**Students as Researchers Scheme 2024-25**

**Student Application Form**

The Students as Researchers Scheme at York St John University provides opportunities for staff and students to work collaboratively on research projects. It offers a great opportunity to work alongside staff in a way you may not have before, and provides the chance to build on your research experience and develop transferable skills such as teamwork, communication and workload planning.

Student Researchers will be set up on Casual Support Staff contracts and will be required to submit timesheets as a record of hours worked on the research project. These hours will need to be approved by the Project Supervisor prior to payment.

There are usually 45 hours available to claim per student researcher per project (correct at time of application form being updated 14/10/24). There is one exception which is project RES178 (J. Cooper) which has 15 hours work available.

**Right to work**

**You** must ensure you are eligible to undertake paid work in the UK. All UK employers have a statutory duty to prevent illegal working in the UK. Therefore, it is a requirement that all prospective employees provide evidence of their right to work in the UK, **before** commencing work. Failure to ensure the individual has the correct documents, can lead to civil and criminal penalties for non-compliance.

All individuals must present the appropriate original document(s) to a member of the HR Team in person, before taking up employment with us. This should be done at least 1 day in advance of start date. Evidence includes either:

* passport, residence permit or Application Registration Card **or**
* full UK birth certificate (showing the names of at least one parent) **plus** a document showing name and National Insurance number (from a Govt. Agency or previous employer).

**INTERESTED? HERE IS HOW TO APPLY:**

Fill in the application form overleaf, and return the completed form to the Research Office

Email ResearchOffice@yorksj.ac.uk by **midday on Monday 28 October 2024.**

**What happens next?**

After the closing date the application forms will be reviewed and scored, and a decision reached on the strongest application. The Project Supervisor will then meet with the chosen candidate to discuss the role further. This provides an opportunity to ensure an appropriate fit between the candidate and the project. Following this initial meeting, the Project Supervisor will confirm whether the candidate has been appointed to join the project team to be a Student Researcher. Interviews may be required if a decision cannot be reached from the application forms alone.

**Are there any other requirements in addition to the project tasks?**

The Student Researcher will be expected to attend the ‘Student Researcher Induction’ hosted by the Research Office, complete an end of project survey and contribute to an internal event related to the research project and its outcomes.

If you require further details, either about the application process or the Students as Researchers Scheme in general please contact Emma Sunley, Research Officer; Email ResearchOffice@yorksj.ac.uk or e.sunley@yorksj.ac.uk

For more information on the specific projects, please contact the relevant Project Supervisor.

**Students as Researchers Scheme 24-25**

**Student Application Form**

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| **Project Title** |  |
| **Project Code** |  |
| **Student Name**  |  |
| **Student ID** |  |
| **YSJ Email**  |  |
| **Are you eligible to work in the UK? Yes / No (delete as appropriate)**If offered the role, evidence will need to be provided prior to commencing work on the project. Evidence includes either:* passport, residence permit or Application Registration Card **or**
* full UK birth certificate (showing the names of at least one parent)
* **plus** a document showing your name and National Insurance number (from a Govt. Agency or previous employer).
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| **Programme you are enrolled on** |  |
| **Start and end date of your programme** |  |
| **School** |   |
| This is a very competitive process and there is often a large volume of applications. Applications will be reviewed and scored after the deadline. An offer will be made to the strongest candidate, which will be conditional on a satisfactory first meeting with project supervisor who will confirm / withdraw the offer. If offer is withdrawn the opportunity will be offered to the next strongest candidate. Occasionally interviews may be required if a decision cannot be reached on the application forms alone. Please thoroughly read the proposed student tasks and anticipated timeline for the project you are applying for to ensure it fits with your interests and skills, and your other deadlines and commitments you have including other part time work. The Research Office and Project Supervisor reserves the right to withdraw an offer at any time should agreed tasks and deadlines not be met satisfactorily.Please provide strong and concise answers to the 7 questions / statements overleaf, providing evidence on why you would be the best candidate for the role.(Feel free to expand the boxes. Approximately 150 words per question). |
| **1** Why have you applied for this particular project? |
| **2** What knowledge, skills and experience could you bring to the project? *Highlight previous relevant work experience, and University learning e.g. modules.*  |
| **3** What interests you about being involved in this research? |
| **4** Provide an example of how you manage your time and workload effectively.  |
| **5** Provide an example of when you worked in a team, what your role was and how you achieved the task. |
| **6** Provide an example of a time you have worked on your own on a task and how you used your initiative to complete it.  |
| **7** What personal qualities would make you the best candidate for this project?*Consider in particular the project aims, proposed student tasks and any plans for research as part of your future plans* |
| **How did you find out about the Students as Researchers Scheme?**  |

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| --- |
| **Student Signature (may be typed)** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**  |

Submit the application form by **midday on Monday 28 October 2024 to:**

Research Office Email ResearchOffice@yorksj.ac.uk

If you have any queries please email Emma Sunley, Research Officer for Events and Projects on e.sunley@yorksj.ac.uk