Professional Internships for PhD Students (PIPS)

## Memorandum of Understanding

# PIPS Memorandum of Understanding

By signing this Memorandum of Understanding (Internship Agreement) the Student, the University and the Host Organisation confirm that they will abide by the principles of the ASET Good Practice Guide for Work-Based and Placement Learning in Higher Education (<https://www.asetonline.org/>) and the UK Quality Code for Higher Education published by the QAA (qaa.ac.uk), as well as any additional requirements listed in this Memorandum of Understanding.

The PIPS Memorandum of Understanding is also read, acknowledged, and accepted by the Student’s PhD Supervisor and the East of Scotland Bioscience Doctoral DTP Manager as meeting the requirements of the UKRI BBSRC Doctoral Training Partnership Programme according to the funder’s Terms and Conditions.

“PIPS” is used in this MOU to indicate a student internship or placement.

**THIS PIPS MEMORANDUM OF UNDERSTANDING is made between**:

|  |  |
| --- | --- |
| **University** **Name** |  |
| Named University’s representative at the East of Scotland Bioscience Doctoral Training Partnership Manager |  Dr Maria Filippakopoulou |
| Contact Email |  placements@eastscotbiodtp.ac.uk  |
| **PhD Student** **Name** |  |
| PhD Student Address |  |
| Contact Email |  |
| Year of PhD Study |  |
| **Host Organisation** **Name**  |  |
| Sector Type (please see [Appendix](#Appendix)) |  |
| Host Organisation Website |  |
| Host Organisation Postal Address |  |
| Contact Email |  |

**ALL PARTIES AGREE AS FOLLOWS**

1. **DURATION of the PIPS Memorandum of Understanding**

In accordance with the PIPS Plan described in Section 2, the Host Organisation shall take the Student to complete PIPS at its premises, where the Student will undertake the agreed assignment(s) and the Host Organisation will provide the agreed supervision and training. Alternative arrangements for a hybrid or a remote placement should be clearly described below.

|  |  |
| --- | --- |
| PIPS Start Date (DD/MM/YY) |   |
| PIPS End Date (DD/MM/YY) |   |
| PIPS Format - continuous placement or carried out in tranches |   |
| PIPS Format – full-time; part-time; other(please select from the options on the right) | Choose an item. |
| If ‘Other’ in above question, please provide further details of the arrangements agreed for this PIPS |  |
| PIPS Structure – in person; remote; hybrid (please select from the options on the right) | Choose an item. |
| If there is agreement for a remote or hybrid internship, please provide specific details of expectations, including onboarding, calendar of meetings, agreed dates and frequency of travel to the host organisation’s premises, etc. |   |

The University agrees for the Student to carry out the PIPS within the Host Organisation, for the specified duration of the PIPS, in accordance with this Memorandum of Understanding, and as part of the East of Scotland Bioscience Doctoral Training Partnership contractual obligations to UKRI BBSRC. The Student will be on Absence of Leave from their host institution for the duration of the PIPS so that they can carry out the PIPS project full-time. The MOU parties are asked to provide confirmation of any alternative formats regarding the format and structure of the placement as discussed and agreed between them in advance of the commencement of the PIPS.

1. **PIPS PLAN**

|  |
| --- |
| ***PIPS Plan is to be completed by the Student and the Host Organisation Supervisor/Mentor named below following negotiation and agreement.*** |
| **Name of person who has agreed to act as the key contact for the PIPS student during the internship (Host Organisation Supervisor/Mentor)** |  |
| **Position of the Supervisor** |  |
| **Contact email for Supervisor** |  |
| **Contact telephone for Supervisor** |  |
| **Internship project title**  |  |
| **Please give a brief description of the internship role (max 300 words)**  |
| **Please outline the main objectives of this PIPS project that should determine an assessment of its successful completion (max 300 words)**  |
| **Please explain what you the Supervisor hope the Student will contribute to the Host Organisation? (max 150 words)** |
| **Please detail what skills and attributes the Student has to offer this internship project? (max 150 words)** |
| **Please explain what skills and attributes you the Student are expected to develop during the PIPS (max 150 words)** |
| **Please explain how this PIPS project will align with the Student’s career goals? (max 150 words)** |
| **Please briefly describe any additional comments relevant to this internship; in particular details of expenses that the Host Organisation has agreed to reimburse the Student for travel and accommodation costs (please note that the Host Organisation is responsible to cover any consumables during the internship):** |

1. **PAYMENT to the Student**

For the duration of the PIPS, the Student will be in receipt of their PhD stipend from the University (at a level confirmed annually by the UKRI BBSRC). If the Host Organisation agrees to pay the student an internship salary that is at least equal to the PhD stipend, this may affect the PhD salary payment. If the student lives more than 50 miles from the organisation, we encourage a contribution from the Host Organisation towards their travel or accommodation costs. Any additional payment of expenses, indemnity or otherwise from the Host Organisation to the Student should be agreed separately from this Memorandum of Understanding and in advance between the Student and the Host Organisation. To find out more about employment rights and pay for interns please refer to the website:

<https://www.gov.uk/employment-rights-for-interns> (section ‘Student Internships’).

1. **HEALTH AND SAFETY REQUIREMENTS for the Student**

The Student is required to:

* Take reasonable care to avoid injury to themselves and to others
* Abide to the Host Organisation’s Health and Safety Policy
* Be aware of the risk assessment carried out by the Host Organisation on the planned PIPS
* Comply with any training, protective clothing, equipment identified as necessary in the risk assessment
* Not interfere with or misuse any clothing or equipment provided by the Host Organisation
* Report any accident or injury immediately following the Host Organisation’s procedures
* Report any accident or injury to the University
* The Student will make the Host Organisation aware of any disabilities, illnesses or special medical requirements that they may have
* The Student will make the University aware of any disabilities, illnesses or special medical requirements
1. **HEALTH AND SAFETY REQUIREMENTS for the Host Organisation**

The Host Organisation is required to:

* Communicate its Health and Safety Policy to the Student and make reasonable effort to enforce this policy
* Carry out a risk assessment of the work that will be carried out by the Student during the PIPS and act on this information by making the Student fully aware of any special hazards or dangers incurred by the PIPS
* Provide training, protective clothing, and equipment identified as necessary by the risk assessment.
* Report any accidents involving the Student immediately to the University representative.

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| ***Health and Safety check list to be completed by the Host Organisation*** | **YES** | **No** |
| 1 | Does the Host Organisation have a written Health and Safety policy? |   |   |
| 2 | Does the Host Organisation have a policy regarding health and safety training? Will you provide all necessary health and safety training for the PIPS student? |   |   |
| 3 | Is the Host Organisation registered with Health and Safety Executive or the Local Authority Environmental Health Department?  |   |   |
| 4 | If the internship is outside the UK, is the Host Organisation registered with the relevant government body/authority in your country? |   |   |
|  | **Risk Assessment** |   |   |
| 5 | Does the Host Organisation carry out risk assessments for its work practices? |   |   |
| 6 | Are risk assessments kept under regular review? |   |   |
| 7 | Are the results of risk assessment implemented? |   |   |
| 8 | Will the Student be informed of the precautions to take and of what to do in the case of an emergency? |   |   |
|  | **Accidents and Incidents** |   |   |
| 9 | Is there a formal procedure for reporting and recording accidents and incidents in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1955) or your countries equivalent?  |   |   |
| 10 | Has the Host Organisation procedure to be followed in the event of serious and imminent danger to people at work?  |   |   |
| 11 | Will the Host Organisation report to the University *all* recorded accidents and occupationally-related ill health involving students? |   |   |
| 12 | Will you report to the University any sickness involving students which may be attributable to their work? |   |   |
| *If the answer to any of the above questions is NO, please state why and provide further details to allow EASTBIO to carry out its due diligence review process.*  |

The Host Organisation’s nominated contact for compliance with Health and Safety legislation is:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |   | **Position:** |   |
| **Email:** |   | **Telephone:** |   |

1. **INSURANCE AND LIABILITY for the Host Organisation**

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| --- | --- | --- |
| ***Insurance and Liability check list to be completed by the Host Organisation*** | **YES** | **No** |
| 13 | Does the Host Organisation hold Employer and Public Liability Insurance (or your countries equivalent)? |   |   |
| 14 | Amount of Indemnity held by the Host Organisation in £ (for example £10 million) | £  |
| 15 | Will the Host Organisation hold insurance to cover legal liability incurred by a student as a result of his/her duties as an intern? |   |   |
| *If the answer to any of the above questions is NO, please state why and provide further details to allow EASTBIO to carry out its due diligence review process.*  |

The Host Organisation’s nominated contact for compliance with Insurance and Liability is:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |   | **Position:** |   |
| **Email:** |   | **Telephone:** |   |

* 1. The Host Organisation confirms that it has in place comprehensive public liability insurance that will cover liability for (a) death or bodily injury to the Student and (b) death or bodily injury to any other person or damage to third party property arising from the Student’s actions whilst on the internship.
	2. The Host Organisation shall comply with all local national health and safety laws, rules and guidelines and shall be responsible for the health and safety of the Student whilst on its premises or elsewhere in connection with the Host Organisation’s business activities.
	3. It is recognised that the Student will not be familiar with the Host Organisation’s premises and the Host Organisation will adapt its procedures and supervision accordingly.
	4. The Host Organisation warrants that all the information it has provided to the University and the Student regarding the conditions of the PIPS is accurate and complete.
1. **The University’s Health and Safety Requirements and Liabilities**
	1. The Student is undertaking the PIPS as part of their curricula and, upon satisfactory completion, the training period will be recorded in the student’s transcript of records.
	2. The University will be responsible for the Student whilst on the PIPS.
2. **REPRESENTATIVES, COMMUNICATIONS AND REPORTING**
	1. The Host Organisation’s representative shall be

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |   | **Position:** |   |
| **Email:** |   | **Telephone:** |   |

* 1. The University’s representative shall be

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| --- | --- | --- | --- |
| **Name:** |  | **Position:** | EASTBIO Doctoral Training Partnership Manager, or DTP Support Officer |
| **Email:** | placements@eastscotbiodtp.ac.uk  | **Telephone:** | +0131 650 5549 |

* 1. During the PIPS all communications relevant to this Memorandum of Understanding between the Student, the University and the Host Organisation shall be through the representatives mentioned above.
	2. The Student will comply with the reasonable instructions, policies, guidelines, and rules of the Host Organisation.
	3. If any difficulties arise during the PIPS, including concerns about health and safety, or the Student’s behaviour, these shall be raised by the Host Organisation as soon as possible with the University representative, the designated EASTBIO DTP representative.
	4. The University representative will initiate communication with the Student and Host Organisation Supervisor in order to monitor the Student’s attendance and PIPS progress. This may involve requesting visiting arrangements to be set in place to discuss and optimise the learning process surrounding the Internship.
	5. At the end of the internship, the Host Organisation agrees to complete and submit to the University representative the PIPS Host Organisation Report detailing their experiences of the Internship and support the collation of internship case study and promotional materials for use in future years. The Host Organisation will also be asked to provide confirmation of their interest in continuing advertising projects to further DTP-funded PhD students.
	6. Within 3 months of ending the PIPS and before month 36 of the PhD, the Student agrees to complete and submit to the UKRI BBSRC an online PIPS Report and inform the EASTBIO DTP Manager of doing so. The Student also agrees to provide feedback detailing their experiences of their Internship and indicate their commitment to present on this to further student cohorts at EASTBIO training events. The guidance from EASTBIO includes a clause about the student’s obligation to seek confirmation from the PIPS Host Organisation before any confidential information regarding the PIPS project can be shared publicly.
1. **INTELLECTUAL PROPERTY AND CONFIDENTIALITY**
	1. Ownership of any new intellectual property rights that arise from the PIPS should be agreed in advance. If Intellectual Property is required this will be dealt with on an individual basis and on a separate document.
	2. If the Student relies upon any intellectual property rights that belong to the University as part of their internship, the Student must first gain the written permission of the University and the Host Organisation may not use such rights without this consent.
	3. If use is permitted of any material, then the Host Organisation uses such material at their own risk, all implied warranties are excluded. The Student and the University shall have no liability if such material is used by the Host. The Student upon request shall identify any relevant University material (if necessary with the co-operation of the University).
	4. The Student mustmaintain confidentiality, during and after the internship, of the Host Organisation’s data and information where such information is not already within the public domain and is indicated or understood to be confidential.
	5. The Student mustmaintain confidentiality, during and after the internship, of the University’s data and information where such information is not already within the public domain and is indicated or understood to be confidential.
2. **EQUAL OPPORTUNITIES**

9.1 The Host Organisation shall not illegally discriminate against the Student and shall indemnify the University against any costs that may arise from such discrimination.

9.2 The Host Organisation will be aware of their responsibility for the implementation of reasonable adjustments under the 2010 Equality Act, which stipulates that an organisation is required to make reasonable adjustments to any of its activities which place a disabled person at a substantial disadvantage compared to non-disabled people.

1. **GENERAL**
	1. It is recognised that there will be instances where the original PIPS plan may change throughout the
	PIPS life cycle. Such delays and changes need to be discussed with the Student and, if required, the University’s representative, EASTBIO DTP Manager, as soon as possible to avoid further delays and possible PIPS failure. Although unforeseen and extenuating circumstances do happen, it is essential that the organisation and intern seeks to take measures to avoid these where possible.
	2. This Agreement represents the entire understanding between the parties and supersedes all other promises or arrangements.
	3. This Agreement may only be varied with the written consent of all parties.
	4. If any party shall at any time decide temporarily not to impose a term of this Agreement, this shall not constitute a waiver and shall not prejudice such parties’ right to enforce such term at a later date.
	5. Any party may terminate the internship if another party shall be in breach of their commitments. In such instances, there is a mandatory one week notice period and it is necessary for either the Student or the Host Organisation Supervisor to notify the University’s representative, EASTBIO DTP Manager, by written communication.

**This Agreement is to be signed by the Student, the PIPS Host Organisation, and the Student’s University PhD Supervisor at the stage after the PIPS Plan has been refined and agreed by all parties. The Student must return this filled in form with all necessary signatures to the University’s representative, EASTBIO DTP Manager for approval *before* the beginning of the internship.**

By signing below, the parties acknowledge the information set out in this PIPS Memorandum of Understanding.

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| --- |
| Signed by **the Student**“I confirm there will be no academic conferences, University training or activities related to my PhD research during this internship unless by prior agreement with the host organisation and EASTBIO.” |
| Signature |   |
| Name |   |
| Date (DD/MM/YY) |   |
| Signed on behalf of **the Host Organisation** by |
| Signature |  |
| Name |  |
| Position |  |
| Date (DD/MM/YY) |  |
| Read, Acknowledged and Accepted by the **Student’s PhD Supervisor**“I confirm there will be no academic conferences, University training or activities related to the students PhD research during this internship unless by prior agreement with the host organisation and EASTBIO.” |
| Signature |  |
| Name |  |
| Date (DD/MM/YY) |  |
| Approved on behalf of the University by the **East of Scotland Bioscience Doctoral Training Manager**, or the **DTP Support Officer** |
| Signature |   |
| Name |   |
| Date (DD/MM/YY) |   |

**EASTBIO Doctoral Training Partnership Manager**

**Email:** placements@eastscotbiodtp.ac.uk

University of Edinburgh, School of Biological Sciences, King’s Buildings, Mary Brück, Edinburgh

## Quality Commitment Charter for PIPS

### This Agreement is a guidance document and adheres to section 9 of the QAA Code of practice for the assurance of academic quality and standards in higher education[[1]](#footnote-1). It also follows the ASET[[2]](#footnote-2) code of practice for work based and placement learning.

### The Student and PIPS Host Organisation jointly undertake to:

* Negotiate and agree a tailor-made Memorandum of Understanding and the associated necessary mentoring/supervisory arrangements to meet the PIPS project aims and objectives.
* Communicate regularly and monitor PIPS progress, taking appropriate action if required.

### The PIPS Host Organisation undertakes to:

* Assign to the Student tasks and responsibilities (as stipulated in the PIPS project) to match their knowledge, skills, competencies, and training objectives. Interns will be included in team/departmental meetings, training and ad-hoc events, as appropriate.
* Ensure that appropriate equipment and work space is available.
* Appoint an experienced employee who will act as a supervisor/mentor to support the PhD intern and help them with their integration in the Host Organisation (including the host country, if required). The mentor is responsible for the induction process, supervising the delivery of a piece of work agreed in advance, providing training, feedback, encouragement, and acts as the designated point of contact for the EASTBIO DTP Manager.
* Assist the University with any information about the placements of overseas students required by the UK immigration authorities.
* Cover any additional costs (e.g. consumables) associated with the work undertaken during the Internship.

### The University via the Student PhD supervisor and the EASTBIO DTP Manager undertake to:

* Ensure the PIPS internship complies with the UKRI BBSRC PIPS guidelines and that the learning outcomes of the PIPS in terms of knowledge, skills, and competencies to be acquired are well defined.
* Verify the status and reputation of PIPS Host Organisation with a base overseas.
* Give full recognition to the Student for satisfactory completed activities specified in the Memorandum of Understanding.
* Evaluate the personal and professional development achieved through PIPS.
* Maintain good work relationship with PIPS providers that would form the basis for a continuing provision of internships for future student intakes.

### The Student undertakes to:

* Comply with all arrangements agreed for their PIPS and to do their best to deliver a satisfactory internship experience.
* Abide by the rules and regulations of the Host Organisation, its normal working hours, code of conduct, Health and Safety procedures and rules of confidentiality.
* Students on tier 4-visa holders will plan for revised internship in accordance with the formal EASTBIO Guidance.
* Communicate to the EASTBIO DTP Manager any issues arising, or negative changes affecting their ability to carry out the internship as agreed so as to allow the EASTBIO team to support students appropriately by liaising with the PIPS Host Organisations to resolve such issues.
* In the case of travelling abroad, ensure that the Student has:
	+ Taken account of the additional costs involved in undertaking an internship overseas and has adequate financial support to meet such costs
* Given their PhD supervisor a copy of their travel itinerary and contact details
	+ - Completed Risk Assessment and, if appropriate, Fieldwork Risk Assessment form(s)
		- Consulted “Safety and Health whilst Travelling on University Business” and taken appropriate measures, including enquiring about visa and work permits and where needed paperwork can be obtained
		- Liaised with the University Insurance office/service to take out appropriate insurance cover
		- Obtained the local University Security number (24 hours manned) to use in an emergency.

**APPENDIX–Host Organisations Sector list**

|  |  |
| --- | --- |
| Academia | Fire, Police & Security |
| Advertising, Marketing & Public Relations | Food & Beverage |
| Aerospace & Defence | Government & Civil Service (including public service administration) |
| Agriculture, Livestock breeding & Fishing (including production, animal welfare) | Health & Social Care |
| Biotechnology, Medical & Pharmaceuticals | Hospitality, Leisure, Travel, Tourism and Sports |
| Business and Management (including business intelligence & market research) | IT & Telecommunications (Hardware & Software)  |
| Chemicals | Law (including legal services)  |
| Clothing, Footwear & Fashion  | Logistics, Transport, Purchasing & Supply |
| Consultancy  | Media, Communication, Journalism & Publishing |
| Charities & Voluntary work (non-profit / third sector)  | Metals & Construction Materials |
| Creative arts, Design and Culture | Product Manufacturing |
| Education & Training (including teaching) | Real Estate & Renting |
| Energy & Utilities (including renewable energy and energy conservation) | Recruitment & Human Resources  |
| Engineering (civil and mechanical) | Retail, Buying & Merchandising |
| Environment (including recycling, environmental services and industries) | Science & Research |
| Financial services (including accounting, auditing & banking) | Other |

1. QAA: The UK Quality Code for Higher Education [http://www.qaa.ac.uk/Assuring StandardsAndQuality/quality-code/Pages/default.aspx](http://www.qaa.ac.uk/Assuring%20StandardsAndQuality/quality-code/Pages/default.aspx) Chapters of particular relevance are B3: Learning and Teaching, B4 Enabling student development and achievement and B10: Managing Higher Education provision with others. [↑](#footnote-ref-1)
2. A Good Practice Guide for Placement and Other Work-Based Learning Opportunities in Higher Education, Version 2.1, September 2013 [↑](#footnote-ref-2)