



# ACCE PLACEMENT SUPPORT

Guidance for students applying for ACCE  
DTP placement support

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## GUIDANCE FOR STUDENTS APPLYING FOR ACCE DTP PLACEMENTS' SUPPORT

The ACCE DTP placements' support scheme provides an opportunity and financial help to undertake 1-3 months placement. It aims to provide work experience with organisations that may otherwise be unable to take on an intern. 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 available to them after they graduate.

### SUPPORT

The ACCE DTP team will support ACCE DTP students through the process of applying for, securing and completing a placement. Students should keep their supervisors informed throughout the process of arranging and undertaking a placement. Supervisors are encouraged to maintain contact with their students while on placement and where possible visit the student on placement.

### HOW DOES IT WORK?

ACCE Placement Support is available and will be awarded competitively to ACCE DTP students who can demonstrate that the experience will benefit them professionally. Placement should be a training or experiential learning opportunity which offers significant added value to your doctoral programme (it should not be a continuation of your research project which could be achieved within your home institution instead).

### WHAT FINANCIAL SUPPORT ACCE CAN PROVIDE?

1. Additional placement - Stipend (max of 3 months);
2. Travel support – covers travel to/from the location of the placement (details in the table below about maximum claimable budget);
3. Accommodation – covers accommodation if you undertake relocation to the location of the placement (details in the table below);
4. Other occasional expenses, limited to local travel and travel insurance (only in cases where the University Insurance cover needs to be extended).

Students will continue to receive their stipend payment from the DTP during the placement as normal, without suspension. When they return to their studies after completing the period of the placement, they will receive an additional stipend for the time they were on placement.

Students should identify travel/accommodation costs associated with the placement. Wherever possible, an agreement should be made that the placement provider will make a reasonable contribution to any travel & accommodation expenses. The agreement must be

arranged between the student and the placement provider before the commencement of the placement.

Details about the maximum eligible cost are available in the table below.

The maximum claimable budget for travel, accommodation, and other occasional expenses should not exceed **£1500** for UK based placements (an additional £500 is available for placements in London) and **£3500** for Overseas placements.

Eligible cost	Details	Max. Claimable amount (3 months) for placements in the UK	Max. Claimable amount (3 months) for Overseas placements
<b>Stipend during placement</b>	Max of 3 months of stipend beyond your original funded period (3.5 years) to cover the period of placement;	£3700	£3700
<b>Travel</b> <b>Standard class rail travel;</b> <b>Mileage claimed at local institution rate,</b> <b>Economy air travel,</b> <b>Bus fares,</b> <b>Taxi (where bus not available).</b>	Travel costs can be claimed to (i) get you to your placement location in the first instance (if you are away from your host location) and home again at the end; (ii) cover commuting costs if you chose to stay in your current accommodation, but commute to a different location for the placement. If you move to a new location (and so require accommodation costs), then you would not usually be expected to claim commuting costs since your accommodation should be close enough to your placement.	£1500	£3500
<b>Accommodation</b>	Accommodation at local rates (if moving away from the usual accommodation is required, and in which case daily commute cannot be claimed for).		
<b>Other incurring expenses limited to local travel and travel insurance (only in cases where the University Insurance cover needs to be extended).</b>	Other occasional expenses e.g. travel insurance if you are undertaking an Overseas placement.		
	<b>Total max claimable amount per placement</b>	<b>£5200</b>	<b>£7200</b>

## PAYMENTS AND CLAIMS

Payments for accommodation and initial travel can be arranged in advance before the start of the placement, but you need to provide the appropriate original invoices.

All other costs during the period of placement will need to be reimbursed/claimed back on an Expenses claim form for non-staff at the University of Sheffield, and you need to provide all original expenses receipts/invoices during the period of placement. Please contact the ACCE DTP team for more details ([acce.dtp@liverpool.ac.uk](mailto:acce.dtp@liverpool.ac.uk)).

#### TIMEFRAME

Students are eligible to undertake placements up to 3 months full time. We recommend that students spend this time in a single block with a single host. Research shows that this is the optimal format for this type of placements.

Students should discuss the timing of the placement with their supervisors. There is flexibility in the timings of the placement; this is to accommodate the requirements of the host university but also to avoid disruption to the students Ph.D. project. We recommend that placements are undertaken between 12 and 36 months of the Ph.D. studentship. Undertaking a placement means that your Ph.D. stipend will be extended for the duration of the placement beyond the 3.5 years of your Ph.D. studentship. You and your supervisor need to be aware that this **WILL NOT** extend your submission time, and you will still need to submit your Ph.D. at the end of year 4.

#### WHO CAN I DO PLACEMENTS WITH?

You can do a placement with a range of public research organisations (non-academic), NGOs, small-medium enterprises and other private organisations, charities, trusts, local councils, etc.

When you think about which organisations to approach, you should consider:

- ❖ Your career aspirations;
- ❖ The skills you want to develop;
- ❖ Opportunities to translate the learning from your studies into the wider world;
- ❖ Practicalities such as the location of the organisation and the feasibility of completing the work within the time requested.

#### PLACEMENTS IDEAS

The placement should be a well-justified enhancement to the Ph.D. training. It should provide relevant training on subject-specific or generic transferable skills identified in your training need analysis or the UK Researcher development framework (<https://www.vitae.ac.uk/vitae-publications/rdf-related/researcher-development-framework-rdf-vitae.pdf/view>).

At the same time, it should incentivise genuine engagement with non-academic end users of research. Placements should help students to understand how their research and professional skills can be used in a broad but relevant context. **Research roles in academia or universities and research institutes are not appropriate.**

Placements should ideally be discrete projects, and they must be well planned and managed. They should provide experience at a level appropriate for a postgraduate student. Examples of different types of placements include:

- ❖ Conducting surveys, analysing data and producing reports;
- ❖ Investigating efficiency and cost-saving activity;
- ❖ Managing, delivering a particular service for a certain period;
- ❖ Joining specific teams to assist in the delivery of their activities and projects;

Non-research roles such as:

- ❖ Teaching – in schools, using the Researchers in Residence scheme, or through other mechanisms;
- ❖ Policy – developing policy or working in a related setting, such as a government department, local authority, non-departmental public body, professional association, charity, research funder or medical organisation;
- ❖ Media – a wide variety of roles are possible here that help students understand the wider societal context of their research. Such placements could include working in science communication roles or other roles in a press office, science publishing company, zoo, museum or botanic garden, etc.

#### CONTACTING POTENTIAL PLACEMENT HOSTS

The best way for students to secure a placement they want at the time they want it is to take responsibility for securing the placement themselves. This opportunity provides the student with the benefit of choosing the organisation, the experience of making the first contact and negotiating the placement project.

You need to identify a suitable placement host organisation depending on your interests and career aspirations.

You need to contact the potential organisations directly and ask them if they might be interested in hosting you, or you can respond to already advertised placement at selected organisation.

If you are approaching the potential placement provider yourself, please follow these guidelines:

- ❖ Remember that any time you communicate with another organisation, you are a representative of the University you study at so please be polite and respectful;
- ❖ The people that you contact are unlikely to know anything about ACCE DTP and the placement support, so you will need to explain it to them. You can send them a copy

of the documents entitled 'Guidance for hosting a student through ACCE DTP placement support' and the 'ACCE Placement support application form';

- ❖ Do not focus just on how the placement will benefit you - instead, be prepared to explain why you would wish to work for that organisation regarding the skills and experiences that you might bring to them? Show your enthusiasm by explaining how the placement relates to your career plans and your subject of study;
- ❖ Remember that you can complete the time of your placement in a way that suits you and fits in with your studies. You are eligible for ACCE placement support if you are between 12 and 36 months of your Ph.D. studentship. Please negotiate your time at the placement provider to satisfy these criteria;
- ❖ You need to contact the potential placement provider organisations well in advance before the time you find suitable to do the placement. Sometimes it might take months before suitable placement starting date is identified.

#### INTERNATIONAL PLACEMENTS

Some students may consider undertaking a placement overseas. In the main and where reasonably practicable, the procedures described previously should be followed. It should be noted that work overseas will be subject to the health and safety regulations of the country in question.

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#### TRAVEL ADVICE

Students should seek appropriate travel advice by the DTP partner university they are registered. The DTP partner institution is responsible for ensuring students have the appropriate travel documents.

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#### HEALTH ADVICE

Students should seek advice regarding necessary vaccinations, anti-malaria drugs, first aid kits, etc. We recommend that anyone travelling overseas should have an appropriately stocked first aid kit. The DTP partner institution is responsible for ensuring students have the appropriate advice on food and water at the destination they are heading.

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#### INSURANCE

Each DTP partner institution is responsible for ensuring students are provided with copies of relevant insurance information and policies.

## WHAT HAPPENS WHEN AN EMPLOYER INDICATES AN INTERESTED IN HOSTING A PLACEMENT?

Once your potential placement provider expresses interest to host the placement you need to develop a placement project proposal and must complete the **ACCE Placement support application form**.

Students should liaise with the Placement provider to write the proposal and complete the form. Students are responsible for negotiating the Placement project proposal, timeline, and submission of the application form.

## ACCE PLACEMENT SUPPORT APPLICATION PROCEDURE

### COMPLETE AND SUBMIT ACCE PLACEMENT SUPPORT APPLICATION FORM

The ACCE Students are responsible for completing and submitting the ACCE Placement support application form. Please email an electronic copy to [acce.dtp@liverpool.ac.uk](mailto:acce.dtp@liverpool.ac.uk). ACCE Placement support form must be signed by the student, student's lead supervisor, and Placement provider representative **before** the application submission.

### EVALUATION AND APPROVING

The ACCE Placement support application will be evaluated by the ACCE Management Board steering group by agreed criteria and a reply with the decision to support or decline the placement project proposal will be sent to the student and the Placement provider within two –three weeks after the deadline.

### AGREEMENT AND CONTRACTING

Once the Placement proposal has been approved students need to inform their hosting University and Department and at this stage the student's host institution will issue a **Tripartite Agreement** (this document will be signed by you, your placement provider, and by the University hosting your Ph.D.).

### LIST OF DOCUMENTS YOU NEED TO HAVE:

- ACCE Placement Support application form
- A signed Tripartite Agreement (this document will be signed by you, Placement provider, and by the University hosting your Ph.D.)
- Health and Safety Employer vetting form (completed by Placement provider)
- Placement induction feedback form
- Placement report

## HEALTH AND SAFETY

Each ACCE Partner University will check the details about the Placement provider given in the application form and will send them to fill in a **letter of expectation** (if they are not in the University Employers vetting database). Each Placement provider is responsible for: Undertaking the necessary risk assessments, Health and safety checks, providing the necessary insurance cover or arranging for the students concerned to do so.

## INDUCTION

ACCE DTP will make sure that you are provided with a **Placement induction feedback form**, which you need to return within two weeks of the start of your placement.

## REPORTING

By the end of your placement, you need to provide a detailed **Placement Report** about the project and achievements during your placement within three months of completing the placement. You are free to write the report as you see fit, but it should address the topics included below:

- Project(s) that you worked on;
- Your roles and responsibilities;
- What you have gained from the experience (e.g., skills);
- Things that you were pleased with, and things that you could improve;
- What an impact this experience is likely to have for your professional development etc.

You need to provide evidence for your attendance (e.g. lab attendance books, entry records, timesheets, etc).

Placement providers will be asked to complete a Host Feedback Report following the placement.

## INTELLECTUAL PROPERTY RIGHTS (IP)/ CONFIDENTIALITY

Each DTP partner institution is responsible for issuing Non-Disclosure Agreements, where required, for their registered students.

## PROFESSIONAL PRACTISE

While on placement, students must conduct themselves professionally at all times with an understanding of the standards and expectations of the Placement provider.

Once students have agreed to undertake a placement with a defined Placement Proposal and start and finish dates, they are expected to undertake that placement. It will not be seen as an acceptable professional practice to withdraw from either preliminary or advanced negotiations with an employer for anything other than genuinely unforeseen circumstances.