

Partnership Agreement

West Midlands Internship Programme

This Partnership Agreement represents the minimum expected of each of the partners. It is not exhaustive and is subject to change

Name of intern	
The West Midlands Internship Programme team will provide:	
A programme of taught sessions as specified in the timetable	
An academic supervisor who shares at least one of the following with the intern <ul style="list-style-type: none"> • Ease of access (geographically) • Methodological similarity • Topic area interest 	
A monitored inbox for intern, supervisor, and facilitator use	
Response to inquiries from intern or supervisor within 2 working days	
Regular evaluative opportunities to receive feedback from interns	
Single grant payment to the intern's NHS organisation	
Make available University of Birmingham library access	
Facilitate application to University of Birmingham to undertake an MRes module	
Make available research placements that provide a breadth of understanding of different research activities	
Maintain and develop a diverse supervisor database	
Maintain records of the interns progress and achievement	
Facilitate communication of the programme and the interns progress between the team, the intern and the supervisor	
Maintain communication with the intern after the programme has completed	
Ensure the programme is marketed in such a way that a diverse range of professions and people are able to take advantage of the opportunity	
Provide a Portfolio to facilitate demonstration of the intern's development and achievement	
The supervisor will:	
Agree to meet the intern at least once per month for one hour during the programme (this can be in person or via telephone/skype)	
To complete the supervision log at least monthly and ensures that the intern emails this to the team	
Support the intern to evaluate their development and academic learning needs	
Support the intern to refine their research question and plan a integrative literature review and or design and undertake Patient and Public Involvement (PPI) activity	
Provide feedback to the intern on written work in a timely and constructive manner	
Help the intern to understand plagiarism	
Support the intern to draft his or her literature review and article for submission to an appropriate journal	
Support the intern to draft an application form e.g. Pre-Doctoral Clinical Academic Fellowship (or other equivalent training programme) or research grant	

To respond to intern enquiries via email within 3-5 working days unless an absence has been discussed	
To communicate absence to the team in order that substitute supervision can be arranged	
At the end of the programme, the supervisor will notify the team on the intern's progress and whether the supervisory relationship will continue	
Signature:	
Signed by (name):	Date:
The intern will:	
After receiving confirmation of University of Birmingham ID and email collect their ID badge as instructed, complete the library access procedure, and accept the invitation to the virtual learning environment (Canvas) courses	
Attend all taught sessions and engage with other learning opportunities unless unable to because of illness or personal circumstance. If the intern will be absent they will need to inform the team via email	
Make arrangements to review missed session material – e.g. via Canvas	
Meet supervisor at least once per month (this can be in person or via telephone/skype) and return supervision log to the team via email	
Prepare work and questions so that the supervision sessions are productive and contribute to progress	
Undertake an evaluation of learning needs (Vitae Researcher Development Framework) and discuss these with team and supervisor	
Develop and refine a feasible research question	
Develop and refine an appropriate method	
Abide by good academic standards	
Undertake research placements that support breadth of learning and methodological understanding	
Draft a literature review and article for submission to an appropriate journal	
Draft an application form e.g. Pre-Doctoral Clinical Academic Fellowship (PCAF) (or other equivalent training programme) or research grant	
Use the Portfolio to maintain a record of activity and achievement	
Prepare and present a 10 minute presentation that details <ul style="list-style-type: none"> • The research question • An outline of the method proposed to address this • An outline of the findings of the literature review/PPI work • A discussion of how the literature review/PPI influenced the research project question or design • An outline of the main learning points for the intern from the programme • An outline of what the intern has planned for the future (e.g. application to PCAF). 	
Complete the interactive plagiarism course provided via Canvas	
Provide evaluation and feedback to the supervisor and the team	
Participate in classroom discussions and action learning sets	
Keep the team informed of changes in circumstance that might impact on their progress	
Signature:	
Signed by (name):	Date:

The line manager or organisational representative will:	
Engage with the intern to develop next steps (e.g. career pathway, succession planning, project work)	
Honour the commitment to allow the intern 48 days to undertake the programme over 12 months	
Discuss with the intern the research needs of the area, department or organisation	
Keep the programme team informed of changes in circumstance that impact on the intern's progress	
Liaise with the local finance contact to check the processing of the single grant payment	
Signature:	
Signed by (name):	Date: