

Open-Oxford-Cambridge AHRC DTP Placements Scheme Placement Project Plan

Use this Placement Project Plan form if you have developed a bespoke placement with an external organisation. The Plan should be completed and signed by both the OOC DTP student and the proposed placement host. If the Placement Project Plan is approved, it will form the basis of the agreement between the student and host organisation.

Please submit no later than **2 months in advance** of the start of the proposed placement to training@oocdtp.ac.uk for review and approval by the OOC DTP.

Before the placement can commence, the student will need to work with their home university to ensure that all institutional requirements are in place, e.g. supervisor approval and departmental risk assessment.

The OOC DTP Programme Officer is available to support the development of the plan and to answer any questions on training@oocdtp.ac.uk.

A. STUDENT DETAILS

Please confirm before completing and submitting this form:

- I have discussed this proposal with the OOC DTP Programme Officer &/or Manager.
- I have agreement in principle from the named organisation to host me on a placement.
- I have discussed this placement proposal with my doctoral supervisor(s).

Name	
Email address	
Telephone no.	
University	
Department/Faculty	
Primary supervisor	
Supervisor email address	
Start date of doctoral study	
End date of OOC DTP award	
Study mode (f/t or p/t)	
Award (full or fees-only)	

B. PLACEMENT HOST DETAILS

Organisation Name	
Location	
Website	
Key contact/placement supervisor	
Role in organisation	
E-mail address	
Telephone no.	

C. PLACEMENT DETAILS

Proposed duration of placement	3 months: XX month – XX month
Proposed working pattern (<i>Full or part time; if part time, what days/hours per week</i>)	Full-time
Anticipated start date	XX-XX-XX
Working arrangements (<i>e.g. desk at organisation's premises, remote, travel to different sites or clients</i>)	In line with the organisation's working practices, desk provided at the central office; also, remote working and travel to libraries etc. for research as required.
Supervision or support offered (<i>regular catch ups with supervisor, team working, mostly self-directed</i>)	Regular catch-ups and team work with supervisor and the curatorial team.
Key teams or colleagues (<i>i.e. who will student work with?</i>)	Especially at the curatorial team of the XX and XX as well as other departments; XX and the team of the XX research project as well as XX when working on the exhibition project.
Vulnerable clients or service users (<i>Please give details if working with vulnerable groups and/or student requires a DBS check.</i>)	If additional checks should be necessary, these will be carried out by the museum and its partners.
Identifiable risks (<i>Please give details of any risks associated with placement, e.g. lone working, use of machinery</i>)	Student will undertake risk assessments in line with the organisation's procedures. Visits to the conservation studio and scientific laboratories will be accompanied and supervised.
Financial contribution (<i>Unless the opportunity is salaried, students will receive their stipend during the placement. A host organisation may contribute to the additional costs incurred by the student, e.g. travel expenses, or it may offer a contribution in-kind, e.g. staff time</i>)	The organisation will make an in-kind contribution of staff supervision, alongside access to the organisation's systems (e.g. email) and resources (library etc.). Should travel be necessary for work undertaken during the placement, expenses will be covered by the organisation. There will be basic training in curatorial use of a conservation studio, e.g. reading x-rays, reading infra-red and ultra-violet images, using a microscope, understanding paint layers and conservation techniques.

supervising the student's work and the provision of in-house training.)

D. PLACEMENT PROJECT DESCRIPTION

Please provide a summary of the placement project, e.g. proposed role at organisation, duties and responsibilities, projects to be undertaken. Please list any expected outputs or outcomes and associated milestones, which should be reviewed at monthly catch ups by the placement supervisor and student.

A placement with the XX department at the XX, will provide this student with an exceptional opportunity to access globally outstanding collections of late medieval and Renaissance applied arts. This rarely available opportunity will not only give them access to key pieces of art historical study, but also allow them to work with field-leading specialists and learn from their expertise. Beyond contributing to specific exhibition and research projects as detailed below, the student will support the wider curatorial team with organisational tasks and typical day-to-day activities involved in curatorial work.

Exhibition Project: Celebrating ten years since the successful reopening of the XX at the XX in 2013 following their total overhaul, the curatorial team plan an exhibition that reflects on the history of the collections and its historic displays.

Work will include:

- Help with development of the project, e.g. fact-checking, research, writing
- Help to source visual materials for additional interpretation
- General curatorial support (e.g. research in relation export licenses etc)
- Work on other materials for in-gallery interpretation and drafting of texts.

Research Project: The placement will enable the student to contribute to the major research project [*title*] which centres on the [*project*] and seeks to illuminate key techniques of XX work from the high and late Middle Ages. This interdisciplinary project will use historical and art historical methods along with in-depth scientific and technological examination to collate, verify and expand on existing research questions surrounding this key piece of European history and identity-making. The project is not directly related to the student's PhD research, but their knowledge of the late medieval and early modern period will enable them to be of particular help in sourcing materials and undertaking research. Moreover, their previous experience of scientific approaches to the study of cultural heritage makes the student particularly suitable to support this interdisciplinary project team.

Please outline the learning and professional development objectives associated with this project, i.e. what skills, knowledge, training and experience the student will gain from the placement. This should reference the student's Training Needs Analysis and the CamRDF.

Coupled with the student's specific academic profile and research interests, this placement would ideally complement their skills and knowledge profile. This will allow them to gain critical hands-on work experience within the museum sector. The placement has the potential to significantly strengthen their competitiveness on the academic and heritage job market should the student chose to pursue a curatorial career path internationally.

Research Expertise

R1: Research Methods & Techniques: The student will gain experience using the research resources of the XX not normally available to the public and will learn how these resources can be used in relation to the heritage sector. The student will also be solidifying skills by applying them hands-on throughout the project, including close stylistic and material visual analysis, palaeography, literature and image search along with supervised hands-on experience of handling historical objects.

R2: Broader Disciplinary Knowledge: Due to the interdisciplinary nature of the research project and the insight into every-day curatorial work, the student will be branching out into understanding and working with methods specific to conservation studies and technological examination of cultural heritage and its display.

R4: Foreign & Programming Languages: Though German is one of the student's native languages, the placement will provide opportunity to re-acquaint themselves with subject- and field-specific vocabulary and solidify their language skills in a professional environment.

Personal Effectiveness

P1: Time & Project Management: The placement will allow to expand on time and project management skill as the role requires the student to keep track of multiple tasks and balance their own projects responsibilities effectively while meeting short-term goals set by the project team.

P2: Information Management & ICT: The student will have the opportunity to work with the museum's databases developing skills using heritage systems.

P3: Creative Thinking & Problem-Solving: The student will work with others in a time-pressured environment to find creative solutions to research, display and interpretation problems.

Engaging Others

O1: Writing & Presenting with Impact: Building on their existing skills, they will learn how to adapt and shift their communication to suit different audiences and select appropriate, engaging material in a range of contexts. The student will also extend their skills to present ideas in a different cultural and linguistic setting.

O3: Collaboration & Teamwork: The placement will require collaborative working at all stages, be it with members of the curatorial team or the wider team of research project contributors and external partners. Communicating and working across disciplines and professional areas will foster a deeper as well as practical understanding of productive collaboration. The student will learn to negotiate the needs and requirements of colleagues with different kinds of professional expertise and priorities.

Career Progression

C1: Applications & Interviews: The insight gained into the professional environment, its demands, its operational processes and administration will be invaluable when seeking to translate their skills and knowledge into future applications in the heritage sector.

C3: Proactive Planning & Networking: The placement will give the student invaluable experience that stands at the intersection of the academy and the museum sector. Moreover, it will give them the opportunity to develop skills in an extensive range of curatorial areas. It will also enable wider networking both within the museum and with scholars and curators who interact with the museum on a regular basis.

E. FUNDING

If the placement is unsalaried you will automatically be considered for an extension to your studentship. If the uptake of the placement would result in additional costs, you may apply for a

contribution towards these, e.g. for travel and accommodation if the placement is away from your place of residence. Please give a detailed breakdown of costs requested and names of suppliers (where possible):

Item	Cost (£)
3x (monthly ticket for Public Transport):	
2x Flights [details]	
Total	

F. ROLES AND RESPONSIBILITIES

The Open-Oxford-Cambridge AHRC DTP may withdraw funding if the student does not abide by the terms of this agreement.

In undertaking this placement the student agrees to:

- Discuss the timing and nature of the placement with their supervisor(s) and ensure that the appropriate paperwork is submitted to the home university to report their absence from their course of study;
- Ensure that they have taken account of the costs involved in undertaking the placement and have adequate financial support to meet these;
- Contribute to the placement in a professional manner and fulfil the demands of the placement, as laid out in this Placement Project Plan, to the best of their abilities;
- Communicate regularly with the assigned point of contact within the host organisation;
- Disclose any specific needs or difficulties that might affect them while on the placement;
- Advise the OOC DTP Programme Officer (training@oocdtp.ac.uk) if any difficulties arise before or during a placement, if the duration of the placement changes, or if they leave the placement before the end date stated on this plan;
- Submit feedback and a report to the OOC DTP on completion of the placement.

If travelling overseas during the placement the student must:

- Follow governmental advice on overseas travel, as published by the [Foreign, Commonwealth and Development Office](#);
- Obtain visa and work permits where needed;
- Arrange to have any necessary vaccinations;
- Obtain adequate travel and medical insurance, e.g. to include cover for personal money and property risks, any emergency medical expenses and repatriation in case of a medical emergency or death.

PLEASE NOTE: While on a placement you will remain ‘enrolled’ as a student at your home institution. As a result, all university policies and procedures apply, and you will need to complete and submit a risk assessment in line with your university and department’s procedures.

The Placement Host Organisation takes responsibility to:

- Provide the placement project, supervision, training and support as described in the Placement Project Plan;
- Provide the student with an appropriate work space (if working at the host organisation’s premises) and any equipment necessary to carry out the placement project work;
- Cover any additional costs directly associated with the work undertaken during the placement;

- Comply with local health and safety obligations in relation to the placement;
- Provide assurance that your organisation’s insurance will cover potential liability that may arise from the placement;
- Inform the OOC DTP if there are any problems with the placement on training@oocdtp.ac.uk;
- Where necessary, sponsor the student for a visa covering the duration of the placement;
- Provide feedback to the OOC DTP by evaluating the student at the end of the placement.

G. DECLARATION

We agree to this Placement Project Plan and to the roles and responsibilities of the student and host organisation as laid out above. If the student or host organisation does not fulfil the expectations of the Placement Project Plan, the other party may terminate the placement.

PLACEMENT HOST APPROVAL	
Host Organisation/ Placement Provider Signed on behalf of the Placement Provider Print Name	
Date	

STUDENT APPROVAL	
Signed Print Name	
Date	

Please note: If this placement is approved by the OOC DTP, the information in this form will be shared with finance and academic colleagues within the OOC DTP team and the successful student’s home university.

APPROVAL (Internal use only)

Approval by OOC DTP Director/Manager	
Recommended by: <i>Print and Sign</i>	
Date	
Comments	