The Scientific Research Project

in the Master Medical Informatics

Rules & Guidelines

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SRP in a nutshell

The Scientific Research Project (SRP) is a **mandatory** part of the Master program of Medical Informatics, and results in a **Master's thesis**. Its goal is to **develop** the students' **scientific problem-focused approach and improve their ability to pursue lifelong learning**. An SRP has a normal duration of **7 months** corresponding to **42 ECTS credits** but **must in any case be finished and assessed within 9 full-time months** after its start. The student carries out the research under the guidance of an **SRP tutor (scientific supervisor usually from the department of Medical Informatics) and, if the SRP is not performed at the department of Medical Informatics, by an external daily supervisor (from the institute providing the project)**. Each student must be present during **all home coming days** where progress is monitored and discussed. Students can start their SRP on November 1st or May 1st (in the latter group students following an elective in the period May – December may start on April 1st) and are only allowed to start if they **formally passed all courses of the first year** of the master.

For a quick **SRP time schedule** see **appendices A1 and A2**.

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1. Objectives of the scientific research project

The general objective of the Master's thesis is to develop the students' scientific problem-focused approach and improve their ability to pursue lifelong learning. In particular, during their work on the thesis, the students will be trained in undertaking critical assessment of scientific biomedical and biomedical informatics literature, formulating clear research questions, and independently resolving information problems in biomedicine and reporting their methods and findings.

2. Examples

The following examples of research questions reflect the wide variety of information problems in biomedicine:

(1) How to formalize medical guidelines for use in computers?
(2) What kind of feedback should be given to professionals in order to improve their medication prescribing behavior?
(3) How can web-technology enhance communication between cardiologists?
(4) Are elderly patients sufficiently empowered by a web-based server providing an estimate of risk of falls?
(5) How can various terminology systems be mapped to one another?
(6) How does the performance of a prognostic model change over time, and what are the implications?
(7) Are there differences in care consumption in the European Union?
(8) How well does a new image-processing method find a "region of interest" in an MRI scan?
(9) How do three clustering algorithms compare for clustering gene expressions of mice?
(10) Is the electronic patient record in our hospital usable and useful?
(11) How can AI be used to summarize referrals to specialists?
(12) What factors influence the usage of clinical decision support systems that use Large language models among healthcare professionals and what promising solutions will address these factors to support implementation of the system?

3. The nature of SRPs

From the above examples it is clear how information problems may be associated with data or knowledge storage, communication, processing, and presentation. At the same time, it is evident that the application domain may be at the level of the human or animal cell, organs, patients, hospitals, or populations at large. One may, however, distinguish between two archetypes of SRPs. One is purely scientific, in which the objective is simply the pursuit of knowledge. For example, we might want to know which patient groups are at high risk of adverse drug events, or whether a prognostic model can be used for a specific population. The other archetype concerns the development of new methods or applications. For example, we might want to find a new way to discover patterns in data or to simply develop a website that empowers patients or improves communication between health professionals and evaluate it. In the context of medical informatics these two aspects are often inter-related: The pursuit of knowledge is usually not merely driven just by curiosity but is usually meant to directly or indirectly inform a decision that will improve some aspect of health care. At the same time, the engineering aspects concerned with developing methods and systems enrich our knowledge (e.g. about what works and when). Most SRPs will combine both aspects of pursuing scientific knowledge and of developing systems and methods.

4. Upon completion of an SRP

At the end of the scientific research project the student will have demonstrated that he/she can:

- transform a research question into a research design or approach, leading to answering the research question

- apply relevant methods and techniques from medical informatics
- collect and critically assess relevant literature
- provide written and oral reports of the research work
- critically assess the results and conclusions reached

5. Admission to the course

The student must have successfully completed all courses of the first year of the Master. Before the student will be able to submit his/her SRP proposal in Canvas, the educational administration office will check if the student meets the requirements. If a student does not meet the requirements, the student may not start the SRP.

6. Duration of the scientific research (SRP) project and presence

The study load of the SRP is 42 ECTS credits. This corresponds to 28 weeks of 36 hours, including Christian and public holidays and home coming days, but excluding vacation days. Every scientific research project must be finished and assessed within 9 full-time months after the official start of the SRP (or 10 months for May students who were allowed to follow an elective during their SRP period). When an SRP is not completed within this period then the SRP can be stopped by the supervisors, and the student might need to start a new SRP, as decided by the coordinators.

7. Student supervision

Every student has one or two SRP tutor(s) plus an external daily supervisor in case the SRP is hosted by a provider other than the department of Medical Informatics. Exceptions should be approved by the SRP coordinator.

7.1 External daily supervisor

If an SRP is hosted outside the department of Medical Informatics, the hosting institute will provide an external daily supervisor. He or she is the person who provides the project proposal and is responsible for the daily supervision and for monitoring the progress of the project. He or she is expected to meet the student once per week. The external daily supervisor should hold at least a Masters' degree in a relevant field and an international daily supervisor should have a PhD (more details in section 9).

7.2 SRP tutor

The SRP tutor is a lecturer/researcher from the department of Medical Informatics (or another department in the Amsterdam UMC, location AMC in some cases), who assures the scientific character of the SRP and advises on the use of medical informatics methods. The tutor is assigned by the coordinator once the SRP proposal is approved. The role of the tutor is to optionally organize a mid-term evaluation, to appoint an independent external assessor of the thesis and is especially important during the preparation of the Master's thesis. In case there is no external daily supervisor the SRP tutor is also responsible for the daily supervision. He or she is expected to meet the student once per week, unless there is an external daily supervisor. In that case the tutor will have at least six meetings with the student (including approval of the workplan and final version of the thesis/paper). Such meetings may be performed online by MS teams.

8. SRP Elements

The SRP should be about a relevant Biomedical Informatics research topic, (see examples of Proposal and Workplan on the website, section 18) and consists of the following elements:

- A **proposal**, describing problem, goal, research questions, and expected results of the SRP.
- A **work plan**, which elaborates on the proposal, describes approach/method and provides a time schedule for the SRP.
- Research and practical **activities** to perform the work plan.
- A report (**Master's thesis**) written in English. The Master's thesis states the problem, goal, research questions, approach, results and discussion/conclusion.
- An oral **presentation**, which should also be understandable to a lay audience, providing an overview of the research (problem, goal, general approach, main findings, discussions and conclusions).

9. Project proposals, selection, and approval by coordinator

The projects may be proposed by departments of the AMC-UvA and other institutes, departments and/or companies associated with either medical practice/healthcare or (medical) informatics, both in the Netherlands and abroad. These project proposals are announced on the SRP website (Section 18) where you will also find a checklist to make sure your proposal is complete.
The SRP coordinator does not necessarily evaluate the quality of all the proposals thoroughly beforehand: some are in a preliminary form and are finalized once a student has chosen the respective topic, upon which the coordinator assesses the concrete proposal. The lay-out of the proposal should be according to the template on the website (details in section 18) and the proposal includes title, place of the SRP, introduction, description of problem and project, research questions, expected results, time period, and contact person with contact details.

When the student is interested in a proposal, s/he contacts the SRP proposal provider. This provider usually becomes the SRP tutor or external daily supervisor in case of an SRP outside the department of Medical Informatics, if the proposal is approved. The external daily supervisor should hold at least a Master's degree in a relevant field. If there is mutual interest in pursuing the SRP then the student and provider may update the proposal. Then the student will upload the proposal in Canvas. The coordinator will then judge whether the selected proposal is relevant, contains enough scientific aspects, and can be carried out in a period of 7 full-time months. In that case the coordinator approves the proposal and will assign an SRP tutor.

Students may also create their own project proposal in cooperation with a potential SRP provider (who becomes the SRP tutor or external daily supervisor, if the SRP is approved). If a student wishes to perform his or her SRP abroad then the following additional requirement applies: the external daily supervisor abroad should hold a PhD degree in a relevant field and should be well experienced in conducting research as witnessed by publications in the relevant international literature. The student must contact Thomas Engelsma (t.engelsma@amsterdamumc.nl) mailto:l.w.peute@amsterdamumc.nlfor more information about doing the SRP abroad, including timeline and requirements from the international office. Please note that students are expected to have already considered potential topics and locations and be prepared to discuss their ideas and options during an introductory meeting.

Students should enter details of their SRP location in Canvas, see assignment.

10. Work plan

When the SRP proposal is accepted, the student should start working on the SRP work plan, the template is available on the SRP website (see section 18). The student needs to submit the definitive work plan in Canvas which then needs to be approved by the SRP tutor. Deadlines:
- the group of November: February 1st.

- the group of May: July 1st.

The SRP work plan should contain:

A. The **title** of the scientific research project
B. **Name of firm/department/organization** where the scientific research project takes place
C. Name, function, degree (e.g. MSc, PhD) and contact address of the SRP **external daily supervisor**, if any
D. Name, function and contact address of the SRP **tutor**(s)
E. Short description of the **problem** area
F. **Research question**(s) of the scientific research project
G. **Planning** of the project activities (with Gantt chart included in the text)
H. **Date of beginning and planned end** of the scientific research project
I. **Hours/days per week** and possible free time
J. Special circumstances
K. Any **factors** that are **not in place yet** and on which the SRP is dependent. This applies especially for the availability of data. For such factors the plan **must define a deadline upon which a "plan B" is followed** if the resource is not yet available at that date.
L. The following **standard clauses** stating the **responsibilities of the external daily supervisor (if any), tutor, and student**:

"By approving this work plan:
The (first) external daily supervisor accepts his or her responsibility for providing adequate scientific and daily supervision for the student and his or her commitment for arranging the required activities to facilitate conducting the SRP, such as access to experts, resources, data etc. The external daily supervisor meets with the student at least once a week.

The (first) tutor accepts his or her responsibility for providing adequate scientific guidance and feedback to the student and his or her commitment to meet the student (face to face or otherwise) to discuss progress at least 6 times during the SRP (including the approval of the workplan and the SRP defence).

The student accepts his or her responsibility to satisfactorily perform his or her SRP according to, first, the rules of the educational program and university, and, second, the rules of the organization providing the SRP, including providing timely reports on the work progress to both supervisors."

10.1 Approval of the scientific research project work plan

After the SRP proposal has been approved, the work plan **signed by the external daily supervisor (if any) and the Department of Medical Informatics (in Dutch "Klinische Informatiekunde" or KIK) tutor** needs to be uploaded in Canvas for approval by the SRP coordinators. Without a signature from the supervisors, the work plan will not be accepted. If there is a disagreement about the work plan, the student needs to present it to the Examination Board of Medical Informatics for a final decision.

11. Information meetings, kick-off meeting and Homecoming days

In order to inform students on what to prepare for and expect from an SRP preparation meetings for students are organized twice a year – in January and May (for April/May and November students, respectively). Thereafter, in the first two weeks of their SRP, students are expected to attend the kick-off meeting. External daily supervisors (if any) and tutors are also warmly invited to this kick-off meeting.
Finally, Homecoming days are meetings where SRP students and the SRP coordinator(s) come together

to monitor progress of the SRPs and exchange experiences and problems encountered. An SRP student needs to follow the Homecoming days series starting in January (for those starting in November) or the series starting in June (for those starting in April/May), so in line with their SRP start date.

Presence at Homecoming days is compulsory for all SRP students. If the student is not able to attend then the student should: Create a screen cast with a recorded (PPT) presentation, including audio about his/her work (instructions will be provided on Canvas and/or the Homecoming Days) and send it to the SRP coordinator. Missing one or more of the Homecoming days without submitting the make-up assignment will result in an immediate end of the SRP.

12. Progress and problems

On Canvas you will find all steps in the SRP with 'who does what and where'. It is the student's responsibility to pass this information on to the external daily supervisor if any.
Monitoring the SRP's progress is the **joint responsibility** of the student and the SRP tutor (and the external daily supervisor, if any). Progress can be measured by the schedule in the work plan. If the student is asked by their external daily supervisor to make substantial changes to what was agreed upon in their work plan, the student must report this to the KIK tutor as quickly as possible. Problems related to the SRP encountered by the student should be first discussed with (the external daily supervisor and) the tutor.

Problems not directly related to the SRP should be discussed with the student confidential advisor at the faculty (currently, the confidential advisor is Juliette Parlevliet; you can directly search for "vertrouwenspersonen" in the student portal of the UvA for up-to-date information and contacts). The confidential advisor is also available in case the student experiences undesirable behaviour. Problems in progress signaled by the external daily supervisor or tutor should be first discussed with the student and if the problem escalates it will be discussed with the SRP coordinator. If there are valid reasons (assessed as such by the SRP coordinator) an external daily supervisor or tutor may decide to stop coaching the student, which could mean that the SRP may not be brought to a successful end (this may require the student to start a new SRP).

We take three explicit measures to monitor and enhance **progress**:

1. If the completion of the SRP is dependent on data not available at the time that the work plan is written then the work plan should provide a "**plan B**". In cooperation with the external daily supervisor or tutor(s), the student should in such a situation put a deadline of 6-8 weeks, within which the data should be present/made available. If this is not the case by that time, the student will switch to plan B. This holds not only for data but for any relevant external factor on which the SRP is contingent.
2. The student should keep close contact with his/her (external daily supervisor and) tutor and send them a simple update at least every 2 weeks, including:
    a. **Week number**;
    b. **Activities** performed (e.g. literature search, analysis, interviews, writing, etc);
    c. Approximate number of **hours** spent on the SRP in that week;
    d. How often there was **contact** with the (external daily supervisor and) tutor(s);
    e. Whether things are going according to **plan** and, if not, why and what are you, the student, planning to **do** about it
3. The student, (external daily supervisor) and tutor are strongly encouraged to set a midterm meeting (for example via Teams or Zoom) in which progress is evaluated and expectations about the final grade, given the current progress, are shared.

13. Presence during the SRP

Because the SRP formally has the character of a practicum, 36 hours per week should be spent on it (with exception of public holidays) at the location where the SRP is carried out, unless certain activities or circumstances (e.g. COVID-19) necessitate another location or if permission from the (external daily supervisor and) tutor are provided.

14. Illness during the SRP

Absence during the project because of illness and subsequent recovery must be reported directly to the SRP tutor (or external daily supervisor, if any).

15. Structure and content of the Master's Thesis

Examples of previous theses can be found at https://scripties.uba.uva.nl/, please check some published theses for the Cover and Title pages.
Students can choose to hand in a published scientific paper (or at least a paper accepted for publication) on the topic of their SRP instead of a thesis. If students choose this option, they must request explicit written permission from SRP coordinators (see more information below).

If the student will submit a standard thesis, they must adhere to the following structure:

1. Cover - Title and (optionally) subtitle of the thesis
    a. Full name of the student
2. Title Page
    - Title (and subtitle) of the SRP
    - Full name of the student and student ID number
    - Name and function of the SRP tutor(s)
    - Name and function of the SRP external daily supervisor, if any
    - Full name & address of the faculty/department/organization where the SRP was carried out
    - Period during which the SRP was carried out
    - SRP authenticity statement (more information about this in Section 16.3)
    - GenAI usage statement (more information about this in Section 16.3)
3. Summary – in English, at most 1 A4
4. Keywords - maximum 5
5. List of abbreviations - only when abbreviations frequently occur in the thesis.
6. Thesis Outline
7. Chapters of the thesis (**an introduction chapter and a discussion/conclusion chapter are always required**)
8. Literature list - consulted books, articles and reports

If the student received approval from SRP coordinators to hand in a scientific paper instead of their thesis, the document to be submitted must adhere to the following structure:

1. Cover - Title and (optionally) subtitle of the thesis
    a. Full name of the student
2. Title Page
    - Title (and subtitle) of the SRP
    - Full name of the student and student ID number
    - Name and function of the SRP tutor(s)
    - Name and function of the SRP external daily supervisor, if any

- Full name & address of the faculty/department/organization where the SRP was carried out
- Period during which the SRP was carried out
- SRP authenticity statement (more information about this in Section 16.3)
- GenAI usage statement (more information about this in Section 16.3)

3. Summary – in English, at most 1 A4
4. Keywords - maximum 5
5. List of abbreviations - only when abbreviations frequently occur in the thesis.
6. Thesis Outline
7. Chapters of the thesis (**an introduction chapter and a discussion/conclusion chapter are always required**). The paper itself will be a chapter in the thesis. If the student publishes more than one paper on the topic of their thesis, each paper must be included as a separate chapter.
8. Literature list - consulted books, articles and reports

Important: In case the student is using one or more scientific papers as their thesis, the student must still write an introduction chapter and a discussion/conclusion chapter where the papers (i.e., chapters) are contextualized in light of the research questions and the (possibly) broader topic of the thesis.

15.1 Chapters of the thesis

The student and tutor may determine the organization of the thesis. A typical thesis consists of the following chapters, but any thesis must include an introduction chapter including the research questions, and a discussion/conclusion chapter

1. Introduction with: context, problem, goal, research questions, approach, expected results, and short description of the rest of the chapters.

2. Preliminaries (if needed) with a concise background description of key concepts. For example, one may shortly describe the underlying medical domain (e.g. liver transplantation) or a specific technique (e.g. case-based reasoning).

3. Data and Methods with description of the design adopted (e.g. randomized clinical trial) or the general approach (e.g. induction or synthesis of a new conceptual framework), the data sources used etc. It is important to explain the reasons for the approach that was chosen.

4. Results of the SRP. The Results section consists of the factual results from applying the Methods, without interpretation. The interpretation will appear in the discussion.

5. Discussion/Conclusion with: main findings (answers to your research questions), strengths and weaknesses, relation to other work, interpretation and implications of your work for others (researchers, managers, clinicians), and recommendations for future research.

6. References.

15.2 Size of the thesis

A typical thesis has a maximum of 40 pages (about 24.000 words), excluding the appendices. As a guideline please use 11-point Calibri font with single-line spacing.

16. Planning the SRP defense

The student is responsible for the process. The intention is that the student will ask the tutor to find

an independent assessor. After this person is known, the student will have to schedule 3 half-days as potential dates with the tutor, external daily supervisor (if any) and independent assessor within a certain period. A half-day for this purpose is either an entire morning (09-00-13.00hs) or afternoon (13.00-17.00hs). The student passes these 3 options in order of preference (if there is one) with the name of the independent assessor on to the Education Administration. Below you find the periods within which the dates must be chosen. The Education Administration will then make a schedule, ensure that the chairperson can be present and that there is a classroom. As soon as the planning is complete, an Outlook agenda appointment will be sent, assuming that everyone will be present. Any logistical issues with the defence should be brought up to the tutor.
If the student does not submit options before the deadline (which will be announced on Canvas to students in due time), it is no longer possible to plan the defense. If there are specific circumstances that prevent planning the defense, this must also be reported before the deadline.

For the group that starts in November, the time slots must be planned between the end of June and the beginning of July or at the end of August. The exact dates will be informed to students by Canvas in due time. Deadline for submission to the Education Administration is April 1st. Education Administration confirms the defence date with the student and supervisors within 2 weeks by April 15. For the group that starts in May, the time slots must be planned in early December or at the end of January. Exact dates will be informed to students by Canvas in due time. Deadline for submission to the Education Administration: October 15. Education Administration confirms the defence date with student and supervisors within 2 weeks by October 29.

16.1 Thesis plagiarism, submission approval, and thesis distribution

The thesis must be checked for plagiarism in the corresponding Canvas assignment which will contain the term “check” and the group name you belong to. This test must be done maximum three weeks before the defense date. If the result is more than 15%, the student has to inform the Educational Administration office by email. They will look into the score and if it remains too high, they will let student as well as SRP tutor know within 3 working days, including a report of the score. A high score from the program can be due to several reasons and no decision will be made without a manual verification of the reason behind the score.
In case of notification by the educational administration office, the problems will need to be solved before uploading the final version of the thesis in Canvas.
The student cannot submit their thesis without explicit (oral) agreement of the supervisors. After the external daily supervisor, if any, and tutor have approved the Master’s thesis, a PDF or a Word version of this final version must be uploaded in Canvas. This needs to be done at least 2 weeks before the defense date. This is for the definitive plagiarism check by the Educational Administration office. They will also send all the documents to the committee.

Please do not include your personal address in the Word document since it will also be published at the site of UVA theses (https://scripties.uba.uva.nl/). All theses will be published online, unless the student notifies the educational administration office that publishing is not desired.

16.2 SRP examination committee

The SRP examination committee usually consists of three or four persons: the chair (which is usually the chairperson of the Examination Board or someone she or he delegates), the external daily supervisor, if any, the tutor, and one “external” assessor. If the external assessor believes the work to be of insufficient quality (meaning s/he believes the student should fail) then this member should indicate this to the other members of the committee **within one week after receipt of the thesis**. In case of this negative decision, the chair, who is only responsible for maintaining the quality of the assessment process and does not assess the thesis himself/herself, deliberates with the tutor (and external daily supervisor, if any), on the one side, and the external assessor, on the other side. If the

outcome of this deliberation is that the student should perform additional work, then the chair takes the lead in the conversation between tutor (and external daily supervisor, if any) with the student in order to decide what precisely should be done and whether a new defense date should be set.
If the external assessor does not object within one week, then the final SRP presentation and examination can be held.

16.3 Generative AI (GenAI) policy

We distinguish between using GenAI tools as an aid: 1) in the research design; 2) in the creation of the SRP proposal, SRP work plan, SRP thesis, SRP presentation slides; 3) in the execution of the research; and 4) itself as the subject of the research (i.e., in other words, as the tool or technique being researched);.

We now explain in what cases and how GenAI tools can or can not be used below.

1) **In the research design:** Students are not allowed to use any GenAI tools in the research design. Examples of activities that are part of the research design include, generating a research topic, research questions, or experimental design.
2) **In the creation of one of the main deliverables of the SRP:** If students choose to use GenAI in the creation of any of the SRP main deliverables, they can only use UvA-approved GenAI tools and not any other GenAI tool. Students can only use UvA-approved GenAI tools for the purpose of brainstorming ideas, literature search, and light editing of style and grammar correction. No other uses are allowed. Examples of uses that are **not allowed** include using GenAI tools to write text for you, to generate research questions, or to analyse results. In case the student chooses to use UvA-approved GenAI tools for the allowed purposes, it is always the student's responsibility to make sure their use of GenAI does not lead to plagiarism, hallucinated and/or non-factual content. Moreover, for all uses of GenAI tools, the student is fully responsible for the content and must double-check themselves that results are complete and correct. Finally, the student must make it clear and explicit why and how they use UvA-approved GenAI tools as part of their SRP proposal, workplan, thesis, or presentation. This means there must be a statement clarifying this in the SRP proposal, workplan, thesis, and presentation.
3) **In the research execution:** If students want to use GenAI tools to support the research execution, they are allowed to use any GenAI tool as long as all their supervisors (KIK tutor and external supervisor, if any) explicitly agree that they to do so. One notable exception to this rule is that **students are never allowed to use GenAI tools to analyse results**. Examples of approved uses under this rule include, for example, generating code that will be used as part of an experiment or generating a user interface to gather annotations from clinicians.

As the subject of the SRP research: students are always allowed to conduct research where GenAI tools are themselves the subject of the research, as long as the research to be conducted has been fully and explicitly described in the SRP proposal as approved by the SRP coordinators. Student must always follow any agreed upon rules to execute the research proposal, which are defined according to what is needed at the time and on a case-by-case basis. Note: KIK tutors, external daily supervisors, and independent assessors never use GenAI tools when assessing theses.

The student must add an authenticity statement in their SRP proposal, SRP work plan, SRP thesis, and SRP defence slides. The authenticity statement will be integrated in the templates students must use (for SRP proposal and SRP workplan). For the thesis and SRP defence slides, this authenticity statement must be copied verbatim as part of the title page and first slide, respectively. The authenticity statement of the SRP is as below:

I accept my responsibility to follow the SRP Rules and Guidelines document fully, including its Generative AI (GenAI) policy (in Section 16.3). I also certify that I am fully responsible for all the content in this document and that I only used GenAI tools (if any) for the purposes I disclose below.

In case the student used UvA-approved or other GenAI tools for any purpose during their SRP, they must write explicitly what tool they used, why they used it, and how they used it. Examples:

I used a UvA-approved GenAI tool (available at https://aichat.uva.nl/chat) for light editing of text style and grammar correction only, and for no other purposes.

I used [TOOL NAME] (available at [TOOL URL]) as an aid in the execution of this research, explicitly for [EXPLAIN HOW].

In case the student did not use any GenAI tools during their SRP, they can just write as below:

I did not use any GenAI tool in any way as part of my SRP.

16.4 Scientific research project presentation and thesis defence

Upon completion of the thesis, as part of the examination, the student gives a presentation to the SRP examination committee and other interested people. The SRP tutor leads the session, with the session concluded by the chair of the examination committee. The presentation should be in English and take 20 minutes. After that, there are 10 minutes reserved for discussion with the general audience. There will then be 30 minutes for questions from the examination committee. After the student answers the questions by the committee, the committee then meets privately and determines the grade for the SRP. Thereafter, the student is informed.

16.5 Assessment of the scientific research project

The final grade for the scientific research project will be based on assessing and grading each of the following individual components:

- the research design (10%)
- the way the research was carried out (25%)
- the Master's thesis (structure and contents) (25%)
- the thesis defence (40%)

Specific aspects of these four components are presented in the SRP assessment form (can be found on Canvas). Based on the assessments of the other committee members the chair completes the forms. A minimum grade of 5.0 must be obtained for each component. The final grade is the weighted mean of the individual grades as presented above. The final grade will be rounded following the rules in the Teaching and Examination Regulations.

The forms will be signed by the (external daily supervisor, if any,) tutor and by the chair of the examination committee. The student signs for having seen the assessment and gets a copy of the forms. The forms are then sent to the onderwijs-mi@amc.uva.nl who will send the forms by email to the students.

17. Master graduation ceremony

At the master graduation ceremony, which is held minimum 2 times a year, the student is expected to give a 3-minute presentation (using a microphone only) to a general public (usually relatives of graduates who are laypersons) about the essence of his or her project. The tutor (or the external daily

supervisor) is expected to address the student with a short speech of about 3 minutes reflecting on the period that the student worked with him/her. **It is the responsibility of the student to invite the tutor (or the external daily supervisor) as well as informing the tutor (or the external daily supervisor) about the required short speech**.

18. SRP Website and UvA Theses website

The SRP website can be found at https://kiktools.amsterdamumc.org/srp/. In the SRP website, you find SRP proposals available to students, as well as the SRP proposal template, the SRP proposal checklist, and the SRP work plan template, the SRP assessment rubric, as well as this SRP Rules and Guidelines document.

The UvA theses website can be found at https://scripties.uba.uva.nl/?setlang=en. In this website you can find MSc theses of previous students in the MSc Medical Informatics.

19. Mandatory outputs from the student to complete the SRP

As mentioned in the previous sections of this guidelines document, the following outputs are to be submitted by the student over the course of the SRP in order to complete the SRP. Missing any one of these will result in the discontinuation of the SRP.

Output	**Submission**
Details on SRP location	Canvas
SRP Proposal	Canvas
SRP Workplan	Canvas
Homecoming day 1 presentation	In-person or make-up assignment by email
Homecoming day 2 presentation	In-person or make-up assignment by email
Homecoming day 3 presentation	In-person or make-up assignment by email
Homecoming day 4 presentation	In-person or make-up assignment by email
Thesis plagiarism check	Canvas
Thesis	Canvas
Defence and Final presentation	In person

Appendix A 1

Indicative timetable of the Scientific Research Project activities
EXAMPLE of student starting SRP in NOVEMBER*

Entry in November	Tasks	Product
Before 1 November	• Student checks SRP website for SRP Proposals or contacts external daily supervisor/ tutor to write an SRP proposal. • Student fills in SRP proposal checklist and uploads SRP proposal in Canvas ideally before October 1. • SRP coordinator assesses proposal and optionally asks for changes and for resubmission. SRP coordinator approves SRP proposal in Canvas. • SRP coordinator assigns tutor to SRP project.	Contacts: SRP coordinators: srp-kik@amsterdamumc.nl OA: onderwijs-mi@amc.uva.nl • Final approved SRP Proposal • Tutor assigned to SRP proposal
1 November*	• Official start of SRP.	
1st/2nd week November	• Student attends SRP kick-off meeting.	
2 January	• Student sets up draft SRP work plan with (external daily supervisor &) tutor and submits it in Canvas	
1 February	• Final SRP work plan uploaded and approved in Canvas. • SRP coordinator assesses final SRP work plan and optionally asks for changes and for resubmission. • SRP coordinator approves definitive SRP work plan in Canvas. • If not requested for an extension (maximum 2 weeks allowed), then the tutorship will be interrupted, and the SRP will be stopped.	• Approved SRP work plan
….	• Progress monitoring of student by (external daily supervisor,) tutor and HCDs. • Student attends all HCDs.	• Home Coming Days
March / April	• Student **asks tutor for independent assessor, plans 3 timeslots, informs education administration.**	
June	• Student **uploads** pre-final thesis at least 3 weeks before defense in Canvas for 1st check on plagiarism. • Student **uploads** final thesis at least 2 weeks before defense in Canvas for 2nd check on plagiarism	• Thesis
June/July	• Student defends thesis	• SRP final grade
	• Student applies for diploma in SIS and registers for the Master graduation ceremony once all Master courses have been completed.	• Send an application form via DSSD with the desired date.
	• Master graduation ceremony	• Certified Master diploma of Medical Informatics

* note that November SRPs usually start in week 44 which may be at the end of October.

Appendix A 2

Indicative timetable of the Scientific Research Project activities
EXAMPLE of student starting SRP in MAY*

Entry in May	Tasks	Product
Before 1 May	• Student checks SRP website for SRP Proposals or contacts external daily supervisor / tutor to write an SRP proposal. • Student fills in SRP proposal checklist and uploads SRP proposal in Canvas ideally before April 1. • SRP coordinator assesses proposal and optionally asks for changes and for resubmission. • SRP coordinator approves SRP proposal in Canvas. • SRP coordinator assigns tutor to SRP project. • Students who start in early April should submit their proposal before April 1st and ideally before March 1st.	Contacts: SRP coordinators: srp-kik@amsterdamumc.nl OA: onderwijs-mi@amc.uva.nl • Final approved SRP Proposal • Tutor assigned to SRP proposal
1 May*	• Official start of SRP. • In case of an elective students are allowed to start early April.	
1st/2nd week May	• Student attends SRP kick-off meeting.	
1 June	• Student sets up draft SRP work plan with (external daily supervisor &) tutor and submits it in Canvas	
1 July	• Final SRP work plan uploaded and approved in Canvas. • SRP coordinator assesses final SRP work plan and optionally asks for changes and for resubmission. • SRP coordinator approves definitive SRP work plan in Canvas. • If not requested for an extension (maximum 2 weeks allowed), then the tutorship will be interrupted, and the SRP will be stopped.	Approved SRP work plan
….	• Progress monitoring of student by (external daily supervisor,) tutor and HCDs. • Students to attend all HCDs.	Home Coming Days
September/ October	• Student **asks tutor for independent assessor and plan 3 timeslots. Inform education administration.**	
November	• Student **uploads** pre-final thesis at least 3 weeks before defense in Canvas for 1st check on plagiarism. • Student **uploads** final thesis at least 2 weeks before defense in Canvas for 2nd check on plagiarism	Thesis
December	• Student defends thesis	SRP final grade
	• Register for Master graduation ceremony once all Master courses have been completed.	Send form via DSSD with desired date
	• Master graduation ceremony	Certified Master diploma of Medical Informatics

* note that May SRPs usually start in week 18