**South West Biosciences Doctoral Training Partnership**

**Internship Job Description**

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| **Student** | **Name** |  |
| **Registered university** |  |
| **Host Organisation** | **Name** |  |
| **Website** |  |
| **Department**  (if applicable) |  |
| **Address**  (internship base location) | Postcode: |
| **Supervisor name** |  |
| **Supervisor job title** |  |
| **Supervisor contact details** | Email:  Telephone: |
| **Sector** | Choose an item. |
| **Internship** | **Internship job title** |  |
| **Start date** |  |
| **End date** |  |
| **Working pattern**  (Expected to be 8 hours per day (including required work breaks) and 35 hours/week, unless otherwise agreed) | Daily work pattern:  Total hours per week: FT/PT: |
| **Annual leave**  (if to be taken and agreed with host organisation supervisor) | Dates: |
| **Internship job purpose Student to complete** | | |
| *Explain the purpose of the internship. This section is to provide a general overview of the internship.* | | |
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| **Key responsibilities Student to complete** | | |
| *List the key responsibilities that you will be expected to carry out during your internship. This section allows you to define the main tasks that you will be undertaking as part of your internship such as writing a report, presenting to clients, organising an event.* | | |
|  | | |
| **Person specification Host organisation to complete** | | |
| *Provide details of the person specification required for the offered role such as skills, educational background, qualifications, work experience.* | | |
|  | | |
| **Overview of host organisation Host organisation to complete** | | |
| *Provide details of your organisation, including details about the department (if applicable).* | | |
|  | | |
| **Financial contribution Host organisation to complete** | | |
| *Outline details of any financial contribution that you are willing to provide to the student such as additional travel and accommodation costs.*  ***Note:***   * *The student will be receiving a stipend throughout their internship and so are not permitted to receive a salary.* * *The host organisation are expected to fund any in-house costs related to the internship project and reimburse the student for any out of pocket expenses directly related to internship business.* | | |
|  | | |
| **Additional costs Student to complete** | | |
| *If the cost of the internship exceeds the financial contribution, outline the additional costs and how these costs will be covered.* | | |
|  | | |
| **Other Student to complete** | | |
| *Use this section to provide any further details about the internship such as; training/skills that the internship may provide, outline of what you have taken into account if undertaking your internship overseas.* | | |
|  | | |
| **Annual Progress Monitoring (APM) and DTP cohort activities Student to complete** | | |
| Please x to confirm:   * you have taken your APM into account when arranging the internship   and made any necessary alternative arrangements (*refer to APM policy in PIPS Handbook*).   * you have informed your host organisation of the DTP cohort activities   that take place during your internship that you are expected to attend. | | |

Confirmation that the job description has been seen and approved by:

Host organisation supervisor: Name: Date:

Main PhD supervisor: Name: Date:

Once completed, the job description is to be returned by the student to their registered university.

In the absence of an electronic signature, cc’ing of the host organisation supervisor and main PhD supervisor in the return of the job description will be considered acceptable.