

Religion in the Public Sphere module Consultancy Project Terms and Conditions

Health and safety requirements

By offering a consultancy project as part of the Religion in the Public Sphere module you are agreeing that you:

- Have a valid and up-to-date Health and Safety Policy, including records of accidents and incidents.
- Have undertaken a risk assessment of your work practices to identify, minimise and/or eradicate possible risks to the student and that you will provide an induction with health and safety training appropriate to the locations where the student(s) will be working/volunteering.
- Have in force Employer's and Public liability insurances and that the student is deemed to be an employee for the purposes of these insurance policies.
- Have advised appropriate insurers of the proposed placement(s).
- Should the student be expected to work with machinery, equipment or substances hazardous to health, safety precautions will be taken, first aid facilities will be available and training, supervision and protective clothing will be provided.
- Will keep all personal data confidential in accordance with the UK Data Protection Act 1998 or equivalent legislation.
- If the placement requires our students to come into contact with vulnerable client groups you must have health and safety procedures and risk assessments in place to ensure that all parties are protected.

You are agreeing that:

- You will support the student through to completion of their consultancy project. Although students' performance during their professional experience will not form part of the academic assessment of the module, you understand that an early termination could seriously jeopardise the student's degree qualification. If you have any concerns regarding the conduct of the student, or believe the student(s) will be unable to complete the project, you will inform the Academic Lead, Jerney Kidwell immediately.
- Students must complete at least 3 full days (21 hours) between November 2017 and end of January 2018
- While it is accepted that the student(s) will act diligently and professionally during their consultancy activities, you agree and accept that all work undertaken by the students and any outputs from such work will be done on a no liability basis, and therefore any reliance placed on such outputs by the organisation shall be done at the risk of the organisation.

Confidentiality and non-disclosure

- The University of Birmingham and students undertake not to use this information for any purpose, other than for completing the academic requirements of the Religion in the Public Sphere module, without obtaining the agreement of the organisation.
- We understand how important it is for our partners to protect their confidential information and intellectual property, and ensure that our students are aware of the importance of confidentiality. We advise students not to include any commercially sensitive or confidential information in their assignments, and, if necessary. If you require a Confidentiality Disclosure Agreement or Non-Disclosure Agreement to be signed, please forward a draft to the Academic Lead, Jerney Kidwell
- Our students are required to submit all academic work to an academic plagiarism detection service called Turnitin UK to which many higher education institutions subscribe. It comprises a national database of academic work used by higher education institutions against which our students' work is compared. When a significant degree of similarity is detected between a new submission and a piece of work already in the database, an academic supervisor can request access to the original document to check for plagiarism: whilst it is our normal practice to agree to such requests, we would not allow access to an original

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document without taking into account your intellectual property rights. It is also possible for work to be submitted for checking against the database without it then forming part of the database, although we do this only in exceptional circumstances. We are happy to work with you to ensure that your intellectual property rights are protected whilst academic standards are maintained.

Agreement

- I agree that the University of Birmingham, in accordance with the Data Protection Act, may process the information given on this form for the purposes of administrating and assessing the Professional Development placement. I also consent to the storage of this information on manual and computerised files.
- I agree to the terms and conditions of the Professional Skills placement, attached.

Signed on behalf of the project partner provider:

Name

Date

Signature