Nuffield Future Researchers 2020

**Project Supervisor Agreement Form**

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

**Project Duration**

Your project is anticipated to run for [number] weeks from [date].

**Attendance / absence**

You will be invited to attend a virtual induction event prior to the start of your project. The details will be confirmed via your coordinator. The virtual induction is optional, but attendance is strongly encouraged.

If, during the live research element of the programme, you will be absent, we ask that you inform your project student(s) as soon as possible and make alternative arrangements if possible. If you are absent for more than 3 days, please also inform [name of Coordinator].

**Supervision**

During your project you will be supervising [enter **number** of student(s)]. You may appoint other members of staff to support you in the supervision of these students. We ask that the proper introductions are made between your colleague(s) and the student(s) if this is the case.

**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 student(s) 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 supervisors that are of relevance to you e.g. those within your region or those students undertaking different projects but within the same organisation as you. 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** [ ]

**Project Report**

As part of the Nuffield Future Researcher programme students are asked to complete a written report which meets the report guidelines (see associated guidance). They may come to you for constructive feedback, which we would encourage you to provide.

These reports must be uploaded by the student to the online system by [insert date]. With your agreement this report may be completed alongside other project tasks you have set the student(s).

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.

**Celebration Event**

Depending on Government guidance regarding the COVID-19 pandemic, should the Nuffield Future Researcher Celebration Events go ahead in the Autumn you will be invited to attend and view the completed projects. 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.

**By ticking this box, I consent to photos/filming of the events in which I am identifiable being used in this way** [ ]

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

**Withdrawal**

If you find it necessary to withdraw from the Nuffield Future Researcher programme, we ask that you inform both your Project Student(s) and [name of Coordinator] as soon as possible. If you give us sufficient notice of your withdrawal, we may be able to offer the student(s) another project.

**Breach of Agreement**

If you are found to be in breach of this agreement without good cause, we may take steps to halt your project and remove you from the Nuffield Future Researcher programme. 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:

**Supervisor Statement**

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

Signature:

Name: