

**Placements Scheme**

**Application Form**

**Section 1 Completed by Applicant & Supervisory Team**

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| **01. Forename** | Click here to enter text. |
| **02. Surname** | Click here to enter text. |
| **03. Student ID** | Click here to enter text. |
| **04. Institution** | Choose an item. |
| **05. Department/School** | Click here to enter text. |
| **06. Primary Supervisor** | Click here to enter text. |
| **07. Host Organisation** | Click here to enter text. |
| **08. Host Organisation Supervisor** | Click here to enter text. |
| **09. Proposed Placement Start Date** | Click here to enter a date. |
| **10. Proposed Placement End Date** | Click here to enter a date. |

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| **11. Summary of Placement Activities & Planned Outputs**> Provide a summary of the placement to be conducted, including the activities that will be undertaken and the planned outputs. |
| Click here to enter text. |

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| **12. Support and Facilities Provided by Host Organisation for the Placement**> Outline what support, facilities and other resources the host organisation will be providing in support of the placement. |
| Click here to enter text. |

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| **13. Details of funding / support you are requesting from NINE DTP**> Provide details of any financial support you would be looking to receive from the DTP, including accommodation and / or transportation. |
| Click here to enter text. |

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| **14. Match-Funding to be Provided by Host Organisation for the Placement**> Detail any direct match-funding the host-organisation will be making to support the costs of the placement, including meeting the costs of additional expenses and extending the award-holder’s studentship during the period of the placement. |
| Click here to enter text. |

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| **15. Anticipated Impact and Knowledge Exchange Arising from the Placement**> Describe the anticipated impact of and exchange of knowledge from the placement on the host organisation, the award-holder and other parties. |
| Click here to enter text. |

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| **16. Any Other Relevant Information**> Please provide any other information that you consider relevant to the application. |
| Click here to enter text. |

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| **17. Accompanying Documents**> Please list the supporting documents that accompany your application and ensure they are submitted together with this form.  |
| **Document A // Letter of Support from Principal Supervisor** | Click here to enter text. |
| **Document B // Letter of Support from Host Organisation** | Click here to enter text. |
| **Document C // Letter of Support from Dept/School Director of Postgraduate Studies** | Click here to enter text. |
| **Document D** | Click here to enter text. |
| **Document E** | Click here to enter text. |

**How to Submit Your Completed Application**

* Completed forms must be submitted electronically in the Microsoft Word DOCX or DOC format.
* Completed applications should be saved using the following convention: **[Award-Holder Surname] [Award Holder Forename Initial]\_PlacementApp\_[Date, recorded as YYYYMMDD].**
* Accompanying documents should be listed in your application form and saved using the following convention: **[Award-Holder Surname] [Award Holder Forename Initial]\_PlacementApp\_[Date, recorded as YYYYMMDD]\_Doc1 (Doc 2 etc.)**
* Completed applications must be sent electronically to your local DTP administrator:

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| **Institute** | **Email address** |
| Durham | **contact.nine@durham.ac.uk** |
| Newcastle | **ninedtp.admin@newcastle.ac.uk** |
| Northumbria | **Andrea.percival@northumbria.ac.uk** |
| Queens | **nine.admin@qub.ac.uk** |
| Sunderland | **John.fulton@sunderland.ac.uk** |
| Teesside | **Anthony.lloyd@tees.ac.uk** |
| Ulster | **c.murray4@ulster.ac.uk** |

* By submitting the application form electronically by email the applicant confirms that its contents are true and correct.

**Section 2** Completed by NINE Administrator

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| **Date Received** | Click here to enter a date. |
| **Date Passed to Director** | Click here to enter a date. |
| **Decision** | Choose an item. |
| **Placement Duration Approved** | Click here to enter text. |
| **Amount Approved (£)** | Click here to enter text. |
| **Date Award-Holder Notified** | Click here to enter a date. |
| **Further Information / Feedback** | Click here to enter text. |

**Section 3** Completed by Finance Office

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| **Date Claim Received** | Click here to enter a date. |
| **Date Claim Processed** | Click here to enter a date. |
| **Final Amount Paid to Award-Holder (£)** | Click here to enter text. |
| **Further Information** | Click here to enter text. |