

Host Organisation Guidelines

This document details the terms of taking on a PIPS Student, to which a Host Organisation agrees when signing the PIPS Project Description.

Contact

The DTP Coordinator acts as the point of contact between the Student, the Host Organisation and the University of Cambridge.

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The DTP Office can be contacted for any questions the Host Organization might have. Also, if any difficulties arise during the PIPS, including concerns over health and safety or the Student's behaviour, the Host Organisation should raise these issues with the DTP Office as soon as possible.

Reporting

The Student will complete and submit to the DTP Office a report of their experiences during the internship within two weeks of the end date of the PIPS. They will also complete and submit a PIPS Report to the BBSRC within one month of the end date of the PIPS.

They may be asked to provide a testimonial detailing their experiences, which will be displayed for the benefit of other students and organisations on the private online Forum, hosted on the University's virtual learning environment.

If any of the work involved in the internship is confidential then it is the responsibility of the Host Organisation to make this clear to the Student and handle any necessary paperwork. It should be made clear to the Student that their reports to the DTP and to the BBSRC should focus on general information and contain no confidential specifics. If there is any uncertainty, the Host Organisation should ask to review the relevant section of the report: 'Project Description'. The Student may be expected to provide the entire report for review by the Host Organisation.

The Host Organisation will be asked to complete and submit to the DTP Office a report, within one month of the end date of the PIPS, detailing their experiences of the internship. The Student's attendance should be recorded throughout the internship.

Intellectual Property and Confidentiality

Throughout the PIPS the Student is considered to be working for the Host Organisation. As such, neither the University of Cambridge nor the Student have any claim towards intellectual property generated as a result of the work undertaken by the Student as part of their internship.

As the PIPS should be unrelated to the research being conducted by the Student, it is expected that there should be no exchange of potentially confidential or protected information between the Host Organisation and the University of Cambridge via the Student.

Payment to the Student

For the duration of the PIPS, the Student will be in receipt of their PhD stipend from the DTP. However, the funder body has recognised that some of the companies offering placements have their own policy regarding the internship, for instance some host organisations must pay the stipend to their interns. If this is the case, students are allowed to be paid during the internship, but they are allowed to receive only one stipend. Therefore, the DTP stipend for the duration of their PIPS will be stopped.

Stipends and any additional payment of expenses should be agreed in advance: the Host Organisation should contact the DTP Office if there are any queries relating to this. There are limited funds available from the DTP for reasonable travel and subsistence costs, provided the student submits an application which is subsequently agreed by the DTP.

The programme exists to facilitate a useful internship for both the Student and Host Organisation, and the DTP will provide resources to support this where possible.

Normally all costs directly incurred by the Host Organisation as part of the internship project should be met by the Host Organisation. Any extra costs resulting from the PIPS being based abroad should be met by the Host Organisation.

To find out more about employment rights and pay for interns please refer to:

<https://www.gov.uk/employment-rights-for-interns>

Insurance

The Host Organisation is expected to have 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.

The Student is covered by the University's public liability insurance whilst travelling to and from the premises of the Host Organisation.

Equal Opportunities

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

Health and Safety

The Host Organisation should carry out a risk assessment of the work that will be carried out by the Student during the PIPS. This will be required in advance by the Student in order to apply for permission to Work Away from the Student Registry of the University, and should include details of public liability insurance in place. It should be of the same format provided for any new employee.

The Host Organisation should make the Student fully aware of any hazards or dangers that will be incurred by the PIPS in advance. The Host Organisation is expected to comply with all local and national health and safety laws, rules and guidelines, and will be considered responsible for the health and safety of the Student whilst the Student is on its premises or elsewhere engaged in work relating to the internship.

The Host Organisation should communicate its Health and Safety Policy to the Student and make reasonable effort to enforce this policy. It is expected that the Host Organisation will provide all training, protective clothing and equipment identified as necessary by the risk assessment.

The Host Organisation should report any accidents involving the Student to the DTP Office immediately.

Behaviour

The Host Organisation should expect the Student to comply with all reasonable instructions, policies, guidelines and rules of the Host Organisation.

Sickness at Work

Sickness is a normal, if regrettable, part of working life, and as such the DTP recommends that the Host Organisation waives any days on which the Student is ill (i.e. they shouldn't have to work extra to make the time up to sixty days). The general guidance is that the Host Organisation should approach sickness at work in the same way they would any other employee. However, there are some additional guidelines:

1. If the Host Organisation feels that the absence is no longer justified they should contact the DTP Office to arrange an intervention with the Student.
2. If the Host Organisation feels that the absence is too frequent or excessive by the standards they would place on an employee they should contact the DTP Office to arrange an intervention with the Student.

3. If there is a specific project that was not completed as a result of a longer period of illness, the Host Organisation and the Student may reach a mutual agreement for an extension to the PIPS in order to complete this work.
4. If the Host Organisation feels that a prolonged period of absence has significantly affected the value of the PIPS in terms of the Student's development, the Host Organisation and the Student may reach a mutual agreement for an extension to the PIPS in order to allow time for full development of those skills.

The DTP feels that instances of absence due to sickness need to be assessed on a case-by-case basis, hence the lack of strict rules. We ask that the Host Organisation bear in mind, when dealing with the Student, that it may be difficult for them to make up extra time, particularly if the location of the PIPS has required them to find alternative accommodation or if their research will be affected significantly.

Termination

Despite everyone's best efforts an internship might sometimes not work out as hoped. If the Host Organisation is concerned about the Student, the DTP asks that they contact the DTP Coordinator as soon as possible. In the unlikely event that a PIPS needs to be ended early, the DTP asks that the Host Organisation tries to arrange this with the DTP such that the Student has at least six weeks of their PIPS remaining. The DTP feels this is the minimum amount of time needed for the Student to settle in with a new host.

Support

The PIPS programme is designed to facilitate a useful internship for both the Student and the Host Organisation. The Host Organisation is encouraged to contact the DTP Office if they have any queries about any aspect of the programme. The DTP will provide support and make any necessary decisions on a case-by-case basis.