

Appendix 9

Roles and Responsibilities for Placements

Responsibilities of the Department

1. Departments should ensure that learning outcomes relevant to the placement are clearly stated in the programme specification and course handbook.
2. There must be a clear understanding in the department about who is responsible for organising the placement and this must be clearly communicated to students.
3. If a department requires students to make their own placement arrangements this should be clearly identified and students should be issued with written guidelines of the expectations of them in relation to:
 - The type of placement and the timetable for the completion of arrangements
 - The required length of the placement
 - Travel and accommodation arrangements
 - Any financial obligations
 - Any specific requirements associated with working in another country
 - Language training
 - Health and safety issues
 - Personal insurance requirements
4. Departments should ensure that students understand the expectations of the placement and the consequence of failure to complete it satisfactorily.
5. Departments should provide opportunities for students to meet with other students who have undertaken placements in previous years.
6. Departments should ensure that the placement co-ordinator has adequate time, experience and support to fulfil his/her responsibilities.
7. Departments should ensure that placement providers are chosen with care and are able to ensure that students can meet the intended learning outcomes of the placement and that they can fulfil their responsibilities outlined below.
8. Departments should ensure that placement providers have in place insurance cover to meet any liability they may have to the student (public liability insurance or employers' liability insurance) and to meet any claim made against the student (professional indemnity insurance).
9. Departments should ensure that a risk assessment is conducted as appropriate.

10. It is important that departments ensure that students are appropriately prepared before they start their placement and that there is support in place during the period of the placement.
11. Departments should ensure that there is a clear policy for maintaining contact with students during the placement period and that students are made aware of it in advance of starting their placement.
12. This policy should indicate the level of guidance and support available, how to access it, who will be the point of contact and who to contact in the case of an emergency.
13. The frequency and nature of formal contacts between the Department and student will vary according to the programme of study. Where these are not prescribed by the programme the expectation is that there should be a minimum of two with the first taking place within the first few weeks of the start of the placement to enable any issues to be resolved and the second around the mid-way point.
14. Appropriate procedures should be put in place for re-orientation on return to the University, where appropriate.
15. Departments should ensure that there are appropriate mechanisms in place to confirm that placements have been completed satisfactorily and for feedback to be obtained from students and placement providers.

Responsibilities of the Placement Provider

16. Placement Providers should:
 - be in a position to provide appropriate opportunities to enable students to meet the intended learning outcomes of the placement
 - be able to appoint, where required, suitably qualified and experienced staff to act as placement supervisors
 - ensure that students are provided with all information required to undertake their placement, including details of health and safety requirements
 - ensure that, where required, they have instructed students to sign and comply with a confidentiality agreement
 - maintain communication with the University during the placement period and highlight any concerns about the student's performance
 - not use students' access to University resources – such as digital Library resources – for their own commercial benefit as such use is prohibited by the University's licences with software and content providers.

Responsibilities of Students

17. Students on placement remain students of the University and should conduct themselves accordingly with due regard to the Regulations of the University, the Placement Provider and the laws and conventions of the country in which they are undertaking their placement.
18. Students should also ensure that they meet the norms and expectation for professional conduct in the particular area of work they are undertaking.
19. Students must stay in contact with their Department and the University as required during their placement and are responsible for raising any concerns as soon as they arise.
20. While on placement students remain responsible for ensuring that they meet the requirements of Senate Regulation 4 governing student obligations.