



Nuffield Research Placements Registration guide for project providers

The online system

All applications and placements are processed via our online portal: www.nuffieldresearchplacements.org. You will need to create an account which will hold information about your organisation and the placement(s) that you are hosting.

Student applicants also create an online account, detailing their qualifications and subject interests along with a personal statement. You will see information pertaining to a student if they are considered to be a potential match to your placement. Please note any information related to a student that you see via the online system will be anonymised e.g. student's name.

STEM Learning Central Team and your Regional Coordinator have access to the online system and can make changes to your account or help troubleshoot, if required. In general, we suggest that project providers upload all relevant information onto the system, but the Regional Coordinator is there to help you if you require it.

Registering and activating your account

The process for registration and activation of your account will differ depending on whether you have hosted a placement before and whether your organisation has hosted a placement before.

NEW providers: Registration and activation

1. Go to <https://www.nuffieldresearchplacements.org/provider/register>.
2. Complete the registration form.
Note: You should find your organisation on the dropdown list. Please try a couple of different searches in the first instance as it may be under another name. If you cannot see your organisation, please create a new organisation (see below).
3. You will receive an e-mail from 'noreply@stem.org.uk' acknowledging your registration.
4. Your Regional Coordinator will also be notified of your registration and will log in to verify your account.
Note: Account verification is not an automated process therefore you may wish to prompt your Regional Coordinator via email to complete this step.
5. Once verified, you will receive an automated e-mail asking you to log in to your account.
6. Once you have logged into your account, you should be able to edit your profile and create and edit placements.

Creating a new organisation

1. If your organisation is not on the drop-down list when registering, it may be because your organisation has not hosted a placement before.
2. If this is the case, please contact your Regional Coordinator as you will need to supply additional information about your organisation upon registration inc.:
 - a. Does your insurance cover students?
 - b. Are there any special measures that need to be taken?
 - c. Confirmation that before the start of the placement, a risk assessment will be completed

EXISTING providers: For those who have previously hosted, re-activation of your account

1. If you activated your account in a previous year (and/or provided a placement), you should be able to log in to your account at any time to create a new placement for the current year.

Note: There is a forgotten password link on the main page if you can't remember.

2. You may wish to contact your Regional Coordinator before you want to create a new placement, although they will automatically be informed via e-mail when you have created one.

Creating and editing placements

Before creating a placement, you might find it helpful to read through some reports from previous Nuffield students to get an idea of the types of placements that have been offered in the past. Please contact your Regional Coordinator if you believe this would be useful.

Once you are ready to create a placement, you should log into your account and click on the 'create placements' tab. You do not have to complete all the information in one go but can save and return at a later date when you have more information. When completing the form, please pay particular attention to the following sections:

Provide a Secondary Contact

Ideally the primary contact for a placement will be the main supervisor and the secondary contact will be someone who is able to look after any safeguarding issues that arise. Multiple secondary contacts can be added, however, if you have other colleagues who are going to assist the primary contact when it comes to the day-to-day supervision and technical support of the placement.

Creating a title for your project

The project will need a title that clearly states what the project involves. This is important for both the Regional Coordinator (who will be matching a student to the project) and the student (who will see the project title once they have been matched to the placement).

If you are unsure what the project will involve, you can create a generic title which you can edit nearer the time of the placement. The title will become the title of the student's report which they will submit at the end of the placement.

Select relevant subjects

You will need to select all of the subjects that are relevant for the project. Students are matched to placements according to the subjects that they are interested in, so please ensure that you have selected all subjects that are relevant to your area of study. If your subject is cross-disciplinary, please make a note of this in the 'other relevant tags' text box.

Placement weeks

Most placements are two weeks long (min. length is 2 weeks, max. length is 3 weeks). At this stage, you do not need to indicate when you will run the project, but if you have specific dates, please indicate these on the form. You will need to agree dates and put the final dates on the system before the placement starts.

Placement description

Provide sufficient details about the type of project, where the project will be primarily based (e.g. a lab/office) and any additional details that may be relevant. Regional Coordinators will use the placement description to shortlist students with similar interests so the more detail you provide, the more likely the students will be well matched. If you are unsure what the project will involve, you can provide general details which can be edited at any time.

Risk assessment

You will need to upload a risk assessment for all placements before they are due to start. A template risk assessment can be provided by your Regional Coordinator along with further information on health and safety guidance and insurance. If you have a risk assessment form that is commonly used by your organisation, you are welcome to upload this onto the online system.

Video upload/additional file upload

Some project providers may wish to upload a video or additional documentation, such as an introductory slide set. This introduction can help to convey a sense of who you are, your area of expertise and what excites you about research! It is advised that you include a picture of yourself and suggest the three most important papers, articles or related conference videos etc. that students should read or watch to give them an overview of your work and interests. Similarly, a corporate or introductory video can be a useful way to provide user-friendly information to the student. A template slide set is available from your Regional Coordinator.

Please note any uploaded content will be visible to a student who is successfully matched to the placement. This is not a required field, but please feel free to add any other documentation which you feel will benefit the Regional Coordinator or student.

Editing placements

Any of the information you add can be edited and updated at any time by logging into your account and clicking 'edit placement'. Regional Coordinators are also able to edit information relating to the placement, if required.

Creating multiple placements

You may wish to host more than one placement this summer or host multiple students on the same placement. Both approaches have benefits for you and the students including:

- Students can discuss problems with each other rather than relying on the project provider to respond.
- Students keep each other company over breaks and throughout the day.
- Students report feeling more confident and comfortable in the workplace.
- There will be more students to collect data/conduct research for you.

If this sounds like something you would like to do, you will need to create multiple placements on the system so an individual student can be matched to each one E.g. "Investigating the emergence of digital health_1; 'Investigating the emergence of digital health_2; 'Investigating the emergence of digital health_3'. If needed, your Regional Coordinator can help replicate placements.

Thank you for your support and we look forward to hopefully working with you on the Nuffield Research Placements programme.

If you have any questions relating to any of the above, please don't hesitate to contact your Regional Coordinator; their contact details can be found on [our website](#).