****

**CHASE application form: student placements**

**CHASE application form for student support funding p2-4**

**Annex: what is a placement and how to secure a placement p5-8**

**For office use:**

Student name: Click here to enter text.

Student email address: Click here to enter text.

Placement supervisor name: Click here to enter text.

Placement supervisor email address: Click here to enter text.

Placement start date: Click here to enter a date.

Expected end date: Click here to enter a date.

Hours: Click here to enter text.

Stipend extension (FTE): Click here to enter text.

Additional information: Click here to enter text.

Risk assessment\*: Choose an item.

\*International placements only

**CHASE application form for student support funding**

**Please confirm before completing the application form:**

I have discussed this proposal with the CHASE Training and Partnerships Manager: Choose an item.

I have agreement in principle from the named placement provider to host me on placement: Choose an item.

I have discussed this placement proposal with my PhD Supervisors: Choose an item.

**Section 1 Your details**

Name: Click here to enter text.

Email address: Click here to enter text.

Student ID number: Click here to enter text.

Home institution : Click here to enter text.

Do you currently receive a CHASE studentship? Choose an item.

**Section 2 Placement details**

Name of organisation (placement provider): Click here to enter text.

Proposed supervisor at organisation: Click here to enter text.

Job title of proposed supervisor at organisation: Click here to enter text.

Email address of proposed supervisor: Click here to enter text.

Outline of placement project (for example proposed role at organisation, duties, responsibilities, projects to be undertaken): Click here to enter text.

Please provide EITHER:

Proposed start date: Click here to enter a date.

AND

Proposed end date: Click here to enter a date.

OR:

Proposed duration of placement and anticipated time period during which placement will be undertaken: Click here to enter text.

Please confirm the expected work pattern for your placement: Choose an item.

If part time, please summarise your expected weekly working pattern (number of days/hours per week): Click here to enter text.

With reference to the Vitae Researcher Development Framework, how will this placement support your professional development? Click here to enter text.

**Section 3 Associated costs**

Detailed breakdown of costs requested and names of suppliers (where possible):

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

**Section 4 Risk Assessment**

This section only applies to placements partly or fully conducted outside of the United Kingdom.

Please provide a risk assessment that covers travel to and from your placement host and the core activities you expect to undertake throughout the placement.

You can find risk assessment templates and guidance on how to do risk assessments here: <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

Your institution may also have risk assessment forms and guidance you can use. Please check with the [CHASE administrative lead](https://www.chase.ac.uk/institutionalcontacts) at your institution.

Your completed risk assessment must be submitted alongside this completed placement application form.

**Section 5 Supervisor support**

Both supervisors should comment on the relevance of the placement to the student’s development plans and confirm that the student has made sufficient progress that their thesis will still be submitted by the final submission deadline.

**Please note: the final submission deadline is not extended as a result of undertaking a placement.**

First supervisor: (name and institution)

Name: Click here to enter text.

Email address: Click here to enter text.

Date: Click here to enter a date.

Statement of support for placement project from supervisor: Click here to enter text.

Second supervisor (name and institution)

Name: Click here to enter text.

Email address: Click here to enter text.

Date: Click here to enter a date.

Statement of support for placement project from supervisor: Click here to enter text.

**Please submit your completed application form to the** [**CHASE administrative lead**](https://www.chase.ac.uk/institutionalcontacts) **at your institution.**

**CHASE contact details**

* CHASE Training and Partnerships Manager: [training@chase.ac.uk](mailto:training@chase.ac.uk)
* CHASE general enquiries: [enquiries@chase.ac.uk](mailto:enquiries@chase.ac.uk)

**Annex: what is a placement and how to secure a placement**

A placement is a period of time spent working to develop skills and gain professional experience. Placements can be undertaken within a wide range of organisations / businesses and can be either full-time or part-time. You can do a placement with a Higher Education organisation / institution, including the institution at which you are registered, provided the placement is not generating material for your PhD thesis. PhD registration is not suspended during the period spent working in the host organisation and your studentship is still paid. You are not expected to make progress on your PhD thesis whilst working on your placement. Progress with your PhD should be reduced accordingly whilst undertaking a part time placement. The planned work undertaken during a placement should both further the aims and objectives of the host organisation and provide you with the opportunity to develop transferable skills that will enhance your career potential either as an academic researcher or beyond the higher education sector.

Support is available in two ways:

1. Extension of stipend

* Only available for the duration of your placement, which must be between one and six months (full time equivalent) in duration, and not for any research activities.
* The application must include a job description or overview of the project to be undertaken whilst on placement and identify the training and development needs the placement will address, with reference to your Vitae Researcher Development Framework (RDF) planner.
* Your PhD Supervisors must also provide statements of support for your application confirming approval for your placement project and agreeing to the temporary suspension of progress on your PhD thesis for the duration of your placement.

**Please note: your final submission deadline will remain the same, regardless of an extension to your stipend. Contact your institution if you need to confirm your final submission deadline.**

2. Associated costs

* You can apply for support with additional costs (for example travel costs) that will be incurred whilst on placement and will exceed your normal living costs.
* Accommodation costs can be requested for international placements or placements that will involve a substantial daily commute.
* Your application should include a detailed breakdown of these costs and details of planned providers where possible.

**Please note: student placement applications will be considered on merit by the CHASE Training and Development Group. Funding for placement opportunities is limited. You will receive feedback from the CHASE Training and Development Group and may be invited to submit a revised proposal. The CHASE Training and Development Group may approve your overall proposal but reject specific costs.**

**Notes**

1. To clarify the distinction between placement activity and research activity: placement activity is focused on training and development and you will not be expected to make progress on your PhD thesis or generate or disseminate material related to your PhD thesis in an academic context. Accordingly, research activity is any activity that will generate or disseminate material relating to your PhD thesis in an academic context. Examples of research activity include, but are not limited to, fieldwork, study visits and attendance at conferences. These activities cannot form the part of a placement.

2. Placements are expected to be 1 to 6 months in duration. Applications for part time placements are welcome and any agreed extension to your stipend will be agreed on a pro rata basis (for example, a placement worked for 18 hours per week could be worked over a 12 month period but your stipend will be extended by 6 months – based on a ‘full-time’ working week of 36 hours). You would be expected to continue progress on your PhD thesis on a part-time basis and the statement of support from your PhD Supervisors should confirm that an updated schedule of progress and supervision for your PhD has been agreed.

3. Only standard class travel costs will be approved. You will be expected to make accommodation arrangements that avoid you paying double rent if you need to relocate for the duration of your placement.

**Process for developing and submitting a placement application**

1. Please discuss any proposed placement activity with the CHASE Training and Partnerships Manager prior to completing this application form.

2. There are two main ‘types’ of placement. Firstly, opportunities that are advertised, on the CHASE website, by the placement provider. Secondly, opportunities that are developed through discussions between the student and the placement provider. The CHASE Training and Partnerships Manager can help you secure both types of placement.

3. The CHASE Training and Partnerships Manager will support you in contacting an organisation to gain support from the organisation for your placement. You will be referred, where appropriate, to your home institution’s careers service for support with preparing a CV or application form (where requested by the placement provider) and for additional support with searching for and approaching potential placement providers.

4. If you are proposing a placement with a CHASE partner organisation (see <http://www.chase.ac.uk/chase-partners/> for details) the CHASE Placements and Partnerships Officer can make an introduction between you and a representative of this organisation. Please note you are equally welcome to develop placement projects with organisations not partnered with CHASE. The fact the organisation is not a CHASE partner will not negatively affect your chances of gaining approval.

5. You will lead on discussing your proposed placement in direct correspondence with the placement provider. The CHASE Training and Partnerships Manager will support you, as required, throughout this process.

6. Once you have an agreement in principle from the placement provider and the name and contact details of a proposed workplace supervisor at the placement provider you should complete the application form. The CHASE Training and Partnerships Manager will support you in completing the application form and provide feedback on the form in draft format prior to formal submission.

7. Please submit your completed application to the CHASE administrative lead at your institution. The CHASE administrative lead will check your application has been completed fully and complies with institutional regulations. Assuming this is the case, your application will be passed to CHASE for review. Your application will be considered promptly by the [CHASE Training and Development Group](https://www.chase.ac.uk/governance) and you will receive a response within 4 weeks of submission. If your application requires urgent consideration, for example if the placement needs to commence or be approved prior to this deadline, please contact the CHASE Training and Partnerships Manager as soon as possible. Urgent applications will be considered in exceptional circumstances providing a clear rationale is given.

8. If your placement project is approved by the CHASE Training and Development Group, you will be referred, by the CHASE Training and Partnerships Manager, to your home institution in order to complete compliance documentation in accordance with your home institution’s procedures. Your home institution will support you through this process.

9. Duty of care for you as a student whilst on placement is the responsibility of your home institution. Your home institution will brief you prior to commencing your placement and inform you of the support available to you from your home institution whilst on placement. This will include procedures for raising concerns or grievances whilst on placement and procedures for withdrawing from your placement and returning to full time PhD studies should this course of action become necessary. The CHASE Training and Partnerships Manager can offer informal support and guidance whilst you are on placement but will refer any concerns or issues to your home institution where your home institution needs to act on your behalf.

10. Within one month of the conclusion of your placement you will write a report on your experience that details the nature of your placement and the training and development that your placement has provided you with. Your placement provider and your Supervisors will also be asked to provide testimonials on the benefits and outcomes of your placement. You may also be invited to subsequent CHASE funded training and development events, including CHASE Encounters conferences, to discuss your placement and offer advice and support to CHASE students considering undertaking a placement.

**Please note: your home institution is responsible for ensuring your placement meets national standard compliance guidelines. The CHASE Training and Partnerships Manager will, however, work closely with your home institution to ensure that your placement meets national standards such as:**

* **The ‘**[**ASET Good Practice Guide for Work based and Placement Learning in Higher Education’**](https://www.asetonline.org/wp-content/uploads/2017/09/ASET-Good-Practice-Guide-eWBPL.pdf)**.**