

### Check list to help Project Providers prepare for hosting a student

- Put together a framework for the bursary placement that explains what the goals of the project are, background information, significance of the project in a wider context and what the student will actually be doing i.e. techniques. Make sure that the student will be doing proper research in the form of a project that is well defined with achievable goals. You can discuss this framework with the student on their first day.
- Contact the student who will be on a bursary placement with you either by email or phone before the placement begins (this may be initiated by the student). Discuss start date and project lengths with the student and give them some background. You might prefer for the student to come and meet you for an information chat before the placement begins. This is optional.
- Make sure that all the correct paperwork is in place in terms of health and safety and insurance for the student when they are on their placement.
- Arrange an induction for the student, either before the placement begins or on the first day, showing them around the department including where the toilets, café etc are, introducing them to staff and briefing them on health & safety.
- If you are going on holiday during the placement make sure that you appoint someone to supervise the student while you are away and that the student knows who this person is.
- Make sure that you understand the requirement of the bursary report, as you will be expected to supervise this. If your student is doing CREST, you will need to discuss this with them as you will be asked to fill out a questionnaire on the experience.
- Make sure that you have time set aside while the student is on their placement to provide as much help and motivation as is required. Once the student is ready you should let them work creatively and independently.
- If you have an opportunity to take any photographs while the student is on their placement, email through to Sarah Saunders ([ssaunders@nuffieldfoundation.org](mailto:ssaunders@nuffieldfoundation.org)) and your local Regional Coordinator so that they can be used on the bursary website and in promotional materials.
- Email Sarah Saunders ([ssaunders@nuffieldfoundation.org](mailto:ssaunders@nuffieldfoundation.org)) if you would like your details to appear on the Project Provider case studies page on the Nuffield Science Bursary website ([http://www.nuffieldfoundation.org/go/grants/nsbsc/page\\_526.html](http://www.nuffieldfoundation.org/go/grants/nsbsc/page_526.html)).
- Make sure that you know the date of your local Celebration event (usually in the Autumn term). This is a great opportunity to network with other local organisations also involved in the scheme and celebrate what you and your student(s) have achieved on their bursary placement.

*Please note that this list is a suggested check list. You should check with your local Nuffield Coordinator that it covers all of the requirements for your region.*