**Memorandum of Understanding (MOU)**

**for a Professional Internship Placement for PhD Students (PIPS)**

**between INSERT NAME OF PhD STUDENT, The University of INSERT**

**and INSERT PIPS HOST ORGANISATION**

*Please ensure this MOU is fully completed and signed off by all parties at least one month before the PIPS start date.*

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:

Website:

**PhD student contact details:**

Student name:

University address:

Email:

Tel:

**PhD primary supervisor contact details:**

Supervisor name:

University address:

Email:

Tel:

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

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| --- | --- | --- |
| **Leeds**Catherine LiddleCo-ordinatorWhite Rose BBSRC DTPFaculty of Biological Sciences7.82 Irene Manton Building The University of LeedsLEEDS LS2 9JTEmail: c.m.liddle@leeds.ac.uk Tel: 0113 343 6463 | **Sheffield** Dr Emily GoodallDiscovery Medicine North (DiMeN) DTP Manager; Graduate School Manager: Faculty of Science; and Interim White Rose BBSRC Training and PIPS ManagerBateson Centre, Firth Court The University of SheffieldSHEFFIELD S10 2TNEmail: e.goodall@sheffield.ac.ukTel: 0114 222 3615  | **York**Dr Amanda BarnesEmployability and PGR Training ManagerDepartment of BiologyThe University of YorkHeslingtonYORK YO10 5DD Email: 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. The Company must complete a Health and Safety Checklist before the placement starts.

# **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.

In the same way, the Company shall undertake to treat as confidential any information shared by the student concerning their own research or any other research and activities of their home university and partner organisations.

**Publicity and reporting**

The Company may be referred to on the White Rose BBSRC DTP website (<https://www.whiterose-mechanisticbiology-dtp.ac.uk>), within other DTP social media, and included in reports, such as, the annual report to the Biology and Biological Sciences Research Council (BBSRC).

**Host Feedback Form**

The Company undertakes to complete a PIPS Host Feedback Form and send to the student at the end of the placement.

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): ……………………………………

*(This should be the PIPS Contact for your university)*

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