overview**

<i>phase</i>	<i>initiator</i>	<i>deadline</i>	<i>who decides</i>	<i>documentation</i>	<i>Outcome and next step</i>
Admission, Step 1	<b>Examination Board</b> identifies examiners	1 September	<b>Examination board</b>	List of examiners	
Admission, Step 2 a Setting up the placement	<b>Student</b> drafts project, finds VU-Supervisor and on-site supervisor.	See placement manual	<b>Coordinator</b>		If supervisors or project do not meet requirements - the student must find another placement and/or different supervisors
Admission, Step 2b Setting up the placement	<b>Student</b> registers online in VUnet for a placement abroad	Before making agreements	<b>International Office</b>		If IO does not advise positive, another location must be found
Admission, Step 3 Making agreements	<b>Student</b> makes agreements with the VU-Supervisor and on-site supervisor.	See placement manual	--	Application and Agreements form (in placement manual)	
Admission, Step 4 Application for the placement	<b>Student</b> applies	See placement manual	<b>Coordinator</b> (within ten working days)	1. Application and Agreements form (in placement manual) 2. Short project description	If not satisfactory or complete, the student gets another five working days to rectify. If agreed the student receives a written approval and starts with the placement
Admission, Step 5	<b>Coordinator</b>	Before project starts	--	Administration	Tracking of the placements

<i>phase</i>	<i>initiator</i>	<i>deadline</i>	<i>who decides</i>	<i>documentation</i>	<i>Outcome and next step</i>
Go/No Go	a) <b>Student</b> hands in evaluation request.  b) <b>On-site supervisor</b> hands in Go/No Go evaluation	Within 4 (BSc) or 6 (MSc) weeks after the placement has started	<b>VU supervisor</b> (within 5 working days)	1. At least Research proposal 2. Go/No Go evaluation form (in placement manual)	Sufficient, after (small) corrections = “go” and continuing placement. Insufficient = “no go” and either termination of placement or renewed evaluation after improvements (an opportunity for renewed evaluation needs prior approval of VU-supervisor or On-site Supervisor)
Assessment, step 1 Beginning of assessment procedure	<b>Student</b> or Coordinator (as described in placement manual) hands in final version of report to <b>VU-Supervisor</b> and <b>Second assessor</b>	As stipulated in the agreements	<b>VU-Supervisor</b> and <b>Second assessor</b> (within 2 working days)	Check on general requirements <i>Guidelines of the programme on form, length, etc. to be developed</i>	If no final version is handed in before the deadline, the latest draft version will be assessed – on to the next phase. If final version is acceptable – on to the next phase. Otherwise 5 extra working days allowed for 1 revision. If still not acceptable – rejected.
Assessment, step 2a Assessment	<b>On-site supervisor</b> hands in feedback on attitude and execution <b>VU-Supervisor</b> organises audience <b>Student</b> gives oral presentation	As stipulated in the agreements	<b>VU-Supervisor</b> and <b>Second assessor</b> assess separately and set a mark for the final report (within the period that is set in the TER/OER) <b>VU-Supervisor</b> sets marks on oral presentation, execution and attitude	1. Final version of report 2. Assessment form for the <b>VU-Supervisor</b> (placement manual) 3. Assessment form for the <b>Second assessor</b> (placement manual) 4. Guidelines and forms for feedback of <b>On-site supervisor</b> and audience (placement manual)	Filled in forms are forwarded to the Coordinator – on to the phase 3

<i>phase</i>	<i>initiator</i>	<i>deadline</i>	<i>who decides</i>	<i>documentation</i>	<i>Outcome and next step</i>
Assessment, step 2b Additional Assessment	<b>Coordinator</b> hands in final version of report to <b>Third assessor</b>	<i>As stipulated in the agreements</i>	<b>Third assessor</b> assesses and sets a mark for the final report (within the period that is set in the TER/OER)	1. Final version of report 2. Assessment form for the the <b>Second assessor</b> (placement manual)	Filled in forms are forwarded to the Coordinator – on to the phase 3
Assessment, step 3 Validation	<b>Coordinator</b> checks for discrepancies	2 working days	<b>Coordinator</b>	Form: Final Assessment of the student placement (Appendix 3) According to rules set out in paragraph 5.2	Outcome is communicated to assessors and student If the marks of the VU-Supervisor and the Second assessor differ more than 2.0 or when one assessor judges the report as insufficient, a third assessor is appointed to assess the report – on to phase 2b If the marks do not differ more than 2 and/or at least two assessors assess the report 6 or higher, the a final grade is validated – on to phase 4
Assessment, step 4 finalised	1. <b>Coordinator</b>  2. <b>Student or Coordinator</b>  3. <b>Programme Administration</b>			1. Final assessment form together with the relevant assessment forms. 2. Provides final report in digital form. 3. Registration of final grade.	Registration of final grade

**Appendix 2. List of all student placements and research projects**

<b>Bachelor Programme</b>	<b>Code and name</b>
B Aarde en Economie	AB_450254 – Bachelorthesis Aarde en Economie
B Aardwetenschappen	AB_1096 – Bachelorthesis Aardwetenschappen
B Biologie	AB_470060 - Bachelorstage
B Biomedische Wetenschappen	AB_1070 - Bachelorstage
B Gezondheid en Leven	AB_487039 – Bachelorstage (G&L, 2 majors)
	AB_487040 – Bachelorstage (G&L, GW major)
	AB_487041 – Bachelorstage (G&L, BMW major)
B Gezondheidswetenschappen	AB_1071 - Bachelorstage

<b>Master Programme</b>	<b>Code and name</b>
M Biology	AM_1111 Internship I Biology (without specialization)
	AM_1112 Internship II Biology (without specialization)
	<i>C/S/E specializations</i>
	AM_471148 Internship Communication Specialization
	AM_1134 Internship Science in Society
	<i>Research specializations</i>
	AM_471151 Internship Brain and Behaviour
	AM_471150 Internship Ecology
	AM_1107 Internship Green Life Sciences
M Biomedical Sciences	AM_471158 Internship Biomedical Sciences (without specialization)
	<i>First and/or second year Research specializations</i>
	AM_471137 Internship Immunology
	AM_471138 Internship Infectious Diseases
	AM_471139 Internship International Public Health
	<i>Second year research specializations</i>
	AM_471136 Internship Cardiovascular Diseases
	AM_471140 Internship Psychophysiology
	AM_471142 Internship Med. And Behavioural Genomics
	<i>Second year C/S/E specializations</i>
	AM_471145 Internship Communication Specialization
	AM_471143 Internship Education Specialization
	AM_1133 Internship Science in Society
M Biomolecular Sciences	AM_471127 Internship I Molecular Cell Biology
	AM_471128 Internship II Molecular Cell Biology
	AM_471129 Internship I Biological Chemistry
	AM_471130 Internship II Biological Chemistry
M Earth Sciences	AM_1103 Research project Earth Sciences and Economics
	AM_450407 Master Thesis Earth Sciences and Economics
	AM_1147 Master Thesis Earth Surface Processes, Climate and Records
	AM_1149 Research Project Earth Surface Processes, Climate and Records
	AM_450200 Research Project Solid Earth
	AM_450199 Master Thesis Solid Earth

	AM_1154 Research Project Science Communication
M Ecology	AM_1108 Research Project Environmental Chemistry and Toxicology I
	AM_1113 Research Project Environmental Chemistry and Toxicology II
	AM_1100 Research Project Ecology and Evolution I
	AM_1114 Research Project Ecology and Evolution II
M Environment and Research Management	AM_468017 – Research Project
M Global Health	AM_1102 Research Project Global Health year 1
	AM_1116 Research Project Global Health year 2
M Health Sciences	AM_471105 Internship Infectious Diseases and Public Health
	AM_471106 Internship International Public Health
	AM_471107 Internship Nutrition and Health
	AM_1109 Internship Health Policy
	AM_471104 Internship Prevention and Public Health
	AM_1115 Internship Health Sciences (2 specializations)
M Hydrology	AM_1104 Master Thesis Hydrology
M Management Policy Analysis and Entrepreneurship for Health and Life Sciences	AM_1118 Internship I MPA (without spec)
	AM_471117 Internship II MPA (without spec)
	AM_1126 Internship I MPA Communication
	AM_471125 Internship II MPA Communication
	AM_1120 Internship I MPA Management and Entrepreneurship
	AM_471119 Internship II MPA Management and Entrepreneurship
	AM_1121 Internship I MPA Policy
	AM_471123 Internship II MPA Policy
	AM_1119 Internship I MPA International Public Health
	AM_471121 Internship II MPA International Public Health
M Neurosciences	AM_471108 Internship Neurosciences I
	AM_471109 Internship Neurosciences II

**Appendix 3**  
**Final Assessment of the student placement**

*This document is part of the Student Placement (Internship) and Research Project Regulations.*

**Administrative details of the student**

Name		Student No.	
e-mail		Tel.no.	

**Administrative details of the placement**

MSc /BSc programme		Specialisation	
Code and EC's			

**Assessors**

*The assessors must meet the requirements as set in the Student Placement (Internship) and Research Project Regulations*

Name of the VU-Supervisor;.....

Name of the Second assessor: .....

**Finale Grade**

Report VU supervisor	mark in number (1-10)= (a)
Report Second assessor	mark in number (1-10)= (b)
Report Final	Average of (a) and (b)=
Oral Presentation	mark in number (1-10)=
Execution	mark in number (1-10)=
Attitude	Good / Sufficient / Insufficient * * please indicate

<b>Final Grade</b> in number ( <i>in whole or half numbers</i> )	
<b>Final Grade</b> in writing:	

Signature Coordinator	
Date	

The study secretariat registers the final grade when the complete assessment dossier has been handed in (digitally). This dossier includes:

- The final assessment form with the final grade and the relevant assessment forms (must be delivered by coordinator)
- The final report (must be delivered by student)

The final assessment form and the assessment forms as filled out by the assessors need to be signed, scanned and submitted to the study secretariat.