EastBio CASE studentships

CASE Studentships Welcome Survey

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# General

The EastBio team developed this resource following analysis of our programme survey 2023/24 (completed separately by currently funded students and their supervisors) and consultation with the EastBio Industry Engagement Committee (including representation by academic leads and current student reps).

We have developed this form to guide CASE studentships teams – including both the PhD and the CASE supervisors, and the funded student – to manage their engagement that will guarantee the successful completion of CASE PhD projects. The following survey indicates areas of communication and information-sharing that should enable smooth, open collaboration and optimal management of the project during the PhD life.

This is an optional survey. We do, however, encourage all parties to consider filling this form, in full or in part, at the start of the PhD project and use it in the course of the project’s development. The resource can act as a CASE Welcome Pack that the student can refer to as necessary to be able to access the support and contributions of the CASE partner. Rather than a rigid plan basis, the survey can serve to help facilitate open conversations, establish mutually agreed expectations and boost the understanding of roles and responsibilities within the supervisory team.

EastBio does *not* monitor this process but we should be contacted in the case that grave issues are anticipated, raised, or noted in the course of the studentship by any of the parties. The local academic lead may need to be involved to help resolve any issues for the research project successful completion within the 4 years of BBSRC funding.

For the BBSRC/EastBio expectations regarding CASE studentships, see: <https://biology.ed.ac.uk/eastbio/training/placements/eastbio-case-studentships> and <https://biology.ed.ac.uk/eastbio/eastbio-handbook>.

See also relevant UKRI Guidance: <https://www.ukri.org/wp-content/uploads/2020/10/UKRI-071020-StatementOfExpectationsTechnologySkillsSpecialists.pdf>

If you have any comments, queries, concerns or recommendations about this survey, please contact the EastBio team at placements@eastscotbiodtp.ac.uk or a member of the EastBio Industry Engagement committee at <https://biology.ed.ac.uk/eastbio/contact-us/eastbio-dtp-committees>.

CASE Wellcome Survey

# CASE studentship supervisory team

## EastBio student details

Student name:

Student email:

Student main affiliation (institutional department(s) they are matriculated in):

Student further affiliations (other institutions that cooperate in the project):

CASE project title:

CASE studentship full or part time?

## EastBio PhD supervisor details

Name:

Email:

Affiliation:

## EastBio co-supervisor(s)’ details

Names:

Emails:

Affiliations:

What are the specific contributions of co-supervisors in the CASE project?

## CASE partner supervisor details

Name:

Role in the CASE partner organisation:

Email:

Affiliation:

CASE partner website

Postal address of CASE partner organisation:

What is the expertise or specialised area(s) of the CASE partner and the CASE supervisor?

Does the project involve student contact with other members of staff in the CASE partner organisation besides the CASE supervisor?

If so, what are their roles (research, finance, etc.)?

Can these individuals or teams be approached by the student for purposes to do with their work at the CASE partner?

Please provide these contacts’ details (name, role, email) as confirmation that they can be contacted by the student for support in terms of their PhD project.

Provide the contact details of the relevant business/industry officer at the academic host institution that is involved in the formal arrangements for your CASE studentship (name, role, affiliation, email).

Is the CASE PhD Studentship Agreement signed?

Does the Agreement contain relevant sections with details about research IP, Health & Safety, Insurance, and other legally required arrangements expected to be in place in relation to the student’s work with the CASE partner organisation.

Is a copy of the Agreement made available to the student, the EastBio team and the academic institution hosting the studentship?

Has there been agreement on any funding commitments by the CASE partner on the basis of the CASE Letter of Support submitted with the project proposal to EastBio during recruitment)? Please provide details (EastBio expects that: (a) the CASE partner will cover all consumables during the student placement at the CASE partner’s premises and (b) the CASE partner to honour the financial commitments recorded on the signed CASE Letter of Support that was submitted to EastBio during recruitment).

# Partners’ engagement

Has everyone met everyone on the supervisory team and is aware of one another’s expertise, strengths and input to the project?

Is there agreement on how the PhD and CASE supervisors and the student develop and implement an appropriate plan of research (involving a timeline, methods, objectives, review steps, problem-solving, etc.)?

Whose responsibility is it to implement the research plan overall?

Has there been discussion about ensuring the CASE partner’s proactive involvement in supporting the progress of the PhD project?

What is the % of time contribution to the project by the CASE partner?

Provide details of the frequency of supervisory meetings scheduled in Y1 (Y2, etc.) of the PhD.

Provide details of the meetings joined by the CASE partner in Y1 (Y2, etc.). Are these set or dependent on other factors? Please provide details.

Has there been agreement on the plan for aspects of the project work that should be conducted more closely, or exclusively, with the CASE partner? If so, please note down relevant details (e.g. at what point in the PhD, how often, work done in different times or as a single placement, etc.). This may be either the CASE placement (a specific project or projects conducted on the CASE partner’s premises, in which case see Placement section, below) or not.

Has there been discussion on the CASE partner’s expectations about project goals and outcomes that are of clear benefit to them? Has there been agreement about how these will be secured via the student’s research work?

Has there been agreement about what is expected from the student in terms of reporting progress, completing project objectives, deadlines, etc.? Has the student been actively involved in such discussions and given every opportunity to co-create relevant objectives and critique the direction of the project so as to develop agency and critical thinking?

Has there been agreement about the type and extent of the CASE supervisor’s feedback on any reports the student will produce for their PhD project? Please provide details.

In the case when the student has a ‘reasonable adjustments’ plan in place (or institutional arrangements in terms of disability, ill health, caring responsibilities, etc. that should enable them to carry out their work objectives), is this taken into account and implemented via collaboration of all parties, including periods the student works on the CASE partner’s premises.

Are there discussions to implement specific training for the student that was anticipated at the start of the project, involving non-research skills? If so, provide details and develop a plan of training as a team.

Has there been discussion about mitigating for likely risks to the project relating to the CASE partner’s area of operations? If these were noted at the project review stage, please share these with the student and discuss further as a team.

Are there problem-solving protocols the student should be familiar with and that would develop further his project management skills?

If there are collaboration issues in the course of the PhD, who carries responsibility to instigate actions, lead on identifying solutions and aim to resolve these so that the CASE project can continue successfully? Is there support to the student if these issues create grave challenges in the continuation of their project, and/or support contacts they need to be aware of (other than EastBio and their host institution)? Please provide details.

# CASE professional placements

Has there been an early discussion about the student placement at the CASE partner’s premises? (see details of the mandatory requirement at <https://biology.ed.ac.uk/eastbio/training/placements/eastbio-case-studentships>).

Is there a concrete plan for the CASE placement (involving a defined project, timeline, objectives, etc.) and a clear set of expectations from the student and the CASE partner?

Does the CASE placement cover opportunities for skills training and networking?

Has there been a discussion about additional arrangements that may be required by the student during their placement in the case they have a reasonable adjustments plan in place at their host academic institution?

Is the EastBio CASE Placement Agreement completed? (EastBio has a relevant MOU template for this but a different template can be used as preferred by the CASE partner). Note that this must be in place before the placement can begin.

Has there been agreement about any financial support to the student to enable them to carry out their CASE placement project? (EastBio expects that all consumable costs will be covered by the CASE partner during the placement and asks for a financial support to help with travel and accommodation, if agreed with the CASE partner in advance. The student will continue receiving their stipend and can use their RTSG for any additional costs, plus a small EastBio fund for travel and accommodation).

# Other forms of engagement

Has there been discussion about further forms of support the CASE partner may be willing to provide, such as participating in Eastbio events? For example, summer symposia with a focus on industry or research impacts, industry sandpits, networking for prospective supervisors, alumni talks, career exhibitions, etc.

Are there any suggestions that the CASE supervisor would like to make to EastBio Management to promote CASE studentships, industry engagement in the programme, and the impacts of such collaboration for companies, young researchers and securing further funding from UKRI?