EASTBIO DTP - PIPS Planning form

**Guidance:**

*Please complete and return* [***Section A***](#SectionA) *of this form to the EASTBIO team* [placements@eastscotbiodtp.ac.uk](mailto:placements@eastscotbiodtp.ac.uk) *at any point after the Placements Q&A session (February of your first year) and no later than the end of September of your first year (PhD month 12). Extensions to this deadline will be discussed and approved by the academic lead of your host institution depending on individual circumstances.*

*After approval by EASTBIO of your plan and confirmation of an offer of an internship to you the student, please complete* [***Section B***](#SectionB) *of this form with the details of the internship and re-send EASTBIO the form before you start working on the PIPS Agreement Form. There is no deadline for final arrangements depend on the specifics of your internship project. However, please note that the final PIPS Agreement needs to be formally approved by EASTBIO before you start your placement.*

*Should your plans change after the submission and approval of this form, please contact us via email to discuss the change(s) and seek informal approval of the revised plan. Email approval is necessary before you make new or renewed contacts with a prospective PIPS host. EASTBIO needs reassurances that the project aimed for is at the level we are looking for.*

*EASTBIO aims to approve your Plan within a max of 7 days after submission; after approval, you may begin contacting the organisations mentioned on your Form with a view to secure an internship.*

**Section A – Provisional plan**

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| **Student details** | |
| Full Name |  |
| Email |  |
| Host University |  |
| Date started PhD  *Placement to be carried out by the end of Year 3* |  |
| Title of PhD project |  |
| PhD Abstract (max 300 words) |  |
| **PhD Supervisor details** | |
| PhD Supervisor 1 Name & Email |  |
| PhD Supervisor 2 Name & Email |  |

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| **Potential PIPS Host Organisation details**  *You are asked here to record, below, the details of any organisations within your area of interest that may host an intern; for this, you will have done some initial research but please note that we ask you not to contact any of these prospective hosts until your plan is approved by EASTBIO. Please add more rows if you consider further organisations at this stage.*  *Remember the key criteria for eligibility: PIPS takes place in a non-academic**setting. It must provide you with work experience in a professional setting that does not relate directly to your PhD work or academic research.* | |
| **Host Organisation Sector Type**  *Please select from list in* [*Appendix 1*](#Appendix1) |  |
| **What type of internship activity are you seeking?**  Max 200 words |  |
| **Please detail your motivations for seeking this type of internship?**  Max 200 words |  |
| **Details of potential Host Organisations identified within the above sector in which PIPS may be carried out** | |
| 1. **Host Organisation Name** |  |
| Website |  |
| Name and Email of contact in organisation (if known) |  |
| Does this organisation currently offer an internship program? |  |
| Will this organisation provide physical premises external to the university with professional staff who will support the development of your professional skills appropriate to PhD level?  Please note that EASTBIO DTP may consider remote or hybrid placements as long as the PIPS project is suitable for this. |  |
| 1. **Host Organisation Name** |  |
| Website |  |
| Name and Email of contact in organisation (if known) |  |
| Does this organisation currently offer an internship program? |  |
| Will this organisation provide physical premises external to the University with professional staff who will support the development of your professional skills appropriate to PhD level? |  |
| 1. **Host Organisation Name** |  |
| Website |  |
| Does this organisation currently offer an internship program? |  |
| Name and Email of contact in organisation (if known) |  |
| Contact Persons Email and phone (if known) |  |
| Will this organisation provide physical premises external to the University with professional staff who will support the development of your professional skills appropriate to PhD level? |  |
| Please provide a justification for choosing a PIPS provider located greater than 50 miles from your Host University |  |
| Please indicate if you will require any reasonable help from the EASTBIO DTP Manager? |  |

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| **PIPS Timing details**  *To complete this section, make sure that you will have discussed with your academic supervisor a clear plan that is compatible with your PhD schedule.* | |
| Planned PIPS start date (approximately) |  |
| Planned PIPS end date (approximately) |  |
| Planned PIPS format – i.e. continuous placement or carried out in tranches  You may wish to provide more details of how it will fit into your research schedule, any constraints, or timeline imperatives |  |

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| **List details of the workshops or seminars you have completed or will complete in preparation for PIPS**  *In preparation for your PIPS, you are strongly encouraged to explore courses such as project/time management, communication skills, entrepreneurship training, CV workshop, interview, etc. that are offered by local Careers Services, Researcher Development teams, networking organisations in bioscience such as SULSA, as well as free online course providers such as Coursera, EdX, LinkedIn Learning, etc. You can enter below details of courses you have taken previously if the skills acquired are key for the placement you are considering.*  *Please add further rows, below, as necessary to show that you have given this proper consideration.* | |
| Training name and date |  |
| Training name and date |  |
| Training name and date |  |

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| **Will you be making an application to EASTBIO DTP for PIPS additional expenses?**  *If so, please supply an estimate, below. Please note that we encourage students to check with the prospective hosts whether they would be prepared to provide interns with support towards travel & accommodation on the basis that interns continue to receive their stipend during PIPS. The PIPS host organisations are solely responsible for any costs for consumables required for the PIPS project during the 3-month placement.*  *EASTBIO provides the opportunity for students to apply for a max of £300 for travel and £700 for accommodation. Applications are competitive and EASTBIO’s decision is made on the basis of (a) eligibility and (b) evidence/justification.* | |
| EASTBIO DTP additional expenses requested for travel | £ |
| EASTBIO DTP additional expenses requested for accommodation | £ |
| Total budget required | £ (max £1,000) |

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| **Signed by:** | |
| PhD student |  |
| Academic Supervisor 1 or 2 |  |
| Date |  |

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| **Approval**  *Section to be filled in by the DTP Manager, the DTP Support Officer, or the local Management Group representative.*  *Notification to student within 7 days from receipt of the form.* | |
| Name of local Management Group representative |  |
| Date |  |
| Signed |  |
| Recommendations for PIPS Approval  (as necessary)  Approval at the planning stage is subject to the BBSRC criteria listed in the “PIPS Student Guide” being met in the follow up 'PIPS Agreement'. Should the student plans change after notification of approval, student must contact the DTP Manager via email to seek further approval of revised plan. |  |
| Monitoring frequency  depending on any concerns itemised above, or, if no concerns, “At student’s discretion” |  |
| Eligible for Additional Expenses application? |  |

**Section B – Active Planning**

Once an offer of an internship is made to the student, the student completes this part of the section with input from their PIPS host and their academic supervisor.

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| **Host Organisation Details** | | | |
| Host Organisation Name |  | | |
| Host Organisation Sector Type  (select from list in [Appendix 1](#Appendix1)) |  | | |
| Please write a brief description of what your organisation does (max 200 words) |  | | |
| Postal Address |  | | |
| Website |  | | |
| Contact person name and role in the organisation  *Please confirm whether they will be different to the Student Mentor (details to be confirmed below).* |  | | |
| Contact person email and phone number |  | | |
| Will your Organisation provide physical premises external to the University with professional staff who will support the development of an intern’s professional skills appropriate to PhD level?  *Please note that EASTBIO DTP may approve remote or hybrid placements as long as the PIPS project is suitable for this*. | Yes | No | TBC |
| Any other relevant information, for instance how the placement is suited to a remote or hybrid: | | |

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| **PIPS Internship Details and Desired Outcomes** | |
| PIPS Project Title |  |
| Description of the internship project you are offering or that you have discussed and agreed with the EASTBIO student (with their academic supervisor’s awareness) (max 500 words) |  |
| Geographic location of this internship?  Option for a remote or hybrid placement, and a rationale for a virtual internship (max 150 words) |  |
| What range of professionals will the PhD student work with during this internship, including the assigned PIPS mentor/supervisor? |  |
| Based on the project’s objectives, what specific results do you want the PhD intern to achieve? |  |
| How do these outcomes fit with your wider business objectives? |  |

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| **PIPS Internship Timing / Duration / Management** | | | | |
| Timing of the Internship  *If provisional dates at this stage, please mark on the form*. | PIPS start date | | PIPS end date | |
| Format of the Internship, e.g.  3-month block or a number of shorter blocks |  | | | |
| Name of person who will act as the PhD student mentor/supervisor during this internship |  | | | |
| Position of mentor in the host organisation |  | | | |
| Contact email and phone for mentor |  | | | |
| Is the Organisation willing to make a contribution towards intern’s travel or accommodation costs?  *Please note that the student will be in receipt of their PhD stipend during the placement and they are also able to apply to EASTBIO for limited funds towards their travel and/or accommodation. If the student lives more than 50 miles from the Organisation’s location, we encourage a contribution from the PIPS host towards their travel or accommodation costs; this is optional. The only financial expectation from the PIPS host is to cover all costs associated with the PIPS project (consumables).* | Yes | No | | Unsure |
| Any other information? | | | |

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| **Person Specification**  *Please give details of what is required for this internship – skills, experiences and personal qualities, whether essential or desirable.* | |
| What skills does the PhD student need to complete this internship project? |  |
| What soft attributes do they need to fit in/contribute? |  |

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| **Application Details (optional question)** | | | |
| I wish that the EASTBIO team advertises an internship open-ended or with a closing date to other PhD students in future. | Yes | No | TBC |
| Name and contact details for further internship opportunities in your organisation. |  | | |
| Any other relevant information: | | | |

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| **Completed & signed by:** | |
| Student Name, Signature & Date |  |
| PhD Supervisor Name, Signature & Date |  |
| PIPS Mentor Name, Signature & Date |  |
| EASTBIO DTP rep’s name, Signature & Date |  |

**APPENDIX 1 – PIPS Host Organisations**

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| 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 |