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| A picture containing text  Description automatically generated | **Application for a Placement for**  **PGR students**  Please read the eligibility criteria overleaf |

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| **SECTION 1: TO BE COMPLETED BY THE STUDENT** | |
| Name: | Registration Number: |
| School: | Home/EU: (delete as applicable) |
| Start date of degree: | Expected end date: |
| How is your PhD funded? | How will your placement be funded? |
| Have you previously undertaken a placement? | Yes  No |
| Name and address of the proposed placement partner (e.g. industrial company, charity, etc.): | |
| Short summary (approximately 200 words) of the proposed work to be undertaken. Include explanation of how the proposed collaboration will help your personal development: | |
| Proposed placement start date: | Proposed placement end date: |
| **I confirm that this placement is not related to my research project:** | |
| Student’s signature: | Date: |

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| **SECTION 2: FOR COMPLETION BY THE STUDENT’S SCHOOL** | | | | | |
| Supervisor name: | | | School: | | |
| Additional details (please add any comments/information relevant to the application): | | | | | |
|  | I approve this request for a placement | |  | I do not approve this request for a placement | |
| Supervisor’s name: | | Signature: | | | Date: |
| HoS/PG Tutor’s name: | | Signature: | | | Date: |

**Please return this completed form to one of the following email addresses BEFORE commencing your placement: Arts & Humanities -** [**pgrarts@sheffield.ac.uk**](mailto:pgrarts@sheffield.ac.uk)**; Engineering -** [**pgreng@sheffield.ac.uk**](mailto:pgreng@sheffield.ac.uk)**; Health -** [**pgrhealth@sheffield.ac.uk**](mailto:pgrhealth@sheffield.ac.uk)**; Science -** [**pgrsci@sheffield.ac.uk**](mailto:pgrsci@sheffield.ac.uk)**; Social Sciences -** [**pgrsocsci@sheffield.ac.uk**](mailto:pgrsocsci@sheffield.ac.uk)

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| **SECTION 3: FACULTY CONSIDERATION** | | | | | |
|  | I approve this request for a placement | |  | I do not approve this request for a placement (please state reasons below) | |
| Comments on decision: | | | | | |
| Name: | | Signature: | | | Date: |
| Comments from Scholarships Team re any funder restrictions: | | | | | |
| CIS updated with the following details:   * Placement information (name and address) * Registration status (PGRP) * Time limit extended | | | | | |
| New expected end date: | | | | | |

**Eligibility and Assessment Criteria**

* International students studying in the UK on a Tier 4 student visa or Student Visa route are not normally eligible to apply for an optional placement in this way due to immigration regulations. International students on a Tier 4 or Student Visa should refer to the guidance at: <https://www.sheffield.ac.uk/rpi/pgr/manage/working-and-holidays#international-students> for advice on options that may be available to them and seek further advice from [International Student Support, Advice and Compliance](https://www.sheffield.ac.uk/student-visas-immigration/issac/contact).
* To be eligible for a placement, a student must be currently registered with the University of Sheffield. We would normally expect the placement to be agreed prior to submission of a student’s thesis, although the placement could take place between submission and viva, or post-viva during the period of corrections. Placements should not delay a student’s viva, the timescale for which is expected to be within 10 weeks of submission. Placement arrangements must allow for time off to attend the oral examination if required.
* If a placement is agreed outside of this timescale (i.e. post-viva), it should not extend the normal period for corrections (3 or 6 months). Placements should not be undertaken by students who are required to resubmit their thesis (with or without a further oral examination).
* Applications must be discussed with and approved by the student’s supervisor and Head of School (or their delegate), prior to submission.
* Placements must not exceed 12 months’ duration and will normally be shorter, up to 12 weeks’ duration.
* Where a placement is part of a student’s programme of research, such as PIPS (BBSRC), EPSRC CASE, etc. the funder guidance will be followed. For example, BBSRC expects that the work undertaken should not be directly related to the student’s PhD and will be undertaken during the normal time limit for that programme.
* Unless funder requirements stipulate otherwise, during their normal time limit, students may apply for a suspension of their degree candidature to undertake the placement. During this time, the student’s registration status will reflect that they are on a placement. Students with University funding or funding disbursed by the University should be aware that these funds will not cover the longer period of registration and should seek to secure additional funding to cover the duration of the placement.

**Application process will consider the following issues**

* Applications to University-funded schemes will normally be submitted prior to submission of the student’s thesis.
* Provided placements adhere to the principles above, students may receive a maintenance grant (stipend), rather than being employed by the University or the placement host. The level of maintenance grant will normally be at the UKRI minimum rate (pro-rata) or at the student’s usual maintenance grant rate (pro-rata) if funds are available. Individual schemes may have stipulations around the level of maintenance grant provided.
* Advice on finding and securing placements and funding opportunities is also available from the Careers Service.
* Eligible external partners include business and industry, NHS, charities, public sector bodies.  Where placements are with an educational institution, this should provide opportunities for skills development that are different from those obtained in the PhD.
* Where it is not already explicit in funder terms and conditions, applicants must obtain permission from their financial sponsor to undertake the placement if it is outside the expected terms of the scholarship (e.g. BBSRC see above).
* Applications should be accompanied by a letter of support from the external partner.
* An agreement should be put in place with placement hosts. This will be done by the Contracts team in Research, Partnerships and Innovation, with academic supervisors contributing necessary information to include in the agreement.
* Completed application forms must be forwarded to Research, Partnerships and Innovation for processing **before** the student’s placement commences, otherwise the student’s record will not be updated to reflect the new time limit. This is essential both to maintain accurate details of the student’s registration and to ensure compliance with the University’s statutory reporting duties.