



# eastbio

the East of Scotland Bioscience Doctoral Training Partnership

## **Professional internships for PhD students (PIPS)**

*Guide for students*

This guide is for use by EAST of Scotland Doctoral Training Partnership (EASTBIO DTP) students involved in undertaking 3 month mandatory professional internships as part of their Biotechnology and Biological Sciences Research Council funded programme. The goal of this scheme is to help students understand the context of their research and to expose them to the range of opportunities available to them after they graduate.

EASTBIO professional internships have been designed around four key principals:

- Student-led: building students capacity to identify their own career aspirations
- Student and PhD supervisor together make decisions about internship timing – planning when fits best within their PhD months 12 - 36
- Students develop their own internship ideas or apply to an established internship program or choose an EASTBIO pre negotiated internship opportunity
- Administered by a dedicated placement coordinator who supports students to communicate professionally with organisations and expects students to engage proactively to obtain approval prior to starting their internship and confirm their BBSRC online report is submitted

This guide has been put together by EASTBIO DTP in conjunction with the University of Edinburgh Institute for Academic Development with helpful discussions with members of the Making the Most of Masters (MMM) team initiative, Careers Service and Scottish Universities Life Sciences Alliance (SULSA).

It adheres to the relevant sections of The UK Quality Code for Higher Education published by the QAA<sup>1</sup>. It draws on methods of good practice within the ASET<sup>2</sup> Good Practice Guide for Work Based and Placement Learning in Higher Education.

It is intended as a guidance document to be used as a reference point to ensure that appropriate steps are being taken in regards to best practice and quality assurance to meet University responsibilities with regard to safeguarding the student learning experience as well as their safety and well being.

I hope you will find these resources useful.

With best wishes,

Dr Caroline Pope (EASTBIO DTP Placement Coordinator)  
April 2015

Disclaimer: This guide has been developed based upon the advice and guidance available in early 2015. Users of the guide should ensure that they are familiar with current guidance and regulations in their own institution.

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<sup>1</sup> QAA: The UK Quality Code for Higher Education <http://www.qaa.ac.uk/AssuringStandardsAndQuality/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.

<sup>2</sup> A Good Practice Guide for Placement and Other Work-Based Learning Opportunities in Higher Education, September 2013

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## 2 - Professional Internships for PhD Students (PIPS)

### What is a PIPS?

PIPS is a 3-month placement in a professional environment that is non-academic, and with a project that is not related to your field of research.

- You cannot carry out a research project in academia, even if the field is unrelated to your research
- You must choose a PIPS that is not related to your field of research
- The PIPS cannot be in an academic research setting.

### What are EASTBIO and the BBSRC expecting from you with regards to PIPS?

As a BBSRC Doctoral Training Partnership student you are expected to carry out a 3-month Professional Internship for PhD Students (PIPS) at some point during your PhD.

It is your responsibility to do the following actions according to BBSRC and EASTBIO funding requirements:

- Source a suitable PIPS project with a suitable PIPS provider
- Plan the PIPS into your PhD work in collaboration with your PhD supervisor
- Complete all the necessary paperwork (forms, agreements, approvals etc...) for your PIPS and communicate them to EASTBIO, host university and/or host organisation, in accordance with milestones and deadlines set out in the PIPS Student Guide
- Engage with your PIPS provider professionally when you are developing your PIPS project
- Carry out and complete a PIPS of suitable length and scope, whilst adopting a professional behavior in the host organisation
- Report on the outcomes of your PIPS to EASTBIO and BBSRC according to the requirements set out in the PIPS Student Guide.

**Should you not comply with the PIPS requirement of your BBSRC funded PhD to complete your internship before month 36, your PhD funding will be terminated on 31<sup>st</sup> October of PhD year 3.**

### What is the objective of your PIPS?

The objective of your PIPS is to give you an opportunity to gain work experience in a non-academic background. The broader aim is to help you, as an early career researcher, to understand the context of your research and be exposed to a range of career opportunities available after graduation.



- Pursue any connections your supervisor may have that could be useful
- Book one-to-one time with your local Careers Advisor to discuss your PIPS ideas
- Explore further by searching online e.g. using the Life Science Scotland directory, looking up companies on LinkedIn, or finding established 'Internship' schemes etc.
- Attend a CV briefing session to prepare a skills based CV which you can tailor to your PIPS applications

## When I have chosen a PIPS provider, how do I sign them up?

1. **Before contacting a potential PIPS host organisation, make sure they have been approved by EASTBIO.**
2. Approach the organisation by sending a formal, succinct email to introduce yourself. Attach the 'EASTBIO PIPS promotional brochure' to tell them more about the BBSRC PIPS scheme, what is required and attach your tailored CV which shows you have done your research on what the organisation does. Be clear about what area you would like to do your internship in, your preferred timeframe and how flexible you are. Follow up the email if you have not had a response within a week, either with another email or a phone call. If the organisation agrees you will then need to explore a suitable internship project with them that offers an opportunity for you to develop your professional skills, the length of the internship is 12 weeks or equivalent etc. and timing must start after month 12 of your PhD.
3. Follow the **"Professional practice for interacting with host organisations"** at all times when liaising with the host organisation (see section 9 - of this document for more details)
4. It is helpful if you use the **"Bring an Intern on Board" (FORM 4)** to help guide discussions if you are meeting an organisation to negotiate a tailored internship project. This does not need to be approved, but is a useful start for later completing the PIPS Internship Agreement (Form 2A)
5. When the nature and scope of the project is agreed, fill in the **PIPS Internship Agreement (Form 2A)** and make sure it is signed by all three relevant parties (You, PIPS Host organisation representative, and PhD supervisor).
6. Once approved by EASTBIO PIPS Coordinator you can start your PIPS at the dates agreed with your PIPS provider.

## Does my PIPS provider meet with the BBSRC PIPS Criteria?

If the answer to any of the questions below is 'NO' then your PIPS host organisation will not meet with the BBSRC PIPS criteria. Please seek advice from the **careers service** to identify alternative providers that are suitable for PIPS.

	YES	NO
Does the internship fit with the ethos of the BBSRC and goal of this scheme: "to help students understand the context of their research and to expose them to the range of opportunities available to them after they graduate"?		
Is the Organisation - A professional environment external to the University? - Willing to provide mentorship on a day to day basis - Willing to provide desk space within a physical work premises external to the University? - Willing to complete PIPS Internship Agreement (with appropriate Health and Safety policy, insurance and liability)		
PIPS project – Does internship offer opportunities to develop my professional skills appropriate to PhD level? - Will I spend a total of 12 weeks (60 days) doing this PIPS project?		

## Where can I seek advice on suitable PIPS providers and suitable PIPS projects?

All the information on suitable PIPS providers can be found at your local university Careers Advice Service. You can also explore ideas and access potential providers through your supervisor and local network of colleagues, friends, fellow students...

## How do I contact the local careers advice service to get more information on PIPS providers and projects?

Contact information for the EASTBIO careers offices can be found on the following websites:

- University of Aberdeen: <http://www.abdn.ac.uk/careers/>
- University of Dundee: <http://www.dundee.ac.uk/careers/>
- University of Edinburgh: <http://www.ed.ac.uk/schools-departments/careers>
- University of St Andrews: <http://www.st-andrews.ac.uk/careers/>

This article from Nature Blogs may be of particular interest to you.

Nature Blog Posts: Ask the expert: What other jobs can bioscience researchers and PhD students consider if they want to leave academia? Ask the expert: How do I figure out what value I have to offer non-academic employers?

The address is: <http://blogs.nature.com/naturejobs/2014/11/20/ask-the-expert-what-other-jobs-can-bioscience-researchers-and-phd-students-consider-if-they-want-to-leave-academia>

<http://blogs.nature.com/naturejobs/2015/02/19/ask-the-expert-how-do-i-figure-out-what-value-i-have-to-offer-non-academic-employers>

## What types of PIPS are suitable?

The objective of PIPS is to provide you with a unique, tailored experience chosen from a wide range of workplaces. Internships should ideally be discrete projects that are well planned and managed. They should provide experience at a level appropriate for a postgraduate student. During the internship you may wish to gain skills and experience in the following areas

- ✓ Being customer focused
- ✓ Influencing others
- ✓ Leading, developing and managing people
- ✓ Managing finances and resources
- ✓ Planning and organising
- ✓ Problem-solving and making decision
- ✓ Pursuing professional excellence in a particular non-academic environment
- ✓ Thinking and acting strategically

Examples of different types or environments for PIPS include:

- Industry:
  - a short desk-based research project
  - review or analysis of manufacturing, processing or production techniques
  - non-research roles such as marketing, publishing or sales
  - business development or project management
- Legal offices
  - Patent related project
  - Research contracts

- Consultancy
  - Auditing project
  - Research project
- Teaching – in schools, using the Researchers in Residence scheme, or through other mechanisms
- Policy sector – developing policy or working in a related setting, such as a government department, local authority, non-departmental public body, professional association, charity (with clear links to scientific activities), research funder or medical organisation (such as NHS Primary Care Trust)
- Media industry – a wide variety of roles are possible here that help students understand the wider societal context of their research. Such internships could include working in science communication roles or other roles in:
  - Press office
  - Science publishing company
  - Zoo, museum or botanical gardens – for outreach projects or research assignments.

Please note that local University service providers and organisations that run virtually are not appropriate for PIPS.

### Can PIPS be carried out abroad?

It is likely that you will be able to carry out good quality PIPS locally. PIPS can however be taken abroad but any extra costs associated with this should be met by the PhD student and/or host organisation. **All overseas internships must be 12 weeks long.** If you are considering an internship abroad, please fill in the **PIPS Abroad Pre-departure Checklist – FORM 2B**

### Funding PIPS

If you live more than 50 miles from the organisation you are expected to ask if the organisation hosting your PIPS can provide a contribution towards your travel or accommodation costs. EASTBIO DTP does have a very small pot of money to support certain types of internships. Awards of up to £300 for travel and £500 for accommodation can be applied for using EASTBIO **PIPS Additional Expenses Application - FORM 2C**. As the budget is limited, they will be awarded on a competitive basis. **Award will only be considered prior to internship start date.** You are also encouraged to pursue other sources of funding.

### Does PIPS have to be for 3 months?

**Yes.** The internship must make up a total working time of **3 working months (or 12 working weeks), which is equivalent to 60 working days.**

However, a UK based internship may be taken as a three-month block or in a number of shorter blocks (minimum 2 days per week), as long as the total number of working days is 60. The format of the PIPS will depend on the preferences of the student and host organisation, as well as the type of internship.

**REMEMBER: The total time must be the equivalent of 60 working days and the dates must be shown clearly on the EASTBIO PIPS Internship Agreement form.**

Examples of possible entries on the EASTBIO PIPS Internship Agreement form for different PIPS formats are shown in Table 1 for a continuous PIPs and table 2 for PIPS taken in tranches.

PIPS Start Date	Monday 3 <sup>rd</sup> of March 2014
PIPS End Date	Friday 30 <sup>th</sup> of May 2014
PIPS Format	Continuous 12 week block

Table 1: Example of PIPS carried out as a continuous 12 week block.

PIPS Start Date	3rd September 2013
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PIPS End Date	16th of April 2014
PIPS Format (continuous placement or carried out in tranches)	Carried out in tranches: 2 days per week over 8 months and the dates specified make up the total of 60 days Tuesdays and Wednesdays weekly: 3 <sup>rd</sup> 4 <sup>th</sup> 10 <sup>th</sup> 11 <sup>th</sup> 17 <sup>th</sup> 18 <sup>th</sup> 24 <sup>th</sup> 25 <sup>th</sup> September 2013 1 <sup>st</sup> 2 <sup>nd</sup> 8 <sup>th</sup> 9 <sup>th</sup> 15 <sup>th</sup> 16 <sup>th</sup> 22 <sup>nd</sup> 23 <sup>rd</sup> 29 <sup>th</sup> 30 <sup>th</sup> October 2013 5 <sup>th</sup> 6 <sup>th</sup> 12 <sup>th</sup> 13 <sup>th</sup> 19 <sup>th</sup> 20 <sup>th</sup> 26 <sup>th</sup> 27 <sup>th</sup> November 2013 3 <sup>rd</sup> 4 <sup>th</sup> 10 <sup>th</sup> 11 <sup>th</sup> 17 <sup>th</sup> 18 <sup>th</sup> December 2013 7 <sup>th</sup> 8 <sup>th</sup> 14 <sup>th</sup> 15 <sup>th</sup> 21 <sup>st</sup> 22 <sup>nd</sup> 28 <sup>th</sup> 29 <sup>th</sup> January 2014 4 <sup>th</sup> 5 <sup>th</sup> 11 <sup>th</sup> 12 <sup>th</sup> 18 <sup>th</sup> 19 <sup>th</sup> 25 <sup>th</sup> 26 <sup>th</sup> February 2014 4 <sup>th</sup> 5 <sup>th</sup> 11 <sup>th</sup> 12 <sup>th</sup> 18 <sup>th</sup> 19 <sup>th</sup> 25 <sup>th</sup> 26 <sup>th</sup> March 2014 8 <sup>th</sup> 9 <sup>th</sup> 15 <sup>th</sup> 16 <sup>th</sup> April 2014

Table 2: Example of PIPS carried out in tranches.

## When should PIPS take place?

**EASTBIO require that PIPS takes place between months 12 and 36 of your PhD.**

You may feel that your internship should be taken at a certain time of the year or at a particular stage of your PhD, in order to avoid disruption to your project. For example, fieldwork or seasonal variations should be taken into account. Therefore, flexibility will be important and the timing of your internship should be carefully tailored to your individual constraints. **It is therefore important to plan your PIPS in advance so that it fits into the 12 to 36 month window of your PhD.**

## What about the location of the PIPS provider?

You will be expected to spend time the majority of your internship working in the host organisations' premises, although some travel to external sites and other organisations may be necessary. Internships could be hosted by more than one host organisation if this is considered appropriate. For example, you may wish to work on an outreach programme for a month in three different schools. However, for three different organisations, three different internship agreements will have to be agreed, signed and approved.

## How will you benefit from PIPS?

There are lots of reasons for you may benefit from the experience of an internship, which may include:

- providing you with direct experience of working in a professional environment that does not directly relate to your PhD project
- making a positive contribution to the work of your host organisation by, for example, managing a non-research project, developing policy, undertaking a discrete research project in industry, enthusing the next generation of researchers, and communicating science to a broader audience
- helping you understand the wider context of your research
- giving you the opportunity to consider the direction that your career might take after completing your PhD, and broadening your horizons of the areas where their training can make a distinctive contribution
- building confidence and making you more a well-rounded individual
- giving you a chance to see the 'big picture' of your research and making you a better researcher as a consequence.

## What will my institution gain from the PIPS scheme?

The benefits of the PIPS scheme to the research institution include:

- building collaborations with non-academic partners
- linking research with policy-making, business or the public
- demonstrating the wider context of research
- promoting the excellence of the institution to prospective students and employers by managing a range of fulfilling internships.

## What paperwork do I have to fill in to meet my PhD requirements and by when?

There are four mandatory forms/documents to be filled in and returned to EASTBIO for approval – Please ensure that all forms are complete, signed and sent as a PDF to [ntp@sulsa.ac.uk](mailto:ntp@sulsa.ac.uk):

- **PIPS Student Planning Sheet (FORM 1)**  
The deadline for submitting completed 'PIPS Planning Sheet' is at the end of year one of the PhD (30<sup>th</sup> September end of year one of your PhD).
- **PIPS Internship Agreement (FORM 2A)**  
The PIPS Internship Agreement is to be completed at the stage after the PIPS Plan has been refined. It is the student's responsibility to return this filled in form signed by all parties to the PIPS Coordinator for approval **before** PIPS commencement. Students who commence their internship without University 'EASTBIO PIPS Internship Agreement' approval will not be insured.
- **PIPS Host Organisation Feedback (FORM 3)**  
This form is to be filled in by the host organisation but handed in by **you** to EASTBIO for submission after completion of your PIPS.
- **Case Study** (to be communicated to BBSRC and EASTBIO within three months of completion of your PIPS and before month 36 of your PhD)

There are two mandatory documents to be communicated to the BBSRC:

- **BBSRC DTP PIPS Placement Report** (this report is to be completed by you **online and in confidence** at least 3 months after completing your PIPS and before month 36 of your PhD).
- **Case Study** (to be communicated to BBSRC and EASTBIO within three months of completion of your PIPS)

There are two optional forms to be filled in by you only if your PIPS require overseas travel or an expenses application:

- *PIPS Abroad Pre-departure Checklist (FORM 2B for overseas PIPS)*
- *PIPS Additional Expenses Application (FORM 2C – optional, approved prior to starting PIPS)*

The PIPS Host organisation has to fill in:

- **PIPS Host Organisation Feedback (FORM 3)**. This form is to be filled in by the host organisation but handed in by **you** to EASTBIO for submission after completion of your PIPS. Please ensure the form is complete, signed and sent as a PDF to [ntp@sulsa.ac.uk](mailto:ntp@sulsa.ac.uk).

## Where can I get all the forms that I need to fill in for PIPS?

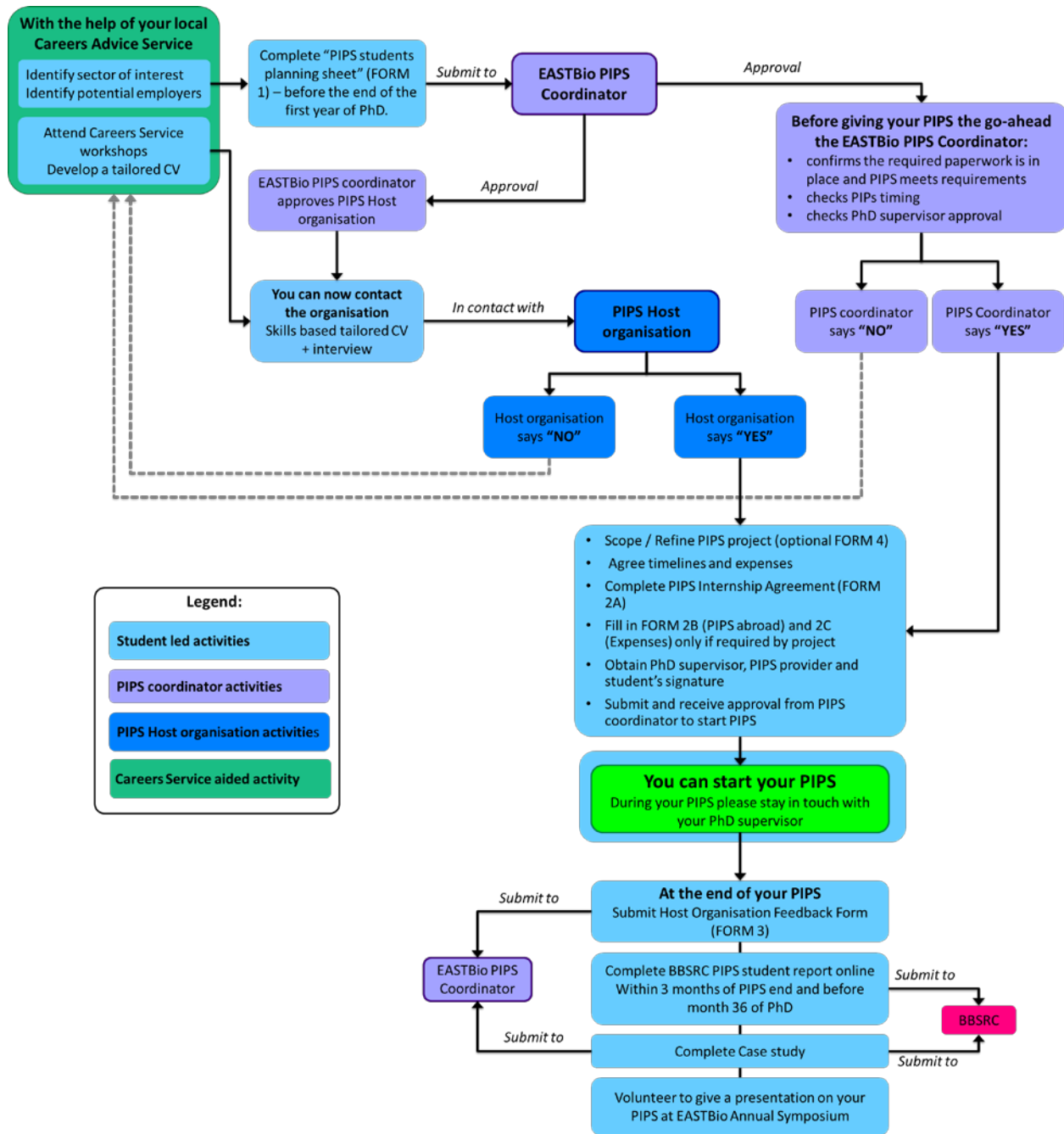
The 'EASTBIO PIPS forms' can be downloaded from the 'Student Resource' section of the EASTBIO website. This guide contains guidance material for students preparing for PIPS, during the internship process can also be found online. It also contains notes for students to download and complete the mandatory 'BBSRC DTP PIPS Placement Report and Case Study'.

## Where can I get more information on PIPS criteria?

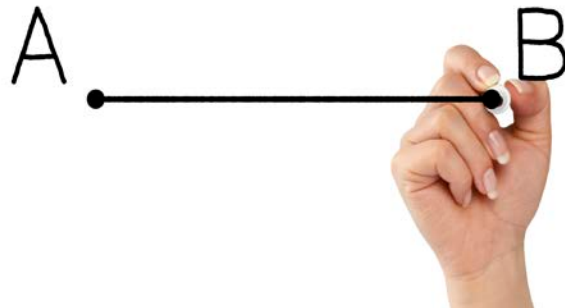
Information about PIPS criteria can be found on the BBSRC website:

<http://www.bbsrc.ac.uk/web/FILES/Guidelines/dtp-faqs.pdf>

# 4 - Summary of PIPS process



## 5 - Detailed journey and procedures you should complete during your PIPS



### Before your PIPS

- Attend PIPS workshops and review the skills audit completed at the EASTBIO induction event
- Identify gaps in existing skills and experience and capture pre PIPS personal reflections
- Plan a one-to-one meeting with the Careers Service to discuss ideas for PIPS and my career
- You should think about what you want to get out of an internship, what skills and experience your desired PIPS will give you, and any ideas for workplace hunting
- You are encouraged to identify host organisations of interest, usually three. There may also be host organisations who have expressed an interest in taking students from the PIPS scheme
- Make use of the resources offered by the Careers Service, and write a CV and cover letter tailored for each host organisation explaining what the area of interest you have with this host organisation and /or the skills and experience you wish to gain. Remember to mention if you drive and any languages you speak
- \*Complete the '**PIPS Student Planning Sheet' (FORM 1)** -by end of year one on 30<sup>th</sup> September.
- \*It is important that you do not make contact with host organisations until the PIPS Student Planning Sheet' (FORM 1) has been approved by the PIPS coordinator, then you are free to make speculative approaches to the host organisations specified in FORM 1.
- Remember to include the EASTBIO PIPS marketing brochure and you may wish to use the "**Bring An Intern on Board Form**" (FORM 4) with your tailored skills based CV to the host organisation.

### *If successful*

- Make use of the Careers Service to practice interview skills and techniques
- Attend relevant workshops or seminars provided locally by the Careers Service and Institute for Academic Development / Researcher Development to prepare you for your internship
- Attend interview / meeting with host organisation to discuss the scope of your project and timing. You are expected to ensure you are clear about what is expected of you during your internship and also what you expect of the host organisation

- \*Students are expected to negotiate with the host organisation mentor and agree details set out in the **'Bring An Intern On Board Form' – FORM 4**
- \*Confirm timing of internship with your PhD supervisor and ask them to sign the completed **'PIPS Internship Agreement' (FORM 2A)** and submit the completed, signed form for approval to the PIPS coordinator in advance of starting PIPS
- \*If your PIPS is abroad you must fill in the **PIPS Abroad Pre-departure Checklist (FORM 2B)**
- Agree additional expenses with the host organisation or if required submit a request to the EASTBIO DTP via the PIPS Coordinator using the **'PIPS Additional Expense Application' (FORM 2C)**. Expenses are only eligible when PIPS are out with a 50-mile radius of the host university and to a maximum value of £300 for travel and £500 for accommodation. As the budget is limited, they will be awarded on a competitive basis. You are also encouraged to pursue other sources of funding.
- \*You must receive confirmation from the EASTBIO PIPS Coordinator that your PIPS can start

### ***If unsuccessful***

- \*Make use of the Careers Service and your local network again to choose a different host organisation or project.

### **During your PIPS**

- Seek out ways of being enterprising, using your initiative, being assertive, networking and reporting about your experience
- Capture your PIPS experience, by blogging about it for example
- Identify if something is wrong and decide what to do about it with guidance from your PhD supervisor.

### **Completing and capitalising on your PIPS**

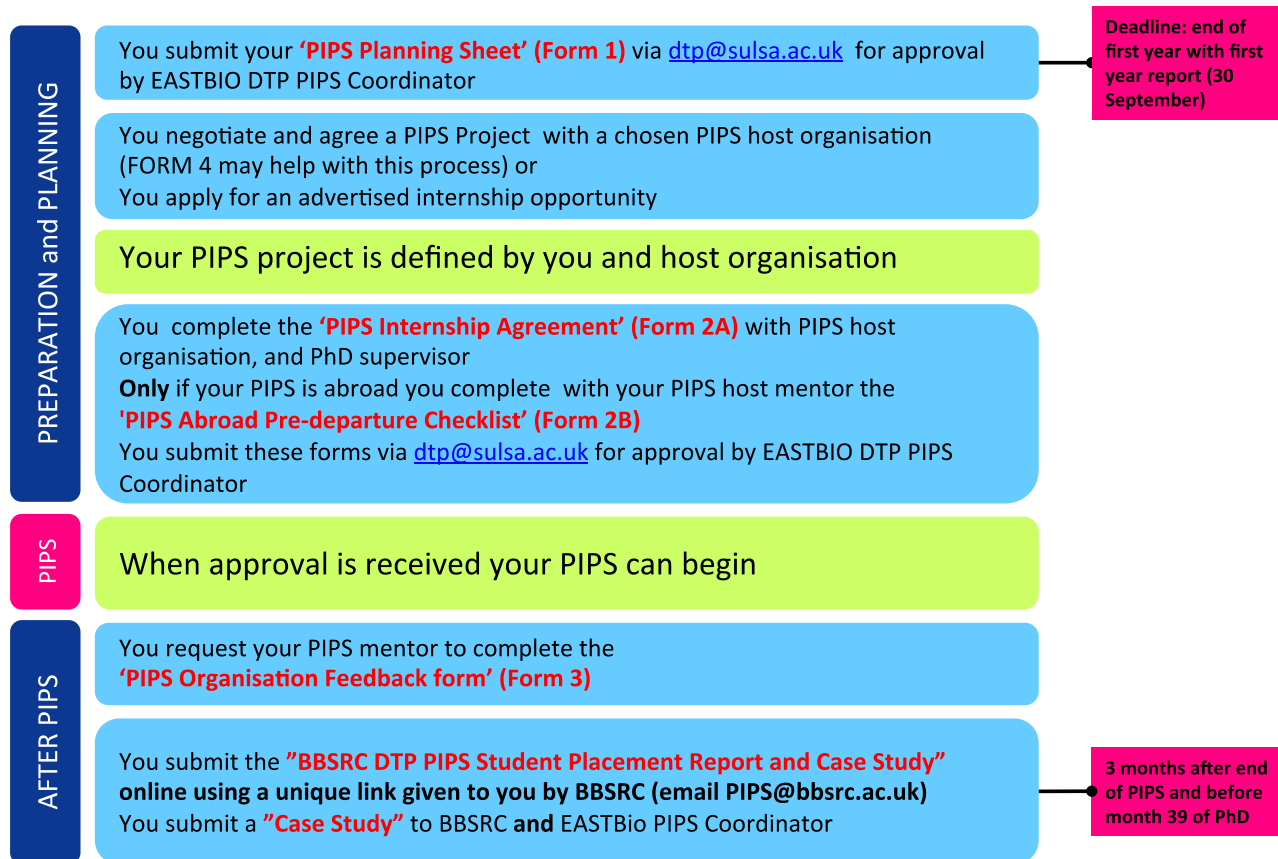
- \*Ask your PIPS host organisation to complete the **'PIPS Host Organisation Feedback' (FORM 3)** and submit it to the EASTBIO PIPS Coordinator
- You can volunteer to give a **10 minute presentation at an EASTBIO Annual Symposium** where you are expected to reflect on your PIPS experience and provide a critical analysis of the skills you developed as well as share insights into the sector based on your experiences
- \*Submit **'BBSRC PIPS Student Report and Case Study'** online within three months of the end of the internship and before month 36 of your PhD
- \*Send a copy of your case study to EASTBIO PIPS coordinator and confirm that the online BBSRC report has been completed
- Submit PIPS expense receipts to your local Department or Institute.

### **Managing Your Career Development Post PIPS**

- One to one meeting with the Careers Service to discuss ideas for marketing your PIPS experience to future employers
- Update your CV to reflect your recent PIPS experience
- Maintain your newly formed networks

**Compulsory steps are marked with \***

## 6 - Summary of your responsibilities during the PIPS approval process



## 7 - Help is at hand

### How can the EASTBIO PIPS Coordinator help you?

- Organise and / or deliver workshops for PIPS students such as the EASTBIO DTP PIPS Induction, Pre Internship QA session.
- Ensure on behalf of the Universities that the details in the 'PIPS Internship Agreement' has been satisfactorily completed so that the chosen internship can be approved
- Send approval to the student and PIPS host organisation representative that the chosen PIPS internship can start
- Provide updates on PIPS student progress to the EASTBIO management group and the BBSRC
- **It is not the EASTBIO PIPS Coordinator's responsibility to source your PIPS host organisation or project**

### How can the Careers Service help you?

- Be the first point of contact when you are looking for PIPS ideas
- Help you identify organisations in which you may want to carry out your PIPS
- Help you develop some skills that may be useful during your PIPS, such as writing a good CV and gaining interviewing skills
- Hold or advertise events such as careers fairs that will allow you to meet potential employers
- Advertise opportunities with employers

### How can your supervisor help you?

- They could provide you with PIPS ideas and/or relevant contacts
- Be a regular point of contact and support during your PIPS
- It is their responsibility to ensure that, should you require a "PIPS Abroad Pre-departure Check list (FORM 2B), it is filled in correctly, meets the criteria outlined in the form, and is signed by relevant parties. For example important sections include the local risk assessments, visa requirements and insurance.



## 8 - Advertised internships

The following companies collate placement vacancies and allow you to search and compare them. You may need to register on their sites to access the internship vacancies but none of these listed companies charge students for their services.

Name of website	Brief description of website	Address of website
<b>Prospects</b>	An interface of the Prospects job search tool specifically for placement vacancies.	<a href="http://www.prospects.ac.uk/graduate_job_search.htm">http://www.prospects.ac.uk/graduate_job_search.htm</a>
<b>The Work Placement Centre</b>	Placement recruitment, sourcing and employing from a Step Enterprise company.	<a href="http://ww5.workplacementcentre.co.uk/">http://ww5.workplacementcentre.co.uk/</a>
<b>Student Employment Services</b>	Dedicated placement recruitment and employing agency.	<a href="http://www.studentemploymentservices.co.uk/">http://www.studentemploymentservices.co.uk/</a>
<b>Fledglings</b>	Jobsite for placements and work experience vacancies.	<a href="http://www.fledglings.net/">http://www.fledglings.net/</a>
<b>Shell Step</b>	A national scheme that organises project-based work experience opportunities in SMEs.	<a href="http://www.step.org.uk/">http://www.step.org.uk/</a>
<b>RateMyPlacement</b>	Placement and internship vacancies.	<a href="http://www.ratemyplacement.co.uk/search?show=jobs">http://www.ratemyplacement.co.uk/search?show=jobs</a>
<b>Employment4students</b>	Placement and internship vacancies.	<a href="http://www.e4s.co.uk/search/internship-jobs">http://www.e4s.co.uk/search/internship-jobs</a>
<b>Target Jobs</b>	This has work-experience/internship as a specific search criterion.	<a href="http://targetjobs.co.uk/">http://targetjobs.co.uk/</a>
<b>The Big Choice</b>	This has work placement as a specific search criteria.	<a href="http://www.thebigchoice.com/">http://www.thebigchoice.com/</a>
<b>Top Internships</b>	A dedicated placement search and compare site.	<a href="http://www.topinternships.com/">http://www.topinternships.com/</a>
<b>Adopt An Intern</b>	Scottish Government internship program	<a href="http://www.adoptaninter.org.uk">http://www.adoptaninter.org.uk</a>

Remember, for quality purposes all externally found placements will need to be approved by the PIPS coordinator on behalf of your institution and the EASTBIO DTP program.





## 9 - Professional practice for interacting with PIPS host organisations



As a student of the BBSSRC EASTBIO, you are responsible for conducting yourself professionally with your PIPS host organisation and for maintaining an excellent working relationship between you, the PIPS host organisations and your University.

For help on professional conduct in the work place please contact the University Careers Service who offer:

- One-to-one discussions with a Careers Advisor
- Preparation of a skills-based CV and tailored covering letter
- Interview practice sessions
- Useful workshops such as 'Finding An Internship', 'Introduction to Work Based Internships', 'Business Etiquette' and 'Managing the Transition to the Workplace'

**Please only begin discussions with any PIPS host organisation after:**

- 1) You have agreed the timing of your internship with your PhD supervisor
- 2) Your 'PIPS Student Planning Sheet' (FORM 1) has been approved by the EASTBIO PIPS coordinator

Here are a few quick pointers for upcoming meetings either to develop an internship idea or applying for an internship vacancy advertised by the host organisation:

**Before the meeting, you should:**

- always check with your PhD supervisor and the Careers Service that your proposed PIPS internship ideas are suitable to share with the PIPS host organisation.
- reflect upon any discussions you might have already had, for example, about the scope of your internship project and how you plan to approach it and be prepared to talk about this during the meeting
- undertake some background reading or research about the PIPS host organisation, investigate some ideas for your PIPS project, and be prepared to talk about these in the meeting

- if you are meeting regarding an advertised internship vacancy, read through the internship vacancy specification, to refresh your memory on the project that was originally outlined
- make a list of questions you would like to ask your PIPS host organisation mentor about the organisation and the internship project you'll be undertaking!

**During the meeting...you should:**

- be prepared to talk about yourself, your academic interests, any previous work experience, your future career and/or research ambitions and your general interest in the proposed internship provider
- bring along a skills based CV for your host organisation mentor to take away
- bring along the 'Bring an Intern on Board' (FORM 4) to help guide discussions if you are meeting to negotiate a tailored internship project
- capture information being discussed by filling in the 'Bring an Intern on Board' (FORM 4)
- bring along a copy of the 'PIPS Internship Agreement' (FORM 2A) and agree its contents together. These are expected to fit with the needs of the University, the host organisation and PhD intern and are documented, signed and approved by all parties involved
- be prepared to ask your host organisation mentor to clarify their expectations of you throughout the internship process
- clarify anything about the internship project you are unsure of and discuss any additional training or support you'll seek for this

***TOP TIP: The individuals you need to speak to are busy people  
You are asking them to give up their time, so make it worth their  
while...engage, be proactive, market yourself, be professional,  
organised and confident***

**After the meeting...you will be expected** to email your host organisation mentor to confirm the meeting's main discussion points. If you have been offered an internship position you must please liaise with your host organisation mentor to complete the final details required in the 'PIPS Internship Agreement' (FORM 2A). This covers:

- An outline of the scope of the your internship, an internship project title and description of the role
- A timeline for the internship, including any meetings or events you'll be expected to attend;
- An outline of any health and safety, risk issues, confidentiality and intellectual property you'll need to take into account for your project
- An outline of any related travel and/or insurance issues you'll need to consider if applicable
- An outline of any additional organisational approvals you may need from your host organisation
- Submit the completed, signed 'PIPS Internship Agreement' (FORM 2A) for approval to the PIPS coordinator including your host organisation and PhD supervisor prior to beginning an internship.

Please note that it is advisable to send a copy of your 'PIPS Internship Agreement' (FORM 2A) form to your host organisation after your PhD supervisor has reviewed it and provided you with feedback.

It will not be seen as acceptable professional practice to withdraw from either preliminary or advanced negotiations with a PIPS host organisation for anything other than genuinely unforeseen circumstances.

# 10 - PIPS Student Case Study and Annual Symposium Presentation

Please remember to email [dtp@sulsa.ac.uk](mailto:dtp@sulsa.ac.uk) confirmation that your BBSRC DTP PIPS Placement Report has been completed online along with a copy of your PIPS Case Study no later than three months after the internship has finished and before month 36 or your PhD

**Email:** [dtp@sulsa.ac.uk](mailto:dtp@sulsa.ac.uk)

**Address:** Scottish Universities Life Sciences Alliance (SULSA), Darwin Building Room 309, King's Buildings, University of Edinburgh, Edinburgh EH9 3JF



There are two options for the case study which is additional to the BBSRC PIPS online report. (1) If you wish EASTBIO would be delighted if students prepared a case study report which is submitted to the BBSRC competition. Remember to forward a copy to [dtp@sulsa.ac.uk](mailto:dtp@sulsa.ac.uk) (2) an alternative is to provide one sentence answer quotes to each of the 3 questions below. Please email these to [dtp@sulsa.ac.uk](mailto:dtp@sulsa.ac.uk)

- What aspects of doing your PIPS did you find most fulfilling? (please write one sentence)
- What did you least enjoy about your PIPS project? (please write one sentence)
- Has your PIPS experience broadened your view of your future career aspirations?

Your case study will tell the story of your BBSRC Professional Internship. **Please remember to get written email approval from your host organisation before including any information or feedback comments in your case study.**

PIPS case studies will be used as for both evaluation and promotional tools. Remember these will be made available for future BBSRC DTP students and organisations to help with ideas for future internships.

You may also be asked to volunteer to give a 15 minute presentation at an EASTBIO Annual Symposium or PIPS QA Event where you are expected to reflect on your PIPS experience and provide a critical analysis of skills developed and share insights into the sector based on your experiences.

Presentations could demonstrate:

- examples of self-direction and originality in tackling and solving problems, and acting autonomously in planning and implementing tasks during the internship project
- illustrate how the student continued to advance their knowledge and understanding, and develop new skills to a higher level in the professional work-based environment
- describe the qualities and transferable skills necessary for future employment in this sector area
- if appropriate provide commentary on a specific issue relevant to the work of the host organisation and share recommendations for organisational strategy and future action
- Reflect on any changes since completing the 'Pre-PIPS Induction Skills Audit Self-Assessment'

**Ideally case studies should answers some key questions including:**

- Why did you choose to do a professional internship in this particular sector / organisation?
- How did you find out about the opportunity?
- What activities have you undertaken during your PIPS
- What were the benefits of your internship to the host organisation?
- Include the host organisation perspective such as specific comments on your contributions provided on the 'PIPS Host Organisation Feedback' form
- Has it led to any new developments in the organisation or generated new areas of interest?
- What were the benefits to you of undertaking this professional internship?
- Did you develop any new skills or knowledge?
- Will there be any on-going engagement with the host organisation as a result of your PIPS?
- Were there any unexpected challenges in undertaking your work-based placement? Give specific examples of any obstacles you faced and explain how these were tackled in this professional environment?
- Are there examples of you acting autonomously in planning and implementing tasks at a professional level?
- Do you think you'll work in this sector in the future?
- Do you feel PIPS has enhanced your CV/employment opportunities? If so how?
- Would you recommend your placement experience to a fellow PhD student?
- Is there any helpful preparation you can suggest for others undertaking this type of internship in the future?

There are many ways to present your case study. The links below provide some examples

<http://www.mastersprojects.ac.uk/casestudies.cfm>

[http://www.vitae.ac.uk/CMS/files/upload/Vitae\\_Placements\\_outside\\_academia\\_Nov\\_2011.pdf](http://www.vitae.ac.uk/CMS/files/upload/Vitae_Placements_outside_academia_Nov_2011.pdf)

<http://www.youtube.com/watch?v=nURZCY4oIAg&NR=1&feature=endscreen>

[http://www.3rdsectorintern.com/case-studies/view\\_details/10/](http://www.3rdsectorintern.com/case-studies/view_details/10/)

<http://www.britishcouncil.org/jaeste-uk-based-students-case-studies.htm>

<http://www.e-placementscotland.com/>

Please note that for quality purposes it is advisable to send a copy of your 'PIPS Case Study' to your host organisation mentor after your PhD supervisor has reviewed it and provided you with feedback.

# **ANNEXE 1 – Presentation on PIPS planning ideas**

## PIPS Planning Ideas

Dr Caroline Pope 13.06.13  
Postgraduate Placement Coordinator  
dtp@sulsa.ac.uk

## PIPS Planning Sheet

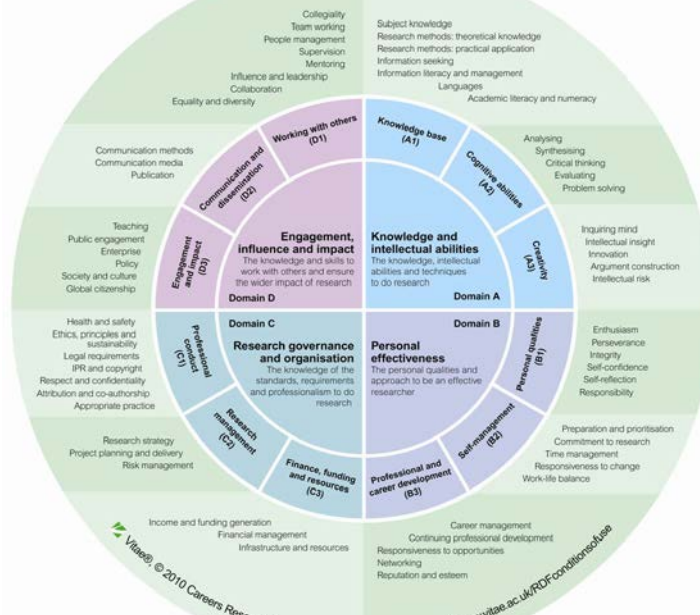
Download from the EASTBIO website - Student Resource Section  
Submit for approval prior to September 2013



### PIPS Student Planning Sheet

*Please return this filled in application form and submit to DTP PIPS Coordinator ([dtp@sulsa.ac.uk](mailto:dtp@sulsa.ac.uk)) by your first year report deadline at the latest.*

# What skills or experience do you wish to develop?



[www.vitae.ac.uk/rdf](http://www.vitae.ac.uk/rdf)

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## The career-wise researcher

Develop your career management skills and get the right job for you...

### About the contributors

Jane Simm, career advisor, University of Sheffield, has worked in both adult guidance and higher education providing careers advice, information and guidance to a range of clients.

Philippa Storer, freelance writer, has worked in the field of undergraduate and postgraduate training and development for 12 years.

Dr Heather Pateman has worked for Vitae, in the field of postgraduate training and development, for 7 years following her own experience as a postdoctoral researcher. Currently she is focused on the development of a flagship PhD leadership programme and several international projects.

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- Alison Mitchell, Director of Development, Vitae
- Eilan Pearce, Director, Vitae
- Saira Pughwani, Communications Manager, Vitae
- Research Staff Development Advisory Group (RuDAG)

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Vitae c/o CRAC, 2nd Floor, Sheraton House, Castle Park, Cambridge CB3 0AX  
 T: 01223 448500 [orders@vitae.ac.uk](mailto:orders@vitae.ac.uk)  
 F: 01223 311706 [www.vitae.ac.uk](http://www.vitae.ac.uk)

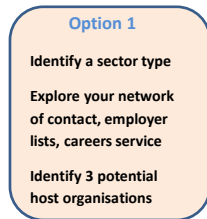


Jane Simm, Philippa Storer and Heather Pateman

[www.vitae.ac.uk/researcherbooklets](http://www.vitae.ac.uk/researcherbooklets)

[www.vitae.ac.uk/CMS/files/upload/Vitae-The-career-wise-researcher-2013.pdf](http://www.vitae.ac.uk/CMS/files/upload/Vitae-The-career-wise-researcher-2013.pdf)

## What type of internship is for you?



Life Science Scotland Directory

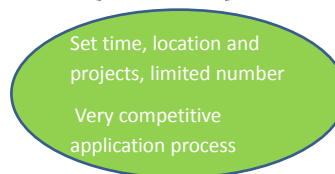
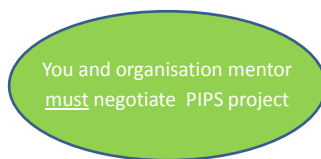


World Health Organisation



Life Technologies Internship Projects

Please do not contact organisations without first discussing with the PIPS coordinator



**Research the different areas that your Life Sciences PhD could lead to before beginning your search for an internship**

**This research will mean that you can choose to do an internship in the sector in which you would like to develop your future career**



**Decide which Sector Type to undertake your internship**

**Decide what activity (skills) and experience you wish to gain and when**

**Identify Host Organisations that could potentially offer an internship matching your preferences**



Search the employer lists on Life Science Scotland directory  
[www.lifesciencesscotland.com/sourcebook.aspx](http://www.lifesciencesscotland.com/sourcebook.aspx)



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**DIRECTORY**  
The organisations that help bring people together

**NEWS**  
The latest news and events from Scotland's lifesciences sector

**SEND YOUR STORY**  
Tell us about your Scottish Life Sciences news

**BUSINESS OPPORTUNITIES**  
Global trends, emerging opportunities and market insights reports

### ORGANISATION OF THE MONTH



Image courtesy of MODE Diagnostics

The Life Sciences Scotland Directory is the essential reference guide to Scottish life sciences companies and academic institutes. The database contains details of organisations involved in research, products and technology development, and services and support.

[Search the directory](#)

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## Life Sciences Suppliers

**Supplier Search**  
Enter your search criteria and press the "Search" button.

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Keyword:

Company Name:

Filter for ...

Scottish Region:

Company Type:

Sector:

Activity:

## Life Sciences Suppliers

### Search Results

Click on the supplier's name to view details.

**[Cypex Ltd](#)**  
Cypex offers products and services for the study of drug metabolism in vitro. Products include recombinant drug-metabolising enzymes (cytochrome P450, sulfotransferase, aldehyde oxidase ...), enzyme substrates and metabolites, and antibodies. Services include CYP inhibition screening using fluorescent end-points, enzymatic metabolite synthesis and protein expression.

**[Sylexis Limited](#)**  
Sylexis is a consultancy offering medical writing services to the pharmaceutical and medical device industries.

**[Tayside Pharmaceuticals](#)**  
National Health Service (NHS) organisation manufacturing special medicines for NHS in Scotland, other UK NHS customers and commercial customers. Products & Services: Capsule manufacture, epidural preps, emergency drug boxes, eye drops, ointments & creams, large volume parenterals, oral liquids, IV additives, powders, oils, suppositories & pessaries, oral solutions, tablet & capsule packaging...

**[Translational Medicines Research Collaboration](#)**  
The TMRC is a collaborative project involving Wyeth, the Universities of Aberdeen, Dundee, Edinburgh, and Glasgow, NHS Scotland, and Scottish Enterprise. Established in 2006, the Collaboration is focused on researching biomarkers for diagnosing and monitoring disease. These tests – called biomarkers – measure proteins and other markers in blood samples or on X-rays to follow patients' responses...

#### DLA Piper Scotland LLP

Employee Count: 6-24  
Turnover: £5m +  
Company Type: Partnership  
Started Trading: January 2000  
Parent Country: United Kingdom

Address: DLA Piper Scotland LLP  
Collins House  
Edinburgh  
EH1 2AA  
Scotland

Tel: 0131 242 5039  
Fax: 0131 242 5040

Sector: Industrial Biotechnology  
Regenerative Medicine

Activity: IP Management and Accountancy  
Legal Services  
Regulatory Affairs and QA

Description: A full service law firm advising life sciences companies across a wide range of commercial activities from licensing, collaboration and multiparty agreements, IP strategy review, regulatory compliance, and resolution of contentious issues, including patents.

Contacts: **John McKinlay**



- Many organisations will have a careers page that lists details of their internship schemes and how to apply e.g. GSK, Pfizer, Novartis, AstraZeneca, BBSRC Policy placements the civil service summer diversity internships, Go Science, Wellcome Trust internships in science communication and funding
- Social Media can be useful as companies are using Facebook, Twitter (through [www.twitjobsearch.com](http://www.twitjobsearch.com)) and LinkedIn to post requests for internships. If you are new to LinkedIn listen to <http://learn.linkedin.com/students/step-1/> and use the company tab search by keyword.
- Use your own network of contacts – speak to your PhD Supervisor, friends, family links, alumni and discuss with your local Careers Service and search their databases e.g. SAGE
- Web searches on [www.prospects.ac.uk/](http://www.prospects.ac.uk/) and [www.talentscotland.com/](http://www.talentscotland.com/)
- Attend networking events and talk to employers

# Fill in and submit the PIPS Planning Sheet

Identify Sector Type and 3 Potential Organisations

Submit by September 2013



Agree timing of PIPS  
with your PhD supervisor

PIPS Planning Sheet In  
Place

Do not begin discussions with any potential host organisations until  
after your 'PIPS Student Planning Sheet' has been approved

## ANNEXE 2: FORMS



## PIPS Student Planning Sheet – FORM 1

Please return this filled in form to the PIPS Coordinator ([ntp@sulsa.ac.uk](mailto:ntp@sulsa.ac.uk)) 30<sup>th</sup> September of year one at the latest.

Student details	
Name	
Email	
Host University	
Date started PhD	
Title of PhD	
PhD Abstract	

PhD Supervisor details	
PhD Supervisor 1 Name	
Email	
PhD Supervisor 2 Name	
Email	

**PIPS Host Organisation details**  
 Ideally 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.

<b>Host Organisation Sector Type</b> (please select from list in Appendix 1)	
<b>What type of internship activity are you seeking?</b> (Max 200 words please)	
<b>Please detail your motivations for seeking this type of internship?</b> (Max 200 words please)	

Details of potential Host Organisations identified in which PIPS may be carried out	
(1) Host Organisation Name	
Website	
Does this organisation currently offer an internship program?	
Name and Address 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?	
<p>Is this internship an outreach or other project based within the University with professional staff who will support the development of your professional skills appropriate to PhD level?</p> <p>Please note that University service providers and organisations that run virtually are not suitable for PIPS but there are rare circumstances where an internship based within the University environment is considered appropriate. Science outreach projects are one such example.</p>	Please write a brief description of what the proposed project will involve and outline the range of professionals you will work with during this internship that are external to the University.
<b>(2) Host Organisation Name</b>	
Website	
Does this organisation currently offer an internship program?	
Name and Address 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?	
<b>(3) Host Organisation Name</b>	
Website	
Does this organisation currently offer an internship program?	
Name and Address 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?	
<b>Justification if choosing a PIPS provider(s) located greater than 50 miles from Host University</b>	



<b>Please indicate if you will require any reasonable help from the PIPS coordinator?</b>	
---	--

<b>PIPS Timing details</b>	
Planned PIPS start date	
Planned PIPS end date	
Planned PIPS format <small>Describe how it will fit into your research schedule (continuous placement or carried out in tranches)</small>	

<b>List details of the workshops or seminars you have completed or will complete in preparation for PIPS</b>	
<small>Please explore courses offered by local University Careers Service, Researcher Development, SULSA as well as free online course providers such as Coursera, EdX etc. and list details (Project management training, Communication skills training, Entrepreneurship training, CV workshop, etc.)</small>	
Name and date	
Name and date	
Name and date	

<b>Will you be making an application to EASTBIO DTP for PIPS additional expenses?</b>	
<small>If so please supply the following: (please see PIPS Additional Expenses Application for Guidance)</small>	
EASTBIO DTP additional expenses requested for travel	
EASTBIO DTP additional expenses requested for accommodation	
Total budget required	

<b>Signed by:</b>	
PhD student	
PhD Supervisor 1 or 2	
Date	

<b>Approval:</b> <i>Section to be filled in by management group representative or PIPS Coordinator.</i>	
Name of management group representative	
Date	
Signed	
<b>Recommendations for PIPS Approval (if there are any)</b>  Please note that approval at the 'PIPS Student Planning Sheet' stage is subject to the BBSRC criteria listed in the 'PIPS Student Guide' being met in the follow up 'PIPS Internship Agreement'.	
Monitoring frequency (concerns if there are any)	
Eligible to submit EASTBIO PIPS Expenses application	

#### **APPENDIX 1**

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, Footware & 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



**eastbio**  
the East of Scotland Bioscience Doctoral Training Partnership

## Professional Internships for PhD Students (PIPS) – FORM 2A

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### *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:**

<b>University Name</b>	
Named University's representative East of Scotland Bioscience PIPS Coordinator	
Contact Email	
<b>PhD Student Name</b>	
PhD Student Address	
Contact Email	
<b>Host Organisation Name</b>	

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.

### 2. PIPS PLAN

<b><i>PIPS Plan is to be completed by the Student following negotiation and agreement with the Host Organisation Mentor named below.</i></b>	
<b>Name of person who has agreed to act as the key contact for the PIPS student during the internship (host organisation mentor)</b>	
<b>Position of the mentor</b>	
<b>Contact email for mentor</b>	
<b>Contact telephone for mentor</b>	
<b>Internship project title</b>	
<b>Please give a brief description of the internship role (Max 300 words please)</b>	

**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.:**



### 3. **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').

### 4. **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

### 5. **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.

<b><i>Health and Safety check list to be completed by the Host Organisation</i></b>		<b>YES</b>	<b>No</b>
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?		
	<b>Risk Assessment</b>		
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?		
	<b>Accidents and Incidents</b>		
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 <i>all</i> 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?		
<i>If the answer to any of the above questions is NO please state why.</i>			

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

<b>Name:</b>		<b>Position:</b>	
<b>Email:</b>		<b>Telephone:</b>	

## 6. INSURANCE AND LIABILITY for the Host Organisation

<b>Insurance and Liability check list to be completed by the Host Organisation</b>		<b>YES</b>	<b>No</b>
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?	
<i>If the answer to any of the above questions is NO please state why.</i>		

The Host Organisation's nominated contact for compliance with Insurance and Liability is:

<b>Name:</b>		<b>Position:</b>	
<b>Email:</b>		<b>Telephone:</b>	

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 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.

## **7. The University's Health and Safety Requirements and Liabilities**

- 7.1 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.
- 7.2 The University will be responsible for the Student whilst on the PIPS.

## **8. REPRESENTATIVES, COMMUNICATIONS AND REPORTING**

- 8.1 The Host Organisation's representative shall be

<b>Name:</b>		<b>Position:</b>	
<b>Email:</b>		<b>Telephone:</b>	

## 8.2 The University's representative shall be

<b>Name:</b>	Dr Caroline Pope	<b>Position:</b>	PIPS Coordinator
<b>Email:</b>	dtp@sulsa.ac.uk	<b>Telephone:</b>	0131 650 5859

- 8.3 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.
- 8.4 The Student will comply with the reasonable instructions, policies, guidelines and rules of the Host Organisation.
- 8.5 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.
- 8.6 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.
- 8.7 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.
- 8.8 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.

## **9. INTELLECTUAL PROPERTY AND CONFIDENTIALITY**

- 9.1 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.
- 9.2 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.
- 9.3 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).
- 9.4 The Student must maintain 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.

9.5 The Student must maintain 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.

## **9. EQUAL OPPORTUNITIES**

9.1 The Host Organisation shall not illegally discriminate against the Student and shall indemnify the University against any costs that may arise from such discrimination.

## **10. GENERAL**

10.1 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.

10.2 This Agreement represents the entire understanding between the parties and supersedes all other promises or arrangements.

10.3 This Agreement may only be varied with the written consent of all parties.

10.4 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.

10.5 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 <b>the Student</b>	
“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 <b>the Host Organisation</b> by	
Signature	
Name	
Position	
Date	
Read, Acknowledged and Accepted by the <b>Students PhD Supervisor</b>	
“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<sup>3</sup>. It also follows the ASET<sup>4</sup> 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.

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<sup>3</sup> QAA : The UK Quality Code for Higher Education <http://www.qaa.ac.uk/AssuringStandardsAndQuality/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.

<sup>4</sup> A Good Practice Guide for Placement and Other Work-Based Learning Opportunities in Higher Education, September 2013

- 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).





## PIPS Abroad Pre-departure Checklist – FORM 2B

*Before undertaking an internship abroad you must return for approval this filled in form to DTP PIPS Coordinator ([dtp@sulsa.ac.uk](mailto:dtp@sulsa.ac.uk)). Please ensure your PhD supervisor has been given copies of the items listed.*

### Suitability of Overseas Organisation for PIPS

EASTBIO DTP will be extra diligent regarding proposals for a professional internship outside of the UK. All overseas internships must be 12 week long. There are some basic questions we need you to answer about the organisation, the work project, accommodation and travel plans for an overseas internship. It is important to remember to get everything in writing and approved prior to commencement of the internship. If any uncertainty exists around the safety or suitability of the host organisation or country the PIPS will not be accepted.

PhD students should be aware that overseas internships may take longer to organise and are expensive. Before you commit yourself there are some important questions to ask the organisation. If you receive too many vague or unsatisfactory answers to questions think twice about going.

- If it is possible speak to someone (a student/ graduate) who has worked/gone out with the organisation recently.
- Check will the host organisation give any help with expenses (typically travel, accommodation and subsistence) and research if there are other sources of financial support available to apply for.
- Ask what sort of insurance does the organisation provide? Does it cover repatriation if you become ill? Does it cover personal injury? Will there be an English-speaking representative of the organisation nearby? Will they offer an induction or training for the internship work?
- If in doubt, ask the Careers Service if they have come across the organisation before.

The University has a duty of care to ensure, so far as is reasonably practicable, the health and safety of their students whilst they are undertaking an internship overseas. The University of Edinburgh's guide "Safety and Health whilst Travelling on University Business" details important information relating to vaccinations, insurance and emergency contact information. Please seek out information from the International Office of your University. There is also a duty placed upon the PhD student who is travelling to take reasonable care for his/her own health and safety and that of others who may be affected by their actions or omissions.

Individual University's and departments may have their own risk assessments and, if appropriate, fieldwork risk assessments must be completed and returned to the health and safety manager in the school/department locally.

Where a Non EU student who holds a Tier 4 visa takes an internship overseas, the University must continue its monitoring and reporting duties under Tier 4. In the PIPS Internship Agreement the host organisation must agree to monitor the attendance of the student and report any missed contacts to the named

University's representative. This information will be passed on to the students' PhD supervisor who will be responsible for informing registry in the individual University to ensure compliance with the conditions of their Tier 4 sponsor licence.

<b>✓ Verified the Status and Reputation of Organisation Overseas</b>	
Does the EASTBIO DTP Universities have an existing relationship with the proposed organisation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Can the organisation provide independent verification of their status e.g. company registration details?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have other actions been taken by you the student to confirm the organisation's authenticity? (please note actions here)	
Have the following resources been consulted by you the student to confirm the stability of the country where PIPS will be based?  Foreign Office Travel Advice <a href="http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/">www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/</a>  University International office	YES <input type="checkbox"/> NO <input type="checkbox"/>  YES <input type="checkbox"/> NO <input type="checkbox"/>
If there are travel restrictions, do they affect the areas you will be in during PIPS? <i>*If 'yes' please contact the PIPS coordinator before arranging visas, etc.*</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
List any risks which have been identified via the consultation process above, and subsequent actions: 1.  2.  3.	
<b>✓ Received approval for the Project Agreement</b>	
Do you the student speak the native language?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you the student confirmed that someone in the host organisation will act as a translator if required? <i>*If 'yes' please provide details</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you the student completed research into the working culture of the country where you will be completing your PIPS?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has the organisation completed and signed the PIPS Internship Agreement?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you received email approval from the EASTBIO DTP your PIPS Internship Agreement?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has the organisation provided written confirmation of their employer liability insurance?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Is the organisation willing to provide you with expenses and support? <i>*If 'yes' please provide details</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Will you the student have access to e-mail and telephone during the PIPS abroad? <i>*If 'yes' please provide details</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>✓ Obtained the following PIPS pre departure items</b>	
<b>A passport</b> valid for 6 months beyond the expected date of return from the project? <i>* please insert passport number:</i>  <i>* please insert passport expiry date:</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you given a photocopy to your PhD supervisor?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is a <b>visa</b> or other relevant entry permit and /or <b>work permit</b> required?  If 'yes' have you given a photocopy to your PhD supervisor?	YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>  YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>✓ Liaised with the University Insurance office to take out appropriate insurance cover</b>	
Have you the student liaised with the local Institution Insurance Office to take out appropriate insurance cover?  <i>*If 'yes' please insert Name of Insurer:</i>  <i>*If 'yes' please insert Insurance Policy Number:</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you the student informed your insurer that you are undertaking an internship?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your policy provide the minimum cover level required for <ul style="list-style-type: none"> <li>• Medical expenses: £2 million (£5 million recommended for worldwide); Personal liability: at least £1 million; Cancellation or curtailment: should match the cost of your trip and be above £1,500; Baggage and belongings: at least £750?</li> <li>• An air ambulance, in case you need to be flown home?</li> <li>• All medical bills?</li> <li>• Any pre-existing medical conditions?</li> <li>• In the event of death, bringing the body home?</li> </ul>	YES <input type="checkbox"/> NO <input type="checkbox"/> to all questions

Does your insurer have a 24-hour emergency line and hold Membership of the Financial Ombudsman Service (FOS)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have cover for undertaking any potentially hazardous sports / activities?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>✓ Consulted “Safety and Health whilst Travelling on University Business” and taken appropriate (institution specific) measures</b>	
Have you the student consulted with your local Institution equivalent of “Safety and Health whilst Travelling on University Business” and taken appropriate Institution specific measures?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you the student completed relevant local University’s procedures for undertaking overseas fieldwork (e.g. risk assessment form)? <i>*If ‘yes’ please provide details</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you the student received all recommended immunisations required for the area you are visiting? <a href="http://www.fitfortravel.nhs.uk/advice.aspx">www.fitfortravel.nhs.uk/advice.aspx</a> <a href="http://www.masta-travel-health.com/">www.masta-travel-health.com/</a>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you the student read the NHS advice on obtaining medical treatment in the host country? <a href="http://www.nhs.uk/NHSEngland/Healthcareabroad/Pages/Healthcareabroad.aspx">http://www.nhs.uk/NHSEngland/Healthcareabroad/Pages/Healthcareabroad.aspx</a>	YES <input type="checkbox"/> NO <input type="checkbox"/>
If you are currently taking any prescription medicines have you arranged to take sufficient to last you through the internship overseas and have checked that these are they legal in this country?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>✓ Taken a note of the University Security number for contacting the University in an emergency outside normal office hours</b>	
The University’s Emergency Management Team can arrange immediate support in any emergency situation experience, including if necessary, immediate return to Scotland. <i>*Please provide details of the Emergency support available outside office hours at your local University of Aberdeen, Dundee, Edinburgh, St Andrews:</i>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>✓ Given the PhD supervisor a copy of travel itinerary, contact details and other documents</b>	
Student has provided their PhD supervisor with the following items 1) A photocopy of the approved <b>PIPS Internship Agreement</b> 2) Details of travel itinerary and overseas accommodation address/ email 3) A list of emergency contacts details? 4) A photocopy of passport? 5) A photocopy of work and /or visa?	YES <input type="checkbox"/> NO <input type="checkbox"/> to all questions

6) A photocopy of insurance details?	
<b>✓ Informed Registry if away during Tier 4 Census (non EU students only)</b>	
7) Registry has been informed of internship overseas in adherence with the Institution specific Tier 4 requirements	YES <input type="checkbox"/> NO <input type="checkbox"/>

By signing below, the parties acknowledge the information set out in this PIPS Abroad Pre-departure Checklist before PIPS commencement.

<b>The PhD Student</b>	
<ul style="list-style-type: none"> <li>✓ <i>Confirms that the above statements are true to the best of their knowledge.</i></li> <li>✓ <i>Confirms they are aware of the emergency support available from their local University.</i></li> <li>✓ <i>Has read and understands the information on 'Personal Safety While Travelling Abroad'</i></li> <li>✓ <i>Agrees to stay in regular contact with PhD supervisor, peers and family during PIPS abroad.</i></li> <li>✓ <i>Agrees to notify the PIPS Coordinator and PhD supervisor immediately, of changes relevant to any of the above information.</i></li> </ul>	
Signature	
Name	
Date	
<b>The Students PhD Supervisor</b>	
<ul style="list-style-type: none"> <li>✓ <i>Confirms receipt of pre departure items 1-7 listed</i></li> <li>✓ <i>Agrees to stay in regular contact with the PhD student during PIPS abroad</i></li> <li>✓ <i>Ensures compliance with the conditions of students Tier 4 sponsor licence in their University</i></li> </ul>	
Signature	
Name	
Date	
<b>The East of Scotland Bioscience PIPS Coordinator</b>	
<ul style="list-style-type: none"> <li>✓ <i>Checks and approves Pre-departure checklist on behalf of the EASTBIO DTP</i></li> <li>✓ <i>Acts as a central point of contact for the Student , University and Host Organisation involved in PIPS</i></li> </ul>	
Is the proposed organisation suitable for a student PIPS? (If any of the above answers are "no" then appropriate actions should be identified below to minimise risk)	YES <input type="checkbox"/> NO <input type="checkbox"/>
1.	
2.	
Signature	
Name	

## Personal Safety While Travelling Abroad:

### Healthcare in the EEA

[www.nhs.uk/NHSEngland/Healthcareabroad/countryguide/Pages/EEACountries.aspx](http://www.nhs.uk/NHSEngland/Healthcareabroad/countryguide/Pages/EEACountries.aspx)

If you find yourself in an emergency situation during your visit to Europe dial 112. The European emergency number is valid in all EU / EEA member states and is free of charge. You can use it to reach emergency services such as ambulance or police from any telephone or mobile phone free of charge.

### Healthcare outside the EEA

[www.nhs.uk/NHSEngland/Healthcareabroad/countryguide/NonEEACountries/Pages/Non-EEACountries.aspx](http://www.nhs.uk/NHSEngland/Healthcareabroad/countryguide/NonEEACountries/Pages/Non-EEACountries.aspx)

#### **Know before you go**

- Get a guidebook /phrasebook /map and find out about your destination. Make sure you know about local laws and customs.
- Whether you are travelling or living overseas, note the details of the nearest British Embassy or Consulate. In the event of any major crisis, the Foreign and Commonwealth Office (FCO) can provide advice and travel updates on [www.fco.gov.uk](http://www.fco.gov.uk), as well as on their Facebook [www.facebook.com/fcotravel](http://www.facebook.com/fcotravel) and Twitter [twitter.com/fcotravel](http://twitter.com/fcotravel) travel advice sites.
- Make sure you have suitable clothing for the country you are travelling to.

#### **Plan to stay healthy**

- Check if your medication is legal in the country you are visiting. Pack it in your hand luggage.
- If you are taking prescribed medication, take a copy of the prescription with you, and find out if you will need to take a doctor's letter with you.
- Pack a first aid kit and find out about how to prevent Deep Vein Thrombosis (DVT), in particular on long haul flights.
- Pack a torch (and spare batteries/charger) and take an alarm/ whistle for emergency situations.

#### **Before you go**

- Make sure you have enough money to cover emergencies. Check the expiry dates on your credit/debit card(s) and notify your bank of your travel plans.
- Take another means of identification (preferably with a photograph).
- Make sure you have all the necessary phone numbers for the contacts at your destination and know where to go on your first day.
- Take a copy of your passport (including pages with relevant visas), insurance details and pack it separately from your passport, and make sure the next of kin page is completed in your passport.
- Pack a travel adaptor and chargers for your electronic products.
- Make sure your mobile phone is authorised for overseas use.

#### **When you are there**

- Keep your passport secure at all times.

- If your passport or valuables are stolen abroad, report it at once to the local police and obtain a statement as you will need one to claim against your insurance. You will need to cancel any cards or travellers cheques, so take relevant phone numbers.
- Keep your money safe. Do not openly display your cash, keep it in a secure place e.g. inside pocket, and be aware of pick-pockets and scams. Be careful when using ATMs.
- Leave valuable at home. Never leave your possessions unattended, even for a moment. Opportunist thieves thrive on such situations and it only takes a second to steal your property.
- Be discreet and careful when providing personal information and your journey. If you are returning home late night consider the possible risks (e.g. availability of public transport). Leave your itinerary and estimated time of return with the hotel reception or other trusted point of contact and ask them to contact the police if you fail to return on time.
- Always know where you are going and which stop you need. At night or in unfamiliar areas attach yourself to groups or people and walk purposefully to your destination or arrange to meet someone.
- When using a taxi, make sure it is a licensed company and where possible, know/agree the fare beforehand. Whenever possible, book by telephone and ask for the drivers name, model and colour of car. For extra security text the plate, licence number and journey details to a family member or friend and let them know when you've arrived.
- When travelling by public transport have small change ready for your fare, wait where it is well lit and there are other people. If you feel uneasy move to another seat/carriage or get off at the next stop. Avoid train compartments with no access to corridors or other parts of the train and empty carriages. If there is an incident act immediately – alert the driver / guard/ conductor or pull the emergency alarm or if you're on the platform look for a member of staff or 'Help Point'.
- Don't leave valuable items in cars and keep your belonging out of sight. Always leave your car in a place that will be lit after dark and as close to your destination as possible. In multi-storey car parks leave it as close to the exit as possible near ground level and away from pillars. Have the key ready when you return to the car.
- If you are driving abroad, use reliable hire company and be aware of local driving rules.
- As you would be in the UK, be alert and observant, and report any unattended items or suspicious activity by individuals to the local police or appropriate authorities. You can call 112 to contact the emergency services in any EEA country and several other countries.

### **Drugs**

Avoid any involvement with illegal drugs – the penalties are severe and could include the death sentence. Don't carry parcels or luggage through customs for other people.

### **Jet lag**

The symptoms of jet lag decline after a few days as the body clock synchronises with the new time clock. Some recommended ways of speeding this up are:

- Adopt the new local hours of sleeping, for being awake and for being active. Rest in a quite darkened room when it is bedtime, even if you do not feel tired.
- Avoid taking naps – they will mislead the body and delay the adaptation process.
- Eat the right meal at the right local time.
- Avoid driving cars or using dangerous machinery, if at all possible, whilst suffering from jet lag.

## General Advice About What To Do In An Emergency:

If people are injured or there is a threat to life, make sure the emergency services have been called and follow their advice.

- Never put yourself or others in danger – try to remain calm, use your common sense and think before you act.
- Check injuries – remember to help yourself before attempting to help others.

### ***Go in, Stay in, Tune in***

If you are not involved, but close by an incident and /or believe you may be in danger, in most cases, unless there is a reason not to go inside, for example fire, the advice is:

- Go inside a safe building and stay inside until you are advised to do otherwise
- Tune in to local radio or TV for more information

### ***Fire prevention and safety***

- Reduce fire hazards
- Most fire deaths and injuries occur while people are sleeping. Plan an escape route should a fire break out at night
- If there is a fire, get out, stay out and call the emergency services
- Never use the lift
- If moving or trapped in smoke stay close to the floor where the air is cleaner
- If a door feels hot, do not open it, as it probably means there is a fire on the other side
- Remember – never re-enter the building until the Fire and Rescue Service has made it safe

### ***Minimise the risk of terrorism when you are abroad***

You can take a number of common sense precautions to minimise the risk of being caught up in terrorism when you're abroad:

- Regularly check the FCO travel advice for the country you are visiting – subscribe to their email alerts, and watch/read news about the country and region
- Be vigilant in public areas and places that attract foreigners and Westerners – embassies, hotels, restaurants, bars and businesses
- Look out for anything suspicious. Report it to the local police immediately – many terrorist attacks are foiled by the vigilance of ordinary people
- Try to avoid routines that make you an easier target – vary the time and route of your regular journeys.

### ***Chemical or biological incidents***

- Move away from the immediate area quickly but calmly. If you are underground, return to ground level as most chemicals are heavier than air and sink downwards.
- Alert the emergency services if they are not already at the scene. Make yourself known to the emergency staff and follow their instructions.
- Don't leave the scene until the emergency services tell you to decontaminate to avoid spreading it to other people.

### ***Bombs***



- If there is a bomb warning at your place of work, follow the advice of those in charge.
- If a bomb goes off in your building, look for the safest way out. If you are trapped in debris stay close to a wall and tap on pipes so that rescuers can hear you and do not use matches or lighters in case of gas leaks
- If a bomb goes off outside your building, stay inside (away from windows, lifts and outer doors) in case there is a second bomb in the area.
- If you saw the explosion, stay in the area in a safe place and tell the police what you saw.

## Useful Links

### External

Foreign Office Travel Advice: <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>

### University of Edinburgh Sample Documentation

Safety and Health Whilst Travelling on University Business:

[http://www.docs.csg.ed.ac.uk/Safety/general/travelling\\_abroad.pdf](http://www.docs.csg.ed.ac.uk/Safety/general/travelling_abroad.pdf)

Overseas Travel Risk Assessment: [http://www.docs.csg.ed.ac.uk/Safety/ra/Overseas\\_Travel.pdf](http://www.docs.csg.ed.ac.uk/Safety/ra/Overseas_Travel.pdf)

Fieldwork Risk Assessment: <http://www.docs.csg.ed.ac.uk/Safety/ra/FA1.doc>

Code of Practice for Taught Postgraduate Programmes:

<http://www.docs.sasg.ed.ac.uk/AcademicServices/Codes/CoPTaughtPGProgrammes.pdf>

Tier Four Census for Attendance Confirmation

<http://www.docs.sasg.ed.ac.uk/registry/misc/Tier4CensusGuidance2012-13Student.pdf>

International Office Study Abroad Handbook:

[http://www.ed.ac.uk/polopoly\\_fs/1.48504!/fileManager/Study%20Abroad%20Handbook%202011.pdf](http://www.ed.ac.uk/polopoly_fs/1.48504!/fileManager/Study%20Abroad%20Handbook%202011.pdf)

University policy on Tier 4 work placements:

[http://www.ed.ac.uk/polopoly\\_fs/1.94875!/fileManager/Work%20placements%20and%20UKBA%20requirements.pdf](http://www.ed.ac.uk/polopoly_fs/1.94875!/fileManager/Work%20placements%20and%20UKBA%20requirements.pdf)

University Insurance Office:

<https://www.wiki.ed.ac.uk/display/Finance/Insurance+Department>





**eastbio**  
the East of Scotland Bioscience Doctoral Training Partnership

## PIPS Additional Expenses Application - FORM 2C

Please return this filled in application form and submit to DTP PIPS Coordinator ([dtp@sulsa.ac.uk](mailto:dtp@sulsa.ac.uk)).  
Applications are welcome at any time of the year and will be assessed on an individual basis.

### Guidance on PIPS Additional Expenses

The EASTBIO Doctoral Training Partnership has a small budget available to support internships that could otherwise not be considered due to their geographical location. This budget will be awarded competitively and applications are welcome at any time of the year. We recommend applying to this fund well in advance of the intended PIPS start date.

As this budget is limited, the EASTBIO Doctoral Training Partnership recommends that students consider possible PIPS Host Organisations within easy reach of the PhD host University. Students are also encouraged to consider opportunities in locations where they can avail of accommodation offered via their own personal network of family or friends or by swapping accommodation with other EASTBIO students. This is particularly relevant for students considering overseas internships due to their expensive nature. Please note that some Host Organisations are willing to provide financial support to reimburse normal out-of-pocket travel expenses or may offer accommodation during internships. It is the student's responsibility to request and agree such expenses with the Host Organisation and provide details in their PIPS Additional Expenses application and PIPS Internship Agreement.

EASTBIO additional expenses awards are approved in writing prior to commencement of the PIPS. Following approval the money will be added to the student's Research Training & Support Grant and students will be required to follow their institution's local procedure for claiming the funding back as expenses. Any unspent funds must be returned to EASTBIO Doctoral Training Partnership.

Student details	
Name	
Email	
Host University	
PIPS Timing details	
Planned PIPS start date	
Planned PIPS end date	

<b>Host organisation in which PIPS additional expenses may be required</b>	
<b>Host Organisation Name</b>	
Address	
Name of contact in organisation (if known)	
Contact Email (if known)	
Justification if choosing a PIPS provider located out with host University city	

<b>Financial application for EASTBIO DTP PIPS additional expenses</b>	
<ul style="list-style-type: none"> <li>• A total maximum of £300 is allowable for travel. This will not be approved where local transport can be used on a daily basis. The cheapest form of transport should be selected.</li> <li>• A total maximum of £500 is allowable for accommodation. This will not be approved where it is possible to commute on a daily basis.</li> <li>• This policy is subject to revision</li> </ul>	
Please supply the following:	
EASTBIO DTP additional expenses requested for travel £300 maximum award	
EASTBIO DTP additional expenses requested for accommodation £500 maximum award	
Total additional expenses requested from EASTBIO DTP	
Has the host organisation been asked to contribute to these expenses?	
If 'Yes' please specify the amount of expenses agreed (is this for travel and/or accommodation)?	
If 'No' please explain why not?	

Can any of these expenses be covered from student's annual RTSG (£5000 research costs and £230 travel)?	
---	--

Signed by:	
PhD student	
Date	

Approved by:	
<i>Section to be filled in by nominated EASTBIO DTP representative</i>	
Name(s) of approver	
Date	
Signed	
Recommendations (if there are any)	
Amount of expenses approved/rejected	





## PIPS Host Organisation Feedback – FORM 3

Please return this filled in form to the PIPS Coordinator after the internship has finished.

**Email:** [dtp@sulsa.ac.uk](mailto:dtp@sulsa.ac.uk)

**Address:** Scottish Universities Life Sciences Alliance (SULSA), Darwin Building Room 309, King’s Buildings, University of Edinburgh, Edinburgh EH9 3JF

Host Organisation Details		
Host Organisation Name		
Address		
Website		
Name of person who has acted as student mentor during this internship		
Position of mentor in the host organisation		
Contact email for mentor		
Contact telephone for mentor		

PIPS Internship Details		
PIPS Project Title		
Name of PIPS Intern		
Timing of the Internship	PIPS start date 	PIPS end date 

### Process of setting up this PIPS Internship

<b>How did you find out about PIPS?</b> Select all that apply	Existing University contact	<input type="checkbox"/>	<input type="checkbox"/>
	Approached by SULSA	<input type="checkbox"/>	<input type="checkbox"/>
	Personal contact at an event	<input type="checkbox"/>	<input type="checkbox"/>
	Approached by student	<input type="checkbox"/>	<input type="checkbox"/>
	Recommendation for an organisation that has hosted a PIPS	<input type="checkbox"/>	<input type="checkbox"/>
	Other (please specify):   		
<b>What made you interested in hosting or suggesting a PIPS internship?</b> Select all that apply	Curiosity	<input type="checkbox"/>	<input type="checkbox"/>
	To cover work not done	<input type="checkbox"/>	<input type="checkbox"/>
	To undertake a 'back burner' project	<input type="checkbox"/>	<input type="checkbox"/>
	Contribution to wider professional development in the field	<input type="checkbox"/>	<input type="checkbox"/>
	Help with research and development	<input type="checkbox"/>	<input type="checkbox"/>
	Improve student employability	<input type="checkbox"/>	<input type="checkbox"/>
	Corporate responsibility	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify):   			
<b>What gains did you expect to make from the Internship?</b> Select all that apply	Suitable as future employee	<input type="checkbox"/>	<input type="checkbox"/>
	Increased profit	<input type="checkbox"/>	<input type="checkbox"/>
	New product / service development	<input type="checkbox"/>	<input type="checkbox"/>
	Background research that may be useful in future	<input type="checkbox"/>	<input type="checkbox"/>
	Improved processes	<input type="checkbox"/>	<input type="checkbox"/>
	Market research	<input type="checkbox"/>	<input type="checkbox"/>
	Technical research	<input type="checkbox"/>	<input type="checkbox"/>
	Access to Scottish Universities resources and expertise	<input type="checkbox"/>	<input type="checkbox"/>
	Other (please specify):   		



<b>Undertaking this PIPS Internship</b>					
<b>How would you rate your overall experience of :</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>
The process of setting up the PIPS?					
Hosting this PIPS Intern?					
Mentoring this PIPS Intern?					
This PIPS Intern overall performance?					
How well this PIPS Intern worked with colleagues?					
The Intern's knowledge and understanding of the tasks?					
<b>Any feedback on this PhD Intern's performance with specific examples (Optional)</b>	 				
<b>Any specific recommendations for this PIPS Intern's personal developmental focus (Optional)</b>	 				

<b>PIPS Internship Outputs, Outcomes and Impact</b>			
<b>Has the PIPS output been useful for your organisation?</b> Select all that apply	[ Yes ]	[ No ]	[ Maybe ]
	<b>What did the PIPS Intern produce for your organisation? Please describe the major outputs (Optional)</b> 		
<b>Outputs</b> are the specific products, services or facilities that result from internship project activities. Outputs are not the benefits or changes you achieve; they are the interventions you make to bring about those achievements. For example: new products, processes, tools or technologies; new intellectual property; invited conference presentations; prizes and awards; subsequent employment; knowledge exchange; economic or social impacts; public			

engagement; or wider benefits to the public good.		
<b>What were the notable outcomes or achievements that have arisen from this internship?</b>  <b>Outcomes</b> are the changes, benefits, learning or other effects that happened as a result of this internship project.	Please comment (Optional)	
<b>What was the impact from this internship?</b>  <b>Impact</b> refers to the broader or longer-term benefits of an internship projects outcomes and activities on the economy, society and knowledge base.	Please describe (Optional)	

Hosting Future PIPS Internships			
<b>Would you be interested in hosting other PIPS Internships in the future?</b> Select all that apply	Yes	No	Maybe
	If so when?		
	Please explain why (Optional)		

Completed by:	
Name	
Date	

Thank you for your involvement in the BBSRC PIPS Internship scheme and for helping to develop PhD student employability by providing learning through high quality work experience in a non-academic setting.



## Bring an Intern on Board – FORM 4

*Please return this form completed, to propose a professional internship, to the PIPS Coordinator.*

**Email:** [dtp@sulsa.ac.uk](mailto:dtp@sulsa.ac.uk)

**Address:** Scottish Universities Life Sciences Alliance (SULSA), Darwin Building Room 309, King's Buildings, University of Edinburgh, Edinburgh EH9 3JF

The Biotechnology and Biological Sciences Research Council (BBSRC) is offering an exciting opportunity for **any non-academic organisation** to take advantage of fully funded Professional Internships for PhD Students (PIPs). These three month professional internships can be in any field or sector.

### Internship roles:

Something that is clearly important to the organisation. Ideas could include, but are certainly not limited to:

- ✓ researching new development ideas or products (but not within an academic or research institute)
- ✓ creating a marketing, publishing or sales campaign
- ✓ a business development project
- ✓ managing a specific project
- ✓ developing teaching/science communication materials
- ✓ improving a specific policy or working in a setting related to policy (e.g. government department or charity)

### Benefits for a business taking on a PhD intern:

- A high-calibre temporary resource to assist with a strategic project
- Extra support at no cost as PIPS students are fully funded by the University through their PhD salary
- Resource to undertake projects that might have been on hold/will not otherwise be done
- Involvement with intelligent minds that bring innovation, skills and knowledge to benefit your business success and performance
- Opportunities to get energy and fresh insights to a particular business area; a different perspective to problems, and a new motivated member of the team

### Benefits for PhD students:

- A chance to try out a particular professional area; to test career goals and get an idea of what a job really involves. This will help students make informed career choices in the future and dispel any misconceptions
- An opportunity to develop employability by learning through high-quality work experience in a non-academic setting

**Cost:**

- This professional internship is funded by the BBSRC as part of the PhD, with students continuing to receive their PhD stipend as normal, so there are no tax implications for your organisation
- If the student lives more than 50 miles from the organisation we encourage a contribution from your organisation towards their travel or accommodation costs

**Timescale:**

- 12 weeks in a single block or multiple shorter blocks
- Flexible – anytime so you can make them a part of your business priorities

**Requirements:**

- A challenging internship project with clearly defined task/s – either one big project or the workload could be spread across a number of areas to give as much diversity in work as possible
- Work space and equipment
- An experienced employee who will act as a mentor to support the PhD intern. 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.
- Interns need to be included in team/departmental meetings, training and ad-hoc events as appropriate.

**Designing an internship project:**

- PhD interns have the potential to make a huge contribution to your organisation in a short time at no cost but only if they get clear direction, support and sufficient challenge. It is imperative that interns are given no more menial tasks than are expected of other employees
- Interns need an opportunity for professional development – some will be using this as a way of determining whether or not they want to pursue a career in your sector and/or profession - tea making and data entry won't give them this!

**What sort of work is appropriate for an intern?**

- Work that offers a genuine “something extra” that has a medium to long term benefit rather than simply a short term “extra pair of hands”
- Project which gives the PhD intern ownership/responsibility for some aspects of their work, and has the opportunity to present it or explain it to others
- Ideally work with a range of people, providing the opportunity to network and build relationships with a range of people at multiple levels
- Opportunity to experience client focus and interaction
- Chance to use written/verbal communication skills in a professional, rather than academic context
- Chance to see how their role fits in to the wider context and learn about business culture
- Shadowing at a more strategic level

**What happens next?**

- The internship vacancy will be advertised to a talented pool of high-calibre Life Science PhD students from University of Aberdeen, Dundee, Edinburgh, Glasgow, St Andrews and Strathclyde
- Eligible, interested students will apply directly by CV and be interviewed and selected by you
- The final internship details are expected to fit with the needs of the University, the host organisation and PhD intern as outlined and agreed in the ‘PIPS Internship Agreement’. This is

signed by all parties involved and finally approved by the PIPS Coordinator before the internship can commence. Please see Appendix 1.

<b>Host Organisation Details</b>			
Host Organisation Name			
Host Organisation Sector Type (please select from list in Appendix 1)			
Please write a brief description of what your organisation does			
Address			
Website			
Contact person name			
Contact person email and phone			
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 University service providers and organisations that run virtually are not suitable for PIPS	Yes	No	Unsure
	Any other information:		

<b>PIPS Internship Details and Desired Outcomes</b>	
PIPS Project Title	
Description of the internship project you are offering  OR	

Advert to recruit interested PhD students to apply directly by CV to generate a tailored internship project with your Organisation	
Location of this internship	
What range of professionals will the PhD student work with during this internship?	
What specific results do you want the PhD intern to achieve?	
How do these outcomes fit with your wider business objectives?	

<b>PIPS Internship Timing / Duration / Management</b>		
Timing of the Internship	PIPS start date	PIPS end date
Format of the Internship (Is it a one 3 month block or a number of shorter blocks?)		
Name of person who will act as the PhD student mentor 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 if the student lives more than 50 miles from the Organisation, we encourage a contribution towards their travel or accommodation costs but this is optional.	Yes	No	Unsure
	Any other information		

<b>Person Specification</b>	
<i>Please give details of what is required for this internship e.g. the skills, experience and personal qualities specifying which are essential and which are desirable.</i>	
What skills does the PhD student need to complete this internship project?	
What soft attributes do they need to fit in/contribute?	

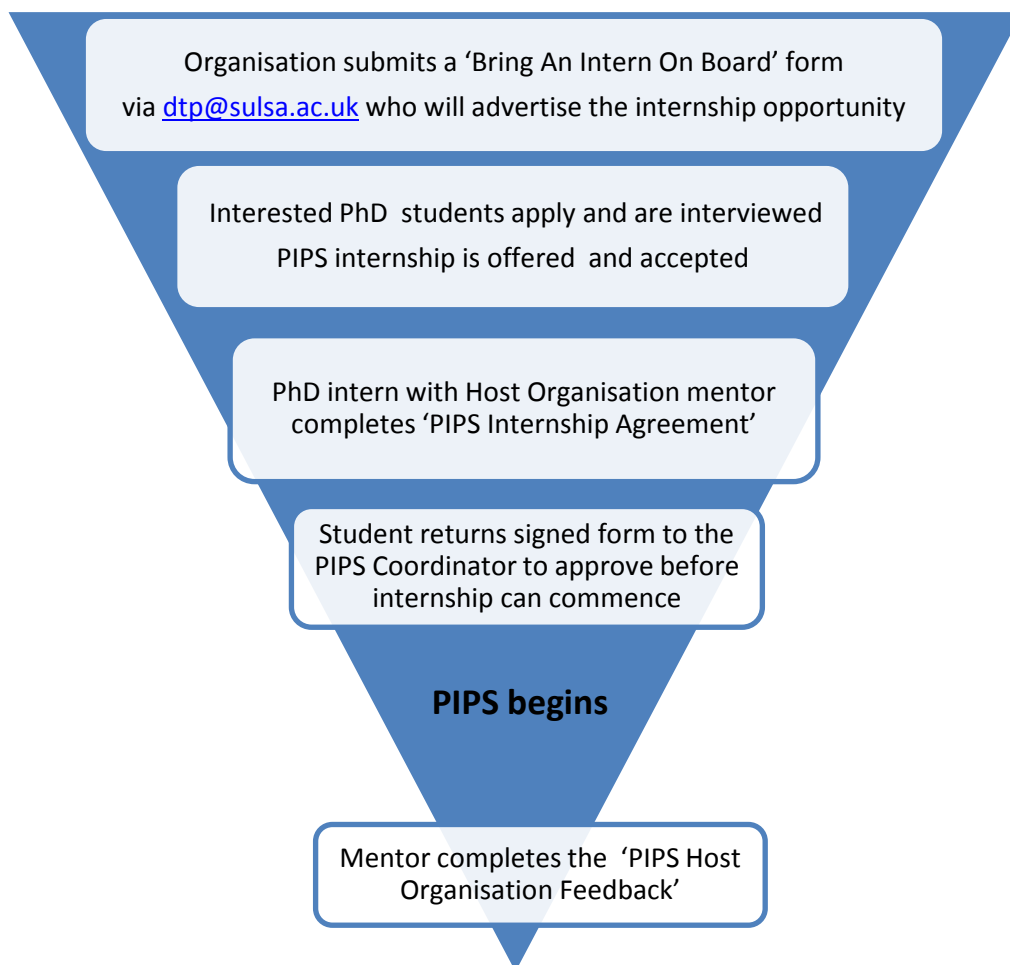
<b>Application Details</b>		
I wish this internship to be advertised open ended to PhD students?	Yes	No
If 'No' please specify a closing date for receiving CVs from interested students?		
Name and contact details for PhD students to submit CV applications		
Any other information:		

<b>Completed by:</b>	
Name	
Date	

Thank you for your interest in the BBSRC PIPS Internship scheme.

## APPENDIX 1

### Responsibilities for the host organisation for the PIPS Process





## APPENDIX 2

### Industry/Employment Sector List

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





**eastbio**  
the East of Scotland Bioscience Doctoral Training Partnership

## **BBSRC DTP PIPS Placement Report, Case Study and EASTBIO Feedback**

A key component of the BBSRC Doctoral Training Partnerships (DTP) programme is the Professional Internships for PhD Students (PIPS) – a three month integrated placement that aims to provide students with the opportunity to carry out a work placement unrelated to their doctoral research during their PhD. Such experience is important both to help early career researchers understand the context of their research and to expose them to the range of opportunities in which they can apply their PhD skills and training after they graduate.

The aim of the PIPS placement report is to capture information on your PIPS placement; including the major outputs, outcomes and impacts from your placement. The report also aims to capture the extent to which your PIPS placement gave you the opportunity to further develop skills or develop new skills.

The information you provide in this report will be collated and made non-attributable. Your supervisors will not be able to view your response; however aggregated analyses may be shared with DTP Management Boards.

### **Notes for accessing the report**

**The PIPS placement report is accessed via a link that is unique to each student.**

To obtain a unique link **students** should email [PIPS@bbsrc.ac.uk](mailto:PIPS@bbsrc.ac.uk) with the text '*Please e-mail me a unique link to the BBSRC DTP PIPS Placement Report*' in the subject field.

### **Notes for completing this report**

The report should be completed on-line by the student, within three months of completing your PIPS placement. If you would like further clarification on any part of the report, please contact [PIPS@bbsrc.ac.uk](mailto:PIPS@bbsrc.ac.uk)

### **Definitions**

**Aims** are the particular changes that you (or the project) are trying to achieve.

**Objectives** are the methods or the planned activities by which you achieve your aims.

**Outputs** are the specific products, services or facilities that result from your activity. They are what you 'put out' as a result of the project. Outputs are not the benefits or changes you achieve; they are the interventions you make to bring about those achievements.

**Outcomes** are the changes, benefits, learning or other effects that happen as a result of the project.

**Impact** refers to the broader or longer-term benefits of a project's outcomes and activities on the economy, society and knowledge base.

## Notes for completing EASTBIO Feedback

Please remember to email [ntp@sulsa.ac.uk](mailto:ntp@sulsa.ac.uk) confirmation that your BBSRC DTP PIPS Placement Report has been completed online along with a copy of your PIPS Case Study or feedback quotes no later than three months after the internship has finished and before month 36 of your PhD.

1. Email [ntp@sulsa.ac.uk](mailto:ntp@sulsa.ac.uk) confirmation that your online 'BBSRC DTP PIPS Placement Report' was submitted with the date. Remember to attach a copy of your case study. An alternative to submitting a case study is to provide one sentence answers each of the following 6 questions. These quotes may be included on the website or other marketing material so remember to include information such as your name, University, cohort year, host organisation name, website, PIPS start and end dates.
  - ✓ What aspects of doing your PIPS did you find most fulfilling? (Please write one sentence)
  - ✓ What did you least enjoy about your PIPS project? (Please write one sentence)
  - ✓ How has your PIPS experience broadened your view of your future career aspirations?
  - ✓ Did you further develop any existing skills or gain any new skills?
  - ✓ How has the internship experience developed your experience for future employment?
  - ✓ How has it developed your confidence?
  - ✓ Describe one outcome or achievement that has arisen from this internship.
  
2. Email your host organisation mentor to ask them to fill in the feedback form. This helps with evaluating from the organisation's view point their experience of hosting this type of internship. It would be good to include in your email the following sentence "Please feel free get in touch at any time in the future if you would be interested in hosting another PIPS internship. Thank you again for your involvement in the BBSRC PIPS Internship scheme."

## Post Professional Internship for PhD Students Placement Report

### 1. TRAINING GRANT INFORMATION

Please select the Doctoral Training Partnership you are part of from the list below.

Doctoral Training Partnership	Choose an item.
-------------------------------	-----------------

### 2. STUDENT INFORMATION

Please provide your details below:

Student Forename	
Student Surname	
Student Gender	Choose an item.
Email	
Date of Birth (DD/MM/YY)	
RO Where Registered	Choose an item.
RO Where Based (main project)	Choose an item.
RO Supervisor Name (main project)	

### 3. PIPS HOST DETAILS

Please provide details of your host organisation below:

Host Organisation Name	
Host Address	
Host Website	
Host Industry Sector	Choose an item.
Other (please describe below)	

### 4. PLACEMENT DETAILS

Please provide details of your placement below:

Describe placement type	Choose an item.		
Did your placement consist of a single, continuous placement or multiple, periodic placements?	Choose an item.		
Placement Start Date	<a href="#">Click here to enter a date.</a>	Placement End Date	<a href="#">Click here to enter a date.</a>
At what stage(s) during your studentship did the placement(s) occur?	Choose an item.		
Please rate the timing of the placement during your studentship	Choose an item.		

**Details of Placement:**

<ul style="list-style-type: none"><li>• Please outline the main objectives of your placement (max 250 words)</li></ul>
<ul style="list-style-type: none"><li>• Please briefly list your main duties and responsibilities while on placement (max 250 words)</li></ul>
<ul style="list-style-type: none"><li>• Please describe your major achievements while on placement (max 250 words)</li></ul>
<ul style="list-style-type: none"><li>• Please describe the major outputs, outcomes and impacts from of your placement (max 250 words)</li></ul>

## 5. SKILLS

Please indicate the extent to which your PIPS placement gave you the opportunity to develop your skills in each of the following areas of the Research Development Framework (RDF). Please note that placements differ across sectors and may not provide opportunities to develop skills in all areas of the RDF. For further information on the RDF please see: <http://www.vitae.ac.uk/CMS/files/upload/Vitae-Researcher-Development-Framework.pdf>

### Knowledge and Intellectual abilities




<b>Knowledge base</b> (e.g. Subject knowledge, Research methods: theoretical knowledge, Research methods: practical application Information seeking, Information literacy and management, Languages, Academic literacy and numeracy)	Choose an item. ▼
<b>Cognitive abilities</b> (e.g. Analysing, Synthesising Critical thinking, Evaluating, Problem solving)	Choose an item. ▼
<b>Creativity</b> (e.g. Inquiring mind, Intellectual Insight Innovation, Argument construction, Intellectual risk)	Choose an item. ▼
<b>Comments</b> Please include details of any specific opportunities for skills development that your placement offered.	

### Personal effectiveness

<b>Personal qualities</b> (e.g. Enthusiasm, Perseverance, Integrity, Self-confidence, Self-reflection, Responsibility)	Choose an item. ▼
<b>Self-management</b> (e.g. Preparation and prioritisation, Commitment to research, Time management, Responsiveness to change, Work-life balance)	Choose an item. ▼
<b>Professional and career development</b> (e.g. Career management, Continuing professional development, Responsiveness to opportunities, Networking, Reputation and esteem)	Choose an item. ▼
<b>Comments</b> Please include details of any specific opportunities for skills development that your placement offered:	

--

### Research governance and organisation

<b>Finance, funding and resources</b> (e.g. Income and funding generation, Financial management, Infrastructure and resources)	Choose an item. 
<b>Research management</b> (e.g. Research strategy, Project planning and delivery, Risk management)	Choose an item. 
<b>Professional conduct</b> (e.g. Health and safety, Ethics, principles and sustainability, Legal requirements, IPR and copyright, Respect and confidentiality, Attribution and co-authorship, Appropriate practice)	Choose an item. 
<b>Comments</b> Please include details of any specific opportunities for skills development that your placement offered:	

### Engagement, Influence and Impact

<b>Engagement and Impact</b> (e.g. Teaching, Public engagement, Enterprise, Policy, Society and culture, Global citizenship)	Choose an item. 
<b>Communication and dissemination</b> (e.g. Communication methods, Communication media, Publication)	Choose an item. 
<b>Working with others</b> (e.g. Collegiality, Team working, People management, Supervision, Mentoring, Influence and leadership, Collaboration, Equality and diversity)	Choose an item. 
<b>Comments</b> Please include details of any specific opportunities for skills development that your placement offered:	



How beneficial was PIPS for your:

Training and skills development	Choose an item. <input type="button" value="v"/>
Research project	Choose an item. <input type="button" value="v"/>

Comments:

Have you acquired any skills through the PIPS placement which you would not have acquired through an academic setting?

Choose an item. <input type="button" value="v"/>
Please give brief details: For example: <ul style="list-style-type: none"><li>• If yes, what skills were acquired? What activities led to the acquisition of these skills?</li><li>• If no, what were the issues with the placement? What activities on the placement were not beneficial?</li></ul>
Comments:

**6. Future work**

Please provide brief comments on any future work that has arisen as a result of your placement:

--

**7. After completing your PhD, what type of employment will you seek as your next position?**

Please select all that apply. Please do not consider any brief period of time (e.g. up to six months) you may spend in your current laboratory after submitting your thesis.

Employment sector:	Choose an item. <input type="button" value="v"/>
Comments:	

**8. To what extent has the PIPS placement made you more or less likely to consider a career in the higher education sector (e.g. postdoctoral researcher, lecturer, etc.)?**

Choose an item. <input type="button" value="v"/>
--

Comments:

9. To what extent has the PIPs placement made you more or less likely to consider a career in the bioscience industry?

Choose an item.

Comments:

**10. General Comments**

Please give any other comments relevant to your placement. Please comment on any other notable outcomes or achievements that have arisen from your PIPs placement. For example: new products, processes, tools or technologies; new intellectual property; invited conference presentations; prizes and awards; subsequent employment; knowledge exchange; economic or societal impacts; public engagement; or wider benefits to the public good

**11. Case Study**

BBSRC will hold an annual competition for PIPs placement case studies. The best case study will be presented with a prize (travel award) at the annual student conference. A selection of case studies will also be published on the BBSRC website. If you would like to enter the case studies competition, please provide your email below. Examples of previous case studies can be found at [www.bbsrc.ac.uk/](http://www.bbsrc.ac.uk/)

Email Address:

