**PIPS 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 |  |