Nuffield Future Researchers 2020

**Student Agreement Form**

This agreement is between [student name] and [name of Nuffield Coordinator/organisation] on behalf of the Nuffield Foundation.

**Place of work**

Your normal place of work during your project will be your home.

**Project Duration**

Your project will be for [number] weeks from [date].

**Hours of work**

For the duration of your project you are expected to work approximately 20-35 hours per week. The exact days/hours of work will be agreed with your Project Supervisor. Please contact your Project Supervisor through the Virtual Learning Environment (VLE) to discuss this at the earliest opportunity following your virtual Nuffield induction.

**Attendance**

You are expected to attend a virtual induction event prior to the start of your project. The details will be confirmed via your coordinator. You are expected to virtually attend your project on the days of the week agreed with your Project Supervisor. If you will be absent you should inform your Project Supervisor as soon as possible. If you are absent for more than 3 days [name of Coordinator] must also be informed. Acceptable reasons for absence are sickness, injury, compassionate leave, personal or family emergencies or circumstances beyond your control (e.g. power cut). Absence for routine medical or other appointments should be agreed in advance with your Project Supervisor.

**Supervision**

During your project you will be under the supervision of [enter name]. They may appoint other members of staff to supervise you for particular activities.

**Remote/virtual working**

As the Nuffield Future Researcher programme is going to be taking place virtually, all activities and communications **must** happen within a Virtual Learning Environment (VLE). You will be able to communicate with your Project Supervisor and other students via the VLE. As such, please confirm you have read and agree to adhere to the following policies:

1. Online safeguarding policy
2. Working in a VLE policy

**By ticking this box, I agree that I have read and agree to adhere to the online safeguarding and working in a VLE policies**

**Shared virtual working areas**

Some aspects of the VLE will include shared areas with other students or Project Supervisors that are of relevance to you e.g. students within your project region or those students undertaking projects with the same organisation. We would like to confirm you are happy to be a member of these shared working areas outside of your specific project group.

**By ticking this box, I agree to be part of ALL shared working areas relevant to me within the VLE**

**Health & Safety**

You have a duty to keep yourself and others in your workspace safe by behaving in a sensible manner, following instructions and not taking any unnecessary risks.

You should make sure the space where you work and any project equipment supplied to you by your Project Supervisor, where relevant, is safe and that you have had sufficient instruction on its correct use. If you have been in receipt of a donated laptop, please note that the Nuffield Foundation is not responsible for the safety and ongoing support of this equipment.

**Bursary payment**

If you are receiving the Bursary of £400, you will be paid 100% of the amount following submission of your project report, poster/video presentation and feedback survey. You will be paid by [cheque / BACS].

**Celebration Event**

Depending on Government guidance regarding the COVID-19 pandemic, should the Nuffield Future Researcher Celebration Events go ahead in the Autumn you are expected to attend and present your project. The date for this and further information regarding it will be confirmed closer to the time and in line with the latest Government guidance.

**Photography Permissions**

We often take photos/film at Nuffield events and would like to be able to use these images in our printed and online publicity. We will delete any unused photos and films after twelve months.

**If you consent to photos/filming of the events in which you are identifiable being used in this way, please tick here**

For more details of our principles when dealing with personal data, see our Privacy Policy at <http://www.nuffieldfoundation.org/data-protection-policy>

**Project Report**

As part of your Nuffield Future Researcher project, you must complete a written report which meets the report guidelines (see associated guidance). Your final report must be uploaded to the online system by [insert date]. This report may be completed alongside other project tasks with the agreement of the Project Supervisor. Submitted reports may be shared with prospective project providers; if this is the case they will be anonymised, and any sensitive information can be redacted on request.

**Withdrawal**

If you find it necessary to withdraw from the Nuffield Future Researcher programme you must inform both your Project Supervisor and [name of Coordinator] as soon as possible giving full reasons. We may take steps to reclaim any payments which have been made to you.

Please bear in mind that whilst you were successful in gaining a Nuffield Future Researcher project many other students were turned down. If you give us sufficient notice of your withdrawal, we may be able to offer the project to another student.

**Breach of Agreement**

If you are found to be in breach of this agreement without good cause, or if your Project Supervisor has significant concerns about you continuing your project, we may take steps to remove you from the Nuffield Future Researcher programme and stop any payments due to be made to you. If you have any concerns about any aspect of your project, we ask that you speak to the Nuffield Coordinator at [details] for advice before you find yourself in breach of this agreement.

**Nuffield Coordinator**

Signature:

Name and position:

**Student Statement**

I agree to abide by the terms stated in this document during my involvement with the Nuffield Future Researcher programme.

Signature:

Name: