MSc research practice guidelines & regulations at HPP

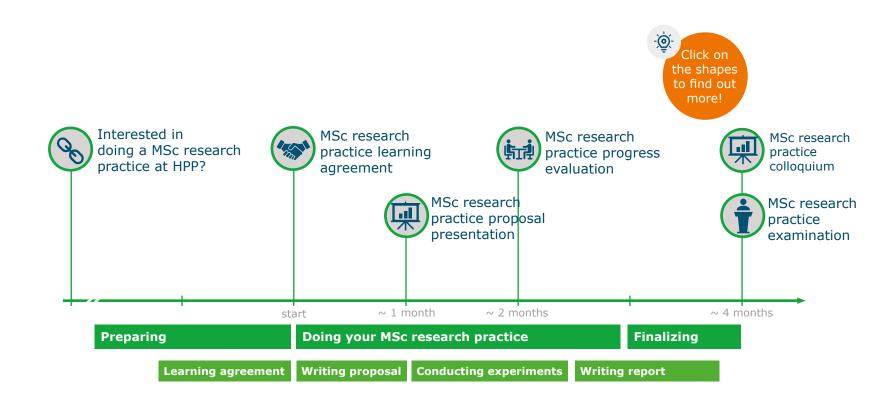## Here is all you need to know

Welcome!

Part A of the MSc research practice course guide describes the general procedures at Wageningen University & Research. In this document (Part B), we describe the specific procedures for doing a MSc research practice at the Horticulture & Product Physiology (HPP) group.

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Overview of MSc research practice guidelines & regulation at HPP

In the figure below you can find all information related to doing a MSc research practice at HPP; from prearing your proposal till finalizing your report. Click on the individual topics to be directed to the corresponding information. More information can be found on the HPP Brightspace page.

Click on the shapes to find out more!

Interested in doing a MSc research practice at HPP?

MSc research practice learning agreement

MSc research practice proposal presentation

MSc research practice progress evaluation

MSc research practice colloquium

MSc research practice examination

start | ~ 1 month | ~ 2 months | ~ 4 months

Preparing | **Doing your MSc research practice** | **Finalizing**

Learning agreement | **Writing proposal** | **Conducting experiments** | **Writing report**

Interested in doing a MSc research practice at HPP?

When? We advise you to start orientating yourself at least 3 - 4 months before you want to start your MSc research practice.

How?

Step 1
You can check the HPP website or the TIP database for available MSc thesis topics at HPP. Many projects listed as thesis can be adapted to fit a research practice.

Step 2
Send an email to the HPP student coordinator Katharina Hanika with the following information:

1. Which HPP courses you already completed,
2. Which three projects you find interesting, and
3. When you are planning to start your MSc research practice.

Step 3
We will contact you to see what is possible!

Prerequisites for doing a MSc reserach practice at HPP

If you would like to do a MSc research practice on pre-harvest, you must have completed:
- HPP31806 (Advanced Methods for Plant-Climate Research in Controlled Environments)

If you would like to do a MSc research practice on post-harvest, you must have completed:
- HPP30806 (Postharvest Physiology) and/or
- HPP31306 (Product Quality Measurements & Analysis)

Preparing for your MSc research practice at HPP

After getting in touch with HPP and finding a match with a supervisor for a thesis topic students and supervisors start preparing.

Part 1 | Preparations before start of research practice

~ 2 months before start

	What	Who
🤝 **Learning agreement** The student starts the administrative procedure for the MSc research practice in Osiris-Case together with the direct supervisor. Details are shared with the student by Katharina.		supervisor, student, Katharina

Please have a look at the last page for all relevant contact persons.

Personal learning goals
In your learning agreement, you have to define your personal learning goals, which help you to focus on your learning process and progress during your MSc research practice. You need to formulate a minimum of two personal learning goals. Guidelines for defining your personal learning goals can be found in the MSc research practice course guide (Part A, Appendix I).

~ 2 weeks before start

	What	Who
🔓 **Access to Radix** The HPP office will arrange access for the student to Radix.		HPP office
👥 **Scheduling lab introduction** If applicable, the supervisor(s) schedule an introduction to the HPP laboratory with the head of the lab (Arjen van de Peppel) and/or the technical staff involved in the project.		supervisor + Arjen
If the student will work with GMO, the supervisor(s) contact Julian Verdonk for further information.		supervisor + Julian

Part 2 | First week at HPP

~ first week

What	Who

HPP Intake meeting (Mondays at 14:00h)

During the introduction meeting with Katharina, students receive the following information:
- ☐ STAIR (STudents Active In Research) meetings
- ☐ Thesis Ring (+ access)
- ☐ General thesis time line

Katharina + student

Access

The HPP office arranges access for the students to:
- ☐ HPP MS Teams
- ☐ HPP OneNote

HPP office

The supervisor is responsible for informing the HPP office about arranging access to Unifarm if and when necessary.

supervisor

New@HPP

For an introduction to the HPP group, the students send a short introduction/CV with a picture to the HPP office.

HPP office

Meeting with your supervisor

As an introduction, the students and supervisor(s) meet to discuss details of the project and planning. Furthermore, the supervisor(s) give a short tour of the facilities (e.g. laboratory, student room, Unifarm etc.). The supervisors also provide information about:
- ☐ general weekly meetings at HPP
- ☐ meetings between supervisor(s) and students
- ☐ documentation of laboratory work & storage of files

supervisor + student

Lab introduction, BSTS course and schedule start lab work

Before starting to work in the laboratory, students get a general lab introduction by Arjen and/or technical staff involved in the project.

For certain HPP laboratories, students have to take the Better Safe Than Sorry (BSTS) course. Arjen provides access to the corresponding Brightspace page.

In addition, a meeting before the start of the lab work **must** be planned with the student, the supervisor, Arjen and/or technical staff involved to plan the use of equipment and materials.

supervisor, Arjen + student

Starting your MSc research practice at HPP

1 Research proposal

After the selection of a topic, the first step of your MSc research practice is to prepare a comprehensive research proposal. During the proposal writing phase you will make yourself familiar with the relevant literature and plan your research activities. For tips and detailed information on writing, please have a look at the document "HPP writing guide", which you can find on the HPP Brightspace page.

In order to support your writing, every HPP student takes part in a thesis ring. The thesis ring is a weekly meeting of HPP MSc students, in which they provide feedback on each others writing. You can find more information about the thesis rings on the HPP Brightspace page.

2 Research plan presentation

Approximately one month after the start of your MSc research practice, you will present your research plan/proposal at the STAIR (**St**udents **A**ctive **I**n **R**esearch) meeting. You have 10 min to present your plan/proposal followed by 20 min discussion with your fellow students. You can find more information about STAIR on the HPP Brightspace page.

3 Data management

Data management is an essential part of scientific research. Therefore, every student at HPP is obliged to organize, structure and store all data generated during the project properly. This also needs to be discussed with the supervisor.
At the beginning of the project the student is obliged to read the data management cheat sheet provided on Brightspace.

Confidentiality
Your MS research practice will be connected to one or more of the long-term strategic projects that run at HPP, which might be published or patented. Therefore, treat your data as confidential at all times. You are not allowed to spread the content of your work or the content of other people's work in any form without prior written agreement of your supervisor.

Doing your MSc research practice at HPP

1   <u>Experiment logbook</u>

Every HPP student is obliged to record and administrate all experimental work in a logbook. This experiment logbook can either be on paper or digital (e.g. eLabjournal), and should be accessible on request by the supervisor(s) and technical staff at any moment.
The experiment logbook will be handed over to the supervisor at the end of the project together with other data/files.
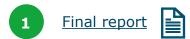
2   <u>Working hours</u>

During working days, students are not allowed in the laboratory after 17:30h due to safety regulations. Students must leave the building before 19:00h.
Generally, students are not allowed to work during the weekend. If it is strictly necessary for you to be present during the weekend, special arrangements need to be made by your supervisor in consultation with the head of the chair group. Please note that you must be in the laboratory with at least one other person in case an accident happens.

3   <u>Data management (Step 2 of 3)</u>

Before the progress evaluation, the student must have completed the data management self-test on Brightspace.

4   <u>Progress evaluation</u>

Approximately 6 - 10 weeks after the start of your MSc research practice, you will have a progress evaluation with your supervisor(s). In this meeting, aspects such as supervision and performance are discussed based on the principle of two-way feedback. If you have experienced any shortcoming in supervision, then the midterm review is a good moment to bring this up. You can find the MSc research practice progress evaluation form on the HPP Brightspace page.

5   <u>Laboratory & Unifarm/Klina regulations</u>

All regulations about the HPP laboratory and Unifarm/Kilma can be found on the HPP Brightspace page and **must** be read and understood my all HPP students before starting the experimental work.

Finalizing your MSc research practice at HPP

1 [Final report](#) 📄

Towards the end of your MSc research practice you will write your final report. The writing will be supported by your thesis ring group as well. For tips and detailed information on writing, please have a look at the document "HPP writing guide", which you can find on the HPP Brightspace page.

Before handing in your report, you must submit your report for a **smiliarity/ plagiarism check** on Brightspace (go to 'Assessment' > 'Assignments'). Include a screenshot of the similarity score, when submitting your report to your supervisor(s) and the examiner.

Submission ID	Submission(s)	Turnitin® Similarity	Date Submitted ▾
456004	✉📄 Final_report.pdf (80,17 KB) Turnitin® Submission ID 1697593816	8 %	09 November 2021 08:52

2 [Reflection report](#)

In addition to your final report, you will also write a reflection report. The reflection report is a personal reflection on the academic skills that you were able to apply or learn during the internship, the general and personal learning goals that have been achieved (or are still to be achieved) and on the contribution of your internship to your career. More information about the reflection report can be found in the MSc internship course guide (Part A). Tip: Check the assessment form to see what aspects are evaluated in your reflection report.

> **Important**
> The final report and reflection reprot need to be handed in to your supervisor(s), the examiner and the HPP office one week before the colloquium!

3 [Data management (Step 3 of 3)](#) 🗄

Before the colloquium, all HPP students must hand in a digital copy of all results of the research practice work (digital version of the report, RAW and processed data, computer programs, meta data etc.) including the data management check list to the HPP supervisor(s). See Brightspace for details

4 [Colloquium](#) 📊

At the end of your project, you will present your final report at the STAIR meeting. You have 20 min to present your final report followed by 10 min discussion with your fellow students. You can find more information about STAIR on the HPP Brightspace page.

5 [Examination](#) 🧑‍🏫

After the colloquium, you will have the final examination with your supervisor(s) and the examiner in which you will discuss your results for about 30 - 45 min. The evaluation is based on the MSc research practice assessment form and rubric.

Relevant contact persons

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Questions?

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