**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.

1. **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)** |  |

1. **PLACEMENT HOST DETAILS**

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

1. **PLACEMENT DETAILS**

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| --- | --- |
| **Proposed duration of placement** |  |
| **Proposed working pattern** *(Full or part time; if part time, what days/hours per week)* |  |
| **Anticipated start date** |  |
| **Working arrangements** *(e.g. desk at organisation’s premises, remote, travel to different sites or clients)* |  |
| **Supervision or support offered** *(regular catch ups with supervisor, team working, mostly self-directed)* |  |
| **Key teams or colleagues** *(i.e. who will student work with?)* |  |
| **Vulnerable clients or service users** *(Please give details if working with vulnerable groups and/or student requires a DBS check.)* |  |
| **Identifiable risks** *(Please give details of any risks associated with placement, e.g. lone working, use of machinery)* |  |
| **Financial contribution** *(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 supervising the student’s work and the provision of in-house training.)* |  |

1. **PLACEMENT PROJECT DESCRIPTION**

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| **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.** |
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| **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.**  |
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1. **FUNDING**

If the placement if 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):

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| --- | --- |
| **Item** | **Cost (£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

1. **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](https://www.gov.uk/government/organisations/foreign-commonwealth-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.
1. **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.

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

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| **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)**

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| **Approval by OOC DTP Director/Manager** |
| Recommended by: *Print and Sign* |  |
| Date |  |
| Comments |  |