

Roles and responsibilities in addition to University terms and conditions:



Host

- With the University design a project brief that satisfies the academic requirement of the module and your organisational needs.
- Provide students with an orientation at the beginning of the project.
- Nominate a representative who will provide support and supervision to the students.
- Commit to a minimum of 3 days for students to work from the hosts workplace environment.
- Have a minimum of 3 face-to-face meetings with students to check on their progress, provide feedback on their work and help them difficulties. The University recommends meetings should align with 'work days' and be a minimum of 30 minutes.
- Provide sufficient resources/information for the students to undertake in the project.



Students

- Write a statement of intent outlining why you would like work on the consultancy project.
- When in your teams and after your orientation, write a project plan that outlines a timeline of activity required to complete your project and submit it to your Host. If plan changes throughout the project 'team coordinator' must communicate this to the Host in a timely manner.
- Each student will be have at least one opportunity to coordinate the team throughout the project.
- Within your teams commit to a minimum of 3 days to work from the hosts workplace environment. Prearrange dates/times with Host.
- Complete the required time commitment, assessment tasks and all other all other requirements of the project.
- Advise team and Host and Academic lead if you cannot attend a 'project research day' at your earliest convenience.
- Finally, you are a representative of the University. Respect by rules set by Host.



Us

- With the Host design a project brief that satisfies the academic requirement of the module and the organisational needs of the host.
- Ensure the proposed activity passes through the University ethics and clearance procedure.
- Provide a contact person who will liaise with the Host and students throughout activity.
- Undertake a risk assessment for the project prior to students starting project.
- Take responsibility for all academic requirements associated with the module.
- Throughout the project provide adequate opportunities for the students to update on their progress, provide feedback on their work and help them with difficulties.
- Monitor and evaluate the quality of the project activity.