

Literature Study portfolio

Student name		Student number	
Master Program*	Oncology / Personalized Medicine		
Title			
Institute*	Internal / external		
Date			

*please tick where appropriate

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Literature Study Portfolio

Faculty of Medicine VU Science Masters (Oncology / Personalized Medicine)

Summary

This portfolio contains all the forms required for the completion of a literature study as part of the training program at the Faculty of Medicine VU Amsterdam. The student must print the entire portfolio and use it as a guideline during the course of a literature study.

During the Literature Study, a copy of the Survey Outline must be sent to either masteroncology.vu@amsterdamumc.nl (master Oncology) or masterpersonalizedmedicine-vu@amsterdamumc.nl (master Personalized Medicine). At the end of the literature study, the student must check all boxes on the first page of the portfolio and hand in the digital version of the complete portfolio via email to the above mentioned email addresses.

Time line

The student is responsible for contacting a department and requesting a literature study placement. If the student is planning to perform a literature study outside the Amsterdam UMC, the student is also responsible for contacting an internal Amsterdam UMC supervisor.

When a department accepts the student for a literature study, the following steps need to be taken:

1. Before starting the literature study, the *Student* needs to ask for approval from the Examination Board via the digital [Approval Form](#) (https://fd20.formdesk.com/vuamsterdam/approvalform_minor_major_ScienceMasters)
NOTE: The student needs to have passed the minor internship before a literature study can be approved or started.
2. The *Student* must also register the literature study on VU dashboard.
3. The *Literature Study Assessor* needs to confirm the placement.
4. The *Examination Board* decides whether the literature study will be approved.
5. When approval has been granted, the student is permitted to start the literature study.
6. Within 2 weeks after the start of the internship, the *Student* hands in a copy of the **Survey Outline** to either masteroncology.vu@amsterdamumc.nl or masterpersonalizedmedicine-vu@amsterdamumc.nl.
7. At the end of the literature study, the *Student* gives a **Final Presentation**, hands in the **Report**, and has the *Supervisor* and *Assessor* complete the digital **Assessment Form**:
https://fd20.formdesk.com/vuamsterdam/Assessment_form_internships_ScienceMasters. In addition, the *Student* fills out the Online **Literature Study Evaluation**:
https://fd20.formdesk.com/vuamsterdam/literature_study
8. When all the assessment forms have been completed, the *Student* must send a **digital copy of the Portfolio and the Report** to either masteroncology.vu@amsterdamumc.nl or masterpersonalizedmedicine-vu@amsterdamumc.nl.
9. When the grade of the assessors differs 1,5 points. The *Literature Study Examiner* will appoint an *Independent Assessor* to separately assess the report.
10. When the portfolio is complete and the grades are sufficient, the *Examination Board* will approve the literature study and the student will be granted the assigned credits.

Assessor = Principal Investigator/Head of the department/Professor

Independent assessor = Amsterdam UMC-employed expert

Literature Study examiner = VU-appointed official responsible for internship/literature study examination

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Survey Outline concept

Your Survey Outline should have the following form:

1. Student information	<i>Name student:</i> <i>Student number:</i> <i>Name Assessor:</i> <i>University:</i> <i>Department:</i> <i>Date:</i>
2. Title of the project	
3. Summary (1 paragraph)	
4. Description of the subject 4.1 Introduction (ca. 1 page) 4.2 Approach (ca. 2 pages) 4.3 Planning (short)	
5. Literature (List of important scientific articles)	
6. Start, finish and time schedule	<i>Start</i> <i>Finish</i> <i>Time Schedule</i>
7. Signature	<i>I hereby declare that I have completed this form truthfully</i> <i>Name student:</i> <i>Date:</i> <hr/>

Please submit the form in PDF format, completed and signed via email to your program:
Masteroncology.vu@amsterdamumc.nl OR masterpersonalizedmedicine-vu@amsterdamumc.nl

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Survey Outline Assessment form (Assessor)

Placeholder for the digital assessment form

Please use this to assess the survey outline and use it to fill out the digital assessment form after completion of the literature study.

Student Name			
Student number		Cohort Year	
Supervisor			
e-mail			
Assessor			
e-mail			

Survey outline

Please use numerical values

<5.5 (Insufficient)
5.5 - 6.5 (Sufficient)
7.0 - 8.0 (Good)
8.5 - 10 (Excellent)

Writing process		
Process of writing	The student independently gathers and interprets the results and literature	
Processing of literature	The students interprets the literature well	
Processing of results	The student interprets the obtained results well	
Overall concept	The report is balanced and clearly presented	
Contents	The contents adequately covers the field of interest	

Written feedback Assessor	
Signature Assessor	
Date	

Digital Literature Study Evaluation

Fill in the digital evaluation form via the following link:

[Literature Study evaluation \(formdesk.com\)](https://formdesk.com)