

Quick Guide

For students

I want to do a BSc or MSc project at ICC

- 1) Check the requirements to start a project (ICC website)
- 2) Check the names of potential supervisors from the ICC website (PhD's and post-docs). Note 3-5 names of supervisors if their project appeals to you and you want to work in that topic.
- 3) Fill in the request form; list there the names you noted in step 2: <https://forms.gle/8xdtaFmT8pqavWcU9>
Typically, you will get a reply within 2-3 weeks.
- 4) In the reply you will get a list of names of potential supervisors you can contact for a meeting to discuss a possible project with them
- 5) Once a supervisor has agreed with you on a project inform Florian via Email (f.meirer@uu.nl).
- 6) Once you have your project (contract) dates, register your project via this form:
<https://forms.gle/8aWWN8mTMDYyLBXz6>

Quick Guide

For supervisors

I want to indicate availability to supervise students

- 1) Fill in the form: <https://forms.gle/8HNVAiTCsaCr9h4t5>
Carefully read the instructions and KEEP THE EDIT LINK sent to you after filling the form! If you do NOT fill the form you are automatically set to 'available' for all periods! Even if you are NOT available, fill in the form!
- 2) Update the form as soon as your availability has changed!

I have a MSc project and am looking for a student

- 1) Discuss the project with your supervisor
- 2) Prepare a short text for the website. To see how this should look like see:
<https://inorganic-chemistry-and-catalysis.eu/available-projects-for-master-students/>
- 3) Then contact Florian by sending him the short text. He will then open a call on the website.

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For supervisors

How to: supervise a BSc project

- 1) Read:
<https://students.uu.nl/beta/scheikunde/onderwijs/studieprogramma/bachelorthesis>
- 2) Consult the course manual for more details (in English); the manual also contains all forms and the rubrics for assessment:
<https://students.uu.nl/files/beta-2020-2021-sk-bthesis-bachelorthesis-chemistry-course-manualpdf>
- 3) The contract form can also be found here:
<https://students.uu.nl/files/beta-2020-2021-contract-bachelorthesis-sk-bthesisdocx>
- 4) The assessment form can also be found here:
<https://students.uu.nl/files/beta-assessment-form-bachelorthesis-plus-rubricsdoc>
- 5) Based on these forms the examiner will enter the grades and send the form together with the plagiarism check report to studiepunt (science.chem.ba@uu.nl) .
- 6) Towards the end of the project plan the final BSc presentation, which should be a presentation to the whole ICC group.

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For supervisors

How to: supervise a MSc project

- 1) Read: <https://students.uu.nl/en/science/nanomaterials-science/practical-information/academic-policies-and-procedures>
- 2) Specifically, for the assessment:
https://students.uu.nl/sites/default/files/guidelines_for_the_assessment_of_the_research_project_in_the_master-def.pdf
- 3) Consult the course manual for more details
<https://students.uu.nl/en/files/beta-gsns-coursemanualnasc-2020-2021-v2pdf-2>
- 4) Note that there are no more forms to fill for MSc projects starting after Nov 2018, but we recommend to still use the old forms internally (that is, within ICC) to grade and assess; specifically, we use the rubrics.
First part of project: [assessment form part 1](#)
Second part of project: [assessment form part 2](#)
Note that the first form contains macros, which means the form is going to be removed when sent via Email. The second form is also used for internships.
- 5) Based on these forms the examiner will enter the grade in the online system (Osiris docent)
- 6) Towards the end of the project plan the final MSc presentation, which should be a presentation to the whole ICC group.