****

**Postgraduate Researcher (PGR) Placement Scheme**

**Collaboration with External Based Organisations**

The Leeds Social Sciences Institute (LSSI) is keen to promote partnership and research collaborations between our postgraduate students and non-academic organisations. Through collaboration, PGRs and external partners learn about each other’s’ expertise, share knowledge, gain an appreciation of different professional values and cultures and explore the application of research in professional practices.

Our experiences show that employers that engage in the PGR Placement scheme report that PhD students bring new energy and fresh insights to their business and produce valuable reports that inform their work and exceeded expectations.

**Aims:**

* To provide PGR students with opportunities to develop their professional skills and collaborative understanding of research users and their needs through research project-based engagement with external partners.
* To provide organisations with access to innovative ideas, knowledge and research that could improve policy or practice, thus enhancing organisational learning and performance.
* To foster the development of collaborative partnerships between entrepreneurs, businesses, charities, public departments and researchers at the University of Leeds.
* To enhance the take up and application of evidence-based knowledge and maximise the impact of social science research within the wider community.

Social science PGRs will be supported to undertake a co-designed research project tailored to the needs of the external partner and providing the PGR with skills and career develop opportunities.

The time commitment for the PGR is a maximum of 130 hours in total, with weekly hours to be agreed with the organisation. Previously, PGRs have phased their projects over a 13 week period at ten hours per week. Where appropriate, the cost of necessary travel will be covered as an additional cost.

Projects might involve:

* Surveying or interviewing users or providers of relevant services to identify ways in which they could be improved (University of Leeds ethical review will be required for such projects)
* Evaluating a project or scoping out the potential for a new project which aims to bring social or economic benefits to a particular community
* Gathering evidence, writing reports, literature reviews and responding to government consultation exercises/informing policy making

\*All project proposals must be suitable for a social science PGR student to undertake within a maximum of 130 hours\*

\*We are unable to fund placement projects that involves NHS patients/ NHS premises or vulnerable groups\*

A risk assessment will need to be carried out with the successful student on the first day of the placement to ensure that all potential risks are mitigated, any high risk placement projects won’t be able to go ahead.

**The Costs**

The LSSI will offer the student a bursary of £1950 whilst they undertake the placement. This will cover their expenses. If the project entails costs that are outside of this, this would need to be covered by the organisation.

**The Process**

If you have a project that you think would be ideal for one of our students to undertake, please complete the template in appendix 1 to [H.E.Crow@leeds.ac.uk](mailto:H.E.Crow@leeds.ac.uk) and send prior to the deadlines below:

**DEADLINE**

Wednesday 10th February 2021 (12-noon)

Wednesday 5th May 2021 (12-noon)

Wednesday 8th September 2021 (12-noon)

Wednesday 10th November 2021(12-noon)

We will then review this internally at a panel meeting which is around 2 weeks after the deadline. If the project is deemed suitable we will compose and advert and then circulate this across our student networks and ask for interested students to send a CV and covering letter, you will then be able to select the suitable candidate for the role.

**All placement projects should be suitable to be conducted remotely whilst campus is closed.**

**PLEASE NOTE: For projects that include research with human participation or personal data such as interviews and focus groups the PGR will need to submit an ethics application for review by the University of Leeds ethics team which may take 2-3 weeks to approve.**

Once a suitable candidate has been selected we will ask you to sign a tripartite agreement which indicates your responsibility to the student whilst they undertake the project. You will also need to undertake and sign a Health & Safety Assessment with the student on their first day, and confirm you are happy with the IP terms.

If you are interested or have any questions please contact LSSI Business Partnership Manager Hannah Crow [H.E.Crow@leeds.ac.uk](mailto:H.E.Crow@leeds.ac.uk)

Appendix 1

**Postgraduate Researcher (PGR) Placement Scheme Proposal Template**

1. Details of your organisation
2. The proposed project/work to be delivered
3. Proposed timescales (the maximum placement duration is 130 hours)
4. The ideal candidate and skills required
5. Details of who would supervise the student during the placement and arrangements for remote working.
6. The anticipated benefits the students skills/experience
7. The anticipated benefits for the organisation and potentially wider benefits/outcomes following the delivery of the student projects

1. Details of any costs that you will be covering (in kind or in cash) to support the placement.