**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.*

*It must be completed alongside the PIPS health and safety checklist.*

*Due to COVID restrictions, additional risk assessment documentation may be required by the specific university.*

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: N/A – Working from home  | **Sheffield** Linda HarrisGraduate Office, School of BiosciencesThe University of SheffieldSHEFFIELD S10 2TNEmail: linda.harris@sheffield.ac.uk Tel: N/A – Working from home  | **York**Phil LangPlacements Co-ordinatorDepartment of BiologyThe University of YorkHeslingtonYORK YO10 5DD Email: phil.lang@york.ac.uk Tel: N/A – Working from home  |

# **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 note that all placements are required to be:* Unrelated to the student’s PhD research project
* Outside of academia – Research roles in academia or research institutes are not generally appropriate, even in an area unrelated to the student’s PhD project. However, if you are able to offer a sufficiently differentiated experience for the student and they would also develop non-lab skills (i.e. a wider range of transferable, work-related skills) then this may be considered.
* At an appropriate level to challenge a talented PhD student

Bearing this in mind, 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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# **Period of internship**

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

# **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).

**Conditions**

Type of clothing to be worn for work: INSERT

# **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.

Note: During the COVID pandemic, on-site placements may require additional health and safety verification by the student’s home university, covering the nature of the intended work on placement, plus travel and accommodation arrangements.

# **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.

**Post PIPS paperwork**

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

The student will write a PIPS case study for the DTP and will complete the BBSRC on-line feedback form.

Templates can be downloaded from the DTP PIPS paperwork page:

<https://www.whiterose-mechanisticbiology-dtp.ac.uk/pips/pips-paperwork/>

**Data Protection Statement**

The information provided on this form, the health and safety checklist and any related documents is collected for the purpose of arranging a Professional Internship for PhD Students (PIPS) for the individual student named. It forms part of our risk assessment process, enabling us to discharge our duty of care to our students whilst on placement. Our students are funded for 4-year PhDs by the UK Research Institute Biotechnology and Biosciences Research Council (UKRI BBSRC). Undertaking a PIPS is a mandatory and integral part of the PhD training programme. Information regarding this placement will be stored in line with the funding, reporting and audit requirements of the UKRI BBSRC, for example, we must provide a list of PIPS hosts in our annual report to the UKRI BBSRC. Data will be anonymised and minimised, for example, the annual report requires us to list only the name of host organisation and number of students hosted during the academic year.

The PIPS host organisation may be referred to on the White Rose BBSRC DTP website (<https://www.whiterose-mechanisticbiology-dtp.ac.uk>) and within other DTP social media, such as, Twitter (<https://twitter.com/BBSRCWhiteRose>). The PIPS case study written by the student may be published on the DTP website and promoted through social media channels. We welcome photographs taken during on-site placements to complement the case study. It is the responsibility of the student and the host organisation to ensure that permission has been given for the use of photographs, particularly those involving other people.

If you have any queries about data protection before signing this form, please contact the DTP Co-ordinator, Catherine Liddle (email: c.m.liddle@leeds.ac.uk)

**Signatures**

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

PRINT NAME AND ROLE: .................................................................. Date: .........................................

Signed by student: ................................................................................

PRINT STUDENT 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: ……………………………………….

***Note to PIPS Contacts for Sheffield and York PGRs***

*Once this MOU has been fully signed off, please save it as a PDF and send it to the DTP Co-ordinator, Catherine Liddle for the central DTP records (email:* *c.m.liddle@leeds.ac.uk**)*