

MPhys Research Year Placements
MPhys Research Year Agreement



This agreement seeks to codify and clarify the normal arrangements for students undertaking a period of MPhys Research Year training as part of their study at the University and is based on existing regulations and guidelines.

This agreement relates specifically to the placement which forms an integrated part of the degree programme at the University of Surrey.

The objective of the placement is to extend the experience of the student and to provide an opportunity for the application of learning. Exact details of the placement may be attached as an appendix to the agreement.

The responsibilities of the University, Employer and Student are detailed overleaf. By signing this agreement, respective parties undertake to abide by these requirements.

AGREEMENT

For the University:

Name: Dr Eran Ginossar	Signature:
Position: MPhys Research Year Coordinator	
Faculty: Engineering and Physical Sciences	

For the Placement Organisation:

Name:	Placement Organisation:
Position:	Signature and Date:
Address of Placement Organisation:	

The Student:

Name:	Signature and Date:
Programme:	
Placement Dates:	

Thank you for completing this document. Placement student to upload this form to the appropriate Assignment Drop-box, in the MPhys Research Year 2020 page on SurreyLearn

RESPONSIBILITIES OF THE UNIVERSITY

Towards the student:

- To appoint a visiting tutor who will normally visit two times within a 12 month period.
- The visiting tutor will monitor the student's general performance and counsel the student confidentially.
- The visiting tutor will conduct assessment as required in the relevant Programme Regulations.
- In the case of international students with a Tier 4 visa, to maintain contact with the student at work (and/or place of study) via the placement visits and the usual forms of communication via email, phone or via Skype or teleconference.

Towards the placement organisation:

- The visiting tutor will guide the placement organisation in the assessment criteria used by the University.

RESPONSIBILITIES OF THE PLACEMENT ORGANISATION

- To plan the training and work programme to be undertaken by the student, in consultation with the relevant University Senior Tutor for Professional Training or nominee.
- To offer a placement (unpaid)/a contract of employment (paid) with the duration and the terms of the placement specified.
- To treat the student as an employee on short term contract in accordance with the organisation's normal policies.
- To provide a full and clear induction to the organisation and its working practices, conventions etc.
- To nominate a supervisor who will conduct or make arrangements for day-to-day supervision of the student.
- To ensure, so far as is reasonably practicable, a safe working environment, in conformity with Health and Safety legislation.
- To provide the same level of liability and other insurance cover provided for comparable employees.
- To facilitate access to the student for visits by the visiting tutor.
- Under the guidance of the University Faculty/Department and in accordance with the student's Programme Regulations as they relate to Professional Training, to facilitate and participate in the assessment of the student.
- In cases of serious breaches of discipline to advise and consult with the Senior Tutor.
- In the case of international students with a Tier 4 visa, to monitor the attendance and engagement of the placement student at work (and/or place of study).
- To notify the relevant Senior PT Tutor or Visiting Tutor at the University in the event of the student being absent for more than 10 days without explanation.

RESPONSIBILITIES OF THE STUDENT

Towards the placement organisation:

- To abide by all company rules regarding hours of work, health and safety regulations and other practices and procedures.
- To maintain confidentiality and to abide by the University's Code of Practice for Intellectual Property (the IP Code).
- To carry out the work programme specified by the placement organisation under the supervision of the specified supervisor(s).

Towards the University:

- Complete all reports and records for the University as specified in the Programme Regulations.
- Consult with the University prior to seeking any changes in the terms and duration of the placement.
- To provide access to all records maintained during the placement for the visiting tutor and the placement supervisor except, in the case of the visiting tutor, where there is an issue of commercial secrecy or national security.