

UROP Information - Students

This page contains information about UROP for students. Staff facing information is available [here](#).

Notes for Students

The UROP is set up to allow undergraduate students **NOT** in their final year of study the opportunity to gain insight into research being undertaken by the world-class academics that teach at the university. It also provides an opportunity for students to develop some of the technical and transferable skills required in research activities, and by many other graduate careers.

The UROP operates during the summer period. Project details are continually added and each advert will be updated once the post has been filled.

You can choose to apply for any of the projects on offer - including those outside your own Department.

Some projects are funded by the Engineering and Physical Sciences Research Council (EPSRC) or Natural Environment Research Council (NERC) and have eligibility criteria that must be observed.

Some projects may be marked "subject to funding" and therefore may not run as the funds may not be forthcoming.

A link is provided to enable students to email the supervisor of each project. Contact can be made for further information before a formal application is submitted. Some supervisors will set a deadline for applications, and then consider who they want to select; others may offer their projects on a first-come-first-served basis. (Note: Expressing interest at this point does not tie you to taking on a project, nor does it tie the supervisor to offering it to you.)

UROP students will be paid the National Living Wage plus the appropriate holiday pay, as a minimum. Payments made to students are subject to appropriate deductions for PAYE (Income tax and National Insurance contributions). The normal duration of a UROP placement is 10 weeks, though shorter or longer projects may be supported at the discretion of the supervisor.

Once a student has been selected, arrangements for project administration will differ for each Department.

Details for the designated Department contacts are available [here](#).

You can view the latest UROP projects at the [UROP - Available Projects](#) page.

Department of Engineering projects

Administration for UROP projects within the Department of Engineering is overseen by [Joe Goddard](#), Industrial Placements Coordinator. The CUED academic co-ordinator is [Professor John Durrell](#). Students are welcome to raise any queries with either of them.

Key points to note

- Students must show their Right to Work documents to the finance office before they commence their placement. Overseas students may participate if your visa allows you to legally work full time during official vacation periods. (For example, Student visa).
- Students paid on the UROP scheme will need to sign an 'Intern' Workers Agreement.
- The standard working week is 37.5 hours.
- A signed timesheet must be submitted in a timely manner to the finance office for payments to be processed. Payments are made on a regular basis using the University Payment System.

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- All students must complete the registration process via Mr Joe Goddard, regardless of their source of funding.
- To register, students and supervisor must complete the following forms and return to the [UROP Administrator](#) before the start of the project. Click here for the [UROP CCWS Checklist and Hazard Assessment Form](#).
- In Engineering, UROPs can also be supported by college funding as long as the College provides a letter to the Department confirming that the College is employing the student and is providing support equivalent to the national living wage.
- Students are expected to work to an acceptable technical standard. Supervisors retain the right to terminate appointments, if performance remains below the required standard, following due warning.
- You should negotiate your schedule of work with your supervisor at the start of the project.
- To comply with university rules, you should produce and submit a two-page technical report to document the work that you have completed.
- You may be asked to complete a questionnaire to help the University evaluate and develop the programme.

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