

## SEPnet Summer Placements 2022 – Project Registration Form

Please register your project details and email them to [summerplacements@sepnet.ac.uk](mailto:summerplacements@sepnet.ac.uk). Please read the terms and conditions on pages 2 - 6. By emailing me this form and entering your email address, you confirm that you have read and understood the terms and conditions.

### About your organisation/department

Name of proposed supervisor(s):	
Telephone number:	Email:

Organisation name and address (including postcode): (Please indicate if help with finding accommodation can be provided or if a lift can be offered). Telephone number:
Location of placement (if different):

Name of person whom students should send their applications (this person's email address and telephone number will appear on the project list circulated to students).		
Name:	Telephone number:	Email:

**Please ensure that you have read and confirmed that you have understood the terms and conditions on pages 2-7 by ticking the boxes at the end of this document.**

### About the project

*Please indicate if the dates for this 8-week placement are approximate and/or flexible*

Proposed start date (exact, approximate and/or flexible)
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Proposed end date (exact, approximate and/or flexible)
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Brief description of company/department (max 200 words). Please avoid jargon and explain acronyms.
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Project title or job title of placement
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Project brief or job description (max 200 words. Please avoid jargon and explain acronyms)
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Student specification (this is optional. However, an idea of the type of student suitable for the project will ensure the best match for your needs):
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The closing date for applications is **Thursday 31 March**.

**If you would like to give an earlier deadline or include a link to an application form please add here. Please do NOT close applications early without prior confirmation.**

#### **FUNDING FOR PLACEMENTS**

**Please indicate if you are able to fully-fund or match-fund a minimum payment of £2,600 to a student to work a 35-hour week for an 8-week period. Students aged 23 and over should be paid a minimum of £9.50 per hour in line with the national living wage. Projects which are fully-funded will be advertised to eligible physics and maths students (and can include current physics and maths PhD students). Current PhD students should be paid £3,000 for an 8-week placement.**

**Employers who fully fund a placement are entitled to an additional undergraduate placement student funded by a SEPnet partner. Placements funded by a SEPnet partner will only be advertised to students at universities which are able to provide funding.**

**Please tick all that apply:**

- I am able to fully fund a placement
- I am able to fully fund a placement and am happy for the placement to be advertised to PhD students as well as undergraduates (I understand PhD students should be paid £3,000 for an 8-week placement)
- I am able to fully fund a placement and would like a 2nd undergraduate placement funded by a SEPnet partner at £2,600
- I am able to match-fund a placement at £1,300. (Match funded undergraduate placements can only be advertised at SEPnet universities with funding)
- I am able to match-fund a placement and am happy for the placement to be advertised to PhD students as well as to undergraduates. (Match funded undergraduate placements can only be advertised at SEPnet universities with funding. Match funded PhD placements can only be advertised at the Open University)
- Other (please specify). If you would like to discuss, please email [summerplacements@sepnet.ac.uk](mailto:summerplacements@sepnet.ac.uk) to arrange a chat.

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## Terms and Conditions - SEPnet Summer Placement Scheme 2022

### HOW THE SCHEME WORKS

1. SEPnet placements are open to physics and maths undergraduates in Year 2 and Year 3 (including final year BSc students) who are studying physics/math within the SEPnet consortium. Year 1 students may be eligible with permission of the Head of Physics/Maths at their university. Physics/Maths PhD students are eligible to apply for employer-funded placements. EU/international students must check with their Student Services that they are eligible to work in the UK during their holidays.

2. Organisations are invited to submit projects suitable for a research or industrial placement. Projects might comprise analytical surveys, programming, product-testing, modelling, website development or science communication.

3. The SEPnet placement should take place in the summer holidays. Students should work no more than a 35-hour week for a total of eight weeks which may be non-consecutive if required. Start and finish dates to be mutually agreed by host and student. Term dates vary by institution. Host organisations can extend this period and stipulate this at the outset or by negotiation with the successful applicant, provided they are able to fund the additional time on a pro-rata basis and that they issue the student with a further employment contract.

4. Placements should be carried out at the workplace of an approved industrial host if possible.

5. The SEPnet board will review the placement projects and assess their suitability based on academic merit and potential for students to gain commercial awareness and transferable skills eg communication and teamwork. Projects which meet our criteria and are fully or match-funded by employers will have priority.

6. Projects which are fully funded by employers will be advertised to students at all SEPnet partner universities which can include current physics/math PhD students. Current PhD students should be paid £3,000 for an 8-week placement. Match-funded placements will be advertised to students at universities able to provide match-funding.

7. If a suitable student is not found projects will be advertised more widely across the SEPnet partner universities.

8. Successful students should be paid a minimum of £2,600 gross to work a 35-hour week for an 8-week period (£3,000 for PhD students). **Please note that students aged 23 and over should be paid a minimum of £9.50 per hour in line with the national living wage.** Organisations are required to treat students as employees for the placement period and provide them with an employment contract and include them on the company payroll and ensure the provision and payment of accruing holiday (even if they are funded by another source) so they are protected by employment law and by the employer's insurance and health and safety policies. Students should note that income tax and national insurance contributions may be deducted from their placement payment. The host organisation will advise on the amount deducted. Tax and NI contributions will vary based on the student's circumstances (student loan, other part-time work etc.) If an employer is unable to employ a student, other working arrangements may be possible on a case by case basis.

9. Placement supervisors are expected to assist students to produce a project poster and

attend the SEPnet Summer Students' Expo with their student who will present their work to employers, academics and peers. There is a contingency plan for commercially sensitive or classified work.

10. The project poster should be completed by the student during the placement, and, where necessary, financially supported by the host eg provision of materials, printing or related costs.

## **INTELLECTUAL PROPERTY, SECURITY CLEARANCES AND HEALTH & SAFETY**

All parties agree to abide by the intellectual property rights, security clearances and health & safety requirements related to the hosting of student placements and in compliance with relevant legislation.

## **EQUALITY, DIVERSITY AND INCLUSION**

SEPnet embraces equality, diversity and inclusion and seeks to promote their benefits in all our activities.

### **Recruitment and selection of placement students**

Employers should not discriminate against candidates on the basis of their gender, identity, race, nationality, ethnic origin, religion, disability or any other protected characteristics. We expect employers to recruit the best person for the job and that selection and interviewing processes are conducted fairly, objectively and without bias.

### **Students with disabilities**

Students aren't legally required to disclose a disability. However, students shouldn't state that they don't have a disability if they do. Employers are not allowed to discriminate against candidates with disabilities and should make all reasonable adjustments to the working environment to accommodate the student.

Students who have disclosed a disability should explain to their placement supervisor how it affects them stating what they can and can't do in relation to the placement role. Students should explain any adjustments they would need the employer to make and the employer should make all reasonable adjustments to accommodate the student.

### **Projects carried out remotely**

Both placement supervisors and students should keep in touch with their university's Employability Adviser or Placement Tutor during the placement to make them aware of any issues or concerns.

Employers should:

- provide students with an employment contract
- provide students with all reasonable direction, support and, where necessary, equipment and technical supervision relating to the performance of the project
- communicate with students via video or phone on an agreed regular basis to ensure they are clear about project goals and remain motivated
- agree regular objectives to be met to help students remain on target to complete the project and in order to highlight any problems early on.

## **PROCESS FOR ARRANGING A PLACEMENT**

1. Organisations register placement details using the SEPnet Summer Placements 2022 Project Registration Form.
2. The SEPnet board reviews the proposed placements and selects projects based on the criteria in 5. above.

3. Contact details and placement descriptions are advertised regularly to eligible students by SEPnet Employability Advisers (EAs) at SEPnet partner universities.
4. Students apply direct to placement supervisors or named contacts with a covering letter and CV unless advised otherwise by their EA.
5. Placement supervisors review CVs and select candidates for interview. Placements are re-advertised until a suitable applicant is found.

### **SEPnet responsibilities:**

1. Administration services and support with the application/selection procedure.
2. Internal advertisement of placements.
3. Match-funding for placements where employers have agreed to offer a 2nd placement or are unable to fully fund a placement up to £2,600.
4. A visit to, or meeting with, the host by a SEPnet representative during the placement to discuss the student's performance and welfare.
5. Support for the employer and student during the placement.
6. Organisation of the SEPnet Students' Expo.
7. Feedback forms.
8. Analysis of feedback.

### **Host employer responsibilities:**

1. A placement that meets the SEPnet criteria.
2. Completion of relevant forms.
3. A fair selection/interview process for applicants compliant with the Equality Act (2010), ensuring equality of opportunity to all. *The Home Office:* <http://homeoffice.gov.uk/equalities/equality-act/>
4. Feedback on applications and applicants.
5. Confirmation of the selected student.
6. Feedback on, and to, unsuccessful applicants.
7. Employment of the student, provision of employment contract, employer liability insurance and H&S compliance, payment of at least minimum wage, provision and payment of accruing holiday, adequate supervision/training.
8. Suitable support to conduct a placement (desk space, computer, lab facilities, materials, reasonable adjustments where necessary).
9. Informal review of the student upon completion.
10. CV references for the student if requested.
11. Support for the student and help with production of the final project poster to be completed during the placement.
12. Participation and attendance at the SEPnet Students' Expo in November.
13. Completion of the feedback form.

### **Student responsibilities:**

1. Attendance and transport to/from the interview with the host as required.
2. To correspond promptly with employers to accept or reject interviews or offers.
3. To make employers aware if you are awaiting interviews or are holding an offer and need more time to consider your options.
4. Commitment to carry out the placement once you have accepted an offer.
5. Completion of IPR, security clearance and health & safety documentation as required by the host.
6. Payment of tax and national insurance contributions if employed by the placement organisation.
7. In case of sickness, or if requesting absence for other reasons, students should check their employer's policy and contact their SEPnet EA/Placement Tutor.
8. To dress in appropriate clothing for the office environment (if unsure of dress code

please ask your placement supervisor).

9. A commitment to share any issues or concerns with the host supervisor or SEPnet EA/Placement Tutor.

10. Completion of the final project poster. (PhD students are required to produce a case study instead of a poster)

11. Participation in a placement site visit/meeting by the host and SEPnet EA/Placement Tutor.

12. Participation and attendance at the SEPnet Students' Expo (PhD students are not required to attend the Expo)

13. Completion of a placement visit feedback form.

## **SEPnet summer placement timeline**

### **Friday 11 February**

Placement projects to be submitted.

### **Friday 25 February**

Employers are informed as to whether projects have been accepted by the SEPnet board and will need to confirm that appropriate liability insurance and H&S policies and procedure are in place.

### **Wednesday 2 March**

Projects are advertised by SEPnet Employability Advisers (EAs) to students via email and other departmental communications.

### **Mid-March**

Employers provide feedback on number and quality of applications.

### **Thursday 31 March (midnight)**

Closing date for applications.

### **1 – 30 April**

Employers select and interview candidates.

Unfilled placements are re-advertised.

### **Monday 2 May**

Deadline for positions to be filled. Employers inform SEPnet and successful and unsuccessful candidates.

### **Monday 9 May**

All placements are filled.

### **June - September**

Students carry out placements. Student prepare posters for Students' Expo. Placement visits with students and supervisors take place.

### **November**

Students and supervisors participate in SEPnet Students' Expo.

**I will advise my HR/finance department of this placement and ensure that the SEPnet placement student is provided with an employment contract and added to the company payroll (even if the student is funded by another source)**

Yes

No (please contact SEPnet to discuss further)

**I agree for my personal data to be held by SEPnet and processed in the strictest confidence and in accordance with UK data legislation.**

Yes

No

**I am happy for my details to be shared with SEPnet staff and to be added to a list to receive mailings from time to time about SEPnet placements and employer engagement activities and events. I understand that my details will not be shared with other groups without my permission.**

Yes

No

**I have read and agree to the above terms and conditions of the SEPnet Summer Placement Scheme and accept my responsibilities as outlined above.**

Yes