Placement Project Plan

Grand Union DTP

*Please submit alongside the student’s Application for Placement Support to* *placements.gudtp@socsci.ox.ac.uk* *for review and approval by the Grand Union DTP no later than* ***three months*** *before the placement’s proposed start date.*

# STUDENT DETAILS

Click to enter Full Name

Click to enter Institutional E-mail Address

Click to enter DTP pathway

Click to enter University

# PLACEMENT HOST DETAILS

Click to enter Organisation Name

Click to enter Company/Charity Number

Click to enter Address

Click to enter Website

## Placement Contact/Supervisor

Click to enter Full Name

Click to enter Role in Organisation

Click to enter Professional E-Mail Address

Click to enter Professional Telephone No.

# PLACEMENT DETAILS

|  |  |
| --- | --- |
| **Proposed role in the organisation**(e.g., intern, advisor, support officer etc.) | Click or tap here to enter text. |
| **Proposed duration of placement (in weeks)** | Click or tap here to enter text. |
| **Proposed working pattern** (Full or part time; if part time, what days/hours per week) | Click or tap here to enter text. |
| **Anticipated start date** | Click or tap to enter a date. |
| **Anticipated end date** | Click or tap to enter a date. |
| **Placement location and working arrangements** (e.g., desk at organisation’s premises, remote, travel to different sites or clients) | Click or tap here to enter text. |
| **Arrangements about machinery and required tools**(For instance, will the Host provide the student with a PC or laptop for the duration of the placement?) | Click or tap here to enter text. |
| **Placement supervision and collaboration arrangements.** Please indicate the frequency of meetings (if applicable)(For instance, regular catch ups with the placement supervisor, team working, mostly self-directed) | Click or tap here to enter text. |
| **Additional training to be undertaken by the student as part of the placement**Please note that all relevant expenses are expected to be covered by the Host. If this is not possible, please explain why. | Click or tap here to enter text. |
| **Key teams or colleagues** (i.e. who will student work with?) | Click or tap here to enter text. |
| Vulnerable clients or service users (Please give details if working with vulnerable groups and/or student requires a DBS check.) | Click or tap here to enter text. |
| **Identifiable risks** (Please give details of any risks associated with placement, e.g. lone working, use of machinery) | Click or tap here to enter text. |
| **Intellectual property** (Please specify whether the placement is likely to generate intellectual property, e.g. company reports or public learning materials, and any expectations of the Host in relation to confidentiality, data-sharing, and publication) Please attach to this application copies of any confidentiality or other agreements that the Host may require in respect of this placement.  | Click or tap here to enter text. |

# PLACEMENT PROJECT DESCRIPTION

|  |
| --- |
| Please provide a summary of the placement project, including duties and responsibilities to be undertaken by the student. (normally about 500 words) |
| Click or tap here to enter text. |
| Please list and describe tasks and activities to be undertaken by the students as well as any deliverables/outputs that the student is expected to produce during the placement.  |
| Click or tap here to enter text. |
|  |

# INSURANCE & VISA SPONSORSHIP (To be completed by the Host)

The Host Organisation has an EL-type insurance (also known as Workers’ Compensation Insurance), which will cover liability for injury or illness suffered by the student which are attributable to their placement work.

[ ]  Yes [ ]  No

The Host Organisation’s insurance will cover any third-party liability that may arise from the placement.

[ ]  Yes [ ]  No

If necessary, the Host Organisation will sponsor the student for a visa covering the duration of the placement.

[ ]  Yes [ ]  No [ ]  N/A

# FUNDING

## SALARY

This placement is:

[ ]  Unpaid. The student will continue receiving their ESRC GUDTP stipend.

[ ]  Paid, but less than the ESRC stipend. **For the duration** of the placement the Host will pay the student £ Click here to specify amount.

[ ]  Paid at stipend level or above. The GUDTP will suspend the student’s stipend for the duration of the placement.

## ADDITIONAL COSTS

This section refers to funds required by the student to undertake the placement in addition to their stipend/any payment they may receive. It does not refer to project costs, which are expected to be covered by the Host in full.

### Host’s financial contribution\*

\*Agreed on principle before the student’s application to the GUDTP

|  |  |
| --- | --- |
| [ ]  travel expenses | Click here to specify amount or exact arrangements |
| [ ]  accommodation costs | Click here to specify amount or exact arrangements |
| [ ]  subsistence | Click here to specify amount or exact arrangements |
| [ ]  training costs | Click here to specify amount or exact arrangements |
| [ ]  Enter other cost type | Click here to specify amount or exact arrangements |
| [ ]  Enter other cost type | Click here to specify amount or exact arrangements |
| **TOTAL** (monetary contributions only) | £Amount |

### GUDTP financial contribution\*

\*Requested as part of this application

Students can apply for financial support to undertake the placement in addition to the stipend. Students cannot apply to the GUDTP for costs that would normally be expected to be covered by their stipend or for project costs.

|  |  |
| --- | --- |
| [ ]  travel expenses | Click here to specify amount. |
| [ ]  accommodation costs | Click here to specify amount. |
| [ ]  training costs | Click here to specify amount. |
| [ ]  access costs | Click here to specify amount. |
| [ ]  care costs | Click here to specify amount. |
| [ ]  Enter other cost type | Click here to specify amount. |
| [ ]  Enter other cost type | Click here to specify amount. |
| **TOTAL** (monetary contributions only) | £Amount |

### Third-party financial contribution

Please let us know if the student will receive any support or funding from a third party to undertake this placement. This might include financial support or in-kind contributions (e.g., staying with family).

|  |  |  |
| --- | --- | --- |
| [ ]  travel expenses | Enter third party/funding body | Enter amount/arrangements |
| [ ]  accommodation costs | Enter third party/funding body | Enter amount/arrangements |
| [ ]  subsistence | Enter third party/funding body | Enter amount/arrangements |
| [ ]  training costs | Enter third party/funding body | Enter amount/arrangements |
| [ ]  Enter other cost type | Enter third party/funding body | Enter amount/arrangements |
| [ ]  Enter other cost type | Enter third party/funding body | Enter amount/arrangements |
| **TOTAL** (monetary contributions only) | £Amount |

# DECLARATION

We agree to this Placement Project Plan in support of the student’s application to the GUDTP for placement support.

We acknowledge that if this placement is approved by the GUDTP,

* the information in this form will be shared with finance and academic colleagues within the GUDTP team and the successful student’s home university.
* the student will not be an employee of the Host and will remain subject to University regulations and the terms of any University contract with the student for the duration of the placement.
* an agreement regarding responsibilities, data sharing, confidentiality, and Intellectual Property generated as a result of the placement may need to be signed between the student’s university and the Host prior to the start of the placement.
* the Host shall advise the student of all applicable rules, policies, health and safety, and other regulations that might apply to the student during the project.
* we will comply with local health and safety obligations in relation to the placement.
* we will inform the GUDTP if there are any problems with the placement or changes in the project plan, beyond reasonable/anticipated adjustments.

**STUDENT APPROVAL**

Signed



Click to enter Print Name

Click or tap to enter a date.

## PLACEMENT HOST APPROVAL

Signed on behalf of

Click to enter Organisation Name



Click to enter Print Name

Click or tap to enter a date.