

Instructions pilot Osiris Zaak – examiner

Application of a research project or writing assignment within the GSLS

General remarks

Thank you for participating in this pilot for the registration and grading of research projects, business internships and writing assignments. In this pilot we are using an Osiris-environment called Osiris Case (or 'Osiris Zaak' in Dutch). You approach this environment via [Osiris Begeleider](#) or via the link in your email. If you have any problems, questions or suggestions, please call

BMS infobms@umcutrecht.nl or +31 (0)88 7559397

Science science.gsls@uu.nl or +31 (0)30 2531858

There are instruction videos available about the general use of 'Osiris Zaak' via [this link](#). The instructions are both in Dutch (*06. OSIRIS tutorial Zaak Overzicht NL*) and in English (*07. Case task ENG*).

Requirements for log in for examiner

Since the information in Osiris requires a high level of protection user authentication is done via two methods (two factor authentication). In this case you log in with a password and an additional method confirming your identity. You can log in using a Net IQ app on your smartphone or via sms codes you receive.

What do you need to log into the system:

- A Solis-ID > I do not have a Solis-ID. Then you must request for a Solisaccount, click on the [link](#)
- I do have a Solis-ID but forgot my password. Then you are required to reset your Solis-ID, click on the [link](#) and choose 'Wachtwoord vergeten?'
- Access to Osiris Begeleider > If you log in, but get an error please contact the Master's administration
- Installed your two-factor authentication for Osiris
 - o Check if your private email address (for UMCU staff this is usually your UMCU address) is correctly registered via the [Selfservice HR](#). If you would like to authenticate via SMS or an app on your phone, please also check your phone number;
 - o Log into the [MySolis-ID portal](#) with your solis-ID and password;
 - o Fill out the code you received on your private email address;
 - o Go to 'extra authentication'
 - o Choose which application you would like to use
 - NetIQ app (recommended)
 - Google Authenticator app
 - SMS

Student will start the application

The student is responsible for starting the application of the research project or writing assignment. Once the student has done this, you will receive an email. This email contains a link you can use to approach the Osiris Case (Osiris Zaak) environment. Alternatively, you can also use the direct link to [Osiris Begeleider](#).

Example e-mail:

Dear ...,

You receive this email because the Master's programme of (name student) participates in a pilot in which the entire procedure of research projects and writing assignments is digitized. The new procedure is created within Osiris Cases ('Osiris Zaak' in Dutch), which can be reached via Osiris lecturer / supervisor ('Osiris Begeleider/Docent' in Dutch). (name student) has finalized his/her application for a Major Research Project. This application requires your approval as examiner.

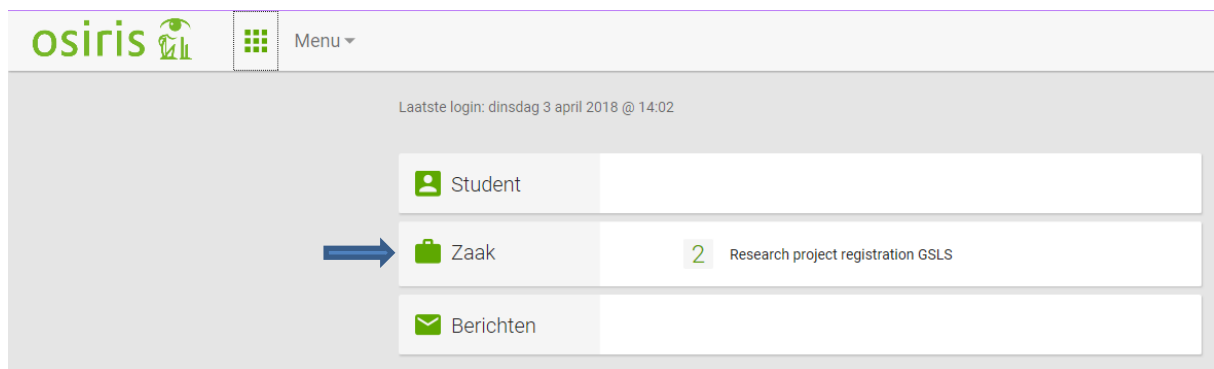
If you are not the Examiner of this student, he/she might have accidentally used your solis-ID by mistake, please contact infobms@umcutrecht.nl (BMS) or science.gsls@uu.nl (BETA).

Please log in into Osiris Begeleider via this [link](#) to see the application. By clicking on the student name itself, you can open the application form.

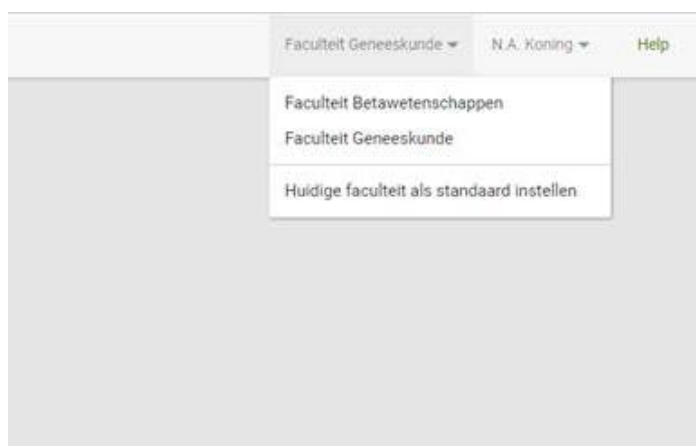
If the content of the application is correct, please click 'approve'. If the application is incorrect or incomplete, please click 'add information' to request changes or additional information. If you are not the examiner of this student, please click 'reject'.

Kind regards, Kim Weiler and Els van der Vlist
Researchproject Coordinators Utrecht University Graduate School of Life Sciences

Click on 'Zaak' (see printscreen) to see the new application or task.



Note! If you are an examiner of the Beta faculty and the student you supervise is enrolled for one of master programmes of Biomedical Sciences. Then you need to switch from faculty in the Menu bar from 'Faculteit Betawetenschappen' into 'Faculteit Geneeskunde'.

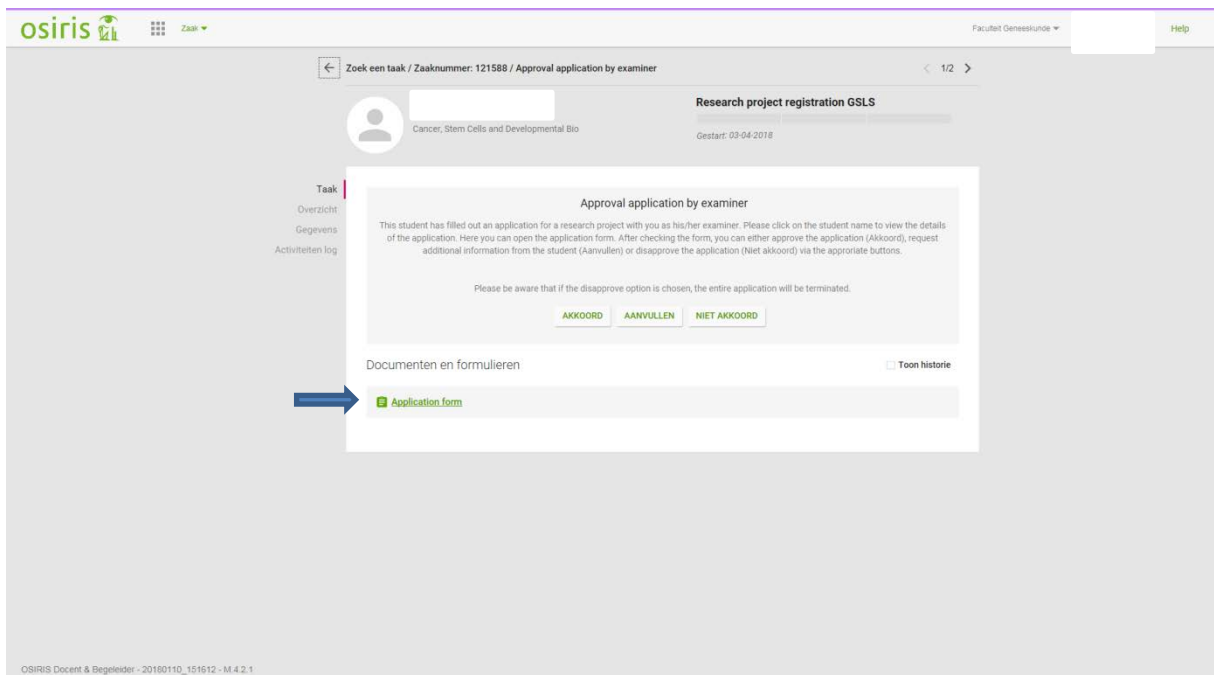


Choose the student (see printscreen)

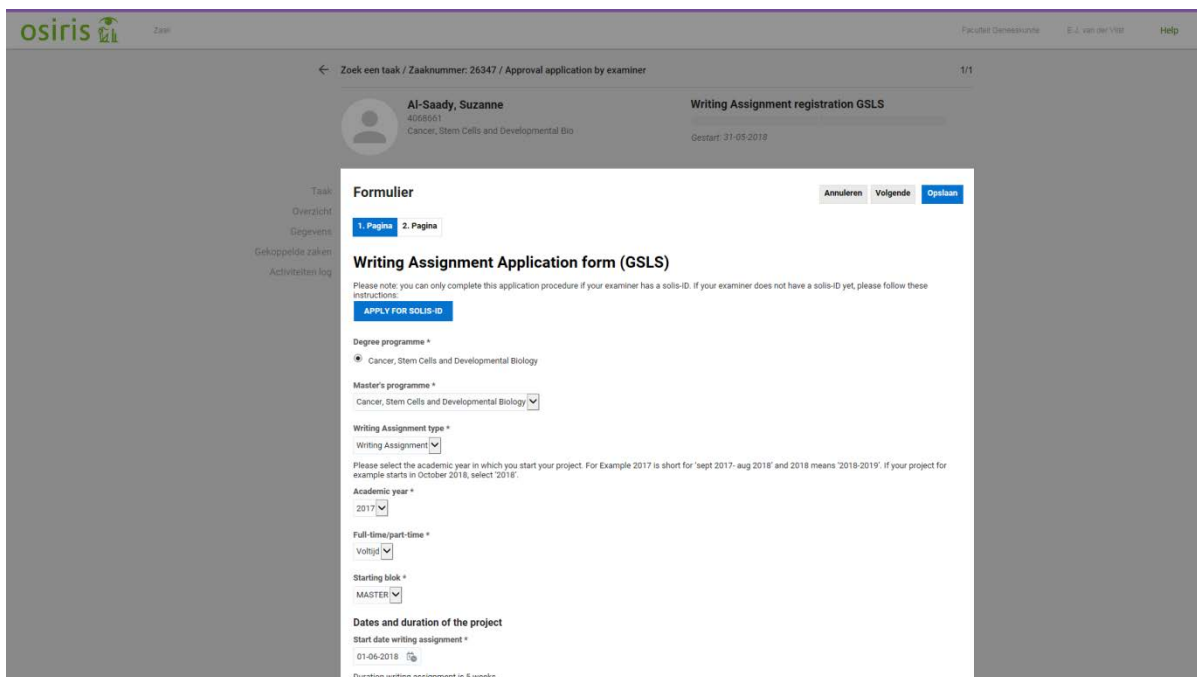
Click in the grey field (see printscreen) of the student to see the application form.

The screenshot displays the Osiris application management interface. The top navigation bar includes the Osiris logo, a 'Zaak' dropdown menu, and the text 'Faculteit Geneeskunde' and 'Help'. The main content area is titled 'TAKEN OVERZICHT' and features a search bar labeled 'ZOEKEN'. Below the search bar, there are several filter options: 'Laatste selectie', 'Beperk activiteiten tot Mijn recent afgehandelde taken', 'Studentnummer', 'Achternaam (zonder diakriet)', 'Roepnaam', 'Opleiding', 'Zaaknummer', 'Naam zaak', 'Collegejaar', 'Kenmerk', 'Status zaak', 'Status zaak gewijzigd op (vanaf, t/m)', 'Uitkomst zaak', 'Activiteit', and 'Status activiteit'. The main table has three columns: 'Student', 'Zaak', and 'Taak'. The first row shows a student from 'Cancer, Stem Cells and Developmental Bio' with a 'Research project registration GSLS' task (Zaaknummer: 121588). The 'Taak' column for this row contains the text 'Approval application by examiner' and three buttons: 'AKKOORD', 'AANVULLEN', and 'NIET AKKOORD'. A blue arrow points to a grey field in the 'Student' column of this row. The second row shows a similar task with a 'Research project registration GSLS' (Zaaknummer: 121546) and a status of 'akkoord' with a timestamp '03-04-2018 14:58'. The bottom right corner of the table area indicates 'Totaal aantal rijen: 2'.

View detail of application by clicking on the 'application form' before choosing to accept (akkoord), request changes (aanvullen) or reject (niet akkoord).



Please note that you can make changes in the application form and save them, however these cannot be tracked and the student will not be notified which changes are made by you.



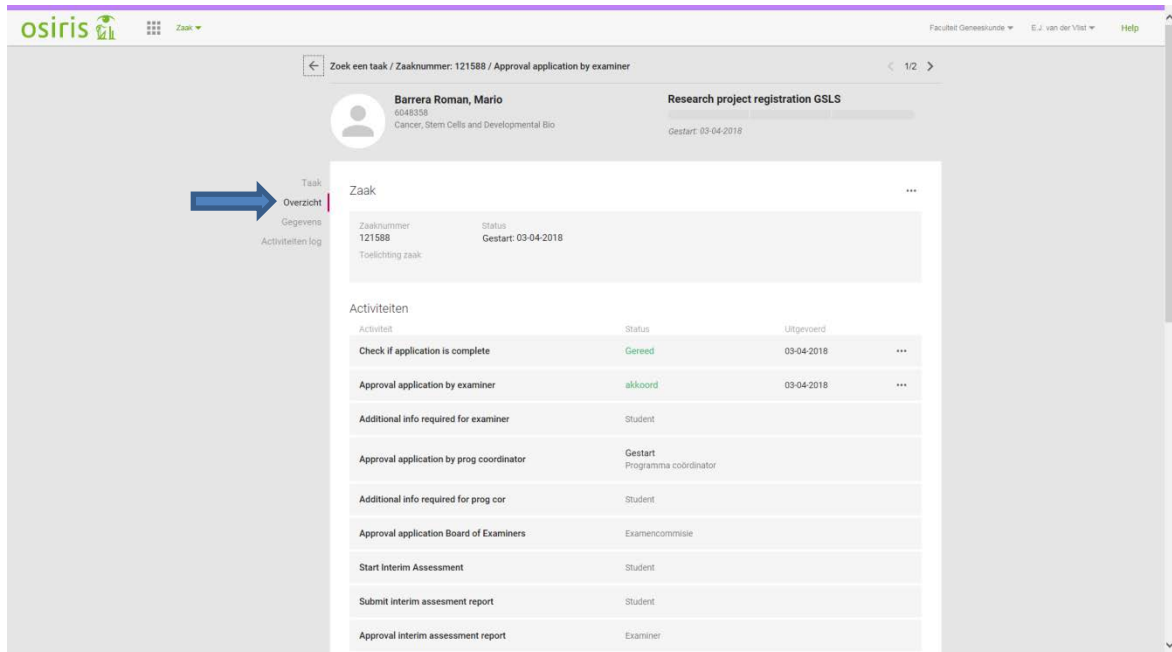
After the examiner has approved the application of the student

The student:

- 1) will receive an e-mail with subject X of the project by e-mail

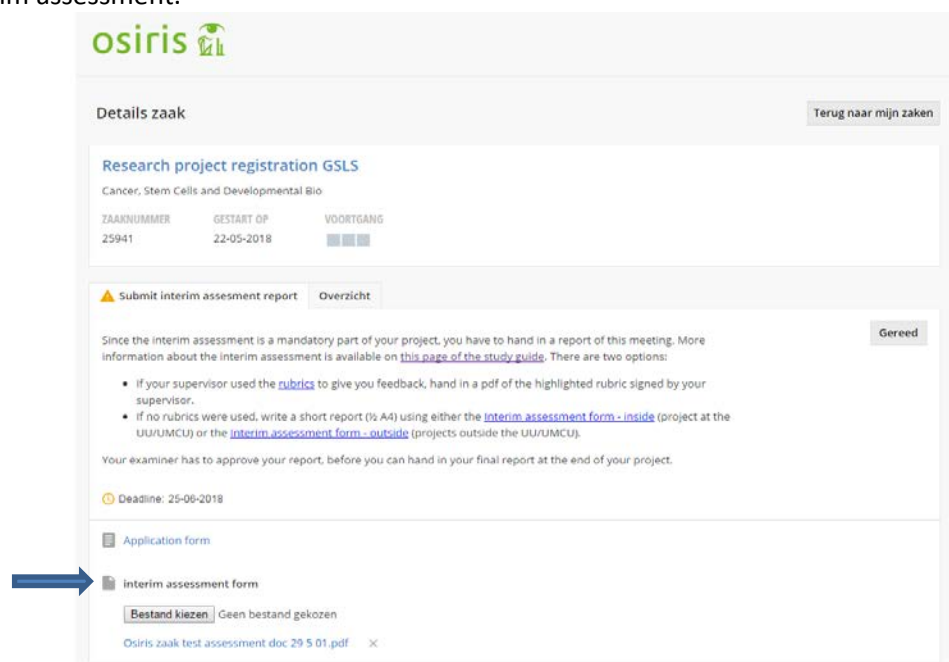
The examiner:

- 2) can check the status of the application under 'Overzicht' (see printscreen).



Interim assesment (only mandatory for research project)

The student will have to upload the report from the interim assessment, which should take place after 2-3 months into the research project (does not apply to writing assignments). When the student has uploaded and transmitted the report (by clicking 'Gereed'), you as Examiner need to check if the right report was uploaded to Osiris. If so, approve by clicking 'Gereed'. If not, please send it back to the student for re-upload by clicking 'Aanvullen'. Below a screenshot of the instructions the student receives for the interim assessment.

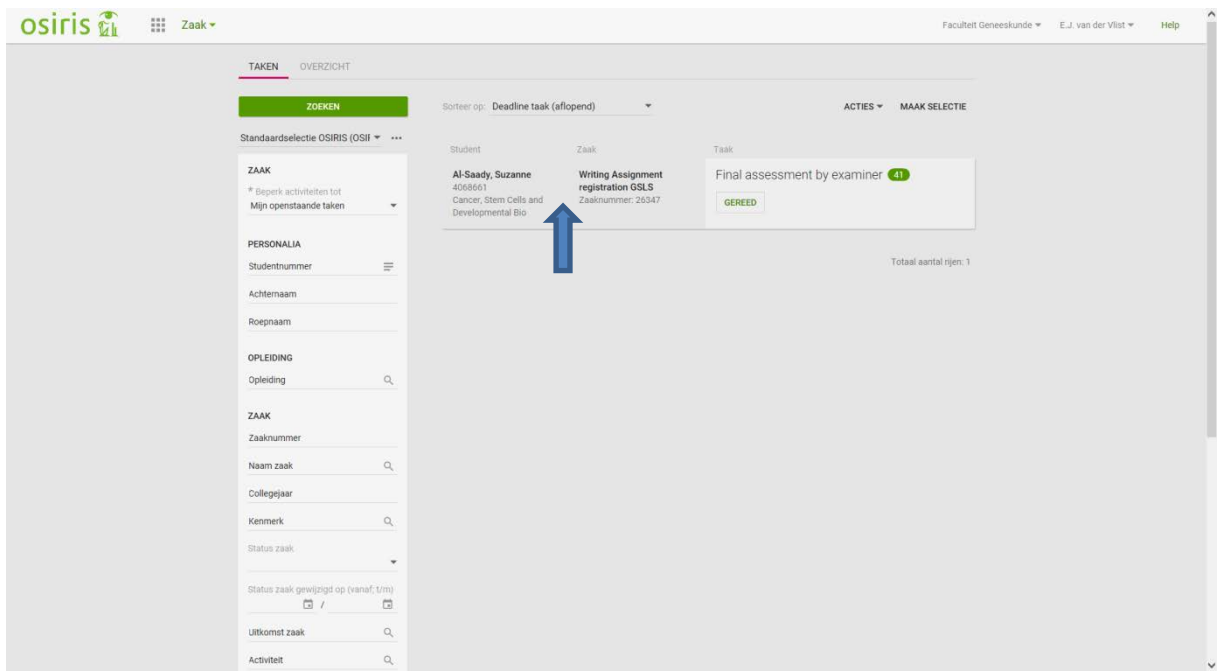


Finalizing and assessment form

After the student has finished the research project or writing assignment you can continue with grading the work.

In Osiris Zaak you will see a task: 'Final assessment by examiner'. Before you continue with the final assessment please make sure that you:

1. have a confirmation of the grades from either the second reviewer (internal project or writing assignment) or from the supervisor host institute (external project or writing assignment).
2. did the Ephorus plagiarism check
3. have a motivation for the grade(s) you are about to register (either highlighted Rubric or written motivation).



The screenshot shows the Osiris Zaak interface. On the left, there is a sidebar with search filters for 'ZAAK', 'PERSONALIA', 'OPLEIDING', and 'ZAAK'. The main area displays a task card for 'Final assessment by examiner' with a score of 41. A blue arrow points to the student name 'Al-Saady, Suzanne' in the task card.

Student	Zaak	Taak
Al-Saady, Suzanne 4088601 Cancer, Stem Cells and Developmental Bio	Writing Assignment registration GSLS Zaaknummer: 26347	Final assessment by examiner 41 GEREED

Click on the student (see printscreen) NOT on 'GEREED'

Click on the final assessment form (see printscreen) en fill out the form

The screenshot shows the Osiris system interface. At the top, there is a search bar with the text 'Zoek een taak / Zaaknummer: 26347 / Final assessment by examiner'. Below this, there is a user profile section for 'Cancer, Stem Cells and Developmental Bio' and a 'Writing Assignment registration GSLS' section with a start date of '31-05-2018'. The main content area is titled '41 Final assessment by examiner' and contains instructions for the examiner. A blue arrow points to the 'Final Assessment form' document in the 'Documenten en formulieren' list.

Assessment form:

Printscreen part 1

The printscreen shows the 'Formulier' (Assessment form) document. It includes the following sections:

- Institute:** A checkbox for 'Utrecht University/ UMCG' and a checkbox for 'Other institute in NL or abroad'.
- Assessment Rules:** Text describing the regulations and a list of main points.
- Assessment Examiner:** A section for indicating grades as determined by the examiner and second reviewer or supervisor host institute. It includes input fields for 'Grade research skills', 'Grade written report', and 'Grade presentation'.
- Assessment Second reviewer:** A section for indicating grades as determined by the second reviewer. It includes input fields for 'Grade written report' and 'Grade presentation'.
- Please upload confirmation of these grades (e.g. signed letter/e-mail):** A button labeled 'Bladen...'.
- Final Assessment (as determined by examiner):** Text indicating that the grades indicated below will be registered in Osiris and that all three elements (research skills, the written report and the final presentation) have to be awarded at least a 5.5 in order to pass the final examination of the project.
- Final grade research skills (60%):** A field for entering the final grade for research skills.

Printscreen part 2

Please upload confirmation of these grades (e.g. signed letter/e-mail)

Final Assessment (as determined by examiner)
The grades indicated below will be registered in Osiris. All three elements (research skills, the written report and the final presentation) have to be awarded at least a 5.5 in order to pass the final examination of the project.

Final grade research skills (60%)

Final grade written report (30%)

Final grade presentation (10%)

The student belongs to the

Top 10% N/A

Motivation grade
The examiner has to provide a motivation for the final grade, for example by using Rubrics.

[USE THIS LINK TO VISIT THE RUBRIC WEBSITE](#)

I would like to motivate the grade with

Rubric forms Written motivation

Plagiarism check
When you find or suspect that your student is committing fraud or is plagiarizing during his/her research project, this must be reported to the Board of Examiners. In case of 0% plagiarism no report is provided. Please make and save a print screen of this notification (either in your email or in Ephorus itself) and upload this picture.

[MORE INFORMATION ON HOW TO DEAL WITH PLAGIARISM OR FRAUD](#)

Please upload the summary (or print screen) of Ephorus plagiarism check (or comparable plagiarism checker)

The reported percentage of plagiarism is >10%

Ja Nee

Please upload the previously mentioned documents by the provided fields and after you have filled in the form click on 'Opslaan'.

Flowchart Solis-ID Osiris Zaak

