Information for placement hosts

The Postgraduate Researcher Experience Programme (PREP) was established to enable postgraduate research students at the University of Sheffield to engage with experiences to enable them to develop and apply personal and professional skills. One of the ways they can do this is to undertake a placement with an organisation of interest to them. Placement hosts benefit from the input of an experienced PhD student, who may help them to undertake a specific piece of work. The University provides funds to enable the placement host to pay the student a salary.

How it works

Once the postgraduate research student has agreed a placement in principle, they can apply for PREP funding. If their application is successful, the PREP team will then contact the placement host in order to complete a Letter of Expectation, which confirms the health and safety and funding arrangements. If the placement is approved the placement host will need to pay the student a salary, at an agreed rate for a specified number of hours. The placement host must then send an invoice to the PREP team for the agreed amount and the funding will be reimbursed to the placement host.

Further information

- Placements must take place within a UK-based organisation.
- The organisation must have the infrastructure in place to make salary payments and issue invoices.
- The organisation must be willing to be set up as a vendor with the University.
- The organisation will have a contact within the PREP team for any questions or issues before and during the placement.

Funding details

- Placement hosts must pay the student a wage of £14.64 per hour plus £1.77 per hour for holiday pay. This is a total of £16.41 for each hour worked.
- If the placement host wishes to pay the student at a higher rate, they must pay the additional amount to cover this. Any other costs are the responsibility of the host.
- The University of Sheffield will agree in advance the number of hours to be funded. This will be between 14 and 60 hours. The maximum amount payable by the university is therefore £985 (equivalent to 60 hours, at a rate of £16.41 per hour).
- Any extension to the agreed number of hours, must be fully funded by the placement host.

The payment process

The agreed funding is provided for the student’s wages at a rate of £14.64 per hour plus £1.77 per hour for holiday pay. This is a total of £16.41 for each hour worked. The placement host is expected to pay the agreed amount to the student through the organisation’s payroll system in the appropriate payment reference period.
Claiming the funding

The University will set up the placement host as a vendor, if they are not already.

The placement host must complete two documents and send them to prep@sheffield.ac.uk as follows:

1) Official company letterhead, invoice or quote which must show:
   - Company name, address, contact details and all bank details for the payee
   - Registered company number and VAT number (if applicable)
2) Official bank documentation which shows the bank’s logo, account name and all relevant bank details for the payee.

On receipt of this information, the University will set the placement host up as a vendor. The set up process may take up to two weeks.

Invoice

In order for the University to process the payment, the placement host must send an invoice to prep@sheffield.ac.uk. This should quote ‘PREP funding’, and be made out:

PREP
University of Sheffield Careers Service
Edgar Allen House
241 Glossop Road
Sheffield
S10 2GW

The invoice should also include:

- A unique invoice reference
- Invoice/tax date
- University of Sheffield purchase order number - which will be sent to them in advance
- A statement that this is VAT free
- The name of the placement student.
- Dates of the period claimed for (placement start and finish)
- Total amount
- Bank details of where the payment is to be made
- Contact details for any invoice queries

An example of an invoice can be downloaded from this page:

https://www.sheffield.ac.uk/finance/staff-information/help/payments/invoice/invoice-essentials

Pending successful vendor registration, payment will be made within 30 days of the invoice being accepted as valid and undisputed.
If you have any questions about any aspect of the scheme or the funding process please email prep@sheffield.ac.uk.