Professional Internships for PhD Students (PIPS)

## Internship Agreement

# PIPS Internship Agreement

By signing this internship agreement the Student, the University and the Host Organisation confirm that they will abide by the principles of the Quality Commitment Charter for PIPS as well as any additional requirements listed in this internship agreement.

The PIPS internship agreement is also read, acknowledged and accepted by the Student’s PhD Supervisor and East of Scotland Bioscience PIPS Coordinator, as meeting the requirements of the BBSRC Doctoral Training Partnership training programme.

**THIS PIPS INTERNSHIP AGREEMENT is made between**:

|  |  |
| --- | --- |
| **University** Name |  |
| Named University’s representative East of Scotland Bioscience PIPS Coordinator |  |
| Contact Email |  |
| **PhD Student** Name |  |
| PhD Student Address |  |
| Contact Email |  |
| **Host Organisation** Name  |  |
| Sector Type |  |
| Host Organisation Website |  |
| Host Organisation Address |  |
| Contact Email |  |

**ALL PARTIES AGREE AS FOLLOWS**

1. **DURATION of the PIPS Internship Agreement**

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.

|  |  |
| --- | --- |
| PIPS Start Date |   |
| PIPS End Date |   |
| PIPS Format (continuous placement or carried out in tranches) |   |

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 internship agreement, and as part of the East of Scotland Bioscience Doctoral Training Partnership contractual obligations to the BBSRC.

1. **PIPS PLAN**

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| --- |
| ***PIPS Plan is to be completed by the Student following negotiation and agreement with the Host Organisation Mentor named below.*** |
| **Name of person who has agreed to act as the key contact for the PIPS student during the internship (host organisation mentor)** |  |
| **Position of the mentor** |  |
| **Contact email for mentor** |  |
| **Contact telephone for mentor** |  |
| **Internship project title**  |  |
| **Please give a brief description of the internship role (Max 300 words please)**  |
| **Please outline the main objectives of this PIPS project (Max 300 words please)**  |
| **Please explain what you the Mentor hope the Student will contribute to the Host Organisation? (Max 150 words please)** |
| **Please detail what skills and attributes the Student has to offer this internship project? (Max 150 words please)** |
| **Please explain how this PIPS project will align with the Students career goals? (Max 150 words please)** |
| **Please explain what skills and attributes you the Student are expected to develop during the PIPS (Max 150 words please)** |
| **Please briefly describe any additional comments e.g. details from the Host Organisation of expenses agreed to reimburse the Student for travel/ accommodation costs involved, etc.:** |

1. **PAYMENT to the Student**

For the duration of the PIPS, the Student will be in receipt of their PhD salary from the University. 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 internship agreement 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.

|  |  |  |
| --- | --- | --- |
| ***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.*  |

The Host Organisation’s nominated contact for compliance to health and safety legislation is:

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

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

|  |  |  |
| --- | --- | --- |
| ***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.*  |

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 on 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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | Dr Caroline Pope | **Position:** | PIPS Coordinator |
| **Email:** | dtp@sulsa.ac.uk | **Telephone:** | 0131 650 5859  |

* 1. During the PIPS all communications relevant to this Internship Agreement 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.
	4. The University representative will initiate communication with the Student and Host Organisation Mentor 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.
	6. Within 3 months of ending the PIPS and before month 36 of the PhD the Student agrees to complete and submit to the PIPS Coordinator the BBSRC PIPS Report and complete a Case Study detailing their experiences of the Internship.
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**
	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.
3. **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 as soon as possible to avoid further delays and possible PIPS failure. Unforeseen and extenuating circumstances do happen, but it is essential that the organisation and intern seeks 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 Mentor to notify the University’s representative by written communication.

**This Agreement is to be signed by the Student, Host Organisation, and the Student’s University PhD Supervisor at the stage after the PIPS Plan has been refined. The Student must please return this filled in form to the PIPS Coordinator for approval before PIPS commencement.**

By signing below, the parties acknowledge the information set out in this PIPS Internship Agreement.

|  |  |
| --- | --- |
| 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 |   |
| Signed on behalf of **the Host Organisation** by |  |
| Signature |  |
| Name |  |
| Position |  |
| Date |  |
| Read, Acknowledged and Accepted by the **Students 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 |  |
| Approved on behalf of the University by the East of Scotland Bioscience PIPS Coordinator  |   |
| Signature |   |
| Name |   |
| Date |   |

**PIPS Coordinator**

### ****Dr Caroline Pope****

**Email:** dtp@sulsa.ac.uk

Scottish Universities Life Sciences Alliance (SULSA)

Darwin Building Room 309

King’s Buildings

University of Edinburgh

Edinburgh EH9 3JF

## 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 Host Organisation jointly undertake to:

* Negotiate and agree a tailor-made internship agreement and the associated necessary mentoring arrangements to meet the PIPS Plan aims and objectives.
* Communicate regularly and monitor PIPS progress, taking appropriate action if required.

### The Host Organisation undertakes to:

* Assign to the Student tasks and responsibilities (as stipulated in the PIPS Plan) 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 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, providing training, feedback, encouragement and is the designated point of contact for the PIPS Coordinator.
* Assist the University with any information about the placements of overseas students required by the UK immigration authorities.
* Cover any additional costs associated with the work undertaken during the Internship.

### The University undertakes to:

* Ensure the PIPS internship complies with the BBSRC PIPS guidelines and that the learning outcomes of the PIPS in terms of knowledge, skills and competencies to be acquired are defined.
* Verify the status and reputation of the organisation overseas.
* Give full recognition to the Student for satisfactory completed activities specified in the Internship Agreement.
* Evaluate the personal and professional development achieved through PIPS.

### 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.
* Comply with the local University UKBA attendance monitoring policy (Tier 4 visa holders).
* Communicate with the PIPS Coordinator about any problem or changes regarding the internship and disclose any specific needs or difficulties that might affect them during the PIPS.
* Ensure that if travelling overseas the Student has:
	+ Taken account of the costs involved in undertaking an internship overseas and has adequate financial support to meet them and ensured their passport is up to date
* 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 and where needed obtained visa and work permits; and arranging any appropriate vaccinations
		- Liaised with the University Insurance office to take out appropriate insurance cover.
		- Obtained the local University Security number manned 24 hours (for example +44(0)131 650 2257 for contacting the University of Edinburgh in an emergency).
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)