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**LAHP Placement Scheme**

**Placement agreement form**

This form must be completed, signed, and returned to lahp.partners@london.ac.uk four weeks in advance of the start date of the placement.

**Personal Details**

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| --- | --- | --- | --- |
| Title: | First name: | | Family name: |
| Department: | | Institution: | |
| Address (for correspondence): | | | Email: |
| Tel. no: |

**Project Details**

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| --- |
| Project Title: |
| Cultural Partner Organisation: |
| Cultural Partner contact: |
| Primary academic supervisor: |
| Agreed timetable  From …/…/… to …/…/… |
| Hours to be worked: |
| Do you need any reasonable adjustment/s to be made to take up this placement? If yes, please provide further details and confirm whether you are happy for us to share these requirements with your placement host. |
| Meetings: |
| Milestones: |
| Deliverables: |

**Anticipated impacts on PhD progress**

Interruption:

In some circumstances it may be possible to apply for an Interruption of Study from the home institution. This must be discussed with both your supervisor and the LAHP Manager and a formal application must be made to your home institution for an Interruption of Study.

Do you require an interruption of study?

Yes  No

Extension of funded period:

LAHP-funded students may apply for an extension to the funded period when working on an unsalaried internship. Please note that this does not entail an extension to the submission date.

Do you require an extension to your funded period?

Yes  No

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| --- |
| Other anticipated impacts: |
| Other comments: |

**For the Placement Host**

Please confirm that a risk assessment for all the locations and activities of the placement has been conducted.Yes

**Approval**

Supervisor’s declaration: I am familiar with the project as described and have discussed its implications for the student’s programme of study.

By signing this form, you are agreeing to the [LAHP Code of Conduct](https://www.lahp.ac.uk/wp-content/uploads/2021/08/LAHP-Code-of-Conduct-1.pdf).

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| --- | --- |
| Signature of applicant |  |
| Signature on behalf of Cultural Partner |  |
| Signature of Supervisor |  |
| Signature on behalf of LAHP |  |