

Principles for the Management of Placements at UCL

**Definition of a placement**

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

Below is a summary of the characteristics that defines a placement as referred to in this policy[[1]](#footnote-1).

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

**Due diligence and monitoring of placements**

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

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| *Placement environment:*  A Risk Profile and Health and Safety Checklist are required. A visit to the placement organisation is recommended if feasible. After the start of the placement, students are required to complete a Student Induction Checklist (except for a Field School where a UCL member of staff travels with the students).  *Academic standards:*  The responsibilities of the Host Organisation placement supervisor must be agreed and appended to the placement agreement.  *Legal and regulatory compliance:*    A legally binding Placement Agreement in the UCL template is required between UCL and the placement organisation and a Student Letter agreement is required to be signed by the student.  Departments must adhere to the provisions in the Guidance on Student Visas and Placements where relevant. |

**Main roles and responsibilities**

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

The Departments must use the documentation pack for placements that is available on the [landing page of the Academic Partnerships Framework](https://www.ucl.ac.uk/academic-manual/chapters/chapter-8-academic-partnerships-framework) in the Academic Manual and includes the following documents:

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

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

**Summary of Student Visa monitoring requirements for placements**

Students on a Student Visa will continue to be subject to engagement monitoring as set out in the UCL Engagement Monitoring Policy throughout the duration of their placement, and Departments are responsible for ensuring that they comply with the monitoring requirements as set out in the UCL Engagement Monitoring Policy throughout any students on a Student Visa placement period.

If a student on a Student Visa wishes to carry out a placement that does not meet the definition set out in this policy, it is likely to count towards the Student Visa maximum weekly working hours. In these circumstances students on a Student Visa should seek guidance from the Visa Compliance Team. Further information can be found here: [Working during your studies](https://www.ucl.ac.uk/students/immigration-and-visas/working-uk/working-during-your-studies)

1. This policy does not apply to placements that are required for Professional, Statutory and Regulatory Body (PSRB) recognition (such as medical placements or teacher education placements). These placements are established and managed fully by academic Departments. However, students on a Student Visa are subject to UCL Engagement Monitoring Policy even during these placements. [↑](#footnote-ref-1)