



Principles for the Management of Placements at UCL

Definition of placement

Placements in general are defined as a planned period of experience at an organisation external to UCL taken by students as part of their degree programme at UCL.

Below is a summary of the characteristics that defines a placement as referred to in this policy¹.

Placement

- ✓ A compulsory or optional part of a module or a programme of study that counts towards the student's degree at UCL
- ✓ The placement duration, content and provider are approved by UCL
- ✓ The placement provider can be found either by UCL or the student
- ✓ Can take place either in the UK or overseas
- ✓ Can take place at any type of organisation: private companies, public institutions, charities, research institutes, NGO's etc.

Due diligence and monitoring of placements

The table below describes the minimum level of due diligence required for a placement.

Placement environment:

A Risk Profile and Health and Safety Checklist are required. A visit to the placement organisation is recommended if feasible. After the start of the placement, students are required to complete a Student Induction Checklist (except for a Field School where a UCL member of staff travels with the students).

Academic standards:

The responsibilities of the Host Organisation placement supervisor need to be agreed and appended to the placement agreement.

Legal protection:

A legally binding Placement Agreement in the UCL template is required between UCL and the placement organisation and a Student Letter agreement is required to be signed by the student.

Departments must adhere to the provisions in the Guidance on Tier 4 Visas and Placements where relevant.

¹ This policy does not apply to placements that are required for Professional, Statutory and Regulatory Body (PSRB) recognition (such as medical placements or teacher education placements). These placements are established and managed fully by academic Departments. However, Tier 4 students are subject to UCL Engagement Monitoring Policy even during these placements.

Main roles and responsibilities

The relevant UCL (Academic) Department will be responsible for ensuring that placements as part of an academic programme are managed appropriately in accordance with this guidance and UCL regulations.

UCL Careers can provide guidance and advice when setting up placements such as how to manage the process, resourcing and due diligence required. Departments should contact UCL Careers at the earliest opportunity (i.e. pre programme/module approval) to obtain the documentation pack when arranging placements. The documentation pack includes the following documents:

- ✓ Placement Agreement template
 - to be drafted by the Department and signed by an authorised Department representative and the placement provider before the start of the placement
- ✓ Student Letter agreement
 - to be signed by the student before the start of the placement
- ✓ Risk Profiling tool
 - Department to use to determine the level of briefing required for the students ahead of the placement
- ✓ Health and Safety Checklist
 - to be completed by the placement provider before the agreement is signed
- ✓ Student Induction Checklist
 - to be completed by the student once they have started the placement
- ✓ Guidance on Tier 4 Visas and Placements
 - for the Department to adhere to during the placement if relevant

If a placement is taking place overseas as part of the Erasmus+ scheme, or any other scheme managed and advertised through the Study Abroad team at UCL, the UCL Departments should consult the Study Abroad team for their advice and guidance for the management of those specific placements. Also, Convention de Stage type agreements for individual students are dealt with by the Study Abroad team. Similarly, if the placement is provided through a scheme centrally managed by a UCL unit the guidance and advice of that team should be sought and observed.

Summary of Tier 4 VISA monitoring requirements for placements

Tier 4 students will continue to be subject to engagement monitoring as set out in the UCL Engagement Monitoring Policy throughout the duration of their placement, and Departments are responsible for ensuring that they comply with the monitoring requirements as set out in the UCL Engagement Monitoring Policy throughout any Tier 4 student's placement period.

If a Tier 4 student wishes to carry out a placement that does not meet the definition set out in this policy, it is likely to count towards the Tier 4 maximum weekly working hours. In these circumstances Tier 4 students should seek guidance from the Visa Compliance Team. Further information can be found here:

<http://www.ucl.ac.uk/iss/immigration-visa/working-in-the-UK/work-during-studies>