



## Guidance for staff and students 2018

### Aims and Purpose of the scheme

This scheme enables undergraduate students to gain insight into the research process through close working with a member of our academic or research staff for a short period of time during the Summer. Through the opportunity to engage with expert researchers, student 'apprentices' will gain valuable, first-hand knowledge and experience of the process of research within our disciplines. This is an excellent example of research-connected learning in practice. It is conceived of as a student experience, and not paid research assistance.

The experience is extra-curricular, that is, does not contribute to the degree itself, and the activity is not related directly to the students' dissertation or project work. Outputs produced as part of the apprenticeship will not contribute to students' assessed work. However, it is possible that the apprenticeship gives rise to other outputs (e.g. presentations, videos, contribution to published research), for which the apprentice should receive full recognition.

Given that the skills and experience gained during the apprenticeship should be of value for future independent study in the final stages of the undergraduate degree, this scheme is mainly intended for undergraduate students moving from Year 2 to final year of their programme of study.

### Definition of Research

Within the scheme 'research' is broadly defined to include a range of research and scholarship projects that our staff are engaged in, from traditional research to production of materials for teaching.

### Student Activity

With the focus of the scheme on the student experience and the development of their knowledge and skills, it is important that the apprentice is involved in activities which will provide a valuable and meaningful experience. Tasks and activities need to be carefully defined to fit the duration of the apprenticeship (typically two weeks, either consecutive, or ten days spread over a longer period), and these activities set out in a clear schedule of activity and intended outcomes for the student. It is important that the student is aware of what will be achieved during the apprenticeship, and of any outputs which will result from the experience. The project brief written by the 'supervisor' (the member of staff responsible for the research) will outline the outcomes and outputs to be achieved.

### Bursary

The funding provides the student with a one-off bursary (or stipend); the apprenticeship does not constitute paid employment. The bursary supports the students' time and commitment to the apprenticeship experience, and enables students who may otherwise have been working during the summer to benefit from this extra-curricular opportunity. The bursary rate is informed by similar schemes within the university and the wider sector (for example, Undergraduate Research Opportunities Programmes in other UK universities) at £200 per week. This sum will be transferred to the school once the name of the apprentice and start date are made known to the Faculty Project

Coordinator, Jen Craven. It is the apprenticeship supervisor's responsibility to inform the Faculty of these details in due course. It is expected that the funds are claimed by the end of July 2018. It is essential that the supervisor informs the Faculty if this deadline will not be met.

### Additional Costs

Any additional costs beyond the bursary cannot be covered by the Faculty. If additional costs are required (for example, for travel or equipment), or if the supervisor wishes to extend the period of the apprenticeship beyond the two weeks funded by the Faculty, it is the supervisor's responsibility to seek additional funding from appropriate budgets (at Department or School level, for example).

### Timing

For 2018, while we pilot this new initiative, it has been agreed that we limit the length of the apprenticeship to the time-equivalent of two weeks of activity (i.e. ten days). The activity may be undertaken to suit the needs of the project apprentice and supervisor: for example, over two consecutive weeks, several days a week over a longer period, and so on. The specific arrangements will be made clear to the apprentice in the project brief. Activity must be completed over the Summer, and before the start of the new academic year.

### Location

The location of the apprenticeship will be dependent on the nature and requirements of the research project, and will be clearly stated in the project brief. The supervisor must ensure that access to relevant facilities is arranged, especially where activity takes place in secure areas or out of normal opening times.

### Risk Assessment

It is the supervisor's responsibility to complete a risk assessment should one be necessary for the apprentice's involvement in the project.

### Monitoring and support

It is the responsibility of the supervisor to ensure that the apprentice is fully supported and guided throughout the experience. Frequent contact with the apprentice will be necessary - it will not be a positive experience for students if they are working in isolation - although on occasion remote meeting may be necessary. The supervisor will ensure the aims and outcomes of the apprenticeship are met and that the apprentice is given regular and supportive feedback. The apprentice should also keep a log of activity for their own development, and to feed into the evaluation process.

### Evaluation

On completion of the apprenticeship, the supervisor and the apprentice will be expected to comment on their experience of the initiative. An evaluation form will be circulated and the insights gained from this year's experience will feed into future developments of the scheme. Staff and apprentices may also be asked to contribute to other types of dissemination opportunity, for example, a Faculty workshop event or blog/ vlog post.

Thank you for your interest and enthusiasm in taking part in this new scheme. We hope it will be rewarding and enjoyable for both apprentice and supervisor.