GUIDANCE NOTES FOR THE FACULTY OF HUMANITIES POSTGRADUATE RESEARCH STUDENT PLACEMENT SCHEME

Context and Objectives

The Faculty of Humanities Placement Scheme is intended to support the University's strategic objectives for its Postgraduate Research (PGR) students.[1] The scheme will help to generate professional networking opportunities for PGR students through collaboration and engagement with organisations in the non-HEI sector. PGR students will also be able to learn to demonstrate key critical thinking and research skills through their subject -specific, interdisciplinary and transferable knowledge skills and better understand and articulate the impact of their research.

The Placement Scheme

The placements are optional and do not form not an integral or assessed part of the PGR students programme of study.

The scheme is intended to be flexible and sufficiently responsive to meet the needs of both placement providers and PGR students. It will involve PGR students spending a period of time, ranging from two weeks to six months on a project which may have agreed objectives and outputs.

Who can apply?

All PGR students may apply for a placement, subject to meeting the criteria set out below:

- Students must have a current registration and have successfully passed their first year Annual Review.
- Students must also have a clearly articulated plan in place for completion of their thesis.

Please note:

- Students in the submission pending period will not be eligible to apply for a placement;
- Non-EEA students may apply for placements, but their eligibility to participate in the application process for this scheme will be subject to approval by the Visa Team;
- Sponsored students will need to check the terms and conditions of their funding with their sponsor;
- Students may apply for an interruption if they wish to take a placement or internship, but each application will be considered on a case-by-case basis by their Supervisor and School. Where the student is funded, the rules of the funding body or School will take precedence over University policy as certain funded students may not be able to interrupt their studies.

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[1] University's 2020 Vision - Goal 2, Student Satisfaction and positive graduate destinations which envisages an 85% employability level and Goal 3 Social Responsibility.

Approving the Placement

Postgraduate research students may select one of the placement opportunities that are advertised by the PGR Placements and Partnerships Officer, including those from the North West Consortium Doctoral Training Partnership (NWCDTP) partner organisations or any other national or international organisation whose mission and objectives are consistent with those of the University of Manchester. Alternatively, students may also propose a placement that would be of particular value to them in terms of research or employability skills as part of this scheme. The placement may:

- Align directly with the student's own research or
- Provide an exceptional opportunity to work with a non-HEI or organisation.

In cases where the student submits their own placement proposal, this will be assessed prior to circulation by an appropriate PGR Director or their nominated representative. This will ensure that:

- The placement content is at an appropriate level for a PGR student;
- The duration of the placement would not detrimentally affect the student's progress on their programme.

Applying for a Placement

Students should complete an application form and the student's Main Supervisor should provide a statement in support of the student's application for the placement. The relevant PGR Director, or nominated representative will have oversight of the process and the School Programme Administrator will be informed when the student has applied for a placement.

- Placements will be circulated to students on an on-going basis and any deadline will reflect the needs of the placement provider. It is recommended that students plan for their placement and ensure that they meet the academic standing requirements.
- Risk assessment and contractual issues relating to the placement will be carried out by PGR Placements and Partnerships Officer;
- Where the placement provider is not funding the placement, students will be eligible to apply for a Faculty award to contribute towards their expenses whilst on placement. Applications will be considered by a Committee, membership of which will include the Associate Dean for PGR/Assistant Associate Dean for PGR and the Head of PGR Administration for Humanities.
- The placement provider will normally call suitable applicants for interview and notify them of their decision.
- Successful students will continue to be able to access all University services including e-mail and the library for the duration of their placement.

Full guidance on the various stages of the placement process can be downloaded from the ProGRess website.

After the Placement

After the placement, the student will be required to complete a short report form and may be required to participate in an event to showcase the outcomes of their placement. The student's profile may be made available on the University website and details of the placement may be used for publicity purposes and any reporting that the University is required to do.