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| **Placement Scheme****Application Form****Applicants must read the Guidanceas they complete the Placement Scheme Application Form. The Northern Bridge Consortium (NBC) Academic Directors may reject any application failing to follow the guidance.** **Complete ALL sections.** |  |  |

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| **SECTION 1: to be completed by the award-holder** |
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| **PERSONAL DETAILS** |
| Name:  |       |
| Student Number:  |       |
| Studentship Start Date (mm/yy): |       |
| Current Studentship End Date (dd/mm/yy): |       |
| Fees Status:*(International students* ***cannot*** *undertake full-time placements)* | INTERNATIONAL [ ]   | HOME [ ]  |
| University Email Address:  |       |
| University:  | Choose an item. |
| Primary Supervisor:  |       |
| Primary Supervisor’s Email Address: |       |
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| **PLACEMENT DETAILS** |
| Name of Host Organisation: |       |
| Address (including Website Address): |       |
| Name of Contact at Host Organisation: |       |
| Email Address of Contact: |       |
| Proposed Start Date: |       |
| Proposed End Date: |       |
| Proposed Mode of Work: | FULL TIME [ ]  PART TIME [ ]  |
| Please indicate if you propose to follow an alternating model of 3 weeks on placement, followed by 1 week study. | YES – I WILL BE ALTERNATING PLACEMENT/STUDY [ ]   | NO - THE PLACEMENT WILL BE CONTINUOUS [ ]   |
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| **CASE FOR SUPPORT (*Maximum 250 words for each question*):** |
| **Summary of placement activities and planned outcomes:** |
|       |
| **State how the proposed placement supports your training and development needs:** |
|       |
| **What will the host organisation provide in terms of space, equipment, supervision and other facilities and resources?** |
|       |
| **State the anticipated impact and knowledge exchange arising from the placement:** |
|       |
| **How will your employability and career prospects benefit from the placement?** |
|       |
| **What are the ethical considerations, if any? State how these have been, or will be addressed:** |
|       |
| **Have you discussed Induction with your host organization, including health and safety training, insurance cover and, if relevant, Intellectual Property? Please provide details:** |
|       |
| **There is no provision for supervision and working on the thesis during the period of a full-time placement. If your proposed placement is full-time, please state how you plan to avoid disrupting the progress of your studies.** |
|       |
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| **ITEMISED COSTS** *(add more lines if necessary)****It is not necessary to include the stipend and fees costs associated with an extension to your studentship.*** |
| **ITEM** | **ESTIMATED COST** | **EVIDENCE ATTACHED** |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
|  | £ | YES [ ]  NO [ ]  |
| **TOTAL AMOUNT OF FUNDING REQUESTED FROM NBC:** | £ |  |
| **Have you secured supplementary funding from another source?** | YES [ ]  NO [ ]  |
| **If Yes, please state the source and the level of funding provided:** | Source:       | £ |
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| **DECLARATION:** |
| ***“I confirm that I have read the accompanying* Guidance Notes *and understand and accept the terms and conditions of the NBC Placement Scheme, and have submitted this application in line with those terms and conditions. I have provided a fully itemised estimate of costs and have assessed any risks associated with the activity. I undertake to inform the NBC of any changes to the details outlined above and understand that I will not be reimbursed for items/services that have not been approved. I have discussed this application with my supervisory team and have their support.”*** |
| **Award-holder Signature:***(E-signatures are acceptable)* |  |
| **Date:** | Click here to enter a date. |
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| **SECTION 2: SUBMISSION** |
| *Please ensure the following supporting documents accompany your application:* |
| **Compulsory: Evidence to support your estimated costs** | YES [ ]  NO [ ]  |
| **A Risk Assessment (if applicable)***(To be completed if your placement takes place overseas, and/or you have identified any risks such as working with hazardous materials.)* | YES [ ]  NO [ ]  N/A [ ]  |
| **Compulsory: A letter of support from the host organisation** | YES [ ]  NO [ ]  |
| **Compulsory: A supporting statement from your supervisor***Supervisor(s) should outline their support for the placement and are asked to comment on the plans to avoid disrupting the progress of the thesis. Supervisors may additionally comment on the planned activities and outcomes; support and facilities to be provided by the host; anticipated impact and knowledge exchange arising from the placement; and any practical arrangements, difficulties or ethical considerations. (Max 500 words.)**By supporting an award-holders’ application, supervisors are confirming that they have read the accompanying* Guidance *and that the details completed by the award-holder above are accurate and in line with the AHRC’s regulations for Training Grant Funding:*[*https://www.ukri.org/manage-your-award/meeting-ukri-terms-and-conditions-for-funding/*](https://www.ukri.org/manage-your-award/meeting-ukri-terms-and-conditions-for-funding/) | YES [ ]  NO [ ]  |
|  |
| **The application should be named using the following convention:*****Award Holder Surname + Initial\_HostUniversity\_Placement\_DateDDMMYYYY******e.g. SmithJ\_QUB\_Placement\_30062024*****Please e-mail the completed, signed application and all supporting documents to** **the NBC Administrator at your host university:** |
| **Durham University** | northernbridge.admin@durham.ac.uk |
| **Newcastle University** | northernbridge.admin@newcastle.ac.uk |
| **Northumbria University** | northernbridge.admin@northumbria.ac.uk |
| **University of Sunderland** | faci-research@sunderland.ac.uk |
| **Teesside University** | research@tees.ac.uk |
| **Queen’s University Belfast** | northernbridge.admin@qub.ac.uk |
| **Ulster University** | northernbridge.admin@ulster.ac.uk |

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| **Version Control** |
| Version | 1.7 |
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| Last Amended By | Sarah Rylance / Carole Palmer |