Industry Partner Placement – Agreement ‘title’

*To be completed by the Industry Supervisor and participating placement student, and returned to Stephen Marshall (Stephen.Marshall@hw.ac.uk) at the MACS School Office.*

Industry Supervisor Details

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| --- | --- | --- | --- |
| Full Name |  | | |
| Address |  | | |
| Email Address |  | Telephone Number |  |

Placement Student Details

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| --- | --- | --- | --- |
| Full Name |  | | |
| Address |  | | |
| Email Address |  | Telephone Number |  |

Academic Co-ordinator Details

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| --- | --- | --- | --- |
| Full Name |  | | |
| Address |  | | |
| Email Address |  | Telephone Number |  |

SFRA Co-ordinator Details

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| --- | --- | --- | --- |
| Full Name | Stephen Marshall | | |
| Address | Room EM1.16, Earl Mountbatten Building, Heriot-Watt University, Edinburgh EH14 4AS | | |
| Email Address | stephen.marshall@hw.ac.uk | Telephone Number | 07957 298855 |

Responsibilities of the Industry Supervisor

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| The Industry Supervisor will perform the role of Industry Supervisor and all responsibilities that this holds. The student will receive Academic Supervision if they agree to take this project. |
| The Industry Supervisor holds responsibility for the Industry Supervision of the Project. This extends only to the project and the application of the project. This excludes the assessment of the project or guidance on creating the report. |
| The Industry Supervisor is responsible for the application of the project within Industry. |
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| The Industry Supervisor will: |
| * Prepare a project programme in consultation with the student. This may be subject to review during the placement. |
| * In accordance with the agreed provision of supervision (as stated in the Placement Advertisement), will arrange mutually suitable and regular meetings with the student to discuss the project and their progress |
| * Monitor the progress of the student during the placement |
| * Notify the SFRA Placement Co-ordinator of any issues which arise from an industry perspective. |
| * Provide sufficient instruction from an industry context, in order to maximize the effectiveness of academic learning for the student during the placement. |
| * Complete an end-of-placement assessment form on the project, the placement and the performance of the student (alternatively, the company’s own assessment form can be used). |
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| Health & Safety (where relevant): |
| * Arrange a programme of induction to the workplace for the student, and ensures that the `General Orientation’ and `Health and Safety Issues’ are included for the student. |
| * Ensure that any specific workplace conditions required by the employer, if they were required to be met by the student, are explained to the student in the induction |
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Responsibilities of the Placement Student

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| The student will, under Industry Supervision, complete the project as stated in the Placement Advertisement. |
| The student will be aware of the expectations of writing the report, guidance on the report and completing the report and the thesis. |
| The student will be provided with guidance by an Academic Supervisor on creating the report. |
| The student will be responsible for writing the report, obtaining guidance on the report and completing the report and thesis. |
| The student will be aware of their responsibilities in their Assessment Guidance with their respective University |
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| **Student deliverables** |
| **Project Report:**  The student will complete the project report. The report will be accessible by Industry Partner and University. |
| **Data Analysis and Code (at research level):**  The student will not be expected to deliver commercial value code. For example, if the student builds a model, they will be able to share all of the components that they build with the Industry Partner, but this will not be delivered at production level. |
| **Communication of outcomes:**   * The Industry Partner and student shall agree on a communication of the report, in some mutually agreed format. * The student will develop problem formulations that will be presented to the Industry Partner at the end of the project as a formal research project. * The Industry partner can do with those as they wish. |
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| The student will: |
| * In accordance with the project programme, coordinate and complete the project tasks. This may be subject to review during the placement. |
| * In accordance with the agreed provision of supervision (as stated in the Placement Advertisement), will arrange mutually suitable and regular meetings with the Industry Supervisor to discuss the project and their progress |
| * Notify the SFRA Placement Co-ordinator of any issues which arise. |
| * Submit the required report to the Programme Coordinator by the specified completion date. |
| * Complete an end-of-placement assessment form on the project, the placement and feedback on the Industry Supervisor and Industry Partner. |
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| * Health & Safety (where relevant) |
| * Inform the Placement Co-ordinator, prior to commencement, of any health issues, including any disability, which may affect their health and safety while on placement. |
| * Be fully aware of the health and safety aspects of the placement. |
| * Comply with the Company’s normal working practices/and or enrolment/induction. This includes abiding by all rules and regulations of the Company and attending any briefings that relate to health, safety and welfare arrangements. |
| * Conduct themselves in a professional and responsible manner which upholds and enhances the good standing and reputation of the students University. |
| * Contact the SFRA Placement Co-ordinator if a problem arises relating to either their programme of study or to health and safety matters. |

SFRA Placement Co-ordinator

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| The SFRA Placement Co-ordinator will provide a point of contact for both Industry Supervisor and Student over the course of the placement and the academic presentation of the Report and Thesis. |
| The SFRA Placement Co-ordinator will be available for both Industry Supervisor and Student to meet and discuss any issues relating to the placement. |
| Please note: |
| * SFRA does not participate in the supervision of the placement |
| * The only academic oversight that takes place is at the assessment stage |
| * SFRA only looks at the report, the thesis and the presentation |

Project Timeline

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| * Placement starting date <XXXX> |
| * Specified academic completion date <XXXX> |

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| Name |  | Position | Placement Student |
| Signature |  | Date |  |

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| --- | --- | --- | --- |
| Name |  | Position | Industry Supervisor |
| Signature |  | Date |  |

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| --- | --- | --- | --- |
| Name | Stephen Marshall | Position | SFRA Coordinator |
| Signature |  | Date |  |

**Where the participating student will attend the Industry Supervisors place of work, a copy of the Industry Partners Employer and Public Liability Insurance Certificate/s needs to accompany this form.**

Please email all scanned and signed completed form(s) to Stephen Marshall, SFRA Business Support Officer - Email: Stephen.Marshall@hw.ac.uk