**Memorandum of Understanding**

This document is to enable all parties to have a clear understanding of the activities or project that *[Student Name]* will be working on during their Professional Internship Placement as part of the BBSRC DTP. It aims to establish some details that will ensure the most positive outcome for all parties.

**Host Organisation Name:**

**Organisation Supervisor Contact Details:**

**PhD Student Name:**

**PhD Supervisor Name:**

**Imperial College DTP Contact:** DTP@imperial.ac.uk

**Statement of Responsibilities**

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| --- |
| Please outline the project or activities that the student will undertake during the placement period at the organisation. We appreciate that in a busy organisation activities may change but we ask that continues to work in roles that are appropriate for their level of attainment.  |
|  |

# **Hours of Work**

Your normal hours of work will be *[start time]* to *[end time]*, Monday to Friday. The standard working day will also include a main meal break for approximately *#* hours per day.

# **Sickness**

If you are unable to work because of ill health, you must notify *[Organisation Supervisor Name]* via *[Phone Number or Email]* as soon as is practically possible and keep them advised throughout the duration of your absence. If you are absent for 5 days or more, please contact your BBSRC DTP Administrator.

# **Period of Internship**

This internship will commend on *[Start Date]* and finish on *[End Date]*.

**Conditions**

*[Organisation can enter any special conditions as long as it agreed with the student and the academic supervisor.]*

# **Health & Safety**

You are required to comply with Health and Safety at all times rules. Please ensure you are familiar with these as soon as possible after starting.

# **Confidentiality**

You will not, either during your internship or thereafter, use to the detriment or prejudice of the Company, or except in the proper discourse of your responsibilities, divulge to any person, firm, employer or otherwise make use of:

Any confidential information about the Company, its business, accounts, finances, research projects, future plans and strategy; nor

Any other information designated as confidential which may have come to your knowledge during the course of your employment.

**Intellectual Property**

*[Organisations may have a standard wording on Intellectual Property. They may insert that information here.]*

Student Signature ..........................................................

Print name .................................................................. Date .........................................

Academic Supervisor Signature ............................................................................

Print name .................................................................. Date .........................................

Host Organisation Signature ............................................................................

Print name .................................................................. Date .........................................