

## **Memorandum of understanding between University of **INSERT** and **INSERT****

This document is to enable all parties to have a clear understanding of the activities or project that , **INSERT** will be working on during their Professional Internship Placement.

It aims to establish some details that will ensure the most positive outcome for all parties.

### **Contact details:**

#### **Host organisation**

#### **PhD student contact details:**

#### **PhD Supervisor details:**

#### **University of xxxxx contact:**

**Statement of Responsibilities**

Please use this to outline the project or activities that **INSERT** (PhD students) will undertake during his internship with you. We appreciate that in a busy organisation activities may change but we ask that , **INSERT** (PhD students) continues to work in roles that are appropriate for their level of attainment.

**Hours of Work**

Your normal hours of work will be per **INSERT** week, **INSERT** hours per day, Monday to Friday. The standard working day will also include a main meal break.

**Sickness**

If you are unable to work because of ill health, you must notify **INSERT**(Host contact name) at **INSERT**(host organisation name) as soon as is practically possible and keep them advised throughout the duration of your absence. If you are absent for 5 days or more, please contact the Graduate School in Faculty of Biological Sciences.

**Period of internship**

This internship will start on **INSERT** (date) and finish on **INSERT** (date)

**Conditions**

Please wear **INSERT** clothing for work.

**Health & Safety**

You are required to comply with Health and Safety at all times rules. Please ensure you are familiar with these as soon as possible after starting.

**Confidentiality**

You will not, either during your internship or thereafter, use to the detriment or prejudice of the Company, or except in the proper discourse of your responsibilities, divulge to any person, firm, employer or otherwise make use of:

Any confidential information about the Company, its business, accounts, finances, research projects, future plans and strategy; nor

Any other information designated as confidential which may have come to your knowledge during the course of your employment.

Signed on behalf of **INSERT**(host organisation contact name).....

Print name .....

Date .....

Signed on behalf of **INSERT**(PhD student) .....

Print name .....

Date .....