



2018-2019

<b>Personal details</b>	<b>First name:</b>		<b>Family name:</b>		
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	<b>Programme:</b>	Science and Business Management			

<b>Examiner</b>	<b>Name &amp; title:</b>			
	<b>Organisation:</b>			
	<b>Dept. / division:</b>			
	<b>Email address:</b>		<b>Tel. no.:</b>	

<b>Supervisor host institute</b>	<b>Name &amp; title:</b>			
	<b>Organisation:</b>			
	<b>Address:</b>			
	<b>Email address:</b>		<b>Tel. no.:</b>	

<b>SBM internship</b>	<b>Title:</b>						
	<b>Period:</b>	<b>Start:</b>		<b>End:</b>		<b>EC:</b>	
	<b>Assessment:</b> (turn page for more information)	See backside for assessment criteria		<b>Content</b>	<b>Process</b>	<b>Presentation</b>	
		<b>a) Examiner:</b>		2/3	1/3		
		<b>b) Supervisor host institute:</b>		1/3	2/3		
		<b>Final (as determined by examiner):</b>		a)	b)	c)	
<b>The student belongs to the:</b>	<input type="radio"/> Top 10%			<input type="radio"/> N/A			

<b>Signatures</b>	<b>Supervisor host institute:</b>	<p>*By signing this document the examiner declares that no fraud or plagiarism was found or suspected. When the reported percentage of plagiarism is &gt;10% the examiner should include a written motivation. More information is available on <a href="#">this page of the GSLs supervisor and teacher guide</a>.</p> <p>The examiner fills in his/her own grade and signs the assessment form, after ensuring the grades of the host institute supervisor are correct.</p> <p>The examiner saves the form and sends</p> <ul style="list-style-type: none"> <li>o the form</li> <li>o the written motivation for the final grade (e.g. Rubrics) and</li> <li>o the summary of (Ephorus) plagiarism check (&lt; 10%)</li> </ul> <p>to the Master's administration office, Master's programme coordinator and the student. Ask your student for the correct email addresses.</p> <p>The student sends a PDF of the report (including laymen's summary) to the Master's administration office</p>
	<b>Date:</b>	
	<b>Student:</b>	
	<b>Date:</b>	
	<b>Examiner*:</b>	
<b>Date:</b>		

**Please note that the student has to send a PDF file of the written report to the student administration in order to have this result registered in OSIRIS (science.gsls@uu.nl)**

## **Assessment Rules**

The regulations on assessments are described in paragraph 3, article 11-13 of the Rules and Regulations of the Board of Examiners of Graduate School of Life Sciences, of which the main points are listed below:

1. Marks are awarded on a scale of 1 to 10. A mark of 5.5 or higher is satisfactory, and lower is unsatisfactory. Final grades that are unsatisfactory are not rounded off (1 decimal), final satisfactory grades are rounded off by the examiner of a study component as follows:

### **SBM internship**

1. The final assessment of internships is based on an evaluation of three elements: Quality of content, the process, the final presentation. Both the host supervisor and the examiner will grade these three elements (given in a scale of 1 to 10). The final mark per element is a weighted average of both marks. For content the examiner's mark has the largest weight (2/3) and for process the host supervisor's mark (2/3). For presentation both marks have equal weight.
2. For details please refer to the assessment criteria below. In all cases the UU examiner determines the final grade. All three elements should be awarded with a sufficient mark in order to pass the final examination on the project.
3. An interim assessment (after about 2-3 months) on performance is mandatory in order to finalise the internship assessment.
4. The examiner has to complete the assessment within 10 working days after the student has turned in his final report and presentation, by filling in and signing the assessment form.
5. The examiner has to provide insight, using the assessment criteria, into the way in which the final assessment has been reached. The examiner has to provide a written motivation for the final grade, which has to be signed and handed in together with the assessment form.
6. All business internship reports must be checked for plagiarism. Preferably with the plagiarism detection programme Ephorus. In all cases, the examiner has to send proof of the plagiarism check to the administration office. In case of plagiarism the Board of Examiners must be notified, in accordance to article 5.13 of the EER.
7. If the project period is surpassed with more than 3 months, the student is required to notify the Research Project Coordinator and hand in an explanation and a planning. Invalid explanations or a lack of it will result in an insufficient mark.
8. In case of an insufficient mark, the student, according to the EER is entitled to one repair opportunity. The content and time planning of which has to be specified in writing by the examiner and student and approved by the BoE.

### **List of assessment criteria**

§ quality of the content (60%)

- quality of the thesis (structure, theoretical approach, objectives, research methodology, argumentation, empirical data)
- critical analysis of own results (discussion, conclusion)
- quality of the work done and/or usefulness of findings and recommendations

§ quality of the process (30%)

- degree of independent work
- degree of initiative shown
- co-cooperativeness with instructors
- following up on agreements
- co-cooperativeness at the place of internship

§ quality of the oral presentation (10%)

- structure
- manner of speaking
- proficiency in the English language (if applicable)
- non-verbal communication
- quality and use of audio-visual media
- answers given to questions that are asked