**Research Practice Placement Agreement: School of International Relations, MPhil in Peacebuilding and Mediation**

Please complete electronically, in consultation with your Co-ordinator and your host organisation. This form can be signed electronically. The signed form must be returned to the Global Office by **30 June**. This document should be completed with reference to the University’s [Work Placement Policy](http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/Work_Placements.pdf).

1. **Personal Information**

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Nationality |  |
| St Andrews ID |  |
| Degree intention |  |
| Do you have a UK student visa? |  |

1. **Host Organisation Information**

|  |  |  |
| --- | --- | --- |
| Full name of host organisation | |  |
| Postal address | |  |
| Website | |  |
| Sector | |  |
| Work Based Supervisor | Name |  |
| Function |  |
| Email |  |
| Telephone no. |  |
| Emergency contact details for Host Organisation | Name |  |
| Function |  |
| Email |  |
| Telephone no. |  |

1. **Research Practice Placement Details**

|  |  |
| --- | --- |
| Placement semester (S1 or S2) |  |
| Placement start date (dd/mm/yyyy) |  |
| Placement end date (dd/mm/yyyy) |  |
| Hours of work |  |
| Will the research practice placement be primarily remote/virtual work? | Yes  No |
| Location of research practice placement (if not remote/virtual) |  |
| Preliminary details of research-orientated output planned for the placement |  |
| Will the student receive financial support for the placement? | Yes  No |
| Will the student receive a contribution in kind for the placement? | Yes  No |

1. **Training Programme**

|  |  |
| --- | --- |
| Monitoring and evaluation plan | As agreed by work placement Supervisor and School of IR, PBM Research Practice Placement Coordinator |
| Other training requirements? (E.g., periods of in-house training prior to student commencing the placement) |  |

1. **Commitment of the three parties and signatures**

|  |
| --- |
| By signing this document, the student, the University of St Andrews and the host organisation confirm that they will abide by the principles of the Quality Commitment for student placements set out in the attached document. |
| **1. The Student**   |  |  | | --- | --- | | **Signature:** | **Date:** | |
| **2. The host organisation**  In addition to the Quality Commitment, we confirm that:   * The proposed training programme is approved, and that the details of our organisation on this form are accurate. * We will monitor the progress of the placement and consult with St Andrews if necessary. * We will provide the student with a full and clear induction, including health and safety arrangements, fire precautions and emergency evacuation arrangements. * We will assist the University with any information about the placements of overseas students required by UK immigration authorities. * In cases of serious accidents or incidents involving the student, or breaches of discipline by the student, we will consult with colleagues at St Andrews. * On completion of the training programme the organisation will issue a Certificate of Attendance to the student and will complete a final evaluation of the student. * At the University of St Andrews, work placements for academic credit are normally recognised on a student’s University transcript (HEAR). If you do not agree to having your company’s name listed on the transcript, please tick here.   **Please refer to the Quality Code below before completing the signature section.**   |  |  | | --- | --- | | **Name:** | **Position:** | | **Signature:** | **Date:** | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3. The University of St Andrews**  I confirm that this proposed training programme agreement is approved, and our School will carry out a risk assessment following relevant guidelines set by the University. The student will be covered by the University’s travel insurance. The placement is an integral part of the student’s degree programme.  **Placement Co-ordinator**   |  |  | | --- | --- | | **Name:** | **School:** | | **Signature:**  **Institutional Coordinator, Student Mobility Officer**  **Signature:** | **Date:**  **Date:** | |  |  | |

**UNIVERSITY OF ST ANDREWS QUALITY COMMITMENT**

**For work placements**

**THE UNIVERSITY OF ST ANDREWS UNDERTAKES TO:**

**Before**

• Provide students with clear information about **eligibility criteria** for Work Placement components and how they fit into the overall degree programme.

• Define the **learning outcomes** and assessment criteria of the Work Placement in terms of the knowledge, skills and competencies to be acquired.

• Support the student in **finding** an appropriate Work Placement to achieve the learning outcomes.

• **Select** students on the basis of clearly defined and transparent criteria and procedures and sign a placement contract with the selected students.

• Where appropriate, provide students with clear **criteria** for the approval of Placements and stipulate a process for reaching a decision on the suitability of Placements.

• Undertake an appropriate **risk assessment** for the Placement. This may be an individual risk assessment or adaption of a generic one to suit a particular Placement and participating student.

• Provide the Host Organisation with information about the **academic framework, learning outcomes and assessment mechanisms** which govern the Placement.

• Where appropriate, negotiate and sign a **Confidentiality/Non-disclosure Agreement** with the student and the Host Organisation. In cases of regular providers, the University and the Host Organisation can sign a framework agreement to cover all Placements of a similar nature.

• Making students aware of the **practical and professional requirements**, including breach of contract, of the Host Organisation and, if relevant, the cultural life of the host country.

• Provide full **pre-departure briefing** including emergency contacts and advice to students concerning accommodation, financial arrangements, travel and immigration.

• Ensure students and Host Organisations know how to **raise concerns** with the University or report any difficulties they might experience during the Placement.

**During**

• **Monitor** the progress of students on placement and provide **ongoing support** throughout.

• Monitor the **quality** of the Placement as per the Work Placement Agreement.

• Ensure a **contingency plan** is in place should the student be unable to complete the Placement at the Host Organisation.

**After**

• **Debrief** the student on completion of the Work Placement.

• Where appropriate, provide students with advice and support to ease their **transition** back to St Andrews after completion of the Placement.

• Maintain a list of approved Host Organisations and undertake **review** of regular providers.

**THE UNIVERSITY OF ST ANDREWS AND THE HOST ORGANISATION JOINTLY UNDERTAKE TO:**

* Negotiate and agree the programme of the placement and the recognition arrangements for each student and the adequate mentoring arrangements.
* **Monitor** the progress of the placement and take appropriate action if required.
* Neither party will discriminate on the basis of:
  + age
  + gender reassignment
  + being married or in a civil partnership
  + being pregnant or on maternity leave
  + disability
  + race including colour, nationality, ethnic or national origin
  + religion or belief
  + sex
  + sexual orientation

Details of the University’s Equality and Diversity Policy can be found [online](http://www.st-andrews.ac.uk/hr/edi/).

**THE HOST ORGANISATION UNDERTAKES TO:**

**Before**

• Provide a **job/ person specification** for the Placement.

• Assign to students **tasks and responsibilities** to match their intended knowledge, skills, and desired learning outcomes and ensure that appropriate support and equipment are available.

• As appropriate, negotiate and sign a **Work Placement Agreement** with the student and the University.

• Appoint a **Work-Based Supervisor** to mentor and manage students throughout the Placement.

• If relevant to the student’s programme, provide guidance to the student in finding appropriate **accommodation.**

• Confirm to the University that it has its own **risk assessment** documentation for the Placement.

**During**

• **Monitor** the progress of students on placement and provide ongoing support throughout. In the event of student absence or non-engagement, please inform the University by emailing [studyabroad@st-andrews.ac.uk](mailto:studyabroad@st-andrews.ac.uk)

• Provide the student with a **full and clear induction**, including health and safety arrangements, fire precautions, emergency evacuation arrangements and the main findings from any relevant risk assessment.

• Assist the University with any information about the Placements of **overseas students** as required by UK immigration authorities.

• Consult with the University in cases of **accidents or incidents** involving the student, or breaches of discipline by the student.

• Co-operate with the University to meet the requirements of the **student’s academic programme** such as the need for assessment and feedback.

**After**

• On completion of the Placement, provide **feedback** to the University as agreed at the outset of the Placement.

**THE STUDENT UNDERTAKES TO:**

**Before**

• Where appropriate as determined by the nature of the programme, be responsible for **securing an approved Work Placement.**

• Attend any **pre-departure sessions** and ensure that information provided by the University and the Host Organisation is understood.

• If participating in a Work Placement abroad, be responsible for ensuring they have **valid passports and visas** for their destination and their return to the UK.

• Seek any relevant advice from their own GP in relation to **immunisations and health issues.**

• Ensure that all **documentation** which requires their input is submitted by the required deadline.

• Take full **insurance** for his/her travel and stay at the work placement. The University of St Andrews [insures students](https://www.st-andrews.ac.uk/students/study-abroad/before-you-go/insurance/) for the duration of their placement.

**During**

• **Comply** with all arrangements agreed for the Work Placement and approach the opportunity in a **professional manner** which upholds and enhances the University’s reputation.

• Abide by the **rules and regulations** of the Host Organisation, including working hours, code of conduct, rules of confidentiality and social media policy.

• Be fully aware of the **health and safety** aspects of the Work Placement and comply with all guidance issued by the School and the Host Organisation.

• **Communicate with the University pro-actively**, especially if a problem arises or there are any concerns about the Placement.

• Complete all **academic requirements** as stipulated by their School in St Andrews.

• Comply with any **student visa requirements** as detailed by the University (or UKVI).

• Comply with the University’s relevant **Terms & Conditions**.

**After**

• Where appropriate, on return, provide **feedback** on their experience and be pro-active in integrating their learning from the Placement with their academic studies, and in helping to prepare the next cohort of students for their participation in a Work Placement.

* **Submit a report** in the specified format and any required supporting documents at the end of the placement.

**RESEARCH PRACTICE PLACEMENT, KEY PRINCIPLES**

1. Scope and objectives: The placement is designed to be more than an internship, with the student primarily engaged in design and delivery of a substantive report, community survey, project, pilot test, grant application, or other project that will significantly assist the host organisation in its work and mission. Research practice placements are completed for academic credit towards students’ MPhil in Peacebuilding and Mediation. They are unpaid (unless agreed otherwise), and students agree to cover their own accommodation and living expenses for the duration of the placement except in situations where the host organisation agrees.
2. Timing & duration: The placement will be full-time for a period of 3-4 months in autumn or spring.
3. Selection: The host organisation will have final say over selection, and can opt not to participate in any given year if no suitable applicants emerge. The St Andrews placement liaison will forward applications to the host organisation for review, after a first vetting, and will set up and coordinate any student interviews as requested.
4. Final assessment: The host organisation will complete a brief assessment of the student at the conclusion of the placement. Academic staff at St Andrews will carry out all other assessment of the student.
5. Placement liaison at St Andrews: A Research Practice Placement (RPP) coordinator will be the main focal person for the host organisation to discuss and resolve difficulties (should any emerge), and is a resource for the organisation and student throughout the placement. The placement liaison will also hold orientation and debriefing sessions for students, and will solicit feedback from the partner organisation at the conclusion of the placement for subsequent years.
6. Confidential data & IP: The host organisation agrees to let the RPP coordinator see the student’s work (e.g., final project report, results of community survey, grant, or pilot test) for the purpose of assessment only. The host organisation is the owner of all IP produced by the student.

**RISK ASSESSMENT**

The student and RPP coordinator will complete a risk assessment for the University of St Andrews with the assistance of the host organisation.

**DATA SHARING**

Each party will communicate with one another over any student misconduct (academic or non-academic) which may arise during the course of the work placement. In accordance with requirements for students to conduct themselves according to the rules and regulations of both the University and the Host, it may be necessary for each Party to conduct separate processes in relation to any such student misconduct case. St Andrews therefore requests that a Host Organisation co-ordinator provides relevant information to the Student Mobility Officer (Outbound) at the Global Office at St Andrews, via [studyabroad@st-andrews.ac.uk](mailto:studyabroad@st-andrews.ac.uk).

Recognising that each Party will comply with all applicable Data Protection Laws or equivalent legislation in connection with its obligations and activities to facilitate this work placement, for St Andrews this is the UK General Data Protection Regulation (UK GDPR) when read with the Data Protection Act 2018. St Andrews declares that it will transfer personal data to a partner organisation for the following purposes:

* Preparing for and managing the provision of higher education or training at a partner institution, etc.
* The provision of student support (welfare) services when studying/working away from St Andrews
* Continuation of studies at a partner institution
* Substantive public interest
* Legal obligation, which could include meeting a duty of care obligation

Where permissible under Data Protection regulations, the Parties shall communicate any outcomes of such individual processes as may be undertaken which may impact on the ongoing collaborative activities between the Parties.

**INSURANCE**

St Andrews students authorised to undertake a work placement agreement as part of their degree programme will be covered by the University’s travel insurance policy. The University’s insurance provider is currently AIG Insurance - Globe Cover. Policy number: 0015901761.

Cover includes:

* Unlimited medical expenses
* Cancellation and curtailment
* Repatriation
* Personal liability insurance
* Baggage delay
* Loss of or damage to personal belongings
* Loss of travel documents (passport)
* Excess is £100 for all claims.

Please note that the University’s travel insurance policy now has a pandemic and global health emergency exclusion in it (medical costs continue to be covered). This relates to matters such as cancellation, curtailment, delay and re-arrangement. It does not apply to medical costs.

In an emergency, students abroad covered by the University’s policy can obtain immediate assistance by contacting Globe Cover - 24hr/365day access.

Telephone: +44 (0) 1273 401950

Please contact [insurance@st-andrews.ac.uk](mailto:insurance@st-andrews.ac.uk) if making a claim.

Summary of Insurance for Student Work Placements arranged by the University of St Andrews (i) outwith the UK or (ii) involving flights or at least one overnight stay within the UK.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | INSURANCE ARRANGED BY… | |
| 1. INJURY OR HARM SUFFERED BY THE STUDENT | | UNIVERSITY | STUDENT |
| 1.1 | Employers Liability insurance (or equivalent) for liability of the Host for negligent injury or harm caused to the student in connection with the Host’s business or profession. | 🗷 | 🗷 |
| 1.2 | Workers Comp benefits for the student relating to injury or harm caused to the student in connection with the Host’s business or profession. (indicate ‘not applicable’ if the law does not require it). | 🗷 | 🗷 |
| 1.3 | Non-negligent personal accident benefits for injury or harm to the student (list of insured injuries is specified within the policy). | 🗹 | Note 2 |
| 1.4 | Emergency medical care and repatriation expenses for the student. | 🗹 | Note 2 |
| 1.5 | Health insurance for the duration of the student’s stay in the country. | 🗷 | Note 3 |
| 1.6 | Loss of damage to personal belongings for duration of the student’s trip | 🗹 | Note 2 |
| 2. INJURY OR HARM CAUSED BY THE STUDENT | |  |  |
| 2..1 | Public / General Liability insurance (or equivalent) for liability of Host for third party injury or harm caused negligently by the student in connection with the Host’s business or profession. | 🗷 | 🗷 |
| 2.2 | Does cover 2.1 provide indemnity to the student for their personal liability for negligent third party injury or harm caused in connection with the Host’s business or profession? | 🗷 | 🗷 |
| 2.3 | Personal Liability insurance for third party injury or harm caused negligently by the student but not in connection with the Host’s business or profession. | 🗹 | Note 2 |
| 2.4 | Third Party Liability insurance (or equivalent) for third party injury or harm caused negligently by the student using a motor vehicle in connection with the Host’s business or profession. | 🗷 | 🗷 |
| 2.5 | Third Party Liability insurance (or equivalent) for third party injury or harm caused negligently by the student using a motor vehicle but not in connection with the Host’s business or profession. | 🗷 | Note 3 |
| 2.6 | Other – please specify… |  |  |

Note 1: Applies to all University of St Andrews covers noted above - this is an overview of cover and full details of insurance exclusions, benefits, limits and conditions are available on request.

Note 2: If University of St Andrews Travel Insurance limits or Personal Accident benefits are not deemed adequate, it is the responsibility of the Student to inform the University of St Andrews and arrange their own personal cover.

Note 3: Certain forms of cover during work placement trips such as health insurance or motor insurance are not provided by the University of St Andrews and must be placed by the student if applicable.

Note 4: Within the UK, the Association of British Insurers (ABI) wording includes students and others on work experience within the definition of Employee and they should be covered automatically under 1.1, 2.1 and 2.2 by the Host’s Employers Liability and Public Liability insurance.