**GW4 BioMed Doctoral Training Partnership**

**Broadening Horizons (BH) Placement Description**

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| **Student** | **Name** |  |
| **Registered university** |  |
| **Broadening Horizons Host Organisation** | **Name** |  |
| **Website** |  |
| **Department** (if applicable) |  |
| **Address** (placement base location. If virtual, use your university address) | Postcode: |
| **Supervisor name** |  |
| **Supervisor job title** |  |
| **Supervisor contact details** | Email: Telephone: |
| **Sector** |  |
| **Placement** | **Role title** |  |
| **Virtual/Hybrid/In person** |  |
| **Start date**  | *\*\*Please note that the legal agreement can take 2-3 months to sign off by all parties, so please ensure you factor this into the timescales* |
| **End date** |  |
| **Working pattern**(Expected to be 8 hours per day (including required work breaks) and 35 hours/week, unless otherwise agreed) | Daily work pattern:Total hours per week: FT/PT: |
| **Annual leave** (if to be taken and agreed with BH supervisor. To be agreed prior to signing Legal Agreement) | Dates: |
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| **Placement Outline Student to complete** |
| *This section is to provide a general overview of what the placement entails (not what the BH scheme is).* |
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| **Key responsibilities Student to complete** |
| *List the key responsibilities that you will be expected to carry out during your placement. This section allows you to define the main tasks that you will be undertaking as part of your placement such as writing a report, presenting to clients, organising an event.* |
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| **Training/Skills Development Student to complete** |
| *Provide further details on any training/skills development which may be available to you* |
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| **Person specification BH host organisation to complete** |
| *Provide details of the person specification required for the offered role such as skills, educational background, qualifications, work experience.* |
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| **Overview of BH host organisation BH host organisation to complete** |
| *Provide details of your organisation, including details about the department (if applicable).* |
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| **Research-based placements Student to complete** |
| *The Broadening Horizons placement can be related to your PhD project but should not be something that you would have done anyway in your institution. If your placement is related to your PhD, please provide further information about how the work you will do is different, e.g. learning and performing new techniques and analyses and/or developing a new perspective your PhD project.* |
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| **Placements undertaken overseas Student to complete** |
| *If planning to undertake a Broadening Horizons placement overseas, please contact GW4BioMed@cardiff.ac.uk* |
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| **Funding to be applied for from your RTSG and Flexible Funding Student to complete** |
| *Outline details here of proposed funding applications from the DTP:**RTSG:**Flexible Funding***:**  |
| **Financial contribution BH host organisation to complete** |
| *Outline details of any financial contribution that you are willing to provide to the student such as additional travel and accommodation costs.* ***Note:*** * *The student will be receiving a stipend throughout their placement and so are not permitted to receive a salary.*
* *The BH host organisation are expected to fund any in-house costs related to the placement project and reimburse the student for any out-of-pocket expenses directly related to placement business.*
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| **Additional costs Student to complete** |
| *If the cost of the placement exceeds the financial contribution from the host, outline the additional costs and how these costs will be covered.* |
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| **Interruption to Studies Student to complete***These are only required where your placement is paid by the Placement Host****.***Is your placement paid: Yes/No  |
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| **Progress Monitoring and DTP cohort activities Student to complete** |
| Please x to confirm:* you have taken your Progress Monitoring timetable into account when arranging the placement
* you have informed your Broadening Horizons organisation of the DTP cohort activities

 that take place during your placement that you are expected to attend. |
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| **Additional information**  |
| Risk assessment – *depending on the placement and location, your registered university may require you to complete one.* Non-disclosure agreements – *some organisations may require this.* Alerting your registered university – *you will also need to inform your school/department of your absence for your placement.* Employer Liability Insurance – *please ensure that this is in place by discussing this with your host.*Intellectual Property and Confidentiality Agreements – *some organisations may require this*Contractual requirements (Project dependent): *ATAS, Honorary Contract with Trusts – these will be project dependent but may be required. Note: clearances can take over 3 months to be processed so please take this into account with timescales****Please liaise with your Broadening Horizons contact for further guidance in relation to the above.*** |
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| **Staying in touch Broadening Horizons supervisor to complete** |
| Please indicate if you are interested in staying in contact with the DTP.*This is completely optional. If you are interested, we may email you about opportunities to advertise potential Broadening Horizons placements and career opportunities to our student cohort or to ask for feedback. If different from the email address provided above, please include the best email address to contact you below.* |

Confirmation that the job description has been seen and approved by:

Broadening Horizons organisation supervisor: Name: Date:

Main supervisor: Name: Date:

Once completed, form is to be returned by the student to the DTP Hub (GW4BioMed@cardiff.ac.uk) for approval.

In the absence of an electronic signature, cc’ing of the Broadening Horizons organisation supervisor and main supervisor in the return of the job description will be considered acceptable.