**Open-Oxford-Cambridge AHRC DTP Placements Scheme**

**Application for Placement Support**

This application form should be completed if you have secured a placement via an external scheme and seek support from the DTP, including an extension to your studentship and/or associated expenses. It must be submitted with details of the placement, including information about the scheme, the application form you submitted to the scheme, and notification that you have been selected.

Please submit no later than **2 months in advance** of the start of the proposed placement to training@oocdtp.ac.uk for review and approval by the OOC DTP. The OOC DTP Programme Officer is available to answer any questions on training@oocdtp.ac.uk.

1. **STUDENT DETAILS**

**Please confirm before submitting this form:**

[ ]  I have secured a placement via an external scheme.

[ ]  I have discussed this placement opportunity with my doctoral supervisor(s). They approve the project and dates proposed for the placement.

[ ]  I attach a copy of my original application form for the placement.

[ ]  I attach a copy of the formal offer of the placement.

[ ]  I confirm that I have passed the first formal hurdle of my doctoral programme (this might be called a first-year review or transfer of status).

|  |  |
| --- | --- |
| **Name** |  |
| **Email address** |  |
| **Telephone no.** |  |
| **University** |  |
| **Department/Faculty** |  |
| **Primary supervisor** |  |
| **Supervisor email address** |  |
| **Start date of doctoral study** |  |
| **End date of OOC DTP award** |  |
| **Study mode (f/t or p/t)** |  |
| **Award (full or fees-only)** |  |

1. **PLACEMENT SCHEME DETAILS**

|  |  |
| --- | --- |
| **Host Organisation Name** |  |
| **Details of placement scheme** *(url for website or attach information)* |  |
| **Location of organisation** |  |
| **Key contact/placement supervisor** |  |
| **Role in organisation** |  |
| **E-mail address** |  |
| **Telephone no.** |  |

1. **PLACEMENT DETAILS**

|  |  |
| --- | --- |
| **Proposed duration of placement** |  |
| **Proposed working pattern** *(Full or part time; if part time, what days/hours per week)* |  |
| **Anticipated start date** |  |
| **Is the placement salaried?** |  |
| **Details of any direct financial contribution by host organisation** *(e.g. travel expenses)* |  |

1. **FUNDING**

If the placement if unsalaried you will automatically be considered for an extension to your studentship. If the uptake of the placement would result in additional costs, you may apply for a contribution towards these, e.g. for travel and accommodation if the placement is away from your place of residence. Please give a detailed breakdown of costs requested and names of suppliers (where possible):

|  |  |
| --- | --- |
| **Item** | **Cost (£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

1. **ROLES AND RESPONSIBILITIES**

The Open-Oxford-Cambridge AHRC DTP may withdraw funding if the student does not abide by the terms of this agreement.

**In undertaking this placement the student agrees to:**

* Discuss the timing and nature of the placement with their supervisor(s) and ensure that the appropriate paperwork is submitted to the home university to report their absence from their course of study;
* Ensure that they have taken account of the costs involved in undertaking the placement and have adequate financial support to meet these;
* Contribute to the placement in a professional manner and fulfil the demands of the placement to the best of their abilities;
* Communicate regularly with the assigned point of contact within the host organisation;
* Disclose any specific needs or difficulties that might affect them while on the placement;
* Advise the OOC DTP Programme Officer (training@oocdtp.ac.uk) if any difficulties arise before or during a placement, if the duration of the placement changes, or if they leave the placement before the end date stated on this plan;
* Submit feedback and a report to the OOC DTP on completion of the placement.

**If travelling overseas during the placement the student must:**

* Follow governmental advice on overseas travel, as published by the [Foreign, Commonwealth and Development Office](https://www.gov.uk/government/organisations/foreign-commonwealth-development-office);
* Obtain visa and work permits where needed;
* Arrange to have any necessary vaccinations;
* Obtain adequate travel and medical insurance, e.g. to include cover for personal money and property risks, any emergency medical expenses and repatriation in case of a medical emergency or death.

**PLEASE NOTE:** While on a placement you will remain ‘enrolled’ as a student at your home institution. As a result, all university policies and procedures apply, and you will need to complete and submit a risk assessment in line with your university and department’s procedures.

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| **STUDENT APPROVAL** |
| **Signed****Print Name** |            |
| **Date** |  |

**APPROVAL [Internal use only]**

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| **Approval by OOC DTP Director/Manager** |
| Recommended by: *Print and Sign* |  |
| Date |  |
| Comments |  |