

## **Rules for external practical projects (updated August 2017)**

The following rules apply to students who choose to perform their practical project outside the Department of Psychology, Oldenburg.

If you plan an external practical project, a faculty member of the Department of Psychology needs to be found prior to starting your work. This person will act officially as second reviewer of your project (Zweitgutachter) and can advise you whether the chosen institution and topic are adequate. Your daily supervisor at the external institution will officially act as first reviewer (Erstgutachter) and is also responsible for ethical aspects of the project.

Before you start your project, you have to apply for approval. In the attached form you need to state:

- the first supervisor
- the external institution
- a suggestion for a second internal supervisor
- the topic of the project (if not entirely clear, please explain how the topic of your project and methods used fit into the field of neurocognitive psychology)
- whether the study has been approved by an ethics committee

**Please send your project proposal to Riklef Weerda ([riklef.weerda@uol.de](mailto:riklef.weerda@uol.de)). He will advise you whether your project meets the formal requirements and he will find an internal supervisor for your project.**

**Once an internal supervisor has been allocated, you will have to discuss your project with him/her. Please have your internal supervisor sign the form that he/she agrees with the project and hand it in to Riklef Weerda.**

**If your internal supervisor does NOT carry a doctoral title, the project also needs approval from the examining board before you can start.**

The second reviewer should be kept updated in writing on progress of the project.

The grading of the daily practical experimental work (70% of the total grade) will be decided by the first reviewer who will be advised by the second reviewer.

The final poster presentation (30% of the total grade) will take place in Oldenburg and the grading will be decided by a group of poster reviewers.

Please be aware that it is also your responsibility to take care that the external project can be finished within the intended time and that all support you need is provided from the external supervisor.

Please hand in to riklef.weerda@uol.de



## External Practical Project – Request for Approval

Name and email address of the student:

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Topic of the project and methods used (please be as specific as possible):

Name of the external institution and first reviewer at the external institution:

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Suggestion for second internal reviewer at the Department of Psychology:

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All studies with patients and/or participants require an approval from an ethics committee.

The approval has been granted:  yes  no

The approval is under review:  yes  no

If the study is not approved by an ethics committee, why is it not necessary?

Once an internal reviewer has been allocated and you have discussed your proposal with him/her:

The topic of the practical project is adequate:  yes  no

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Name and signature of second internal reviewer

If the second internal reviewer does not carry a doctoral title, the examining board needs to approve the project as well.

The topic of the practical project is adequate:  yes  no

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Signature chair of the examining board