Research in Practice Placement Application

**To be completed by the student in consultation with the placement host and reviewed by student’s supervisor before submitting to The Research in Practice Team at** [**scdtp@ac.uk**](mailto:scdtp@ac.uk)

**Before completing this form, please ensure that the placement host has submitted an “**[**expression of interest**](https://forms.office.com/e/9QRuPEBDJH)**" using the** [**SCDTP Website form**](https://southcoastdtp.ac.uk/training-programme/rip-training/become-a-south-coast-dtp-placement-host-organisation/)**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Placement host Details** | | | |
| **Organisation Name** | Click or tap here to enter text. | **Location** | Click or tap here to enter text. |
| **Primary Contact** | Click or tap here to enter text. | **Department** | Click or tap here to enter text. |
| **Email Address** | Click or tap here to enter text. | **Telephone Number** | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Placement student Details** | | | |
| **Name** | *Catherine Fitch* | **Email Address** | Click or tap here to enter text. |
| **Student ID** | Click or tap here to enter text. | **Telephone Number** | Click or tap here to enter text. |

|  |
| --- |
| **Please provide a summary of the nature of the placement, including details of the duties and primary responsibilities of the student:** |
| Click or tap here to enter text. |

|  |
| --- |
| **Please provide details of the workplace supervision the student will receive, and of any further support that will be provided:** |
| Click or tap here to enter text. |

|  |
| --- |
| **The placement is expected to have a significant knowledge exchange element; please use the space below to list the anticipated learning objectives of the *student* during the placement.**  **The objectives should demonstrate benefits to the student’s academic research, but may also include general employability skills:** |
| Click or tap here to enter text. |

|  |
| --- |
| **Now please demonstrate the predicted benefits the *host organisation* will gain from working with the student. The benefits should be linked to the student’s PhD research and relevant academic or other skills:** |
| Click or tap here to enter text. |

|  |
| --- |
| **Budgeting Section A (to be completed by student)**  **Please provide a detailed break-down of the** [**budget requested for this placement**](https://southcoastdtp.ac.uk/training-programme/rip-training/research-in-practice-placement-handbook/) **(e.g. travel, accommodation). Please ensure you meet The SCDTP Financial requirements, for reference please refer to** [SCDTP Finance Guide - South Coast Doctoral Training Partnership](https://southcoastdtp.ac.uk/funding/addfunding-overview/af-guide/)  To find out more details about the Research in Practice Placement budget, please refer to the [Research in Practice Placement Handbook - South Coast Doctoral Training Partnership](https://southcoastdtp.ac.uk/training-programme/rip-training/research-in-practice-placement-handbook/)  **Please break down your costs and then total those costs for the SCDTP Senior Management to review**  Click or tap here to enter text.  **Budgeting Section B (to be completed by placement host)**  **Please indicate what contribution your Placement Host will be making to this placement below** |
| Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date of Placement** | Click or tap to enter a date. |  | **Start Date of Studentship** | Click or tap to enter a date. |
| **End Date of Placement** | Click or tap to enter a date. |  | **End Date of Studentship** | Click or tap to enter a date. |
| **Number of working hours (per week,) F/T or PTE** | Click or tap here to enter text. |  |  |  |

# Roles and Responsibilities

## In undertaking this placement, the student agrees to:

* Discuss the timing and nature of the placement with their academic supervisors and the SCDTP Manager and ensure that the appropriate paperwork is submitted to the university to report their absence from their course of study.
* Make travel arrangements and, if necessary, find suitable accommodation for the duration of the placement
* Ensure that they have taken account of the costs involved in undertaking the placement and have adequate financial support to meet these.
* Contribute to the placement in a professional manner and fulfil the demands of the placement to the best of their abilities, as laid out in this Placement Plan
* Undertake any initial induction or training recommended by the host organisation.
* Communicate regularly with the assigned point of contact within the host organisation.
* Disclose any specific needs or difficulties that might affect them while on a placement.
* Advise the placement manager if any difficulties arise before or during a placement.
* On completion of the placement, complete the feedback questionnaire and report and any evaluation materials provided by the host organisation.

## If travelling overseas during the placement the student must:

* Ensure that their passport is in date (with at least 6 months validity before return date).
* Obtain visa and work permits where needed.
* Conduct a full university risk assessment and any risk assessments provided by the host organisation.
* Arrange to have any necessary vaccinations and other medical screening as advised.
* Use the [FCO](https://www.gov.uk/foreign-travel-advice) website for the latest travel advice, students are responsible for their own travel decisions.
* Obtain adequate travel and medical insurance which includes cover for personal money and property risks; any emergency medical expenses; and repatriation in case of a medical emergency or death.

## The Placement host takes responsibility to:

* Provide the placement project and support as described in the Placement Plan
* Provide the student with an appropriate workspace and the equipment necessary to carry out the placement project work.
* Cover any additional costs directly associated with the work undertaken during the placement.
* Comply with local health and safety obligations in relation to the placement.
* Provide assurance that your organisation’s insurance will cover potential liability that may arise from the placement.
* Where necessary, sponsor the student for a visa covering the duration of the placement.
* Provide feedback to the University of Southampton by evaluating the student at the end of the placement and inform the SCDTP Manager if there are any problems with the placement ([scdtp@soton.ac.uk](mailto:scdtp@soton.ac.uk))

# Declaration

We agree to this placement plan and to the roles and responsibilities of the student and Placement host as laid out above. If the student or Placement host does not fulfil the expectations of the Placement Plan the other party may terminate the placement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Placement host:** | |  | | **Student/Student:** | |
| **Placement host Name** | Click or tap here to enter text. | |  | | **Student’s Name** | | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. | |  | | **Date** | | Click or tap to enter a date. |

|  |  |  |
| --- | --- | --- |
| **Placement host Signature** |  | **Student’s Signature** |

|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student/Student’s PhD Supervisor Support:** | |  | **SCDTP’s Manager Approval:** | | |
| **Supervisor’s Name** | Click or tap here to enter text. |  | **SCDTP Manager’s Name** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |  | **Date** | Click or tap to enter a date. |

|  |  |  |
| --- | --- | --- |
| **Supervisor’s Signature** |  | **SCDTP Manager’s Signature** |

|  |  |  |
| --- | --- | --- |
|  |  |  |