

Cambridge Judge Business School
The Cambridge MBA

Individual Projects (IP) and Work Placements (WP)

IP-WP CLIENT BRIEFING NOTES

July – September 2017



UNIVERSITY OF
CAMBRIDGE
Judge Business School

The **Cambridge** MBA

Summer Term: Individual Project (IP)/Work Placement (WP)

Our MBA students may undertake an Individual Project (IP) or a Work Placement (WP) with a client as the final Summer Term assignment of their one-year MBA. IP usually denotes a bespoke project for a client, while WP normally refers to the more formal internship programmes companies have, sometimes as part of their recruitment process.

The Summer Term assignment is expected to take the equivalent of six to eight weeks of full-time work from 3 July to 15 September 2017 when there are no other lectures or assignments.

As WPs/IPs are part of the MBA programme and fulfil a course requirement, they must be completed prior to the official end date of the course (19 September 2017). However, the MBA student may undertake a separate WP/IP after the end of the course with the same employer, but the client must be aware that this will not form part of their course. This is especially important for those students on a Tier 4 student visa.

What types of projects are possible?

The IP/WP may cover any aspect of management, and may be located in any commercial, industrial, public sector or not-for-profit organisation, anywhere in the world. Recent projects have included, amongst others: a product expansion strategy into China; a study to analyse the likely impact of a large event for a major drinks company; a methodology to reduce operating expenses for a business component of a FMCG group; a marketing strategy for a premium drinks brand; a model to provide global health services; a market entry strategy for a new bank; and a study into energy and the nature of energy pricing.

Creating a Project Initiation Document

Students are expected to develop a Project Initiation Document (PID) in collaboration with the client. This is a standard template enabling the student to refine the scope with you into a manageable project. We recommend students use the PID template to structure the objectives and expectations for the project, so all are agreed on the parameters of the work, where it is to be conducted (i.e. at client sites, in the field, at Cambridge Judge Business School), the timetable, and interim and final deliverables.

This discussion should include consideration of the resources available to the student – contacts, data sets, facilities, access to key personnel, etc. It should also cover the type of research necessary to fulfil the objectives of the project – primary or secondary mix – and where the primary data or sample frame will come from.

Based on your discussions, the student will then draw up a final PID and initial high-level project plan, which should be agreed and signed by both parties. The PID will clearly articulate the agreed expenses and the timeline for the project. A final PID document, including full project plan, should be signed off by all parties before the project begins and sent to the Projects Manager.

Please note that students are expected to abide by ethical guidelines in the conduct of their projects and for this reason are required to identify themselves, and their client company, when seeking to obtain information from third parties.

What resources do you need to commit?

IPs/WPs vary hugely, and the time that clients spend with the student will depend on the nature and scope of the project. In the case of IPs, some will work closely with their student, while others may see them only once a week, with much of the work being conducted off-site. For students doing a WP, they

are expected to work full-time on-site being involved in the day-to-day office activities. We recommend establishing a timetable and project plan early so that everyone is informed of progress and there are no surprises at the end.

Costs

Any payment for projects is individually negotiated between the student and the client and paid directly to the student. Client companies must meet all student expenses associated with the project, including travel, accommodation and subsistence. Please make sure that both you and the student understand and agree in writing any payment and include it in the project plan.

Submit your proposal

You can submit your proposals at:

Web: www.jbs.cam.ac.uk/projectproposal.html

Email: mbaprojects@jbs.cam.ac.uk

Since students are continually exploring their own summer options, we recommend interested clients submit proposals early to secure the best candidate for the project. We will be accepting proposals on a rolling basis, with a final deadline of 5 June 2017.

Evaluation

We will send you an evaluation form by the end of August and ask that you return the completed feedback form to us by Wednesday 6 September 2017. You will be asked to comment on the student's overall quality of work and professional engagement thus far.

Confidentiality

All students have signed a non-disclosure agreement, but may also sign specific confidentiality agreements with their clients. As the students are not employees of the University we cannot enter agreements on their behalf, or be party to any agreement signed between them and the client.

Tier 4 visa sponsorship and related responsibilities

The University of Cambridge is a licensed Highly Trusted Tier 4 sponsor and has additional responsibilities, imposed by UK Visas and Immigration (UKVI), in relation to students who are Tier 4 visa holders.

A work placement is one of the summer options for MBA students and, as such, is an assessed and integral part of the course. The University continues to sponsor a student under Tier 4 during the placement period and until the course end date of 15 September 2017. In line with Tier 4 policy, students are granted an additional four months Tier 4 immigration permission from their course end date.

As the University continues to be responsible for sponsoring a student under Tier 4 during a work placement, we require the co-operation of the provider in monitoring attendance and communicating to the University promptly when there are any concerns. If there are any issues or concerns with attendance or engagement during the placement, please notify the University in a timely manner by contacting the MBA Programme Office: mbahelpdesk@jbs.cam.ac.uk

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