**Memorandum of Understanding**

**for a Professional Internship Placement (PIP)**

**between The University of INSERT**

**and INSERT NAME OF PLACEMENT PROVIDER ORGANISATION**

This document is to enable all parties to have a clear understanding of the activities or project that the student will be working on during their Professional Internship for PhD Students (PIPS).

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

**Host organisation contact details**

Name of organisation:

Address:

Contact person name:

Role:

Email:

Tel:

**PhD student contact details:**

Student name:

University address:

Email:

Tel:

**PhD supervisor contact details:**

Supervisor name:

University address:

Email:

Tel:

**University contact details – *Delete as applicable*:**

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| --- | --- | --- |
| **Leeds**  Catherine Liddle  WR BBSRC DTP Co-ordinator  Faculty of Biological Sciences  7.82 Irene Manton Building  The University of Leeds  LEEDS LS2 9JT  Email: [c.m.liddle@leeds.ac.uk](mailto:c.m.liddle@leeds.ac.uk)  Tel: 0113 343 6463 | **Sheffield**  Interim contact is Catherine Liddle at Leeds | **York**  Dr Amanda Barnes  Employability and PGR Training  Department of Biology  The University of York  Heslington  YORK YO10 5DD  Email: [amanda.barnes@york.ac.uk](mailto:amanda.barnes@york.ac.uk)  Tel: 01904 328 740 |

# **Statement of Responsibilities**

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| --- |
| Host organisation – Please use this to outline the project or activities that PhD student, NSERT STUDENT NAME (IN CAPITALS, will undertake during their internship with you. We appreciate that in a busy organisation activities may change but we ask that the student works in a role that is appropriate to their level of attainment.  Please describe:   1. Background – to the organisation / field of work 2. Project outline – a brief description of the time-bound piece of work that the student will be undertaking 3. Day-to-day activities – the likely activities that the student will be undertaking 4. Outputs – the tangibles that will be produced e.g. written reports, presentations to senior managers, development of information packs / marketing materials 5. Outcomes and impact – by the end of this placement, what positive differences or changes will have been achieved for the host organisation and for the student? 6. Any other comments about the placement |
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# **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 of a minimum 30 minutes.

# **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 your University contact (as on page 1 of this document).

# **Period of internship**

This internship will start on INSERT DATE DD/MM/YYYY and finish on INSERT DATE DD/MM/YYYY

**Conditions**

Please wear INSERT clothing for work.

# **Health & Safety**

You are required to comply with Health and Safety rules at all times. 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 or commercially sensitive which may have come to your knowledge during the course of your employment.

Signed on behalf of INSERT HOST ORGANISATION: .................................................................................

Print name and role: .................................................................. Date: .........................................

Signed on behalf of INSERT PhD STUDENT NAME: ................................................................................

Print name: .................................................................. Date: .........................................

Signed by (or on behalf of) The University of Leeds / Sheffield / York (delete as applicable): …………………………………………………………………………………………….

Print name and role: …………………………………………………………….. Date: ……………………………………….