

EFPSA Research Programme Guidelines 2021/2022

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1. Introduction

The EFPSA Research Programme (EFPSA RP) is an EFPSA Service, consisting of a twelve-month research programme reuniting students, PhDs, postdoctoral researchers and established academics. This programme constitutes a unique opportunity, having as aim gaining research abilities, teamwork and interpersonal skills in the process of conducting research.

Undergraduates or master students are supervised by a PhD or postdoctoral researcher, this way having the chance to publish before graduation.

The starting point of the Research Programme is the Research Summer School (RSS), a seven-day event in which participants meet each other and their supervisors in one of our member countries. Among working sessions, they will take part in lectures, workshops and intercultural

social events. After the Research Summer School, the Student Researchers continue their work remotely. Each year, based on the selection criteria, the participants are split into six teams, each having six student researchers and their supervisor.

The EFPSA Research Programme was developed to meet the needs of the research teams by supplying framework, guidance and academic support throughout the duration of the research projects. It provides a structure, meant to guide the Research Programme participants in their process, thus facilitating the submission and completion of their research projects.

The research teams are given the opportunity to **publish** their research papers in EFPSA's Journal of European Psychology Students (JEPS) as well as to **present their work** at the annual EFPSA Congress, the biggest EFPSA Event, reuniting over 400 international psychology students and professionals.

As the EFPSA RP has continuously improved standards for scientific work across many disciplines in psychology, we have also redoubled our efforts to ensure that any work supported through the programme expresses a clear commitment to ethical guidelines even while carried out through a variety of institutions, countries and languages.

Research Programme team

The programme is run by the Research Programme team which consists of the Research Programme Coordinator, the Research Responsible and the Team Member.

The Research Programme team tasks include:

- The selection of the annual programme theme in collaboration with the Research Summer School Organisational Committee (Org Com).
- Supporting the Org Com with the organisation of the Research Summer School.
- Selection of Research Programme Supervisors and Student Researchers.
- Overseeing and tracking the progress of the teams throughout the year.
- Being mindful of the teams' needs and organising activities for enhancing their motivation and teamwork.
- Organising necessary statistical and methodological lectures during the course of the programme.
- Providing a template for their research timeline and reviewing the timelines.
- Mediate in times of possible conflicts and help resolve unpredictable situations.
- Supporting the organisation of the mid-programme meeting.
- Promoting the work of our teams and offering our Social Media platforms for data collection.
- Collaboration with the Academic Affairs Officer.

We do this by constantly communicating with the teams and the supervisors, receiving reports and giving feedback.

Supervisors

The supervisors are selected by the Research Programme team between January and February and after the selection work with the Research Programme team on the further development of their topics.

Expectations of supervisors:

- Overseeing, directing, and supporting a group of six psychology students in conducting a cross-cultural research project through to its completion.
- Planning and coordinating research group sessions during the Research Summer School and continuing to work on the research project after the Research Summer School along with the team.
- Providing the student researchers with the necessary methodological and technical information and knowledge on the research project.
- Being in regular communication with the Research Programme team and collaborators, and attending scheduled meetings.
- Constantly keeping in touch with their team (through the means of communication they set together at the beginning of the programme)
- Tracking the progress of the team's work, supporting them, guiding them and giving them feedback.

Student Researchers

The Student Researchers of the Research Programme are selected between April and May by the Research Programme team according to a priori set criteria that highlight their previous research experience but more so their motivation and teamwork skills.

During the selection process, the participants indicate their degree of preference for each of the research projects and are assigned to one of the six research groups.

Expectations for Research Programme Student Researchers:

- Attending the Research Summer School and being fully available throughout the week for roughly 6-8 hours per day for work (including lunch break and several short breaks).
- Reviewing group materials before the Research Summer School and individual materials sent by supervisors.
- Attending all presentations, workshops, trainings, and working sessions during the week.
- Being dedicated to the project until its completion by finishing the given tasks, attending group meetings, taking part in discussions, supporting the other team members, communicating with the Research Programme team and contributing to the project with their personal and professional competences.

- Openly communicating any issues, concerns or misunderstandings occurring within the team or the research programme in general in order to prevent further escalation of the problems.

2. Collaboration

Advisory Board

The Advisory Board is part of the Board of Educational Affairs of EFPA (European Federation of Psychologists' Association). It consists of professional psychologists involved in research who have relevant experience in working with students. Their role includes working with the Research Programme Team and providing support, guidance and advice to Student researchers and Supervisors.

Essentially, their role is to advise the Supervisors throughout the programme, particularly in terms of assistance with ethical approval applications, review of methodology reports, review of design etc. The Advisory Board will attend the Research Summer School, as well as the EFPSA Congress, held the following year. This year's Advisory Board Representative is Nicola Falzon (falzonnicola@gmail.com) and she will be there for any questions or concerns.

Training Office

The Training Office (TO) is an official EFPSA service that provides all EFPSA members and services including the Research Programme participants, with high quality, evidence-based trainings, tailored for the needs of the specific group they work with. Our collaboration with the Training Office consists of organising trainings and team buildings for the teams during Research Summer School as well as organising online trainings for the teams during the programme (in November and March). These trainings focus on the aspects that need to be supported and developed based on a needs analysis of each team.

Finance Office

EFPSA is a student and not-for-profit organisation and is funded by different European student grants. All of the parties involved in the organisation of the Research Programme are volunteers and do not gain any financial means from their work. However, we are aware that conducting a research project can require certain funds at times. This year we have decided to apply for grant opportunities that would specifically be allocated to our Research Programme and costs concerning the six research projects. This requires our collaboration with EFPSA's Finance Office. During the scope of the seven days of the Research Summer School, the teams will be required to present a budget proposal of their research project, after which we as EFPSA will allocate as many funds as we are capable of. We are still unaware of the amount of finances that will be allocated per each team, this information will be shared before the start of the programme.

JEPS (Journal of European Psychological Students)

The Journal of European Psychology Students ([JEPS](#)) is an open-access, double-blind, peer-reviewed journal for psychology students worldwide. JEPS is run by highly motivated European psychology students and has been publishing since 2009. By ensuring that authors are always provided with extensive feedback, JEPS gives psychology students the chance to gain experience in publishing and to improve their scientific skills. Furthermore, JEPS provides students with the opportunity to share their research and to take the first step toward a scientific career.

The involvement of JEPS in the Research Programme consists of organising a workshop for strengthening student's research writing skills and supporting them in the process of writing their Registered Reports.

A Registered Report (RR) is a research proposal that includes all the parts of a research article excluding the results and the discussion. It is written in the first two months of the Research Programme and it serves as a guide in the project, but also as a grant for quality of the research as it is reviewed by JEPS. After the first review (technical review) of the Registered Report, teams decide whether they will publish the final article in JEPS or elsewhere. If they publish in JEPS, a person responsible for the Research Programme from JEPS takes over the process and supports the teams through the publishing process. More information about the Registered Reports can be found in the document : **EFPSA Research Programme_Submitting the Registered Report to JEPS**

Events Office

The Research Programme team collaborates with EFPSA's Events Office, specifically the organising committee of the Research Summer School (Org. Com). This committee handles all the organisational aspects of the event (e.g. schedule, venue etc.), while the scientific programme and research aspect is handled by the Research Programme Team.

3. Stages of the Research Programme

In all, there are seven stages of the Research Programme involvement:

1. Attendance at the Research Summer School (RSS) in July.
2. Writing the Registered Report (RR) in the two months after Research Summer School (until September).
3. Working continuously on the tasks for the research project and maintaining communication with the team. Communicate regularly with the RP Team on your research progress.
4. Attending online trainings (in November and March).
5. Attending the mid-programme meeting in January/ February (not mandatory).
6. Presenting the work-to-date at EFPSA Annual Congress.
7. Submit completed research papers to the RP Team. All teams have the possibility to publish in JEPS. For more information on publishing in JEPS please refer to document: **EFPSA Research Programme_Submitting the Registered Report to JEPS**

4. Events

Research Summer School (RSS) (July)

The Research Summer School is the first event in the Research Programme and the beginning of the intercultural research journey. During this seven day event, the teams and supervisors meet for the first time and start developing their research project. The theme, lectures, supervisors, organising committee, participants, and the host country or region change annually. Every year it's a new experience, but some elements go into every Research Summer School event.

- Collective lectures, trainings, workshops and debriefing sessions by JEPS, Training Office and Advisory Board (morning sessions)
- Group working sessions with supervisors organised individually according to each team's needs (afternoon sessions)
- PhD air time and Q&A sessions with this years and previous years teams
- Social activities (evening)

Since the Research Summer School programme has many elements, one can expect that this week is intensive and requires that the participants dedicate their time exclusively to the programme. This first week of the programme is immensely important to the future work of the research teams as they decide on their 12-month working schedule and agree upon group communication practices and task divisions. You can find attached to the document the schedule of the Research Summer School of 2020, have in mind that this event took place online if the Covid-19 regulations allow an offline event one of these days will be allocated to an excursion.

Mid-programme meeting

During the past few years, we have encouraged our research teams to organise a live meeting between December and February. The purpose of this non-mandatory meeting is to evaluate the work completed in the past months of the programme, increase the motivation of the team, work on the project in person for a few days and socialise with the team. The teams meet in a place and time that is convenient for everybody and the Research Programme team supports them with the organisation.

Online training

The online training takes place around November/December and March and are organised in order to help the teams to boost their motivation high and work on the communication and the collaboration within the team. Prior to the training, each team receives a needs analysis form which they need to fill out, based on the received information the training office organises an individually tailored training for each team according to their needs. The attendance on the online training is mandatory as it takes 2-3 hours for two times during the programme. It is very beneficial for the quality of the research project and the satisfaction of the team members.

Annual EFPSA Congress

The Annual Congress is the biggest event that EFPSA organises and it gathers more than 400 psychology students and professionals from all around Europe. It takes place in April in a different country in Europe and it is a week filled with lectures from academics and professionals within a specific field of psychology and an amazing social programme. It is also the start of the new mandate for EFPSA where the new Working Community is elected and they start planning their year. Within the scientific programme, we have dedicated sessions for Research Programme teams to present the work they have completed up to that point in front of the Congress participants. Attending Congress is not mandatory but it is very much recommended as it is an opportunity for the teams to meet one more time and have the ability to network with professionals from different fields.

5. Communication

Slack

In the previous year, we have tested the efficacy of the communication platform Slack and are satisfied with the results. We will be using slack for all group notifications and sharing of non-formal information. We also encourage teams to share their experiences and current tasks with each other in order to build a learning environment for everyone.

Supervisors

The Research Programme Coordinator is responsible for communication with the Supervisors. Mainly, the communication will be done via email (rp@efpsa.org) for more official enquiries (documents, reports, feedback) and slack for quick communication: quick questions, concerns, reminders and informal communication. We will be open to any suggestions along the way on how to better the communication.

Throughout the whole programme, there will be a need to hear what the Supervisors had accomplished with their teams, and for that reason, they will need to send Reports to the Research Programme Coordinator once in every two-three months (see *Calendar*).

An email reminder will be sent two weeks before. This is very important for the Research Programme because we would like to be informed about your progress, as well as any issues or difficulties you might be facing. The Research Programme Coordinator together with the Academic Affairs Officer will have a Zoom meeting with the Supervisors – after filling in the reports to discuss the reports, answer questions and resolve possible issues.

Teams

The Research Responsible is managing the communication with the teams. As it is almost impossible to coordinate and communicate with 36 people every month, each of the teams will select a person who will be in charge of this task.

The selected Communication Representatives (CRs) are expected to give the Research Responsible a bi-monthly update about the work in the team. For this purpose, they will be given a template according to which they should write the report. This communication should

go through email (rpresearch@efpsa.org). Feedback from these reports will be sent to supervisors.

Apart from this, the Communication Representatives will have Zoom meetings every two months to discuss the reports, the progress of the research in general, the team atmosphere and any other issues or concerns.

For any urgent matters, the Research Responsible will be available on the slack group in a specific channel.

Supervisor - Team communication

The communication between the teams and their supervisors will go through a platform that they will decide to be most convenient for them. This year we have selected Slack as our main communication platform and we will organise the channels for each specific group as well as channels for communication with the Research Programme team and all other participants. We recommend having meetings at least twice a month besides the quick communication through chatting. We also recommend organising informal encounters from time to time to keep the motivation on a satisfactory level.

6. Calendar of Deadlines and Meetings

Month	Communication Representatives	Supervisors	Everyone
July			Attending RSS and providing project timelines.
August			
September	Written report	Written report	Finish Registered Reports by the end of the month
October	Zoom meeting with Research Responsible	Zoom meeting with Research Programme Coordinator	
November			online training
December	Written report	Written report	
January	Zoom meeting with Research Responsible	Zoom meeting with Research Programme Coordinator	Mid-programme meeting
February			Mid-programme meeting

March	Written Report	Written Report	online training
April	Meeting with RP team on Congress	Meeting with RP team on Congress	Congress in Cyprus
May			
June	Written report	Written report	
July			End of the programme meeting
September			Submit completed research article to the RP team

7. Research Summer School 2020 Calendar

The 14 th RSS July 13 th – 19 th , 2020							
Time	Mon, July 13	Tue, July 14	Wed, July 15	Thu, July 16	Fri, July 17	Sat, July 18	Sun, July 19
9:00 – 9:30 a.m.	Org Com Introductory Session	Morning Coffee/Tea debriefing session	Morning Coffee/Tea debriefing session	Morning Coffee/Tea debriefing session	Morning Coffee/Tea debriefing session	Morning Coffee/Tea debriefing session	Morning Q&A RP team generation 2019'
9:30-10:00 a.m.	EFPSA & RP Presentation	Training Office – Team Building	Training Office – Online Training	Working Session	Working Session	JEPS Writing Workshop	Coffee Break
10:00 – 10:30 a.m.	Coffee break				RP Office Hours	Working Session	
10:30 – 11:00 a.m.	RP Workshop	Working Session	Working Session		Working Session		Presentation preparation
11:30 – 12:00 p.m.	Advisory board						
12:00 – 12:30 p.m.		JEPS Presentation					
12:30 – 13:00 p.m.		Working session	Working Session				
13:00 – 13:30 p.m.	Proposed Lunchtime period						
13:30 – 14:00 p.m.	Proposed Lunchtime period						
14:00 – 14:30 p.m.	Proposed Lunchtime period						
14:30 – 15:00 p.m.	Proposed Lunchtime period						
15:00 – 15:30 p.m.	Proposed Lunchtime period						
15:30 – 16:00 p.m.	Working Session	Working Session	Working Session	Working Session	Working Session	Working Session	RSS Presentations with Q&A
16:00 – 16:30 p.m.							Closing Ceremony
16:30 – 17:00 p.m.							
17:00 – 17:30 p.m.							
17:30 – 18:00 p.m.							
18:00 – 19:00 p.m.							
19:00 – 19:30 p.m.				Ph.D. Pub Crawl			
19:30 – 20:00 p.m.							
20:00 p.m.	Cocktail Party	Culture Evening	Croatian Evening		Start your weekend right!	Online Escapes Room	Farewell party

For further questions or additional information, please contact us at rp@efpsa.org