

Internship Guidelines

Final elective project (30 ECTS)

Supervision and Co-supervision

The **Host Organization** of the internship where the final elective project is conducted might be a Partner University of the EMOTION Consortium, a University not belonging to the EMOTION consortium, or an Institution outside academia (e.g., research center, company, CRO).

- For those internships performed at one of the Partner Universities (UPO, UMH or UNamur), the **supervisor** is one of the EMOTION Lecturers at UMH or UNamur, according to the University where the student attended the third semester. A **co-supervisor** might also be identified and might belong to any of the three Universities.
 - For those internships performed at a University not belonging to the EMOTION Consortium or at an Institution outside academia, the **supervisor** is one of the EMOTION Lecturers at UMH or UNamur, according to the University where the student attended the third semester. A **co-supervisor** must also be appointed by the Host Organization where the internship takes place.
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Format and Style of the Thesis

Students enrolled in the EMOTION Master have a diverse option of where to conduct their internship. Given the diverse settings, **it is impossible to devise a format that will suit all the different possibilities**. For example, if students perform a research project conducted in the University or if the internship is conducted in a regulatory department or a CRO, the format of the thesis resulting from the research/internship work might be substantially different. Students that, during their internship, have not performed research that furthers knowledge are nonetheless expected to write a thesis that not only reflects a description of their choirs but also puts their work in a broader context and enriches the reader.

When writing up a thesis, always ask your supervisor and co-supervisor what should be included in your thesis beforehand, so as not to infringe possible industrial secrets or intellectual property rights. At times, the supervisor and co-supervisor might ask you not to include some of the experience or data that you have collected/gathered. The Joint Examination Board is fully aware of this, so don't worry. The thesis manuscript is a **public document**, and therefore may impinge on intellectual property regulations. There is the possibility, nonetheless, to **seal as secret** your thesis, and this will protect the data and information and will not represent a public disclosure. Do consult with the supervisor and co-supervisor whether you should pursue this. If you wish your thesis to be sealed, please fill out the form "Non-disclosure agreement" according to the instructions you will receive from UPO. ***Bear in mind that if you decide that the thesis needs to be sealed, the oral dissertation will be done behind closed doors and the presence of people in the audience (parents,***

friends, etc.) - except for the members of the Joint Examination Board - is not allowed.

The thesis manuscript must be written following the guidelines below.

- The report contains:

Front page that includes the logo of the two Universities issuing the degrees, the title of the thesis, the name of the student and of the supervisor and co-supervisor (a demo front page will be provided).

A page with a statement on plagiarism (it will be provided by UPO).

Abstract page: a 400-word abstract and five keywords reflecting the content of the thesis.

An introduction to the Host Organization (1 page maximum) describing its legal structure, mission statement, history, description of products and/or services, target market (annual revenue if available), etc. or similar data of interest if it is a public institution. This introduction is mandatory also for internships performed in academia. In this case, a description of the University, the Department and the laboratory in which the work has been performed is suggested.

The description of the work performed, in an order that should resemble the following:

- (1) Introduction;
 - (2) Materials and Methods (methods if clinical work, or method of investigation of other kind of work);
 - (3) Results (this may be changed if your work cannot be reconducted to either quality, pre-clinical or clinical research; for example, it can be the commented description of the legislation that governed your work or a systematic review of the field you were involved in);
 - (4) Discussion – discuss the results obtained in the previous section in light of the known literature or state of the art. You may also add hypotheses that should be tested in light of what you have found or opinions on how to improve the system of strengths and weaknesses of what you have described (a legislation, for example);
- (3) and (4) can be combined together, if needed*
- (5) Acknowledgments;
 - (6) References (30 maximum). Please make sure you correctly cite other people's work, websites or anything else you consulted.

Appendices are authorized, but are not mandatory. They must be relevant and contribute to the general understanding of the manuscript. Five pages maximum are authorized.

- Single-space, Times New Roman, Size: 12. Size 10 can be used for figure, scheme and table legends. Appendices in Times New Roman 12.
- Figures, schemes and tables must be included in the text. If the figure is not original, the corresponding reference must be obviously cited.
- There is no limit for the number of words. The manuscript must not exceed 30 pages (from introduction to references included, appendices excluded), with a minimum of 20 pages. Figures,

schemes and tables are included in the count of the number of pages.

1. Before submitting the thesis, please upload the manuscript on Turnitin for plagiarism check. This is required in addition to the insertion in the thesis of a statement on plagiarism provided by UPO and mentioned above.
2. A PDF of the manuscript together with Turnitin report must be sent to both the supervisor and co-supervisor following the deadlines given by both the supervisor and co-supervisor.
3. Once approved, a PDF of the manuscript **digitally signed by the Supervisor** must be sent to Mrs. Chatillon (if you have chosen UNamur for your third term; manon.chatillon@unamur.be) or Mr. Guerrero (antonio.guerrero@umh.es) and Prof. Fernandez Carvajal (asia.fernandez@umh.es) if you have chosen UMH. It must also be submitted to UPO via Google Form by **the end of August** according to the instructions you will receive from UPO.
4. The secretariat at UPO will send the manuscript to the members of the Joint Examination Board (appointed by the Joint Consortium Board).

Oral Dissertation

The oral dissertation consists of a 10-minute presentation in English (please respect the given time slot: this is one of the criteria used in the evaluation of your oral dissertation), followed by a 5-minute discussion with the Joint Examination Board (JEB). A slide on the Host Organization must be included in the presentation.

No device or written text is allowed when the student is presenting, except for the slides. **Students must send their slides for the oral presentation according to the deadlines given by both the supervisor and co-supervisor. After their approval, at least 24 hours before the oral presentation date, students must send their slides to emotion@uniupo.it.**

The oral presentations will be held **in September** and more details will follow.

Evaluation

For the evaluation of the performance of the Student during the **internship**, an evaluation grid, that includes grade (**5/20**) and comments, is sent by the Student to the **co-supervisor**.

Once filled, the evaluation grid is sent back by the co-supervisor to the UPO Secretariat (emotion@uniupo.it) **by the end of August**.

JEB Members can give up to 15 additional points:

- Evaluation of the **manuscript (5/20)** given by the **supervisor**;

Here are some criteria that can be followed for the evaluation of the manuscripts:

- *Focus and relevance in the field*
- *Method and work process*
- *Results and reflective discussion*
- *Approach (originality/innovativeness)*
- *Impression of the degree thesis as a whole and structure of thesis:*
- *Design, logical structure and necessary parts*
- *Readability and flow*

- *Source reference apparatus*
- *Quality of language*

To give you an idea of the past evaluations, the average score in these years was 4.

- Evaluation of the **oral presentation and defense (10/20)** as an average of the marks given by **JEB members** (excluding the supervisor and co-supervisor if members of JEB).

JEB is composed of at least four members and includes at least one member of the JCB. JEB might also include the Program Coordinator and/or the Local Coordinators, members of the External Advisory Board, members of the EMOTION academic staff, members of other Universities involved in the internship and members of companies and other Institutions. The exact composition of the JEB will be communicated to the student at least one week before the oral presentation.

The final grade is minimum 10/20 and maximum 20/20 and is converted into local marks by the Universities issuing the double degree. If the minimum score of 10 is not obtained, the student has to enroll for an extra year and repeat the final elective project according to JCB directions.

Should you have any questions regarding information that is not present in these Guidelines and in the other instructions you will receive, please contact:

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