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Welcome to the PIPS handbook!

This guide contains all of the information you need to get the most out of your PIPS internship, including a step by step guide to helping you find and secure an internship. Read on to find out more about the benefits of doing a PIPS placement, options for completing your placement abroad and/or part-time, and what you need to do to have the best experience.

What is a PIPS?

**PIPS** = A Professional Internship for PhD Students. PIPS are a 3 month (60 days) internship in a professional non-academic workplace. As a PhD student who is part of the **SWBio DTP Training Partnership**, you are required to carry out a PIPS internship as part of your programme. (This is optional for CASE students.)

The internship will allow you to see first-hand how a particular employment sector functions and what skills you as an employee have or would need to develop to thrive in such an environment. Your internship must be in a non-academic work environment and not related to the field of your research; this is because such an experience is important both to help early career researchers understand the context of their research and to expose you to a range of opportunities available after graduation.

What will I need to do?

- Formally complete your taught first year (marks will be ratified early October of your second year) and undertake your PIPS internship at a suitable time during the 2nd or 3rd year of your PhD
- Find a suitable PIPS provider and project using the guidance we have written in this handbook
- Complete all necessary paperwork (Legal agreement, internship job description, PIPS feedback form, PIPS report to BBSRC)
Seeing the ‘Big Picture’ of your research.
One of the main reasons to carry out a PIPS internship is to gain work experience and an understanding of the context of your research in a non-academic setting. It is an opportunity to see your research project from a different perspective, and find out how your research training could be applied in the wider economy and society.

Broaden your career horizons.
Only a small minority of PhD students will progress into an academic career once their PhD is complete; PIPS give you valuable experience of working in a professional environment that is not related directly to your PhD.
You can gain valuable experience while also making a positive contribution to the work of your host organisation(s). For example:

- Managing a non-research project
- Developing policy
- Undertaking a discrete research project in industry
- Enthusing the next generation of researchers
- Communicating science to a broader audience

Personal growth.
Another advantage of doing PIPS is that it gives you the opportunity to experiment with a different type of career without the usual risks in your chosen field. This may help you to consider the direction that you will take after completing your PhD. Completing the internship will also help you to build professional confidence, and make you a more well-rounded individual.
THE PIPS PROCESS

PIPS CONFERENCE

RESEARCH AND FIND A PIPS INTERNSHIP

OBTAIN APPROVAL FROM YOUR UNIVERSITY

COMPLETE ALL LEGAL DOCUMENTATION

PREPARE FOR YOUR INTERNSHIP

COMPLETE YOUR INTERNSHIP

REVIEW YOUR INTERNSHIP

PIPS CONFERENCE
Where to begin?

**ORGANISATION:** Consider the type of working environment and sector you would prefer; small organisation or global corporation? Public or Private sector?

**ROLE:** What type of role would suit your skillset? Do you work best independently, as part of a team, or as a leader?

**LOCATION:** Where would you like to live? City or country, home or abroad?

**TIMING:** When you would like to carry out your internship? (You must agree with your supervisor a suitable timeframe to carry out your internship)

**Important things to take into account:**

- Your internship should **not** be directly related to your PhD project. PIPS are intended to help you understand how your research and professional skills can be used in a more broadly relevant context. Research roles in academia are **not appropriate**, even in an area unrelated to your PhD project.

- Your internship should provide experience at a **level appropriate for a postgraduate student.** Internships should be projects that are well planned and managed.

- Your internship must last 60 days in duration, this can be full or part-time.

- It is expected that **Annual Progress Monitoring (APM) takes precedence over the internship**, therefore, the APM submission deadlines and meetings should be taken into account when deciding on dates for the internship. If it is unavoidable that: the APM submission deadline coincides with the internship, it is normally expected that the required work is submitted prior to starting the internship or during the internship by the original deadline. If the APM meeting coincides with the internship, it is the student’s responsibility to alert their postgraduate administrator in a timely manner to discuss further.
How to find your internship

Advertised Vacancies

Advertised vacancies can be found in a variety of places, including traditional job websites, Institutional career websites and at local careers services.

Keep an eye on the SWBio DTP advert blog, where all the latest PIPS opportunities can be found. This is updated regularly: https://pipsadverts.wordpress.com/

Applying directly to companies

You are also free to apply directly to companies that you are interested in. Ways of doing this can be:

- Sending an email directly to a key member of staff at an organisation you are interested in working for. It has more chance of success if you have a name to address your enquiry to with this letter attached: http://www.bristol.ac.uk/swbio/programme/pips_letter2.pdf

- Speaking to your local PIPS Management Team for advice on how to approach companies. They may be able to provide you with contacts with an interest in PIPS.

- Using contacts you may have secured through networking, past work experience or your supervisor. Networking events are often a good way to meet new contacts and increase your chances of hearing about potential internships.—this can be at events, on LinkedIn, or in everyday life.
A PIPS internship is your chance to try something new, to develop your skills in areas other than research.

Remember: The experience is intended to help you understand how your research skills can be used in a broader professional context.

Consequently research roles in academia or research institutes are not appropriate, even in an area unrelated to your PhD project.

Here are some examples of the types of internships you could apply for.

### INDUSTRY
- A short desk-based project
- Review or analysis of manufacturing, processing or production techniques
- Marketing sales or publishing
- Business development or project management
- Legal office work, internal audit or consultancy

### POLICY
- Developing policy
- Working in government departments or local authorities
- Working in a non-departmental public body, professional associations, charities or research funders
- Working in a medical organisation (such as NHS Primary Care Trust)

### TEACHING
- You can work in schools using the Researchers in Residence scheme, or through other mechanisms

### MEDIA
- Working in science communication roles
- Roles in press offices, science publishing companies, zoos, museums or botanic gardens

Read about the past experiences of other BBSRC students who have completed their PIPS here: [http://www.bristol.ac.uk/swbio/programme/before_placement_4](http://www.bristol.ac.uk/swbio/programme/before_placement_4)
PIPS ABROAD AND PART-TIME

Can I do my PIPS internship abroad?

Yes. PIPS can be taken abroad, but any extra costs associated with this must be met through your RTSG/fieldwork budgets (after discussion with your supervisor) or via the organisation. There may also be funding pots that you can apply for through your host institution (See page 18). It is likely that most students will be able to carry out good quality internships locally.

If you are considering doing your internship abroad, remember to consider the following:

- Where will I live?
- How will this be funded?
- Will I need a VISA and travel insurance?
- Do I need to carry out a risk assessment?
- How much will travel insurance cost? If so how long does a VISA application take?
- Do I need to alert my university to the fact that I am travelling abroad?

Can I do my PIPS internship part-time?

Yes. If you wish, you can carry out your PIPS internship on a part time basis, for example over one or two days per week. You will have to make sure that you complete three months in total, equalling 60 days.

Useful links to sites for information on working abroad:

You can find lists of international job vacancies, internship opportunities and country-specific career information on: https://online.goingglobal.com/

Exeter UK&Overseas travel policy: http://lifesciences.exeter.ac.uk/healthsafety/policies/travel

Each home institution has its own set of guidelines about studying and working abroad. Find them on their website and on http://www.bristol.ac.uk/swbio/ .
This list represents potential host organisations that have expressed an interest in partaking in the PIPS scheme. Although no formal agreements have been made, these are just some of the companies that you might think of applying to:

- Association of Medical Research Charities (AMRC)
- ATASS Sports
- BBSRC
- Biochemical Society
- BPEX Bristol Zoo
- Cancer Research UK
- Dairy Crest
- Elsevier
- FAI Farms
- Felda Holdings
- Fry Health Spence
- Game & Wildlife Conservancy Trust
- GJE
- Helen Browning’s Organic
- ISIS Innovation Technology Transfer Group
- JISC
- Learning Science Ltd
- Medicines and Healthcare Products Regulatory Agency
- Met Office
- National Botanical Gardens of Wales
- Natural England
- National History Museum
- Nature
- New Phytologist
- NineFeetTall
- Noble Foods
- Pfizer
- Purple Secure Systems
- Research Councils UK
- Royal Botanic Gardens
- Science & Technology Facilities Council
- Sense About Science
- SLR Consulting
- Society for General Microbiology
- Stonegate Farmers
- Syngenta
- Tessella
- The Green Deal Finance Company
- The Physiological Society
- Tocris
- UK BioIndustry Association
- Universidade Federal de Lavras, Brazil
- University of Bath Research Development & Support Office
- University of Bristol, Research and Enterprise Development
- University of Glasgow Graduate School
- Urban Pursuit Woodland Academy Project
- Vertex Pharmaceuticals
- Waitrose
- Wellcome Trust
- Wildfowl & Wetlands Trust
- Zoological Society of London
Searching for a suitable PIPS internship is a student lead process, however you should make the most of the careers services available to you at your home institutions. Trained staff are available to provide valuable advice, both for securing your PIPS internship and your future career.

**Links to the career service at each university in the SWBio DTP:**

- University of Exeter - [http://www.exeter.ac.uk/careers/](http://www.exeter.ac.uk/careers/) - Careers@exeter.ac.uk
- University of Bristol - [http://www.bris.ac.uk/careers/](http://www.bris.ac.uk/careers/) - Careers-service@bristol.ac.uk
- University of Bath - [http://www.bath.ac.uk/students/careers/](http://www.bath.ac.uk/students/careers/) - Careers@bath.ac.uk
- University of Cardiff - [http://www.cardiff.ac.uk/careers/](http://www.cardiff.ac.uk/careers/) - contact via intranet
- Rothamsted Research - donna.fellowes@rothamsted.ac.uk - Donna Fellowes
Before getting approved for your PIPS, you will need to check if your chosen internship answers yes to the following questions.

START NEGOTIATIONS AGAIN: If any of your answers are No, you will either need to negotiate with your internship or seek further advice from the PIPS team at your institution.

1. **START**
   - Is your internship suitable for PIPS?

2. **Does my PIPS host provide a professional environment that is out of my academic discipline and is not related to my PhD?**
   - **NO**
   - **YES**

3. **Will I spend a total of 60 days completing my PIPS internship?**
   - **NO**
   - **YES**

4. **Does this internship offer opportunities to develop my professional skills appropriate to PhD level?**
   - **NO**
   - **YES**

5. **Will the host organisation appoint a mentor to supervise my PIPS project on a day-to-day basis?**
   - **NO**
   - **YES**

6. **Will they provide desk space within a physical work premises external to the University?**
   - **NO**
   - **YES**

7. **Are they willing to complete the PIPS Internship Agreement (with appropriate Health and Safety policy, insurance and liability)?**
   - **NO**
   - **YES**

**CONGRATULATIONS!**
You are ready to start your PIPS internship.
**The Essentials:**

Before you go on your internship it is essential that you have the following in place:

**Legal agreement** - needs to be signed by the relevant person from all three parties (You the student, your host organisation and your home institution) This is a legally binding document, so please ensure you take the time to read through. Any questions or queries about the agreement, please raise.

**Induction checklist** - make sure that your internship runs through these things with you on your first day (see page 19).

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**I’ve secured my internship, what do I need to do now?**

1. **Ask your supervisor at your PIPS provider to fill out a job description template.** This is available from the website: [www.bristol.ac.uk/swbio/programme/internship_steps.html](http://www.bristol.ac.uk/swbio/programme/internship_steps.html)

   This will outline the main purpose of your internship and your key responsibilities.

2. **Send the job description to your PIPS Management Team member for approval in order to ensure the internship will provide you enough scope for professional development.**

3. **Once suitability is confirmed, a legal agreement will be written for you by your PIPS Management Team (see page 21).** You will need to sign this contract.

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**Exeter Students:** You will also need to ensure that your contact details on ExeHub are correct when you go on internship, and amended to your term time address upon your return to your studies.

**Rothamsted Students:** you will need to set up paperwork with your collaborating university, for more information contact Donna Fellowes (see page 12).
Keeping in touch

Within the first fortnight of your internship you will be contacted by the PIPS team at the University of Bath to see how you are getting on.
While on internship it is the responsibility of the student to maintain contact with their main supervisor. For Exeter Students this should be at least once a month and should be recorded in MyPGR. Contact can be kept through email, in person, skype or telephone.

Internship visit

During your internship you are required to set up a visit with your supervisor. This is an informal visit with the primary aim of monitoring your progress and welfare. It may be necessary to obtain the correct permissions from your host organisation to authorise your visitor’s access. A visit report form will need to be filled out by your visitor, this will then be retained by the Bath PIPS team. However if your internship is not close to your host institution, this meeting can take place via Skype (preferred) or telephone. If the supervisor cannot visit at all then it is of the responsibility of the second supervisor or local PIPS management team.
Cohort activities

Depending on the timing of your PIPS, it may conflict with the PIPS Conference or the Annual Conference. If this is the case, you are not required to attend the PIPS Conference (June) unless you want to do so, but you are required to attend the Annual Conference (September). You will need to make your host organisation aware of any such events in advance of the internship.

University services

Although you will not be on campus, you are still a student of your host institution that means that you will still have access to all the facilities and services that would normally be available to you at your host organisation.
The annual PIPS Conference is your first opportunity to learn more about the PIPS internships.

The PIPS Conference is held at the University of Bath, and may include:

- **Presentations from students about their experience of PIPS**
- **Potential to meet representatives of host organisations**
- **CV and career-enhancing workshops**
- **Networking opportunities.**

As part of the SWBio DTP, you are expected to attend the PIPS Conference (it is optional for people undertaking their internship at the time of the conference). The programme is curated to give you the information and tools that will help you to get the most out of your internship, and empower you for your career beyond higher education.

Once you’ve attended the PIPS Conference, you may be starting to get an idea of the type of internship you would like to do. It is now time to start thinking about what exactly you would like to get out of your internship, and what sort of experience might benefit you the most. After the conference you should have the confidence and information you need to contact potential host organisations.

You can find out more information at:  
[http://www.bristol.ac.uk/swbio/programme/pips_conference.html](http://www.bristol.ac.uk/swbio/programme/pips_conference.html)
Health and Safety

Whilst on PIPS make sure that you receive adequate information, instruction, training and supervision from your host organisation. If you feel you are not receiving any of the mentioned please get in contact with your home institution as the internship provider could be in breach of contract.

If you have any accident while on placement, you must report this to the PIPS management and your home university. Your university is still responsible for your welfare while on placement and any accident should be reported as soon as possible.

Taking Holiday

Due to the short length of the internship, it is not recommended to take holiday during this time. However, if this is unavoidable, please discuss with the organisation’s supervisor (preferably prior to signing the contract).

University or host organisation closure days and cohort activities are included in the 60 days of your internship. There is not a set length for your holiday but it will have to be agreed with your supervisor.
Don’t worry, you’re still technically a student throughout your internship and **will still receive your stipend**.

In addition to your RTSG, you also have a fieldwork budget of £1920. This is as follows:

- **£1,000** (students starting Sept 2015 onwards) or **£800** (students that have started before Sept 2015) for your PIPS internship – this covers costs associated with accommodation and travel
- **£920** for fieldwork – this can cover costs associated with fieldwork/conferences.

You have flexibility within your fieldwork budget, so if you underspend in your PIPS budget, you will have extra money to spend on fieldwork/conferences and vice versa. If you exceed your fieldwork budget, you can use your RTSG to cover these costs, but this is at the discretion of your supervisor.
At the start of your PIPS internship, the following items should be included in your induction into the organisation, preferably on your first day. By checking this list you can make sure that your internship is providing adequate training and information. (This is a guide, you do not need to submit it.)

### HEALTH & SAFETY ISSUES

<table>
<thead>
<tr>
<th>Completed</th>
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<tbody>
<tr>
<td>Emergency procedures</td>
</tr>
<tr>
<td>Safety policy received or location known</td>
</tr>
<tr>
<td>Location of first aid box</td>
</tr>
<tr>
<td>First aid arrangements (including names of first aiders)</td>
</tr>
<tr>
<td>Fire procedures &amp; location of fire extinguishers</td>
</tr>
<tr>
<td>Health &amp; Safety at Work Act and your responsibilities</td>
</tr>
<tr>
<td>Accident reporting and location of accident book</td>
</tr>
<tr>
<td>COSHH regulations / requirements</td>
</tr>
<tr>
<td>Display screen equipment regulations / procedures</td>
</tr>
<tr>
<td>Manual handling procedures</td>
</tr>
<tr>
<td>Protective clothing arrangements</td>
</tr>
<tr>
<td>Instruction on equipment you will be using (list equipment)</td>
</tr>
<tr>
<td>Other issues:</td>
</tr>
</tbody>
</table>

### OFFICE INDUCTION

<table>
<thead>
<tr>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>Introduced to key staff members and their roles explained</td>
</tr>
<tr>
<td>Introduced to Supervisor</td>
</tr>
<tr>
<td>Reporting absence procedure</td>
</tr>
<tr>
<td>Location of toilet facilities</td>
</tr>
<tr>
<td>Location of rest room, canteen (if relevant) etc.</td>
</tr>
<tr>
<td>Start &amp; finish times, lunch, tea and coffee arrangements</td>
</tr>
<tr>
<td>Place of work</td>
</tr>
<tr>
<td>Work space</td>
</tr>
<tr>
<td>How to answer the telephone, transfer calls, &amp; make internal &amp; external calls</td>
</tr>
<tr>
<td>Post arrangements</td>
</tr>
<tr>
<td>Car parking</td>
</tr>
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Once your internship has finished, the Bath PIPS team will contact your internship provider for post internship feedback. There are also a few things that you will need to do.

Present at the PIPS Conference

After completing your PIPS, you will be required to give a short presentation of your experience at the first conference following completion of your internship. This will be in a similar format to the PIPS Conferences you have previously attended.

Completing your PIPS report

You will be required to complete a report for BBSRC. The PIPS internship report is accessed via a link that is unique to each student. To obtain a link, each student should email PIPS@bbsrc.ac.uk with the text ‘Please email me a link to the BBSRC DTP PIPS Internship Report’ in the subject field. Only the BBSRC will see this report. You are required to complete this within 3 months of completion of your internship.

Details of the report you will need to complete for BBSRC can be found at: http://www.bbsrc.ac.uk/documents/pips-report-guidance-notes-pdf/

Student Feedback form

In addition to the report for BBSRC you will also need to complete the SWBio DTP Student Feedback Form, which can be found at: http://www.bristol.ac.uk/swbio/programme/programme/student_index.html. This is a set of questions to find out about your internship and the experience you had. The student feedback form as well as a photo of yourself and a brief description of your internship will need to be sent back to pips@bath.ac.uk.

Claiming back expenses

Once you have completed your internship you will also be able to claim back your expenses. You have a budget of £1000, please follow the normal procedure at your institution.
Can I carry out an internship if I am already set on an academic career?
Yes, only a minority of PhD students will progress into an academic career. PIPS gives the advantage of work experience in a non-academic setting, which can help to foster understanding of the context of your research in the wider economy and society.

How will my internship be funded?
Your stipend will continue as normal throughout your internship and there are funds available to cover travel and accommodation costs. Your host organisation may help to subsidise these costs. Normally all costs directly incurred as part of the internship project should be met by the host organisation.

Can I take a second paid job while on my PIPS internship?
No, you cannot receive a second salary while on your PIPS internship as this goes against the terms and conditions of the funders.

Will taking time out of my research affect my PhD?
No, it is vital that PhD programmes prepare students to use and develop a range of research-related skills outside the academic research environment. Most PhD students complete their PhD in less than four years so the internships should not affect the time you have to complete your studies. Increasingly, academic examiners understand that a good quality PhD should not just be measured on volume of research, but involves the development of the individual as a researcher.

What happens if I am studying a PhD part-time?
Internships should also be taken by part-time students and the duration should be calculated on a pro-rata basis.

Can I carry out an internship at two different organisations?
Yes, you can carry out your internship at two different organisations as long as the time at both organisations totals 3 months or 60 days.
University of Bath
Dawn Hallett—SWBio DTP PIPS Administrator: pips@bath.ac.uk
Amanda Harper—SWBio DTP PIPS Director: pips@bath.ac.uk

University of Bristol
Prof Mark Viney- SWBio DTP Co-ordinator: Mark.Viney@bristol.ac.uk
Dr Samantha Southern—SWBio DTP Hub Manager and Administrator:
Samantha.Southern@bristol.ac.uk

University of Cardiff
Prof Robert Honey: honey@cardiff.ac.uk

University of Exeter
CLES PGR Support Team: cles-pgr-support@exeter.ac.uk

Rothamsted Research
Donna Fellowes -Studentship Officer: donna.fellowes@rothamsted.ac.uk