



University of Nottingham, Research and Innovation

Statement of Expectations for Industry Collaboration with Postgraduates

Purpose

This document outlines the expectations for collaborations on site, hybrid and remote between industry partners and postgraduates participating in projects, placements, internships, or other forms of engagement facilitated by the University of Nottingham (UoN) through various internal and external funding routes. The aim is to foster successful partnerships, promote postgraduate learning and professional development, and ensure mutual benefit for all parties involved.

The primary focus of this document is on the responsibilities of industry partners (hosts), while also briefly addressing postgraduate and institutional responsibilities for context.

This document is supplementary to formal legal collaboration document between the University and partner and is superseded by them.

Roles and Responsibilities

Host (Industry Partner) Responsibilities

1. Provide a Safe and Supportive Environment

- **Health and Safety:**
 - Ensure the postgraduate receives appropriate health and safety training before starting the collaboration. A copy of any completed risk assessments may be required.
 - Conduct a comprehensive induction covering workplace safety protocols, including emergency procedures (e.g., fire evacuation plans) and reporting mechanisms for accidents or safety concerns.
- **Workplace Conditions:**
 - Provide the postgraduate with similar work facilities and amenities (physical spaces and resources used for conducting work) as those available to employees, as far as reasonably practical. Any access to IT, lab or other hardware/equipment must be clearly agreed in advance
 - Maintain a collaborative environment free from discrimination and harassment. Ensure you signpost students to the organisations reporting procedures for any incidents, your contact at UoN will advise you of these. For UK-based hosts, comply with the Equality Act 2010 and make reasonable adjustments to support

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postgraduates where required. Please see the University of Nottingham [Dignity at Nottingham Policy](#) that may be of interest.

- **Policies and Insurance:**

- Have a Health & Safety Policy or similar workplace arrangements in place.
- Ensure risk assessments are carried out for activities involving significant health or safety risks.
- Maintain adequate insurance coverage, essential insurances are Employer Liability and Public Liability. Depending on the collaboration additional appropriate insurances may be necessary to cover the host which provides an equivalent degree of cover in respect of the postgraduate as is maintained for any employee.
- **Employer's Liability Insurance:**
This insurance is legally required if the host has any employees, including students on placement, as they are treated as employees for insurance purposes. This insurance covers the host organisation for any work-related injuries or illnesses suffered by the student during their time in the collaboration.
- **Public Liability Insurance:**
This insurance covers the host organisation if the student, while on agreed collaboration, causes any damage or injury to a third party or their property.

2. Offer Meaningful Engagement Opportunities

- Design and facilitate activities aligned with the collaboration's goals, such as project outcomes, skill development, or postgraduate learning objectives, as agreed in advance.
- Ensure tasks are suitable for the postgraduate's skills and educational background.
- Where possible, accommodate the postgraduate's individual goals and aspirations, to be discussed with the student in initial induction meetings

3. Recruitment and Selection (if applicable)

If a recruitment or selection process (e.g. for internships, projects, or placements), is applicable to your collaboration, we encourage you to apply principles of fairness, transparency, and inclusion:

- Ensure all applicants are assessed consistently and objectively.
- Make reasonable adjustments for candidates with additional needs.

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- Provide timely communication to all applicants about outcomes.
- Where feasible, offer brief and constructive feedback to **unsuccessful candidates** to support their development.

This promotes best practice, aligns with equality and diversity values, and helps students gain valuable learning from the process — even if not selected.

3. Supervise and Communicate Effectively

- Designate a point of contact, supervisor, or mentor to provide guidance throughout the collaboration, with regular scheduled meetings and check-ins.
- Clearly communicate timelines, expectations for tasks, preferred methods of contact, and procedures for absences.
- Provide regular feedback and address any questions or concerns raised by the postgraduate.

4. Comply with Data Protection (GDPR) Requirements

- Both the host and the University of Nottingham act as data controllers/processors when handling postgraduate data and must comply with all obligations under **UK GDPR and Data Protection Legislation**.
- Personal data should only be collected, processed, and stored where necessary for the purpose of the collaboration, in line with lawful bases under GDPR.
- Ensure appropriate security measures are in place to protect personal data against unauthorised access, loss, or misuse.
- Any data breaches affecting postgraduate information must be reported to the University as soon as possible.
- If the host requires the postgraduate to process personal data as part of their tasks, they must receive appropriate training and comply with GDPR principles.
- The terms relating to intellectual property (IP) will vary depending on the nature of the collaboration.
- Any specific IP arrangements will be detailed in a separate, formal agreement (e.g. placement contract, collaboration agreement, NDA) between the University of Nottingham, the host organisation, and where appropriate, the student.
- In all cases, **the terms outlined in the signed agreement will take precedence** over this Statement of Expectations.

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- Hosts should ensure that IP rights and confidentiality expectations are clearly communicated to the student at the outset of the collaboration.

5. Notify UoN of Incidents or Concerns

- Promptly inform the University of Nottingham of any incidents (e.g., injuries or near-misses) involving the postgraduate within 48 hours. Provide a written summary with a detailed chronology, description of events, and proposed remedial actions.

Communicate any significant concerns, challenges, or changes related to the collaboration to the relevant UoN project manager named in your contract or the team in which you have been liaising with.

6. Participate in Feedback and Evaluation

- Engage in any evaluation or feedback processes required by the University.
- Where possible, provide **tangible recognition** of the student's contribution, such as:
 - A short written reference or testimonial.
 - Endorsement or post on LinkedIn acknowledging the collaboration.
 - Involvement in a joint blog or vlog summarising the project.

These contributions help students reflect on and articulate their experiences in future academic or professional settings and reinforce the value of the partnership.

Postgraduate Responsibilities

While this document focuses on host expectations, postgraduates are also responsible for:

1. **Engaging Professionally:** Adhering to timelines, policies, and standards set by the host, while demonstrating reliability, respect, and professionalism.
2. **Upholding Ethical Standards:** Maintaining confidentiality and acting with integrity.
3. **Actively Contributing:** Participating fully in tasks or projects, aligning their efforts with collaboration goals.
4. **Communicating Openly:** Proactively seeking clarification and notifying the host or institution of any absences or challenges.

Respect Intellectual Property and Confidentiality: Abide by any IP and confidentiality clauses outlined in signed agreements relating to the collaboration and the existing University Policy on IP.

Acknowledge that intellectual property arising from or used within the collaboration may be subject to ownership, licensing, or usage restrictions agreed in advance between the

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University, the host, and the student. This must be as a formal agreement with direct involvement of the Contracts Team in liaison with the IP Commercialisation Office (if required)

Maintain confidentiality over proprietary or sensitive information received during the course of the collaboration, including after it has concluded, in line with agreed terms.

Institution Responsibilities

The University of Nottingham will:

1. **Facilitate Collaboration:** Provide clear guidance to all parties on the collaboration's purpose and structure, ensuring alignment with learning and professional development goals.
 2. **Act as a Liaison:** Serve as a primary contact for dispute resolution for hosts and postgraduates, addressing queries or concerns as needed.
 3. **Support Health and Safety Compliance:** Work with hosts and postgraduates to ensure compliance with workplace safety requirements.
 4. **Wellbeing and Welfare Support:** Ensuring continued wellbeing and welfare support, through UoN services, throughout the duration of the collaboration.
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