



# THE DATA LAB PHD PLACEMENT HOST ORGANISATION GUIDELINES

# Host Organisation Guidelines for a Successful Placement

In order to ensure that both Host Organisations and PhD students have the best possible experience during the Placement Programme, we ask all participating organisations to agree to the following set of rules and regulations which follow 'best practice' guidelines.

Due to the ongoing COVID-19 situation, we understand that employers will be operating in a number of different ways in regards to remote/hybrid working. If working mainly remotely, the student will be required to be in regular contact with the host organisation during placement (daily if required) and must be provided with access to the data and any specialist equipment required to deliver the project. If the project requires the student to work mainly/full-time in the office and remote work is not feasible please provide this detail when submitting your project form with reasoning. It is our duty to ensure that students are working in a safe manner at all time and are comfortable with the expectations in relation to work location.

1. The student's terms and conditions of working and working pattern will be agreed prior to commencement of the project.
2. Projects will be a maximum of 10 days (70 hours) in duration and may be undertaken on a continuous or intermittent basis by mutual agreement between the student and host organisation. Placements must be completed within an 8 week period.
3. An industrial supervisor should be identified (preferably a permanent member of staff) prior to the placement commencing.
4. All technology and data resources for the Project should be sourced and accessible from the first day of student starting with your organisation. Delays in providing these resources will result in project delays.
5. Any concerns over the Project or the students' performance must be raised, in writing, immediately in writing to the [Placements team at The Data Lab](#). You will receive communication from The Data Lab before, during and after the placement to check on progress and provide support.
6. The Host Organisation agrees to provide all information and assistance as reasonably required by The Data Lab for the purposes of The Data Lab assessing the success of the programme, promoting the programme or as required for reporting to its funders, this shall include but is not limited to, the provision of a case study in relation to the Project.

7. For further information about how we use personal data including contact details, please see our [privacy policy](#). The information submitted via the Project form will be stored on a third party platform for the purposes of matching, but no personal data will be transferred.

8. The PhD T's and C's set out the organisation's rights and obligations in respect of the placement. If the company requires a confidentiality undertaking from the Student, the letter of confidentiality provided shall be used. The company shall not enter any further agreements or contracts with the student in respect of the placement. Where the company requires additional contractual undertakings from the student, this shall be subject to the prior approval of The Data Lab which must be sought prior to being matched with a student.

If you require this document in an alternative format please contact The Data Lab, by email: [info@thedatalab.com](mailto:info@thedatalab.com) or telephone: 0131 651 4905