

OSIRIS Case – Guide for Examiners

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General information

OSIRIS Case is the digital platform for the entire procedure (application, interim assessment, and final assessment) of research projects, writing assignments and profiles. This guide provides information about the different steps that are relevant for the examiner who can access OSIRIS Case via [Osiris Lecturer/Supervisor \(Docent/Begeleider\)](#).

Students will start a new case for each of the following components: major research project, profile project (if applicable), business internship (only SBM students) and writing assignment. The procedure for [mini projects](#) (research in electives) are not implemented in OSIRIS Case yet.

Currently, students enrolled in the following GSLS Master Programs use OSIRIS Case:

- Cancer, Stem Cells and Developmental Biology
- Science and Business Management
- Bioinspired Innovation

Contact information (problems, questions, or suggestions):

- General OSIRIS Case matters: OSIRISCaseGSLS@uu.nl
- Administration questions: BMS: infobms@umcutrecht.nl or +31 (0)88 7559397
Science Faculty: science.gsls@uu.nl or +31 (0)30 2531858
- SolisID enquiries: BMS: solisbeheer@umcutrecht.nl
Science Faculty: servicedesk@uu.nl

1. Access to OSIRIS Case – requirements for examiner

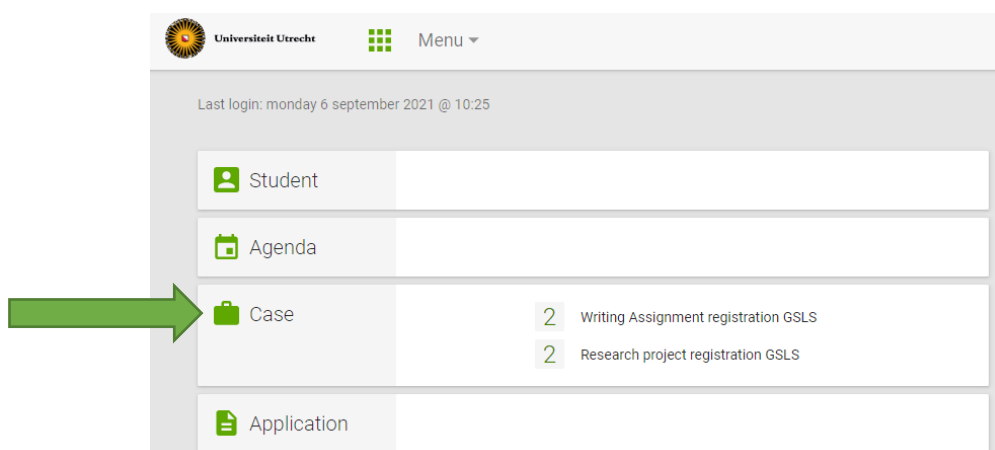
Everything you need to access OSIRIS Case is:

- **SolisID**. Staff and students belonging to Utrecht University automatically receive their SolisID that gives access to Utrecht University services. If you do not have a SolisID (UMC Utrecht staff) click on the link [here](#).
- **2FA** (two-factor authentication). The information in OSIRIS requires a high level of protection. You can find more information on how to set up the 2FA [here](#).

2. Approval of project application

After discussion between examiner and student and agreement on the basis of the project, the student can start the application by opening a new case. When the application is submitted in OSIRIS Case, you as examiner will receive an email from 'Universiteit Utrecht (noreply@uu.nl)' with information and request to review the application (also directly available in [Osiris Lecturer/Supervisor](#)).

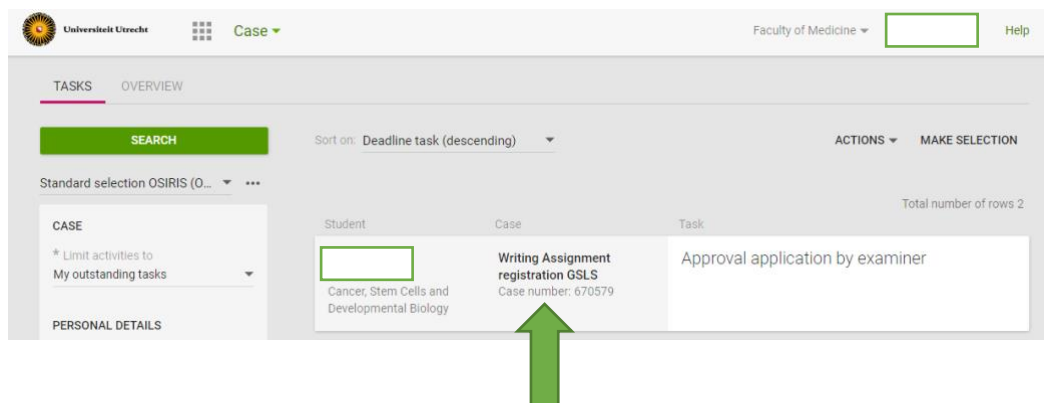
You will see the OSIRIS Case interface with your pending tasks under 'Case'.



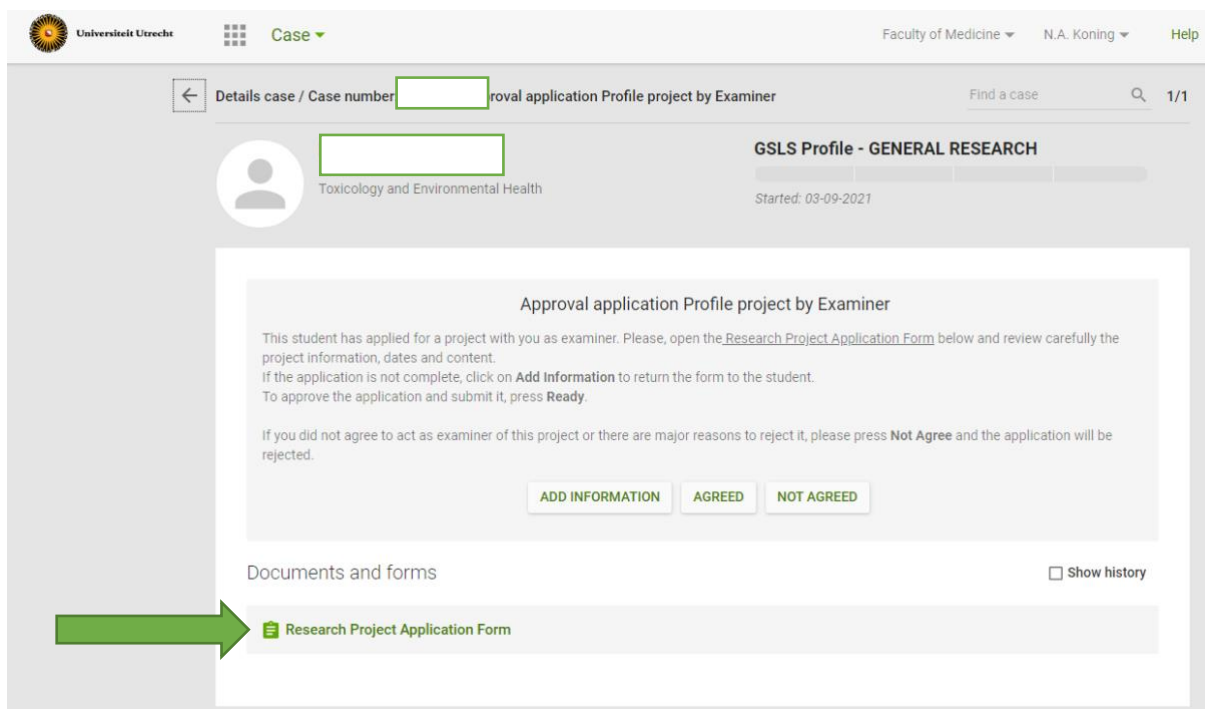
Note! Make sure to check the upper right corner for faculty rights. In certain cases, you might need to switch faculty to access cases of students from different Master's Programmes:



Select the case by clicking on the student's name or project:



The case will open, and you can then review the submitted application:



After checking the application in detail, including dates and content, you should click on 'Agreed' to digitally sign the application. The application will then be automatically sent to the programme coordinator. If the application is not complete, you should select 'Add information' and provide with an explanation for the student.

Please note (!) you are allowed to make changes in the application form and save them, however these changes cannot be tracked, and the student will NOT be notified which changes are made by you. Thus, we advise you ask the student to make changes in the form instead.

After your approval, the application form will automatically reach the other parties involved for approval (e.g., programme coordinator, Board of Examiners, etc.). You can track the progress in the Overview tab of the case:

Find a task / Case number [redacted] Approval application Profile project by Examiner Find a task 1/1

Profile picture [redacted] Toxicology and Environmental Health

GSLs Profile - GENERAL RESEARCH
Started: 03-09-2021

Task Overview Data Linked cases Activity log

Case

Case number	Version	Status	Remark
694767	5	Started: 03-09-2021	
Explanation case			

Activities

Activity	Status	Executed
Fill in the Profile Application form	Ready	03-09-2021
Approval application by Profile coordinator	Profile coordinator	
Additional info required for Profile coordinator	Student	
Approval application by programme coordinator	Programme coordinator	
Additional info required for programme coordinator	Student	
Approval application Board of Examiners	Board of Examiners	
Additional info required for Board of Examiners	Student	
Registration for Profile by Master Administration	Ready	03-09-2021
Fill in the Profile project Application form	Ready	03-09-2021
Check if profile project application is complete	Ready	03-09-2021
Additional info required for masteradmin	Student	
Approval application Profile project by Examiner	Started Examiner	
Additional info required for Examiner	Student	
Approval application Profile project by programme coordinator	Programme coordinator	

3. Approval of Interim Assessment form

This step is only present during research projects and business internships – it does not apply to writing assignment cases.

The interim assessment meeting is an essential step in the project and should take place 2-3 months after the start of the project. After the meeting, the student will upload the Interim Assessment form and you will be notified. If you open the case (1), you will see the uploaded form:

Find a task / Case num [redacted] val interim assessment report Find a task < 2/4 >

Profile picture [redacted] Toxicology and Environmental Health

GSLs Profile - GENERAL RESEARCH
Started: 22-09-2021
Profile Project application approved: 29-09-2021

Task Overview Data Linked cases Activity log

Approval interim assessment report

READY ADD INFORMATION

Documents and forms Show history

- Final Assessment Form
- Research Project Application Form
- Interim assessment Form
- GSLs - Internship contract - 2020-2021.pdf
- NEW DOCUMENT
- Profile Application Form

If the information is correct, you should press 'Ready' (2) for the project to move to the next step. If the Interim Assessment report is missing information, press 'Add information' to send the form back to the student for completion.

4. (Optional) Approval of rescheduling end date

In certain occasions, the student might need additional time to complete the project. If that is the case, the student will have the option to request a new end date for the project by uploading a valid motivation. Please, check the information provided in detail and approve the motivation within the case. You can see the valid reasons for rescheduling the end date in the [StudyGuide](#). The Research Project Coordinator will check the motivation and approve/reject the request.

The screenshot displays a web interface for reviewing a student's request to reschedule the end date of their project. The top navigation bar includes a back arrow, the text 'Details case / Case number [redacted] check request rescheduling by Examiner', a search icon, and 'Find a case' with '1/1' next to it. Below the navigation, there is a user profile section for 'GSLs Profile - GENERAL RESEARCH' with a progress bar and dates: 'Started: 02-09-2021' and 'Interim assessment approved: 06-09-2021'. The main content area is titled 'Check request rescheduling by Examiner' and contains the following text: 'This student has requested a rescheduling of the end date of his/her project. Please click on the [Rescheduling end date form](#) to view the details of the rescheduling request. After checking it, you can either approve the request (Agreed) or not approve it (Not agreed). When you press 'Not agreed', you can type an explanation and/or ask for extra information. If necessary, the student could start a new request including the extra information that you requested.' Below this text are two buttons: 'AGREED' and 'NOT AGREED'. Underneath is a 'Documents and forms' section with a 'Show history' checkbox and two document links: 'Request extension for credits Form' and 'Rescheduling end date Form'. A green arrow points to the 'Rescheduling end date Form' link.

Some projects provide the option to extend the project with additional credits in those cases where the structure of the project changed, and additional components were added to the initial application. The student can also submit a request for extension with ECs in this step to the Board of Examiners for approval.

Note: the student will see the option for requesting an extension only after the Interim Assessment step has been completed. It is thus not possible to request an extension before the fixed Interim Assessment date.

5. Submission of final assessment

Before the end date, you will receive a reminder about the next steps to finalize the project. The tasks will appear in the case for you to submit the final assessment.

Please make sure that you have the following documents:

1. 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. The plagiarism report ([Urkund](#))
3. A motivation for the grade that you are about to register (using the [three highlighted Rubrics](#) (preferred) or alternatively a written motivation).

The screenshot shows a web interface for a 'Final assessment by examiner'. At the top, there is a breadcrumb trail: 'Details case / Case number [redacted] Final assessment by examiner'. The user profile is 'Toxicology and Environmental Health' with a 'GSLs Profile - GENERAL RESEARCH' progress bar. The main content area is titled 'Final assessment by examiner' and contains instructions: 'Once your student has finished his/her practical work, report and presentation, you can start the final assessment. Please click on the [Final Assessment Form](#) to continue. In the final assessment form, you need to enter the following information:'. A list of requirements follows: '- Your grades for research skills, report and presentation;', '- Grades from the second reviewer (internal research project) or supervisor host institute (external research project). The second reviewer/supervisor host institute will approve his/her grade in the next step;', '- Motivation for the grades (e.g. rubrics);', and '- (Ephorus) plagiarism check (and if the percentage is higher than 10%, a motivation explaining this).'. A warning states: '!! Please fill out the assessment form first, before clicking on 'Ready' !!'. A green box with the number '2' and a green arrow points to the 'READY' button. Below this is a 'Documents and forms' section with a 'Show History' checkbox. Under 'Final Report', there is a 'NEW DOCUMENT' button and a document entry 'Final Assessment Form *'. A green box with the number '1' and a green arrow points to this document entry.

Fill in the Final Assessment Form and upload all the documents (1). Afterwards press 'Ready' (2) to submit it. The student will then receive information to upload the final report in the system.

The case will be concluded once the Master's Administration Office registers the grades in the system.