



THE UNIVERSITY *of* EDINBURGH
School of Engineering

Academic Year 2024/25



Student Placement Handbook

CONTENTS	
Welcome to your placement handbook	3
BEFORE YOUR PLACEMENT	3
■ Finding your placement and early considerations	3
■ Make the most of School/University opportunities and resources	3
■ Applying for a placement with a School partner	3
■ Where to look for placements	3
■ Location and finances: factors to consider before you send an application	4
■ International placements	4
■ Languages	4
■ Risk assessment (abroad)	4
■ Mobile phone (abroad)	4
■ Applications and interviews	5
■ Your application worked and you've got an interview?	5
■ Accepting a placement offer	5
■ Understanding your employer contract	6
■ Working hours	6
■ Holidays	6
■ Harassment/Bullying in the workplace	6
■ Finding accommodation	7
■ If you are staying in Scotland	7
■ Finding accommodation (UK)	7
■ Finding accommodation (abroad)	7
■ Risk assessment and insurance before going on placement	8
■ Money Matters	8
■ Tuition fee	8
■ Council Tax	8
■ How do I get a Council Tax Exemption Letter?	8
■ Income Tax	9
■ How to get a national insurance number (NIN)	9

CONTENTS (continued)	
■ University support while on placement	9
■ Student support facilities	9
■ Disability Service	9
■ Access to all University services as a placement student	10
■ Advice for International students	10
DURING YOUR PLACEMENT	10
■ Advice from past students	10
■ Accessing healthcare while on placement	11
■ Health and Safety	11
■ Sickness reporting	11
■ Communication with the university while on placement	12
■ Communication with your supervisors	12
■ Emergency placement response	12
AFTER YOUR PLACEMENT	12
■ Updating your CV and seeking Careers guidance	12
■ Setting up a LinkedIn Account	12
Appendices	
■ Appendix 1: Emergency Response Form	13
■ Appendix 2: Industrial supervisor feedback grid	14

Welcome to your Placement Handbook!

A work placement can be the defining point of a university experience, but it may bring up quite a lot of questions or worries. This is completely normal, no matter what stage of your career you're at! In this handbook we have outlined what you need to know, whilst trying to answer the most common questions we get from students.

If you have any further questions or concerns about your placement after reading this handbook, you can contact the placement team at

Engineering.Placements@ed.ac.uk

We hope you find your placement to be a rewarding, enriching experience and that you will create memories and connections that will stay with you long after you have left Edinburgh.

Good Luck,
The Placement Team

BEFORE YOUR PLACEMENT

Finding your placement and early considerations

Make the most of School/University opportunities and resources

Everyone's interest in a placement will be different. Is there a particular company or sector that you want to work in or is location the most important?

This can change your strategy for applying. If you wish a placement in a specific location, particularly if that location is overseas, you are likely to have to find it yourself. You should also consider which sector or company you would like to be placed in, and what size of company you would like to do your placement with. The placement team will provide a number of opportunities which will be advertised through InPlace and promoted on Learn. In addition, companies will add their own vacancies to MyCareerHub so remember to check the

wider platform.

In addition to vacancies, MyCareerHub also has an event listing. Many of these are employer presentations which can be a great way to find out more about companies/sectors that you are interested in.

The flagship events are the Careers Fairs. These are great opportunities to ask questions and talk to employees first hand. It can give you precious insight and help you adjust your applications.

Other places you could look for adverts are:

- [MyCareerHub](#)
- [GradCracker](#)
- [TARGETjobs](#)
- [LinkedIn](#)

However, it is worth remembering that this list is not exhaustive.

Applying for a placement with a School partner

It is generally accepted that you only apply to School placements that you would seriously consider accepting or be available to complete. However, there are a few additional things you need to bear in mind right at the beginning of the process. If you apply for a placement with one of our partner companies you agree that:

- You will accept or reject the placement within two working days in the event that you are offered a position.
- You will withdraw from other recruitment processes once you've accepted a position.

The School of Engineering may provide your previous year average, if requested, to any companies who advertise through the School.

If you would not be happy with any of these conditions, it may be better to source a placement independently. Please contact the Placement Team if you wish to discuss your situation.

Where to look for placements

If you have exhausted the opportunities promoted by the School or have a particular company/sector that you are interested in, here are a few tips on how you can go about looking for a placement.

Draw up a list of companies you would like to work for and research the industry. The [Careers Service website](#) is a good place to start. Take this research further by asking for an [informational interview](#). These are informal conversations with someone about their work or sector which should help you gain a better understanding of the industry or organisation you're interested in. Identify the size of the company you are interested in. Check the company's website for placement opportunities and use the sign up for an email reminder if available.

Not sure where to start looking? The Careers service [Where to look for internships](#) page has a helpful list of websites for placement advertisements.

Should you wish to go through the speculative route, there is no harm in giving the company a call to express your interest in working for them. Use the [LinkedIn alumni](#) tool or [Platform one](#) to identify potential contacts and avoid general greetings.

Don't be afraid to let people around you know you are looking. Talk to friends, family, acquaintances and ex-colleagues. You may also wish to create a LinkedIn profile for yourself.

More tips on speculative applications on the Careers Service ['Create your own opportunity'](#) webpage.

Location and finance: factors to consider before you send in that application

Is location important to you? Are you ready to move or commute? When you are applying for an opportunity, even if it is in Scotland, always make sure you are aware of its location and ready to commit to getting there should you be offered the position. You also need to be aware of what the cost of accommodation and travel will be compared to the salary offered by the company.

International placements

If you are thinking about doing your placement abroad, bear in mind that applying for a VISA takes time and possibly funds. Some countries may require you to have a certain amount of funds saved up. The University will not be able to offer you funds to support your move. Learn more about how to research international placements effectively and what questions to ask on the [Researching International opportunities](#) webpage.

Make sure you have done your research on the country you wish to work in. While you are in that country, you will be subject to their tax laws and you may have to take out your own medical insurance.

Resources to help you do your research:

- Our SWAY (Study and Work Away) Team have a helpful [Go Abroad | The University of Edinburgh](#) page.
- Our SWAY Team also have some information specifically about [placements](#), including things to do [before you go](#)
- You also have access to [GoinGlobal](#) via the MyCareerHub platform.

Languages

For those of you who wish to complete a placement abroad, getting a handle on your work language can provide much needed confidence and security. The University offers courses in over 14 languages for a variety of different abilities. You'll find everything from beginners' Arabic to conversational French or German, at times that best suit your working pattern. Courses are mostly run during term time at discounted or fully subsidised rates for full-time students. For more information visit the [Languages for all](#) section of the University website.

Risk assessment (abroad)

If you are thinking about undertaking a placement outside the UK, the Risk Assessment process is run by the SWAY Team (Study and work away). It is a longer process and you must leave time for it.

Mobile phone (abroad)

If you secure a placement outside the UK, you should also make arrangements regarding a mobile phone. It will be essential to keep in touch with family and friends in the UK, as well as being central to your day to day life in the host country. You should check with your mobile provider regarding roaming charges, data packages and limitations. In some cases, it may be more beneficial to buy a SIM card once in country, or sign up to a local phone plan.

Applications and interviews

The careers service offers a variety of support on planning your approach, how to write CVs, cover letters, applications, and how to do well at online tests, interviews, and assessment centres. This can be found on the [Make it happen](#) section of the careers service website. It is worth looking at this information before you start to compile CVs and cover letters. This information is also available as recorded sessions as part of the [School of Engineering Careers Presentations](#) hub, and is more specific to the engineering disciplines.

It's worth spending more time on fewer applications and making your application specific to individual companies. Generic applications are unlikely to pique a company's interest. Make sure you can back up your assertions with evidence of past experiences.

Take some time to reflect on what you wish to gain from your placement and examine your current set of skills and range of experiences. Spend time reading the advertisements you are applying to, research the company and the industry thoroughly and understand what employers are looking for out of that specific role.

Your application worked and you've got an interview?

Great! Make sure you prepare and do your research ahead of time. Students find mock interviews with the Careers Service extremely useful. You will find useful information on how to [prepare for interviews and assessment centres](#) on their website.

Above all, don't let rejection get you down. It's competitive to get a placement and the key thing is to stay motivated and keep applying. Doing a placement is worth the effort!

Accepting a placement offer

Regardless of how you secure your placement, each placement is subject to a placement approval process. All placements advertised via InPlace are approved before advertising. If you are sourcing your own placement you should make sure you and the company are aware of the placement requirements. If you receive

an offer from one of the School placement partners, you must accept or reject the placement within two working days of either a verbal or written offer. For placements found independently, you should normally accept the first placement offer you get unless there are extenuating circumstances. Normally, you will receive a written job offer from your employer, and you should inform the placements team once you've accepted it. If you found the job through a speculative application, make sure that the position contains a clear job description.

There are some circumstances in which you might be able to refuse a placement. For example:

- If you have accepted an offer from another organisation
- If the salary being offered does not match the amount advertised
- If your placement manager has deemed the job unsuitable, or it does not satisfy Health and Safety or your course academic requirements

It is important to remember, however, that once an offer has been accepted verbally or in writing it is binding, and the reputation of the university (and your own future career prospects) can be adversely impacted if you withdraw. It is your responsibility to ensure that you have either an employment contract or University agreement in place. If you need any further information about this you should speak to your course organiser or a member of the placement team.

Once you have secured a placement, there will be a form available on InPlace to let us know, and we will then send an 'information for companies' document to the employer detailing the requirements for a placement. If you are unsure or still have questions about the placement you have found, you can always send us an email.

A mandatory pre-departure meeting will be held at the end of semester before departure. **ALL STUDENTS** who intend to go on placement **MUST** attend this session - irrespective of whether you have secured a placement or not by this date.

Understanding your employer contract

As a worker in the UK a number of your rights are protected by law. Before starting your placement, you are legally entitled to a written statement from your employer outlining the main terms and conditions of your employment (this is what is often known as an employment contract).

Before you begin your placement, make sure you check through the terms and conditions of your contract carefully. Guidelines can be found at: <https://www.gov.uk/employment-contracts-and-conditions>

Your work hours should be written into your contract. It is your responsibility to ensure you're up to date with what is normal working practice in the industry you have chosen before signing your contract (see the next section for more details). If your contract contains any additional clauses about working hours, please ensure that you read through the advice provided at: <https://www.gov.uk/maximum-weekly-working-hours>

If you have any worries or concerns about the terms and conditions of your contract, raise these directly with your placement provider. Legal and practical advice about working patterns and employment contracts can also be accessed via the Citizens Advice Bureau and the National Union of Students (NUS). The Advice Place is also open to all University of Edinburgh students both in and outside of term time, and can provide support and guidance on aspects of employment law.

Working hours

These will need to be determined in conjunction with your Industrial Supervisor. A full-time position in the UK is normally between 35-40 hours with an hour for lunch each day. Some employers such as financial institutions, or consultancies and start-ups may expect employees to work longer hours. If this is the case, they will normally ask you to sign a contract/ agreement where you opt out of the usual right to work no more than 48 hours over a seven-day period. In all other cases, your placement hour should comply with the Working Time Regulations 1998.

If you are asked to sign an opt-out, you should seek professional advice from Citizen's Advice Bureau or a

solicitor. If you feel you are being asked to work too many hours, or that you cannot complete tasks that have been assigned to you, you should raise this with your supervisor or a member of the placement team.

Holidays

You are legally entitled to a minimum of 28 paid annual leave days per year in the UK, which is calculated pro rata if you work less than a full year. Most employers include Bank Holidays in your leave entitlement, which means that in addition to the Bank Holidays (of which there are 8 in the UK), you could have 20 days of leave to use. However, if you work on a rota/shift system, you may have to cover public holidays as part of your shifts. If you are uncertain about your situation, you should check your contract or letter of appointment, or contact your employer's Human Resources department.

Every workplace has its own holiday request process, so remember to book your holidays well in advance with the agreement of your manager, even for occasional days off. Whilst on placement it is important that you follow all the HR regulations and constraints of your place of work. When on placement you are an employee first and a University of Edinburgh student second, and your behaviour- and holiday patterns- should reflect this.

Remember to factor in report deadlines and sign off times into yours and your managers holiday schedules at the beginning of your placement.

Harassment and Bullying in the workplace

In the event that you experience harassment or bullying at work, you should always try to speak to someone about it, either your line manager or an employee you can trust. The sooner you raise your issue the quicker they can usually be resolved. If you are experiencing any difficulties during your placement, please try to contact your Placement Team or Academic Supervisor as soon as possible. If you would prefer to speak to someone impartial or require additional emotional support, you can also contact the University's counselling service to access free counselling services.

Additional advice can be sought through the Advice Place and although the advice available on their website

is geared towards the University system, you may find some of the information available useful.

Whilst the majority of our student behaviour is exemplary, any student who is found to be showing threatening, bullying or inappropriate behaviour will be referred to the University according to the Code of Student Conduct. Placement students should also be aware that behaviour in breach of criminal law or behaviour that poses a risk to the University community or reputation of the University as a whole is deemed a major infringement and may result in disciplinary action being taken. See the University Regulations Governing Student Discipline for further details: <https://www.ed.ac.uk/students/academic-life/contract>.

Your company will have a similar resource/system to the university employee page and the university's Respect page below. If you are not told about it during your induction meeting, you should ask about it.

<https://www.ed.ac.uk/equality-diversity/respect/guidance/harassment>

<https://www.ed.ac.uk/equality-diversity/respect>

In addition to being employees of your placement company, and bound by your company and national rules and regulations, you are still a student at the University and bound by the University's regulations, such as the Code of Student Conduct - <https://www.ed.ac.uk/academic-services/staff/discipline/code-discipline>

Finding accommodation

In the event that you secure a placement anywhere other than your usual address, you may have to find somewhere else to live for the duration of your placement.

If you are staying in Scotland

If you are staying in Scotland, we strongly recommend that you check out the following government websites for any information regarding:

Private Tenancy Rights: <https://www.gov.scot/publications/private-residential-tenancies-tenants-guide/>

Scottish tenancy deposits: <https://www.mygov.scot/tenancy-deposits-tenants/>

[The Advice Place](#), located in Potterrow and available for support 5 days a week, offers a variety of appointment-based advice, including assisting students with searching for private accommodation, checking contracts and providing housing advice.

Location and practicalities aside, the University of Edinburgh website has compiled useful guidance to help you look out for the right things when house hunting for your placement flat.

[Accommodation | The University of Edinburgh](#)

Finding accommodation (UK)

If you will be in Britain, try to visit the area you'll be working in before you start your placement.

For students who will be working in the UK, the following websites can be used to find private or student accommodation:

- www.unitestudents.com
- www.loot.com
- www.gumtree.com
- www.spareroom.co.uk

Links to third party websites are for your convenience only. Such websites are operated and controlled by third parties and their inclusion does not imply any endorsement or approval by the University of the materials on such websites.

Finding accommodation (abroad)

As our students go and work all over the world, we cannot guarantee that we'll be able to give you specific advice about the region you are in. If in doubt, you should try to ask your employer or colleagues in the first instance for recommendations on what websites to use (or agencies to try). Going by word of mouth, or local recommendations, is all part of the experience of living somewhere new!

If you are going to be working abroad on placement, you can ask your company for some short-term accommodation for your arrival until you have a chance to find your own.

Risk assessment and insurance before going on placement

If you have secured a placement taking place inside the UK you will have to go through the Risk Assessment process through the School of Engineering Placement Team. Relevant forms are available on Learn. Email Engineering.Placements@ed.ac.uk if you have any questions about the process.

European Students working in the UK after Brexit will need to make sure they have gone through the necessary processes to be able to work in the UK.

If you have secured a placement taking place outside the UK, you will have to go through the Risk Assessment process through the SWAY Team (Study and work away). You will find updated information about the process on Learn under 'Placement administration' > 'Risk Assessment' > International Risk Assessment. Email SWAYplacements@ed.ac.uk (and copy in the Engineering placement Team) if you have any questions about the process.

All UK companies are covered by employer liability insurance. However, if your placement is overseas, this may not be the case and you may be required to take out your own insurance. You will be given instructions if you need to do this step.

Money Matters

It is important for you to check your finances and make sure you have enough funds to support yourself throughout your placement. The advice place can provide guidance on budgeting, fees, funding, emergency loans and other topics you may have questions about before setting out on your placement.

<https://www.eusa.ed.ac.uk/adviceplace/money>

Tuition fees

Tuition fees for your placement may be at a reduced rate. The exact reduction depends on the type of study away activity and your fee status.

[Study away fees 2024-2025 | The University of Edinburgh](#)

For more advice on when payments are due (and how to pay online) visit the resources provided by the Advice Place: <https://www.eusa.ed.ac.uk/adviceplace/money/fees>

Council tax

Council Tax is a tax set by local councils/authorities, to help pay for local services such as schools, libraries, and rubbish collection. If you are a full-time student you may be exempt from paying. The Advice Place provides further information about understanding Council tax, how to register for exemption with councils and on Council tax generally.

[Council Tax Exemption Letter | The University of Edinburgh](#)

[Council Tax \(Edinburgh University Student Association website\)](#)

Key Points to Remember:

If you live in University accommodation, your exemption will be registered for you by the University. If you live in private accommodation you must register your exemption with the Council yourself. You can see the details on how to pay for your council tax in the Pay Council Tax page under The City of Edinburgh Council website.

[Read further to register for exemption from council tax payments](#)

[Pay Council Tax \(The City of Edinburgh Council website\)](#)

How do I get a Council tax exemption letter?

You will only be required to send an exemption letter to a council if they have requested you do so. Students in University Halls of Residence do not require a letter. Council Tax Exemption Letters can be viewed, printed and sent through the Personal Details channel in MyEd (requires university password).

More information on the exemption letter and how to access this can be found on the University Student Administration website.

[Council Tax Exemption letter - more information \(University Student Administration website\)](#)

Income tax

If this is your first formal paid employment, you will need to complete a Starter Checklist that your employer will provide – see www.hmrc.gov.uk/students, to calculate your national insurance payments. National Insurance contributions give you entitlement to some social security benefits. If you are earning over a certain amount per week you will have a percentage of your wages deducted by your employer to pay National Insurance contributions. These contributions will make it more likely that you will be able to receive certain benefits in the future.

If you have had a job before starting your placement, you will need to take your most recent P45 with you when you start work and have your old pay-slips (showing deductions) to hand, in case you qualify for a tax rebate. If your place of employment has its own occupational pension scheme, it is recommended you speak to a member of HR (and find out whether you want to opt out or not).

Please always remember to ask for a P45 from your employer at the end of your placement, as it outlines the total tax paid. You should keep this safe as you might be eligible for a tax rebate.

How to get a National Insurance Number

Overseas students who have not worked in Britain before and who are undertaking their placement here will need to obtain a National Insurance (NI) number. In some instances, National Insurance contributions can be credited to your own country's social security or pension scheme.

Although you can work without a NI number, you should check whether your employer requires you to already have one before you begin your placement.

It can take up to 4 weeks to get your National Insurance number. More information about this here: <https://www.gov.uk/apply-national-insurance-number>

University support while on placement

Student support facilities

As a student at the University of Edinburgh, you can still make use of on-campus student support facilities via remote consultations. These include:

The Careers Service, where there are lots of resources available to support you during placement, and to help you find work and networking opportunities beyond it. See: <https://www.ed.ac.uk/careers/about-us> and <https://www.ed.ac.uk/careers/students/undergraduates>.

Student counselling service, where you can access remote one-on-one or group support in and out of term time. Please note that in order to access any counselling services you will need to go through an initial assessment process. For more information go to the Student Counselling homepage: <https://www.ed.ac.uk/student-counselling>.

Disability & Learning Support Service

Should a student's disability, learning difference, neurodiverse or health condition have the potential to impact on their placement, The Disability & Learning Support Service can discuss with them support to minimise or eliminate this impact, providing it does not compromise the integrity of the placement outcomes.

Prior to placement confirmation, an initial discussion should take place between the student and the Disability Advisor. This can be initiated by the student or the School upon the student's request. This, and any further discussions, could involve relevant School/ placement staff as appropriate.

As all students' support is tailored to their individual needs and is based around how their condition affects them in the context of their studies and academic work, the most effective and straightforward advice that we would recommend is for students to discuss placement support with our Service as early as possible, once they know what their placement is likely to be. Funding would be available to cover the cost of any support

either via the state, Disabled Students Allowance (DSA), or if the student is ineligible for that, the University will cover the additional costs. These may be in relation to the provision of specialist software or assistive technology, 1:1 support such as notetakers, mental health mentors etc. or even travel expenses. With regard to timing, early contact is advisable for the implementation of any support, and would certainly be recommended for support relating to placements.

Additional information is available on the University website at: <https://www.ed.ac.uk/student-disability-service/students>

Check out the Career Service's page for information, resources and advice for students entering the world of work with a disability: [Disability and mental health | The University of Edinburgh](#)

Access to all University services as a placement student

As a placement student you will have access to all the usual services and amenities, such as The Centre for Sport and Exercise, the Library, the Health centre, the Institute for Academic development and the Edinburgh University student's Union (EUSA), should you wish to use them.

Advice for International students

If you are a student on a Tier 4 Visa, the University will continue act as your 'sponsor' for the duration of your placement or time abroad. As such, the university has various responsibilities to uphold under UK Immigration Law, which include monitoring your engagement with your studies and reporting any changes to the Home Office. The Attendance Monitoring and Engagement Policy can be found at: [International Students - ETO Hub - Wiki Service \(ed.ac.uk\)](#)

If you have any concerns about how your visa might affect your placement, we recommend you seek clarification before signing any contracts. The Student Immigration service is available to support all international students with matters pertaining to visa requirements, sponsorships, and administration (and all aspects of UK life) during their time at the university. It is important that any limits on working hours set in your Visa requirements are reflected in your contract. This limit is usually waived in the context of integral and assessed placements. It is

also very important that you notify the University of any changes that could affect your immigration status, whether on placement or back in Edinburgh.

If you have any concerns or questions about your visa you should contact the Student Immigration Service. You will find further information at: <https://www.ed.ac.uk/student-administration/immigration/working-in-the-uk/during-studies/work-placements-internships-tier-4-students>

All non-UK students carrying out their placement outside of the UK should pay close attention and record their absences (arrival and departures) from the UK.

Information for students with pre-settled status can be found on the [Student Immigration Service website](#) including a link to an Excel Absence Calculator to record this information.

DURING YOUR PLACEMENT

Advice from past students

Starting a placement can be daunting so we asked some returning students what their advice would be.

- Take care of yourself, maintain a good work/life balance
- Engage with your supervisor and colleagues as much as possible. Focus on developing your soft skills.
- Maintain a productive communication with your academic supervisor
- Keep a record of the work you are doing and the skills you are developing

When thinking about soft skills development, keep the industrial supervisor feedback grid (Appendix 2) in mind while you are interacting and going about your work daily.

Accessing health care while on placement

If you are leaving Edinburgh but staying in the UK to undertake your placement, you may be wondering how to access healthcare in your new location.

You can find information on how to register with a new GP practice in the UK here: [How to register with a GP surgery - NHS \(www.nhs.uk\)](https://www.nhs.uk)

Please note that you can contact any GP surgery if you need treatment and:

- you're away from home
- you're not registered with a GP surgery
- it's a medical emergency

You might need to register as a temporary resident or permanent patient if you need treatment for more than 14 days.

You can register as a temporary resident for up to 3 months. You'll still be registered with your usual GP surgery if you have one.

Call 111 and use the [NHS24 Service](https://www.nhs.uk) if:

- you need medical help fast but it's not a 999 emergency
- you think you need to go to A&E or need another NHS urgent care service
- you don't know who to call or you don't have a GP to call
- you need health information or reassurance about what to do next

Health and Safety

For students working either in Europe or the UK the health and safety regime is similar – if you are working overseas it is important that you make sure you are aware of the relevant health and safety regulations and practices, the following information is based on what should happen in the UK. It is important to remember that Health, Safety and Welfare law places an equal responsibility on you, your colleagues and your employer for compliance and it should be seen as a partnership and not a regulatory straight jacket.

At the start of your placement, you should receive a Health and Safety induction. For office-based work this could simply be an explanation of:

- Actions to be taken in the case of fire (e.g. extinguisher locations, raising the alarm and muster points);
- First aid provisions – who are the first aiders and how are they contacted, where is the first aid box;
- Reporting of accidents at work; and
- Display Screen Equipment (DSE) Regulations – these apply if you are using a computer or other display screen equipment for significant period of the day, they cover the setting up of your workstation (desk, chair, monitor, keyboard and mouse) and working practices.

If you are working outwith the office environment, then you should be informed of the appropriate procedures and perhaps issued with personal protective equipment (PPE). If the company issues you with a hard hat, safety specs and boots you should wear them at appropriate times – setting a good example to other work colleagues and keeping yourself safe.

At the beginning of your placement you will be asked to complete an induction checklist to confirm you have received an induction.

If you are involved in an accident or feel unsafe at work you should follow company procedures and inform your placement team.

Sickness reporting

If you are ill you need to inform your employer immediately, following the method outlined during your induction. (It is usually preferable that you should inform them by phone and not by email). You should always tell your employer if you need to take time off or if you are experiencing health problems.

You are not legally entitled to full pay while you are sick, but you may be entitled to Statutory Sick Pay (applicable to UK placements only). If you have any doubts you should check your contract or ask a member of HR. For more information about SSP please follow: [Statutory Sick Pay \(SSP\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk) If for some reason you do not qualify for SSP, you may be entitled to claim sickness benefits.

Communication with the university while on placement

Keep in regular contact with your Placement Team and your academic supervisor whilst you are away from the University. Please regularly check your inbox (and phone) for university correspondence and don't forget to let the placement team know how you're getting on.

Making sure your contact information is up to date (email and phone number, especially if you are changing sim cards while abroad) is crucial. This should be updated on MyEd. If your placement starts in the summer, you must contact your Student Advisor during Welcome week to confirm your attendance and ensure your matriculation is registered for the new academic year.

Communication with your supervisors

Work placements can sometimes feel quite tricky, and your allocated industrial supervisor is there to help you set goals for your time in the company, as well as to set up a mid-point and final review before you leave. This should give you the chance to keep on track and reflect on your experience. The placement team and your academic supervisor will be your main points of contact if there is a problem that cannot be resolved with your industrial supervisor.

Your induction and your first few weeks at the company are a very important time to establish good communication between yourself and your industry supervisor as well as members of your team. Make sure you engage with them, ask questions and establish structured and clear goals for the months ahead.

Emergency placement response

You may find yourself in a region affected by an emergency situation such as a natural disaster, political/social crises, major accidents or

AFTER YOUR PLACEMENT

Updating your CV and seeking Careers guidance

Your placement may have inspired ideas for future careers as well as further study. Take time to update your CV and add your placement. Do maximise the benefits of your placement and make a feature of it on your CV.

The placement was a substantial period of time working in a professional environment. Include the tasks in which you were involved in, the responsibilities you had and skills you acquired. Do not be shy of stating your achievements. Preparing your CV now means that during final year it will only require small edits to send to prospective employers or to add to applications for further study. It is also a good idea to take some time, soon after the placement, to reflect and write down examples of situations you could use to demonstrate skills and competencies in future job interviews.

Setting up a LinkedIn account

Have a think about setting up a LinkedIn account. If you choose to do so, you must commit to keeping it up to date, as an out-of-date account may be more of a hindrance than a help.

If you do choose to set up an account, do not wait too long before adding the people you have worked with while on placement. This is a good way to consolidate your burgeoning professional network and keep in touch with your colleagues.

The Careers Service have a [Get the most of LinkedIn](#) video.

Appendix 1: Emergency Response Form

Questions

Details:

Name :

Student number:

Year:

Host country:

Host University:

Home country / Permanent place of residence:

Please answer the questions to the scenario relevant to your situation.

Please describe emergency situation you are responding to below:

1. I have not been impacted and wish to stay in my host country

Are you likely to be impacted by the situation in the near future?

If so what is your contingency plan?

Do you currently feel safe and comfortable living in your host country?

What is your current address and living situation?

When do you plan to return to your permanent place of residence?

2. I have been impacted, however, I still wish to stay in my host country

How have you been impacted by the current situation?

In terms of: accommodation, finances, health, general safety and mental wellbeing?

Is your situation likely to deteriorate in the near future? Can you see the situation changing in a way that you would then no longer feel safe.

If it does, what is your contingency plan?

When do you plan to return to your permanent place of residence?

3. I have been impacted and no longer feel safe in my host country

Can you explain how the situation has impacted you and why you no longer feel safe in your host country?

For 1, 2 and 3: What is your current situation regarding your host institution?

Do you think this situation will affect your learning experience/ability to secure the correct amount of credits and take the required exams?

Please feel free to expand on any element you think we should be aware of.

Appendix 2: Industrial Supervisor Feedback grid

At the end of each placement we ask the industrial supervisors for feedback on their student using the following grid. This doesn't feed into the marking but is a useful indicator to students on how they have developed as a professional engineer.

Feedback is provided on student performance in comparison with standards typically expected from entry level graduate engineers at your host organisation.

DEVELOPING SKILLS AND CHARACTERISTICS													
<ul style="list-style-type: none"> ● Excellent (E) - Characterised by high ability that leaves little or nothing to be desired ● Very Good (VG) - Marked by above average ability, with little supervision required ● Good (G) - Indicates fully adequate ability, without the need for substantial supervision ● Adequate (A) – Limited instances where the ability demonstrated does not fully meet the requirements, but substantial supervision is required. ● Unsatisfactory (U) - Ability clearly falls below the minimum requirements ● Not Applicable (N/A) – Not relevant for the role being undertaken by the student 													
	E	VG	G	A	U	N/A		E	VG	G	A	U	N/A
Technical Competence							Initiative						
Written Communication							Persistence						
Oral Communication							Ability to Work with Others						
Problem Analysis							Adaptability						
Decision Making							Persuasiveness						
Interest in Work							Self-Confidence						
Quantity of Work							Judgement						
Reliability							Creativity						
Administrative Skills							Timekeeping						