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This document is part of the Academic Regulations, Policies and Procedures which govern the University's academic provision. Each document has a unique document number to indicate which section of the series it belongs to.

4K – Placements: Policy and Procedure

1. SCOPE AND PURPOSE

1.1 This policy and procedure applies to all Bournemouth University (BU) taught programmes with a placement. It provides guidance for staff in relation to the processes for the design and management of learning in this context, including support and the respective responsibilities of staff, students and placement providers.

1.2 A placement may be defined as a set amount of time spent within a workplace environment. Placement experiences are regarded as a useful component to enhance the learning experience and help students further develop and implement the skills and attributes taught within the curriculum content in a working environment. Any taught programme, at any level, may be developed to include a placement element.

1.3 The definition of terms used at BU to describe various types of work or experience are confirmed as:

- **Placement** – a short or long-term experience of work, related or cognate to, the students' degree subject which must be authorised by the Faculty to confirm;
- **Internship** – another term for a short or long-term experience of work which could meet the requirements of a 'placement' and in these cases the default term at BU would be 'placement'. Internship is often used to describe overseas opportunities, but could apply to roles aimed at graduates;
- **Work Experience** – a period of time gaining experience but not necessarily related to or cognate to a students' degree subject;
- **Volunteering** – a period of time (usually unpaid) spent on a project or with an organisation not meeting the criteria of a placement as determined by the Faculty.

1.4 In the Faculty of Health and Social Sciences (Faculty of Health, Environment and Medical Sciences), placements also take the form of practice learning. This is typically the case with programmes leading to professional registration which incorporate a substantial practice learning element within the curricula to meet Professional, Statutory and Regulatory Body (PSRB) requirements. Due to the design of these programmes, any variations are outlined in the relevant sections of this document.

1.5 Where work-based learning (WBL) incorporates a set amount of time in the work place (i.e. a placement), the arrangements for the placement element fall within the scope of this policy and procedure. For instance, Foundation degrees typically integrate WBL throughout the curricula but often also include a short placement. Where work-based learning is otherwise integrated into curricula, information and guidance on its design and characteristics can be found in *2B – Programme structure and curriculum design characteristics: Policy*

1.6 Employee-students who study at BU and use their workplace as a context for their studies do not normally fall within the scope of this document

1.7 This policy and procedure applies to placements that are part of a BU taught programme. However, in some circumstances, students may wish to take up work experience or internships that are not an integrated part of the BU programme. Where this is the case, a number of issues can arise, in particular if these opportunities are unpaid or are undertaken abroad. See section 12 for more information.

2. KEY RESPONSIBILITIES

2.1 **Senate**: to approve new policies or amendments to existing policies relating to placements.

2.2 **Education and Student Experience Committee (ESEC):** to approve new and revised procedures as necessary, to receive outcomes for monitoring activity from Faculties and to recommend changes to current policy on placements to Senate.

2.3 **Faculty Education and Student Experience Committee (FESEC):** to maintain oversight of academic provision including placements.

2.4 **BU/Partner staff:** to carry out their respective roles and responsibilities in line with the expectations outlined to them in accordance with this policy and procedure.

3. ACCESSING OTHER RELEVANT BU DOCUMENTS

3.1 All documents can be accessed here

3.2 Other documents with direct relevance to this are

- *2A - Awards of the University: Policy*
- *2B - Programme Structure and Curriculum Design Characteristics Policy*
- *3E - Admissions Policy and Procedure for Applicants with a Criminal Record*
- *3P - Recognition of Prior Learning (RPL) and UK Credit Transfer: Policy and Procedure*
- *3U - Interruption of Study: Procedure*
- *4A - Programme Approval, Review and Closure: Policy and Procedure*
- *4B - Programme and Unit Modifications: Policy and Procedure*
- *5A - Welcome Guide and Programme/Level Handbooks: Procedure*
- *5C - Annual Monitoring and Enhancement Review: Policy and Procedure*
- *6A - Standard Assessment Regulations:*
    - *6A - Standard Assessment Regulations: Undergraduate Programmes*
    - *6A - Standard Assessment Regulations: Postgraduate Taught Programmes*
    - *6A - Standard Assessment Regulations: Foundation Degree Programmes*
    - *6A - Standard Assessment Regulations: Higher National Programmes*
    - *6A - Standard Assessment Regulations: Graduate Certificate and Graduate Diploma Programmes*
    - *6A - Standard Assessment Regulations: Integrated Masters Programmes*
- *6C - Principles of Assessment Design: Policy*
- *6D - Marking, Independent Marking and Moderation: Policy and Procedure*
- *6E - Assessment Feedback and Return of Assessed Work: Policy and Procedure*
- *6L - Assessment Board Decision-Making Procedure*
- *11H - Fitness to Practise: Procedure*
- *11K – Student Disciplinary: Procedure*
- Immigration Procedure: Placement Procedure
- Staff Guidelines for supporting Additional Learning Support (ALS) students in practice or on placements
- Equality and Diversity Policy and its implementation

Policy

4. KEY PRINCIPLES OF PLACEMENTS

4.1 All Bournemouth University undergraduate, full-time, first degrees must include a placement opportunity. This may take the form of either an optional or mandatory long (min. 30 week) placement and/or a short placement.[1] Students who successfully complete the long (min. 30 week) placement will be awarded a degree in sandwich mode. The full requirements for the award of a degree in sandwich mode are detailed in *2A – Awards of the University*.

4.2 BU devolves responsibility for the management and operation of placements to Faculties/Partners. Faculties/Partners are therefore responsible for assuring academic standards

[1] Placements within Faculty of Health, Environment and Medical Sciences which lead to professional registration may already incorporate a substantial amount of practice learning rather than a single, long placement.

and the quality of placement learning opportunities by ensuring robust and transparent processes are in place for the development, management and administration of placement activity.

Procedure

5. PLACEMENT CURRICULUM DEVELOPMENT AND APPROVAL

5.1 Placements may take many forms, for example; optional or mandatory, credit or non-credit bearing, based within the UK or overseas. They will also vary in length from one day up to one year (normally not less than a period of 30 weeks[2] in duration for the sandwich placement year).

5.2 Where it is an integral part of the award, Programme Specifications must state whether a sandwich placement is optional or mandatory and whether it must be successfully completed for students to be awarded their degree in a 'sandwich' mode of delivery. Any other requirements of progression to the next stage/level must also be included.

NB: More information is provided within section 12 regarding Work Experience or Internships that are not part of the award.

5.3 **BU Placement Models**

Examples of current BU placement models include:

- Undergraduate degree with a mandatory/optional long (min. 30 week) placement;
- Postgraduate degree with an optional placement (normally up to a period of 30 weeks);
- Undergraduate degree with an optional/mandatory long (min. 30 week) placement and/or optional/mandatory short placement(s);
- Foundation degree with a short placement element (WBL);

Other models may be developed.

NB: Placements within Faculty of Health, Environment and Medical Sciences which lead to professional registration have practice learning placements incorporated throughout the curricula.

NB: Non-credit bearing placements at Level 7 should be optional only, unless otherwise stipulated by a PSRB.[3]

5.4 **Long (min. 30 week) Placements**

5.4.1 Long (min. 30 week) optional or mandatory UG placements normally occur between Levels 5 and 6 to allow students to gain practical based learning to underpin theoretical learning and to use the gained skills and experience within their programme.

5.5 **Short Placements**

5.5.1 Optional short placements should also be incorporated into all taught Foundation Degrees and can be incorporated into PG programmes (including those with an optional placement year) and may or may not be credit-weighted. Faculties/Partners should stipulate a minimum number of days/weeks that students must complete for a successful outcome. At PG level, these placements may be offered as optional, credit-bearing units.

NB: At UG level, the inclusion of a short placement(s) within the programme structure must not replace the inclusion of the mandatory or optional long (min. 30 week) placement. However, where the long (min. 30 week) placement is optional, Faculties should ensure that a programme also includes a mandatory or optional short placement. (On some programmes, students may take both).

5.6 **Curriculum Design Principles**

5.6.1 Placements should be appropriate to the programme of study to which students are studying.

[2] A 30 week placement should be specified by a full-time position equating to the requirements of the job role and any exceptions should be considered by the Assessment Board.

[3] Any PG provision that currently has mandatory non-credit bearing placements, as outlined above, will need to be redesigned at the time of programme review or via modification.

Therefore the curriculum and content should incorporate relevant theoretical and underpinning learning to prepare them for any placement taken. Further details on curriculum design principles can be found in *2B – Programme structure and curriculum design characteristics Policy*.

NB: Placements in Faculty of Health, Environment and Medical Sciences which lead to professional registration tend to be different in design and delivery to those undertaken by the majority of students at BU. These particular placements must be designed to align with any specific requirements of the PSRB. These requirements will be made explicit through the programme approval and review process or subsequent modifications.

5.7 **Learning Outcomes and Assessment of Placements**

5.7.1 Faculties/Partners will determine whether their non-credit bearing placements should have clearly defined and appropriate aims, learning outcomes and assessment. In some cases, placement reflection/learning may be incorporated into the learning and assessment of other units or at subsequent levels.

5.8 Learning Outcomes

5.8.1 Placement learning outcomes should align with the **UK Quality Code for Higher Education** which incorporates the *Framework for Higher Education Qualifications, Foundation Degree qualification benchmarks* and *subject benchmark statements*;

Where placements occur between levels, they should be aligned with the level preceding the placement.

5.8.2 Where programme/level learning outcomes contain references to the placement, Faculties/Partners must ensure that students are able to achieve these in order to meet the requirements of the programme.

5.9 Assessment of Placements

5.9.1 The assessment of placements can take many forms and may be linked to units which are credit-bearing (with a mark provided to the student) or non-credit bearing (where the placement is normally assessed on a pass/fail basis). Where the placement is credit bearing, the workload and weighting of the assessment(s) should be proportionate to the volume of credits being awarded in line with *6C – Principles of Assessment Design: Policy.*

5.9.2 Students may be required to complete a log book during their placement and/or complete a reflective journal or written assignment. Students may also have the opportunity to reflect upon their placement experience within assessments at a subsequent stage/level.

5.9.3 Assessments are normally designed and marked with feedback provided in line with *6C – Assessment Design, Handling and Submission: Policy and Procedure, 6D – Marking, Independent Marking and Moderation: Policy and Procedure* and *6E – Assessment Feedback and Return of Assessed Work: Policy and Procedure.*

5.9.4 All placement employers are required to complete an Employer Appraisal; the template for this document is supplied by each Faculty. The completed appraisal is submitted as part of the required placement coursework by the student.

NB: For Faculty of Health, Environment and Medical Sciences students undertaking placements which lead to professional registration, it is important that students are aware of who will be assessing their work during the placement, particularly where mentors are used, and how those assessments will contribute to their overall result, unless marked on a pass/fail basis.

5.10 Placement Documentation / Approval within the curriculum

5.10.1 Details pertaining to placements should be clearly recorded within placement documentation (e.g. placement handbook, employer leaflet, placement logbook). The placement documentation should outline the operational details for the management of any placements/practice element and, as a minimum, include the following:

- aims and ILOs;
- briefing for employers;
- preparation of students;

- support in placement search;
- supervision (visits, in-company supervision);
- quality assurance of placements;
- support for students in fulfilling assessment requirements and relating the experience to the aims of the programme (e.g. portfolio, logbook);
- method(s) and process(es) of assessment (including the proposed assessment of clinical competencies for professional practice-based programmes);
- debriefing and follow-through of the placement experience during the later/final stage(s) of the programme;

NB: Also clarification that students suspending study and not paying the placement fee for the placement year will not be eligible to receive the sandwich degree (see also section 6 of *5A - Welcome Guide and Programme/Level Handbooks: Procedure* for further wording on this for placement documentation.

5.10.2 The formal approval and review of placements within the curriculum are made in line with 4A – *Programme Approval, Review and Closure: Policy and Procedure.* Changes to placements may also be made via the modifications process in line with *4B – Programme and Unit Modifications: Policy and Procedure.*

6. PLACEMENT MANAGEMENT

6.1 'Opting in' and 'Opting out' of Placements

6.1.1 Where undergraduate degrees are designed to include an optional long (min. 30 week) placement, they may be structured to allow students to 'opt in' or 'opt out' of placements (i.e. it is their choice whether they take the placement year or not and receive a sandwich or a three year degree depending on which choice they make). Timescales and other requirements relating to this should be clearly communicated to students.

6.1.2 Where long (min. 30 week) placements are mandatory, the award is not normally available in non- sandwich mode and students cannot therefore 'opt out'. However, they may be exempt from placements as outlined in 6.4 below. In exceptional cases where a student is unable to find a placement and is allowed to progress, this must be clearly communicated to Student Administration so the student records system can accurately reflect this.

6.2 Finding and Approving Placements

6.2.1 Students are responsible for finding and securing their own placements with the ongoing support of Faculties/Partners. They should be actively encouraged to seek placements as early as possible and support mechanisms should also be put in place as early as possible to allow greater opportunities for students to secure placements. Students who are unable to secure a mandatory long (min. 30 week) placement may have to interrupt their studies for a year. **All students undertaking an <u>optional</u> long (min. 30 week) placement must have secured their placement before 31st August otherwise they will normally proceed into Level 6 of their programme.** In some discipline areas, they may have the option to undertake a freelance or self-employed placement. Where this is the case, this will be made clear to students. Students on a Student Visa are not allowed to pursue a self-employment option or undertake their own business / freelance activity and this includes registering as a business with Her Majesty's Revenue and Custom (HMRC).

NB: Placements within Faculty of Health, Environment and Medical Sciences which lead to professional registration are coordinated by a designated placements team within the Faculty.

6.2.2 Faculties/Partners are responsible for approving placements including any requests to undertake a freelance or self-employed placement. They should be relevant to the programme of study whilst ensuring any learning outcomes and assessment pertinent to the placement can be achieved and completed. Approval of placements should include, as a minimum, basic due diligence (e.g. basic company checks for new placement providers) on the placement provider and a review of the placement opportunity/relevant job description, and conformance with minimum wage regulations and employment legislation where applicable.

6.2.3 A placement may be split across a number of placement providers/locations, providing the overall duration of time expected for the placement is achieved. Where this is the case,

Faculties/Partners may choose to stipulate a minimum length of time spent in any particular place. The management of any assessment required should also be clearly outlined. See also section 6.5 for the inclusion of a Study Abroad option within the placement year.

6.2.4 Students may be required to undertake a short placement and also choose to take or are required to take a long (min. 30 week) placement. In such cases, students may be allowed to take both placements with the same placement provider, providing they are approved in line with 6.2.2 above.

6.2.5 Dependent upon the type of placement, students may also be subject to enhanced disclosure screening and barred check lists before final approval can be given. Students should contact their Placement Coordinator for more information. Further details can be found in *3E Admissions Policy and Procedure for Applicants with a Criminal Record* – sections 15 & 17.

6.2.6 BU has the central resource **MyCareerHub** which provides useful sources of information to prepare and support students for placement. When placements become available, they may be advertised on this site by placement providers[4].

6.3 Level 5 Students on Sandwich Degrees; Carrying Credit

6.3.1 BU recognises that by the time results of Level 5 are published, many students may already have arranged their placement for the following year. Although programme regulations must be adhered to, students should be supported where the need arises. Further details can be found in *6A – Standards Assessment Regulations: Undergraduate Programmes/Progression*

6.3.2 It is accepted that many students already work whilst undertaking their studies with no adverse effect. It is also accepted that many part-time students may have a full-time job. Therefore evidence indicates that it is not detrimental to the student to be studying and working simultaneously providing the balance of workload overall is correct.

6.3.3 Carrying credit means that students are not required to delay their studies by a year whilst they repeat an agreed number of credits before proceeding to a long (min. 30 week) placement. Students will be required to pay a placement fee and will be supported by a Placement Development Advisor.

6L - Assessment Board Decision-Making, including the implementation of Assessment Regulations: Procedure outlines the University's process for managing carrying credit.

6.3.4 ***Advice to Students*** - Staff advising students who are carrying credit must draw the following points to the students' attention.

- Students undertaking a long (min. 30 week) placement will still need to pay a tuition fee, however this will be a significantly reduced fee compared to their other years of study. There is no additional fee charge for carrying credit into the placement year. Student Finance England (SFE) will provide normal placement funding.
- Arrangements for re-assessment of credits being carried will be determined by the Assessment Board. Students who are carrying credit must ensure they are clear about reassessment arrangements before starting placement and should contact the Faculty Programme support team to seek clarity if in doubt. Workload/placement issues will not be accepted as an exceptional circumstance should a student on placement fail the units they are carrying.

6.4 Placement Exemption / Interruption of Studies

6.4.1 BU recognises that some students may have relevant work experience on entering their chosen programme and may wish to apply for exemption from their placement year. An exempt placement is not the same as 'opting out' of a placement (see section 6.1). A student who is granted an exemption from a placement will receive credit or recognition, a student who 'opts out' will not. Students can apply for a placement exemption at any time up until the placement is due

[4] Equally, placement providers may contact Faculties directly if they are looking for a particular student in a specific subject related area. Students may also seek their own placements through other mechanisms. Placements within Faculty of Health, Environment and Medical Sciences which link to professional registration are recorded within the Faculty.

to take place, unless a specific deadline for exemption requests has been stipulated by a Faculty/Partner.

6.4.2 Students seeking exemption from the placement element through recognition of prior learning should refer to *3P - Recognition of Prior Learning (RPL) and UK Credit Transfer: Policy & Procedure.* To help manage this, Placement Exemption Boards may be held to consider exemptions, mainly for compulsory placements.

6.4.3 Students seeking suspension of their studies for the placement year should act in accordance with *3U – Interruption of Study: Procedure* and the appropriate form must be completed. Students interrupting study and not paying the placement fee for the placement year will not be eligible to receive the sandwich degree.

6.5 Study Abroad option

6.5.1 Faculties may allow students to undertake a Study Abroad option within the long (min. 30 week) placement, for no longer than a period equivalent to one semester. Where this is the case, please refer to the operational guidance on the staff intranet and the Global Engagement Mobility Team for more information.

6.5.2 As the placement year is not credit bearing, any credit the student brings back to BU will not count towards their award. Whilst there is an expectation that students will pass the Study Abroad option, in cases of failure it is at the discretion of the Faculty whether reassessment is required. Students who have successfully completed the Study Abroad option will not normally be expected to complete any other assessment linked to it, but may be required to reflect upon it in other units.

6.5.3 Where students fail to complete the allocated time period for their Study Abroad option, they will be expected to make up the remaining weeks within their long (min. 30 week) placement in another placement provider to meet the requirements of the sandwich award.

6.5.4 See section 8 for information on funding for placements abroad.

6.5.5 For information relating to Study Abroad which is not taken as part of the long (min. 30 week) placement please refer to the operational guidance on the staff intranet and the Global Engagement Mobility Team for more information.

7 RESPONSIBILITIES FOR PLACEMENT SUPPORT

7.1 Faculties/Partners are responsible for ensuring appropriate arrangements are in place to prepare and support students throughout the process of finding and undertaking their placement, as well as any subsequent support they may need on their return to BU. It is important that students are communicated with during their placement year. Greater use of programme teams to support dialogue with students regarding placements and work experience, and greater use of Placement Development Advisers and student communication campaigns should be made to ensure students on placement remain part of the BU community.

7.2 Within BU, there are a number of staff roles with particular responsibility for supporting students and placements providers, as follows:

- **Placement Coordinators (PCs)** are located within Faculties and have the overall responsibility of preparing and supporting students through the processes of finding and securing a placement. They provide advice to BU staff and placement providers on areas pertaining to placements and receive details of placements from external sources. PCs also approve placements via SITS, although with academic involvement from the Faculty where required (e.g. for technically focussed placements). Support for students and employers during short placements is also supplied by the PCs

- **Placement Development Advisors (PDAs)** are located within Faculties and take responsibility, based on their background knowledge and expertise, for supporting students and their placement providers during the sandwich placement. They undertake placement visits/reviews and update SITS (see section 7.3) on students' progress and report any placement issues which could impact on the learning experience to PCs. They act as mediators between the student and the placement provider should this be required and produce an annual report on placements in accordance with the suggested format in

Appendix 1, which is submitted to Faculties for consideration.

- **Programme Support Officers/Academic Staff** can advise students about assessment, timing of Assessment Boards, taking optional placement units and directing them to staff with responsibility for the placements process, for example, Placement Coordinators.

- **AskBU** can provide information to students on such areas as finance, fees and any visa considerations currently in force.

NB: Placements within Faculty of Health, Environment and Medical Sciences which lead to professional registration are normally supported by a designated placements team within the Faculty. Other titles and roles within the Faculty may also differ.

NB: Titles and roles within Partners may also vary to that listed above.

7.3 The student record system (SITS) will show which students are out on placement, and where students are placed. SITS is also updated by PDAs following placement reviews.
For undergraduate long (min 30 weeks) placements:

- placement weeks will only be counted from the date the placement is approved via SITS.
- placement weeks undertaken before the end of the Level 5 academic year will not be counted. Academic dates can be viewed here: https://www.bournemouth.ac.uk/students/academic-dates

NB: Placements within Faculty of Health, Environment and Medical Sciences which lead to professional registration are recorded on a separate system within the Faculty.

7.4 The following list of support mechanisms is not exhaustive but provides examples of good practice already in operation within BU:

- Placement induction/briefing seminar;
- CV and letter writing workshops;
- Interview technique workshops;
- Timetabled placement preparation sessions;
- Careers and placements fairs;
- Company presentations;
- Placement visits/review either face to face at the placement provider or remotely;
- Placement Handbook (or equivalent).

Students on the long (min. 30 week) placement may also be supported by:

- Mid placement seminar either face to face at BU or remotely;
- Management for the selection of Level 6 option units;
- Preparation for the return to Level 6 study.

7.5 Support must be available to students who may be away from BU, particularly during Level 5 where placement decisions and selection are paramount. This includes outgoing exchange students who are due to proceed to placement on return to the UK and Foundation degree graduates who undertake a placement year prior to progressing to Level 6 of a standard degree programme which incorporates a long (min. 30 week) placement.

7.6 Faculty/Partner Responsibilities

As well as acting in accordance with any current UK Visas and Immigration (UKVI) requirements in force (see section 11.1), and ensuring BU staff are appropriately experienced and qualified to support the placement process (and where applicable for the assessment and mentoring of students) including supporting students with protected characteristics, the following should also be used as points of reference to support the placement process:

<u>Faculty/Partner responsibilities for supporting students</u>:

- To provide additional guidance on:
  - Defining the responsibilities of students and communicating these to all concerned;
  - Consequences of failing to secure a placement or unsatisfactory completion of the placement;
  - Funding and fees (including financial implications to students choosing to take an unpaid placement);

- Health and Safety;
- Dealing with complaints and matters of disciplinary concern;
- Professional conduct, legal or ethical considerations and confidentiality;
- Intellectual property;
- Sickness and other exceptional circumstances;
- Mechanisms to provide feedback;
- Visa requirements (if applicable) including informing the Immigration Advice and Compliance Team of placement details for timely reporting to UKVI;
- Professional body requirements (if applicable);

- To identify students with specific requirements and ensure these can be managed by the placement provider;
- To follow up any feedback raised by students that could impact the learning experience.
- Appendix 2 outlines the procedure for dealing with employers who are not meeting BU's expectations.

Faculty/Partner responsibilities for supporting placement providers:

- Defining the responsibilities of placement providers and communicating these to all concerned;
- To produce an employer's pack appropriate to the placement which, as a minimum, outlines placement learning outcomes, assessment mechanisms and any details pertaining to Health and Safety requirements;
- To follow up any feedback raised by the placement provider that could impact the learning experience and the relationship with BU.
- Appendix 2 outlines the procedure for dealing with employers who are not meeting BU's expectations.

Health and Safety

Staff should refer to a separate *Placements: Health and Safety Requirements Policy* for University, placement provider and student responsibilities for health and safety in the workplace.

7.7 Placement Providers' Responsibilities

Placement providers are responsible for providing information to BU to enable a thorough evaluation of the placement to be made in terms of providing an appropriate learning environment. In addition, the following should be used as points of reference:

- To provide appropriate supervision and training to support the learning experience, allowing students to undertake the relevant role and duties of the placement;
- To treat placement students in the same manner as their own employees;
- To provide and maintain a safe working environment including instruction on the organisation's Health and Safety legislation;
- To meet any PSRB requirements which relate specifically to placements (if applicable);
- To identify issues that may affect the completion of the placement and alerting these to the student and BU.

Health and Safety

Staff should refer to a separate *Placements: Health and Safety Requirements Policy* for University, placement provider and student responsibilities for health and safety in the workplace.

7.8 Students' Responsibilities

As well as being responsible for finding their own placement[5], students are also responsible for their behaviour and conduct during their placement, for being representatives of BU and complying with the requirements of the placement provider in a dignified and respectful manner including its staff and customers. Failure to behave appropriately in placement may be a breach of university rules and lead to action under the Student Disciplinary Procedures. In addition, the following should be used as points of reference:

- To receive approval from BU for their placement and to record the details of their approved placement on SITS as soon as confirmed, and by no later than 14 days before the start of

[5] Except for placements within Faculty of Health, Environment and Medical Sciences which lead to professional registration; these are coordinated by a designated placements team within the Faculty.

the placement[6]; Failure to do this in a timely fashion may result in the placement activity not being officially recognised. Student Visa holders who fail to do this could be in breach of their Student Visa working conditions. Placement weeks will normally be counted only from the date the placement is approved via SITS.

- To conduct a pre placement risk assessment;
- To manage their own learning and develop professional relationships;
- To identify issues which may affect the completion of the placement and alerting these to the placement provider and BU, including sickness or potential exceptional circumstances during the placement;
- To inform BU of any disciplinary action which the placement provider might be taking against them (see also 11.2 – fitness to practise);
- To act in accordance with any current UK Visas and Immigration (UKVI) requirements in force (see section 11).

Health and Safety

Although generally the University will assist, the overall responsibility is placed on the student to ensure that they have a suitable placement arranged for the appropriate time of their course.

Students on placement have the same health & safety responsibilities as all employees in that they must take reasonable care of their own health and safety and that of other persons who may be affected by their actions. They must also co-operate with the employer in matters of health and safety, follow instructions and training given, and not misuse anything provided by the Placement Provider for health and safety.

Students should make themselves aware of their health and safety responsibilities on placement by attending pre-placement meetings and reading the standard leaflet provided by the University.

7.9 The contract of employment is made between the placement provider and the student. This is not the responsibility of BU.

NB: Placements within Faculty of Health, Environment and Medical Sciences which lead to professional registration do not have an individual contract. There are already contracts in place with large placement providers (e.g. NHS Trusts) that outline the type of students that will be placed there.

8 FUNDING FOR PLACEMENTS

Securing a placement and having it approved by relevant academic and professional staff is not sufficient per se to secure BU funding for the activity. Students need to plan ahead financially, researching costs and eligibility for internal and external funding.

8.1 Students undertaking placements overseas may be eligible for Turing Scheme funding provided they meet the qualifying criteria set out in the Turing Scheme call for applications, more information can be found on the BU Turing Scheme webpages: Turing Scheme | Bournemouth University. Funding is subject to availability and involves a competitive application process. It is the student's responsibility to contact the Global Engagement Mobility team before they start their placement and in line with timings set out in the call for applications. Failure to meet the application deadlines or delays in submitting information or documents required as part of the funding process, or lack of availability of funds for the destination country/ region might result in not securing funding for the placement. Details regarding the eligibility and quality assessment process are set out in the call for applications and in line with BU's Turing Scheme Operational Handbook (internal document).

8.2 BU offers funding to eligible students through the Placement Opportunity Fund. The Fund can help with expenses such as travel and clothing for interviews, travel to start and return from placement, essential uniforms and tools as well as Standard Disclosure and Barring Service (DBS) checks, visas and inoculation costs, among other costs.

Eligibility and criteria can be viewed from the following BU webpage:

[6] Placements within Faculty of Health, Environment and Medical Sciences which lead to professional registration are recorded within the Faculty.

https://www.bournemouth.ac.uk/students/help-advice/financial-support/placement-opportunity-fund

8.3 Should students not qualify for the funding above or have expenses not covered by them it is their responsibility to research alternative funding in their Faculty as well as any other financial support provided by external organisations.

9 COMPLETION AND FAILURE OF PLACEMENTS

9.1 This section should be read in conjunction with *6A - Standard Assessment Regulations* and *6L - Assessment Board Decision-Making, Including the Implementation of Assessment Regulations: Procedure*.

9.2.1 Successful Completion of the Placement

The Assessment Board will make a decision on the successful completion of placements in line with the requirements outlined in the Programme Specification and *6A – Standard Assessment Regulations*. Students deemed to have successfully met the requirements of the placement will be permitted by the Assessment Board to proceed to the next Stage/Level or be eligible for graduation.

9.2.2 Failure to Complete the Placement

In the cases of placement failure or where the number of specified weeks has not been met, the Assessment Board should act in accordance with the guidance outlined in *6L - Assessment Board Decision-Making, Including the Implementation of Assessment Regulations: Procedure.*

10. MONITORING OF PLACEMENTS

10.1 Continuous Monitoring

10.1.1 Faculties/Partners are responsible for the continuous monitoring of all academic provision. Placement Coordinators and Placement Development Advisors are invited to attend Programme Management Team meetings which have oversight of the monitoring arrangement for placements. An annual placements report is also produced by PDAs and considered as part of the Annual Monitoring and Enhancement Review. A suggested baseline template is included as Appendix 1 - Placement Staff Annual Report Template. Please refer to *5C - Annual Monitoring and Enhancement Review: Policy and Procedure.*

10.1.2 For providers which continually offer placements to students, Faculties/Partners should ensure their continued suitability to offer placements through mechanisms of continuous monitoring ensuring any issues or matters of concern are addressed or their details removed from central resources if deemed appropriate. Please refer Appendix 2 - *When placements go wrong.*

NB: Placements within Faculty of Health, Environment and Medical Sciences which lead to professional registration may need to fulfil different PSRB requirements for annual monitoring.

10.2 External Examiners

10.2.1 Where appropriate, Faculties/Partners will agree with external examiners the nature and sample size of assessed work, including any relating to placements, in line with *6D – Marking, Independent Marking and Moderation: Policy and Procedure*.

11 OTHER PLACEMENT CONSIDERATIONS

11.1 Guidance for students on a Student Visa

11.1.1 All Undergraduate students commencing study from September 2026 on a Student Visa will be issued with a CAS for 3 years unless the course includes a mandatory long placement. If students choose to ‘opt in’ to an optional long the placement BU will issue a further CAS to cover the additional year once a placement is secured.

11.1.2 Faculties/Partners should also be mindful when dealing with any student on a Student Visa who

has academic failure or has chosen to opt in or out of placement, or subsequently fails to secure a placement and needs to choose an alternative option unit, which they must seek advice about from AskBU.

11.1.3 For students on Student Visa, further details can be found on the Travelling outside the UK page and also on the International Students' work placements page

11.2 Fitness to Practise

11.2.1 Faculty of Health, Environment and Medical Sciences students undertaking placements which lead to professional registration are subject to BU's Fitness to Practise Procedure, as they would be whilst undertaking any other part of their academic qualification. Further details can be found in *11H - Fitness to Practise: Procedure.*

11.2.2 Failure to behave appropriately in placement may be a breach of university rules and lead to action under the Student Disciplinary Procedures. Further details can be found in *11K – Student Disciplinary: Procedure.*

11.3 Terminating a Placement / Raising Concerns

11.3.1 Exceptionally, the termination of the placement may be requested either by the placement provider or the student. In these cases, PDAs would normally act as mediators. The information provided to students and placement providers should include guidance in this regard, including how students affected will be supported and what action will be taken to allow students to continue with their programme of study and/or find another placement in order to complete the requirements of the placement.

11.3.2 Faculties/Partners should ensure students are aware of how to raise concerns (or equivalent) that may arise during the placement.

NB: Faculty of Health, Environment and Medical Sciences students undertaking placements which lead to professional registration have a specific *Raising Concerns Protocol* which allows students to report serious issues of concern to the University e.g. an incident of malpractice.

11.4 Additional Learning Support Placement Guidelines

11.4.1 Additional Learning Support (ALS) produces staff guidelines for supporting ALS students in practice or on placements. For further details please contact the University's ALS department.

11.5 Placement Year Tuition Fees

11.5.1 Students undertaking a long (min. 30 week) placement will still need to pay a tuition fee, however this will be a significantly reduced fee compared to their other years of study. Payment of this tuition fee ensures that students continue to be registered as a BU student and will entitle them to a variety of benefits and support during their placement. There is no additional fee for carrying credit into the placement year.

12. NON BU PLACEMENT WORK EXPERIENCE

12.1 In some circumstances students may wish to take up work experience or volunteering that is not an integrated part of the BU programme, and as such not recognised as a placement experience – see section 1.3 for details. These are subject to any relevant visa work restrictions.

12.2 Faculties and Partners can only provide limited support for work experience, and the procedures set out in this document that relate to placements that are part of a BU taught programme do not apply to work experience.

12.3 Students undertaking work in these circumstances may be entitled to receive the minimum wage or other employment related benefits. There is an exemption in the UK for students undertaking placements as part of their courses, and in some European countries, the exemption may apply to work experience relevant to the student's programme of study even if they are not mandatory placements. BU cannot advise students on these matters.

12.4 In some cases, organisations offering work experience particularly those based overseas, will not permit a student to take up a position unless BU enters into an agreement with the organisation confirming that the student is a current BU student. These agreements may be

requested by organisations because they are seeking to ensure that the organisation is not required to pay the student the minimum wage (as described in section 12.3 above).

- In order to assist students to obtain relevant work experience, BU may be able to enter into an agreement with an organisation confirming that the student is a current BU student. However, all the terms must be acceptable to BU. Any proposed agreement must be reviewed by Legal Services under BU's contract signing procedure. Legal Services hold template agreements for this purpose, which should be used where possible.
- If BU's template is not used and the organisation proposes an agreement that includes additional obligations or liabilities for BU, BU will not be able to sign the agreement.
- BU is not able to enter into agreements with work experience / internship providers for graduates, as BU will not be able to confirm that the graduate is a current student.
- The agreement would need to be signed under the relevant guidance in the Faculty under the finance regulations and contract signing procedures. Please refer to the *Contract Signing Policy and Procedures*.

General

13. REFERENCES AND FURTHER INFORMATION

13.1 UK Quality Code for Higher Education

13.2 For further information and guidance on unpaid internships, please refer to:

- Gateways to the Professions Collaborative Forum – Common Best Practice Code for High-Quality Internships

13.3 This policy was reviewed according to the University's *Equality Analysis Procedure* in July 2019.

14. APPENDICES

Appendix 1 - Placement Staff Suggested Annual Report Template
Appendix 2 - Placements: When things go wrong (Guidance for staff)
Appendix 3 - Suggested format for a Post placement survey