**South West Biosciences Doctoral Training Partnership**

**Placement Description**

**Notes to Operational Group representative -** Inform the student if:

* any risk assessments need to be completed for their placement
* need to alert others within university beyond their supervisor

If an international student, OG representative to inform UKVI with the relevant information.

For placements overseas: you are not expected to provide guidance on obtaining a visa and to refer to the relevant embassy or consulate website.

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| **Student** | **Name** |  |
| **Registered university** |  |
| **PIPS organisation** | **Name** |  |
| **Website** |  |
| **Department**  (if applicable) |  |
| **Address**  (placement base location. If virtual, use the PIPS organisation address) | Postcode: |
| **Supervisor name** |  |
| **Supervisor job title** |  |
| **Supervisor contact details** | Email:  Telephone: |
| **Sector** | Choose an item. |
| **Placement** | **Role title** |  |
| **Virtual/Hybrid/In person** |  |
| **Start date** (the Legal Agreement can take up to 2-3 months to sign off by all parties, so please ensure you factor in this timescale) |  |
| **End date** |  |
| **Working pattern**  (Expected to be 8 hours per day (including required work breaks) and 35 hours/week, unless otherwise agreed) | Daily work pattern:  Total hours per week: FT/PT: |
| **Annual leave**  (if to be taken and agreed with PIPS supervisor. To be agreed prior to signing Legal Agreement) | Dates: |
| **Purpose of the Placement Student to complete** | | |
| *This section is to provide a general overview of what the placement entails (not what the PIPS scheme is).* | | |
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| **Key responsibilities Student to complete** | | |
| *List the key responsibilities that you will be expected to carry out during your placement. This section allows you to define the main tasks that you will be undertaking as part of your placement such as writing a report, presenting to clients, organising an event.* | | |
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| **Person specification PIPS organisation to complete** | | |
| *Provide details of the person specification required for the offered role such as skills, educational background, qualifications, work experience.* | | |
|  | | |
| **Overview of PIPS host organisation PIPS organisation to complete** | | |
| *Provide details of your organisation, including details about the department (if applicable).* | | |
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| **Research-based placements Student to complete** | | |
| *The PIPS placement should not be directly related to your PhD project and form no part of your PhD research. If your placement is research-based and may appear to contravene this requirement, please provide further information of how the placement is unrelated.* | | |
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| **Financial contribution PIPS organisation to complete** | | |
| *Outline details of any financial contribution that you are willing to provide to the student such as additional travel and accommodation costs.*  ***Note:***   * *The student will be receiving a stipend throughout their placement and so are not permitted to receive a salary.* * *The PIPS host organisation are expected to fund any in-house costs related to the placement project and reimburse the student for any out of pocket expenses directly related to placement business.* | | |
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| **Additional costs Student to complete** | | |
| *If the cost of the placement exceeds the financial contribution, outline the additional costs and how these costs will be covered.* | | |
|  | | |
| **Other Student to complete** | | |
| *Use this section to provide any further details about the placement such as; training/skills that the placement may provide, outline of what you have taken into account if undertaking your placement overseas.*  *If planning to undertake a PIPS overseas, please read the guidance under the ‘taking your PIPS abroad’ section on the* [*SWBio DTP website*](https://www.swbio.ac.uk/internships/students/)*.* | | |
|  | | |
| **Annual Progress Monitoring (APM) and DTP cohort activities Student to complete** | | |
| Please x to confirm:   * you have taken your APM into account when arranging the placement   and made any necessary alternative arrangements (*refer to APM policy – under ‘important things to consider’ section on the* [*SWBio DTP website*](https://www.swbio.ac.uk/internships/students/)).   * you have informed your PIPS organisation of the DTP cohort activities   that take place during your placement that you are expected to attend. | | |
| **Other information** | | |
| **Risk assessment** – depending on the placement and location, your registered university may require you to complete one.  **Non-disclosure agreements** – some organisations may require this.  **Alerting your registered university** – you may also need to inform your school/department of your absence for your placement.  *Please liaise with your PIPS contract contact for further guidance in relation to the above.* | | |
| **Staying in touch PIPS supervisor to complete** | | |
| Please x if you are interested in staying in contact with the DTP.  *This is completely optional. If you are interested, we may email you about opportunities to advertise potential PIPS placements and career opportunities to our student cohort or to ask for feedback. If different from the email address provided above, please include the best email address to contact you below.* | | |

Confirmation that the job description has been seen and approved by:

PIPS organisation supervisor: Name: Date:

Main supervisor: Name: Date:

Once completed, form is to be returned by the student to the DTP Hub ([swbio-dtp@bristol.ac.uk](mailto:swbio-dtp@bristol.ac.uk)) for approval.

In the absence of an electronic signature, cc’ing of the PIPS organisation supervisor and main supervisor in the return of the job description will be considered acceptable.

