



PLACEMENTS

Handbook for **Students**

continued participation

health and safety

money matters

professional experience

for students | by students

Uni**S**

University of Surrey

The University of Surrey **Students' Union**



USEFUL CONTACTS FOR PLACEMENT STUDENTS

Students' Union

www.ussu.co.uk

Activity Centre Open – 9am-5pm Mon-Fri

Contact Details:

Main Switchboard – 01483 689223

Representation and Welfare Unit (RAWU) 01483 683265

President – 01483 689227 ussu.president@surrey.ac.uk

VP Societies & Culture – 01483 683922 ussu.societies@surrey.ac.uk

VP Sports – 01483 689981 ussu.sports@surrey.ac.uk

VP Communications – 01483 689275 ussu.comms@surrey.ac.uk

VP Education & Welfare – 01483 9228 ussu.edwelfare@surrey.ac.uk

VP Postgraduate Affairs – 01483 683265 ussu.postgraduate@surrey.ac.uk

The DAVE Project – 01483 689987 www.daveproject.co.uk

V Project – 01483 683254 www.ussu.co.uk/volunteering

GU2 – 01483 681350 www.gu2.co.uk

Barefacts – barefacts@ussu.co.uk

Online Student Forums – www.union.surrey.ac.uk/discussions

Union Shop – 01483 683260

NUS Office – 01483 575189

University

www.surrey.ac.uk

Main Switchboard – 01483 300800

Student Care Services - 01483 689946 student-care@surrey.ac.uk

Student Advice and Information Service (SAIS) 01483 689261

Dean of Students – 01483 686614

International Office – 01483 689005

Accommodation Office – 01483 689257

Health Centre – 01483 689051

Counselling Service – 01483 68 9498

Additional Learning Support – 01483 689766

Security – 01483 682002

Chaplaincy – 01483 682754

UniSport – www.unisport.co.uk

Sports Centre Reception: 01483 689201

Varsity Centre Reception: 01483 689242

Library – 01483 689235 library-enquiries@surrey.ac.uk

Careers Service - 01483 689001 careers@surrey.ac.uk

UniS Direct – 01483 683737 UniSDirect@surrey.ac.uk

Alumni & Development Office - 01483 689260 alumni@surrey.ac.uk

Care services

As a student on placement you start to face a whole new set of issues. Many of the usual student concerns will suddenly be mixed with the added problems of new locations - maybe away from the support of family or friends, a new financial situation, unfair treatment at work, and if abroad a language barrier too.

You have the same rights as any other student to use all of the following support and information services on campus.

Introduction to the handbook

“The objects of the University shall be the pursuit of learning and the advancement and dissemination of knowledge, in Science and Technology and all that pertains to a fuller understanding of humanity in close co-operation with the industrial life of the country...”

(from the University’s Charter)

Since its inception the University of Surrey has believed in the value of a University education with vocational bias and has considered professional training to be an integral part of this type of program.

In order to provide a forum for matters relating to professional training the University Senate established the Professional Training Committee in 1976. The Committee, with a membership drawn from Professional Training tutors throughout the University and including Union representation, is very active. Its wide remit includes monitoring and evaluating professional training throughout the University, advising departments on the practice of placement and tutoring, ensuring that adequate support is given to professional activities in Schools and Departments and allocating resources for professional training.

The Committee is proud of the fact that among Universities running sandwich courses, Surrey is very highly thought of for the way in which its professional training is organised. However, we are continually seeking ways to improve our practices. As part of this task, the Committee has established regulations for the organisation and conduct of Professional Training (included later in this handbook). Each year, Senior Professional Tutors complete a questionnaire indicating the extent to which regulations are being implemented and any deviation is looked into. In addition the Committee, in conjunction with the Students’ Union, performs a survey of students who have completed their professional training to find out what their experiences have been and what they think of this part of the course.

The students’ survey provides one way in which students can give their views as “consumers” of professional training. If you have any suggestions or comments you wish to raise directly with someone, then contact your Professional Training tutor, the relevant sabbatical officer in the Students’ Union, or myself. Also, please do not hesitate to contact me or any other of your contacts in the University if you have special problems; you remain a full member of the University during your placement. I wish you every success in your professional year.



**Professor Michael Kipps,
Chair of the Professional Training Committee**

Handbook contents

	Introduction to the handbook	3
	Handbook contents	5
chapter one	Students' Union's advice	7
	Your Students' Union	8
	Information about YOUR Students' Union	
	Keep up to date	
	Continuing involvement whilst on placement	9
	Students' Union Elections	
	Term dates	
	Union placement advice	10
	Maintaining standards	
	Students with disabilities	
	Your rights at work	11
	Personal/Professional training visiting tutors	
chapter two	Financial Guidance	13
	Money matters	14
	Income Tax on earnings in the UK	
	Tax example - Julie's year placement	
	National Insurance	16
	Earnings abroad	
	Liability to foreign Tax on earnings	
	Liability to UK Tax on foreign earnings	
	Payment of university fees	
	LEA awards	
	Student loans	17
	Hardship funds	
	LEONARDO	18
	Preventing financial difficulties	
chapter three	Low and unpayed placements	19
	Accommodation	21
	Where to look	23
	Tenancy agreements	
	Rent liability	
	Landlord's obligations	
	Council tax	24
	Finding accommodation overseas	
	Registering to vote	25
	On campus accommodation for final year	

chapter four	Health, Safety & Insurance	27
	Insurance, health and Care Services	28
	The University's role	
	The Employer's role	
	The Student's role	
	Placements in the UK	29
	Placements abroad	
	Health and Safety	30
	Getting medical treatment outside the UK	
	Personal insurance	
	Health & Safety at Work Act 1974 (HASWA)	32
	Introduction	
	Main provisions of HASWA	
	Written safety policies	
	Safety representatives and committees	
	Disclosure of information	
	Powers of inspectors	
	Enforcement	
chapter five	Rules and regulations	35
	Regulations for the arrangement of the professional training	36
	Appointment of Senior Tutors	
	Location of placements	
	Approval of placements	
	Period of training	
	Pre-placement preparation and briefing	
	Tutorial and/or assessment visits/visiting tutors	
	Supervision in the placement	
	Assessment of the placement period	
	Monitoring of placements	
	Index	42

information about your students' union

staying involved while on placement

students' union elections

maintaining standards

students with disabilities

your rights at work

visiting tutors



chapter one students' union's advice

Your Students' Union

Welcome to the University of Surrey placement year handbook. This has been produced to provide you with support and guidance in matters likely to affect you during the course of your placement year.

No matter where you are based, you are still a Surrey student and a full member of the Students' Union (unless you have opted out). You still have equal rights to representation, advice, and use of the commercial services offered within the University and Union. If there is anything we can do to help you in the course of your time away from the University, then please don't hesitate to get in contact!

Information about YOUR Students' Union

When you become a student at UniS, you are automatically a member of the Students' Union, which means that you can use any of the facilities that it offers. Each student has the right, however, to opt out of membership if they wish. Your Union is here to help, support and entertain you in more ways that you could ever imagine.

Every year a team of Sabbatical Officers is elected by you, the students, to represent you and to be responsible for the day-to-day running of the Union as a whole. These officers co-ordinate functions such as representation on University committees, Union media, sports clubs and societies, welfare campaigns and integration of all students whether they're based on or off campus.

Our main concern at the Union is representing you as students and promoting welfare, education and development matters affecting you. So if any issues arise or you have a query, then please just get in contact.

Keep up to date

www.ussu.co.uk

ussu.co.uk is THE place to check regularly. Not only does it incorporate a Bulletin Board where much news, chat and debate takes place, but you can also find out what is happening in the world of Sport, Societies, Personal Development, Campaigning and Volunteering, as well as making sure you have a peak at the Events pages so that you don't miss that all important night out!

www.ussu.co.uk/barefacts

As if this wasn't enough, you can visit the link above for your weekly barefacts.

www.ussu.co.uk/bb

Quite possibly the largest and most active online discussion forum of any students' union in the country, the bulletin board will keep you informed of anything going on.

www.gu2.co.uk

You can also listen to the student radio station 1350AM GU2 on the internet

Continuing involvement whilst on placement

During your placement, all of the Students' Union sports clubs, societies, and amenities remain open to you. To get the contact details for activities you are interested in, you can either look on the website, or call the Union's sports and societies offices during weekday working hours (Contact details are on the back page of this book).



TeamSurrey is the collective title for everyone involved in sport at the University of Surrey. TeamSurrey consists of hundreds of Surrey students, all from different backgrounds and nationalities, all with a single unifying focus; taking part in sport at all levels, being active and having fun. The traditional big team sports such as Football and Hockey are, of course, all part of the team. So are the sports that Surrey excels at, including squash and golf for more info see: www.ussu.co.uk/sports



All students on placement are eligible to join **UniSport** or renew their membership. If your placement begins in January, and you have no plans to use the facilities for the rest of the academic year then it is possible to suspend your membership until you return. For further details contact the UniSport on 01483 689290 or visit www.unisport.co.uk.



The University of Surrey Students' Union runs around 70 societies, ranging from Religious and International groups to Entertainment and Campaigning societies. There should be something here to suit everyone's tastes, but if there isn't a society you want to join, then it's really easy to set one up yourself! email societies@ussu.co.uk or visit the societies website at www.ussu.co.uk/societies for more information.

Students' Union Elections

In the spring of your placement the Sabbatical Officers who will run the Union during your final year will be elected. The Union is a democracy run for students by students. Those elected have a big impact on Union, and potentially University policy, hence your vote in elections is of vital importance. Many of the issues brought up at election time will influence your time at University when you return to UniS from your placement period. Details of candidates and how to vote will be primarily posted on the Union website. If you do not have access to the Internet and email, send a letter explaining the situation and giving your postal address to the Returning Officer at the usual Union address.

Final important information

Autumn Semester	Monday 5th September 2005 - Friday 16th December 2005
Spring Semester	Monday 16th January 2006 - Friday 27th March 2006, then Monday 21st April 2006 - Friday 26th May 2006

Note: The dates of semesters for some programs are different from the standard semester dates shown above. Full details from Student Records & Fees Office in the Registry.

Union placement advice

Maintaining standards

- The placement year is a partnership between three bodies, the University, the employer and you. There are various rules, rights, and provisions that each party expects the others to conform to.
- The University has a duty to assess and help you. To this end you should be told the name of the tutor who will visit you and who will in turn keep your personal tutor informed of your progress.
- Please remember that you have a responsibility to both the University and your employer – you are a representative of both at all times. In particular, you also have a responsibility to adhere to any company policies and to respect the confidentiality of company affairs.
- Although many companies rely on email for internal and external communication, use your common sense and act responsibly when using email or the Internet for personal use – and if you are told that personal use is not allowed, respect that.
- All company policy affecting you should be explained when you commence the placement. Employers have responsibilities to you as staff e.g. health and safety
- Most people find their experience in industry rewarding and profitable. However, there is always room for improvement so the University has a body that monitors students' views on their placements - the Professional Training Committee. PTC's membership is made up from representatives from all Schools, as well as a representative from the Students' Union. When you return from placement, you will be asked to complete a survey about how you found the year. In addition to being represented by the Union, this is another chance to give your thoughts to the Committee on how placements can be improved etc.
- This committee is responsible for ensuring that the Regulations for the Arrangement of Professional Training (see page 30) are followed. Individual departments may also have their own regulations to enhance this minimum standard in a way appropriate to your program. You should be told about these regulations prior to commencement of your placement.

Students with disabilities

By the time you are on your placement, it is hoped that if you are a disabled student you will have discussed the necessity of disclosure of your disability to your employer, and about getting additional support or adaptations you may need. *If your disability will not materially affect your ability to do the job, or health and safety issues will not be compromised then you may be advised not to disclose a disability.* However, you may find that disclosure will enable you to enter into a partnership with your employer that will greatly enhance the benefits of the placement.

For further information about disclosing a disability see information leaflets on National Bureau for Students With Disabilities website www.skill.org.uk or talk to Disability Co-ordinator John Beaumont (01483 68 9766) in Additional Learning Support centre, UniS.

Your Rights At Work

Every individual in the (UK) working world has a set of basic rights. Refer to the basics below or visit www.worksmart.org.uk/rights for more information.

From your first day at work in a new job, you are entitled to:

- a proper pay statement showing how much you earn and any deductions
- 26 weeks ordinary maternity leave even if you were pregnant when you started
- time off for ante-natal care
- freedom from discrimination on the grounds of age, sex, race, disability, etc.
- minimum of 4 weeks paid holiday every year

After you have been at work for a month you are entitled to:

- one week's notice of dismissal
- payment if you are suspended on medical grounds
- guaranteed payment if you are laid off.

After two months service:

- a written statement of your terms of employment (detailing your pay, hours of work, and holiday entitlement). This is not the same as a contract, which exists in law as soon as you are paid your first wages, even if this is not written down. (This can be complicated; please seek further advice if this becomes an issue).

All employees as stated below are entitled to receive the national minimum wage:

- If you are aged 22 or over, you should be paid at least £4.85 an hour (£5.05 from October 1st 2005)
- (however there can be a 6 - month training rate of £4.10, rising to £4.25 from October 2005)
- The minimum for those 18-21 is £4.10 an hour (£4.25 from October 2004)

Personal / professional training visiting tutors

"It is a requirement that every undergraduate or postgraduate student on a taught programme be allocated a personal tutor". University Calendar

How these tutors are allocated depends upon your department, however you should all have access to a member of academic staff within the department whom you can approach when issues arise.

The system varies slightly when it comes to professional training. As mentioned in the regulations, you will be visited at least three times per year on placement (at least twice per placement where two or more placements are being undertaken) by a visiting tutor.

Their role is slightly different from that of a personal tutor. The Professional Training Visiting Tutor is essentially there for academic purposes i.e.: providing any relevant advice on university or departmental matters, as well as, to a certain extent, assessing the work you are doing on placement. However, the visiting tutor will liaise closely with your personal tutor, should any specific problems arise. Although you are working, you are still a student within the University so can approach your personal tutor/department if you need to.

tax information

earnings abroad

payment of university fees

student loans

hardship funds

low and unpaid placements



chapter two financial guidance

Money matters

Income Tax on earnings in the UK

The UK tax year runs from 6th April to 5th April each year. For 2005/2006 the personal tax allowance for a single person is £4,895 per year. You can earn that much before having to pay tax. Although there are certain forms of income exempt from tax, namely grants and certain types of sponsorship, any income above personal allowances will be subject to tax.

If you are working in the UK your employers will deduct your tax at source under the PAYE (Pay As You Earn) scheme according to a code that is worked out by the tax office used by the company. However, don't be surprised or worried if you start paying large amounts of tax at first. Until your code is worked out you may be paid using an 'emergency' tax code equal to the basic single persons rate. The difference will be automatically refunded when the tax office works out your code. Contact them if this problem persists.

If you work across two financial years (e.g.: from August to the following July) the correct amount of tax may not be deducted in either or both tax years. However, at the end of the first tax year (in April) you will receive a P60 form. This details the amount of tax you have paid that year. You should check this is what it should be with the personnel office of your employer or with their tax office - you might be entitled to a tax rebate.

Check again when you leave the job that you have been taxed correctly in that financial year too. You can claim back the tax paid in any part of a tax year as long as you don't intend to earn more than your personal allowance before the end of the tax year.

If your total income during a tax year is less than the personal allowance, you can claim back any extra tax you have paid by filling in a P50 form. These are available at the Student Advice & Information Service or the Inland Revenue.

When you finish your professional year employment you will be issued with a P45. This and all other payslips and forms should be kept for future reference, so file them somewhere safe.

The Students' Union hosts a regular tax clinic run by staff from the Inland Revenue, so on your return to University they can help to process your claim. You can, of course, visit your local Inland Revenue Enquiry Centre, where staff will be able to help you. Check out www.inlandrevenue.gov.uk for more information and locations.

Tax example - Julie's year placement

The following is a short fictional account of a student on professional placement period and her tax situation. It may not be true for everyone, but should give you an idea of what to expect when in your job. NB: This example uses figures from 2004/2005; the 2005/2006 limits will be different.

- Julie started her year placement on August 1st 2003 with ICIS Pharmaceuticals. The wages clerk gave Julie a form P46, on which Julie ticked statement B 'This is my only or main job'.
- Julie was then put on an emergency tax code of 461L WK1
- In December Jenny received a P91 form from the Inland Revenue asking her what she had been doing before the 1st August 2003. Jenny put this form to one side and soon it was forgotten about.
- At the end of April 2004 Julie was handed her P60 by ICIS wages department showing her pay for the year of £12,000 and Tax deducted of £1,806.22.
- On the 31st July Julie left ICIS Pharmaceuticals and was handed her P45 by the company's wages department showing Pay of £4,000 and Tax deducted of £451.08.
- Upon returning to Surrey University she quickly got back into the life of studying and some partying. Well this was her final year and she really wanted to put all her efforts into her exams and she was not going to work until after her exams had finished.
- During the first semester while in the Students' Union, she noticed signs stating Tax Clinic. She followed them to see a stand being manned offering free advice about tax. Upon asking whether she could possibly claim any tax back she was asked whether or not she had any P45's or P60 forms. Why "Yes" she said and ran back to her accommodation to get them.
- Upon her return she completed forms P91 and P50 that were handed to her. Julie commented that she had seen a P91 before but hadn't done anything with it. As a result of both the forms being completed she was given a quick calculation of how much tax she had overpaid on.

Tax calculation as follows:

P60 2004/2005	
•	Pay £12,000 less the personal allowance of £4,745 = £7,255 taxable.
•	Of that £7,255, £2,020 is taxed at 10% = £202.00 tax due, the balance is £5,235
•	That balance is then taxed at 22% = £1,151.70.
•	So Total Tax Due is £1,151.70 + £202.00 = £1,353.70.
•	Tax Paid £1,806.22 less Tax due of £1,353.70 = Tax refund of £452.52
P45 2005/2006	
•	Pay £4,000 below the Personal Allowance limit of £4895 means that the tax deducted of £451.08 needs to be refunded
Total Tax Refund Due	
	2004/2005 £452.52
	2005/2006 £451.08
	Total £903.60

Julie was happy but was told that if she had sent back the first form P91 that had been sent she would not have overpaid tax for 2003/2004.

National Insurance

Employees earning less than £94.00 per week in the 05/06-tax year do not pay National Insurance. The rate of contribution to National Insurance above this is 11%.

Earnings abroad

The position regarding the taxation of earnings abroad depends on the country visited as well as the length and purpose of the visit. Before you go abroad you need to fill out a P85 tax form available from your tax office and a P86 when you return. In any case two liabilities may be incurred:

- a) Liability to tax in the country in which the money is earned
- b) Liability to UK taxes in respect of earnings abroad

If you require any further information, contact the Student Advice and Information Service (01483 68 9261) on campus or visit your local Inland Revenue Office.

Liability to foreign Tax on earnings

Each country has its own method of dealing with the earnings of non-residents. These vary so widely that details should be obtained from the revenue authorities of the country involved. Other people in your department or the Inland Revenue UK Claims Branch (International) may also be able to offer you help or advice. It is important that you determine what documentation you will need to complete your tax return before you go. To find out what you need, approach the tax office with which you have had most recent contact.

Liability to UK Tax on foreign earnings

Overseas earnings are liable to UK tax in almost all circumstances other than total absence from the UK for a whole tax year (only likely to apply to SOMSS and some MSE students). If tax is paid in a foreign country and a UK tax liability is incurred on the same earnings, it is usually possible to offset any tax paid abroad against the UK tax liability. If the UK tax liability is the larger, only the difference is payable. However, if the UK liability is smaller, it is unlikely that a refund will be given.

Payment of university fees

All payments for fees, currently half that of normal fees are subject to means testing. You are advised to seek the advice of your LEA in advance of your placement about your individual eligibilities, particularly if you are going abroad. You may also seek guidance through the Student Advice and Information Service.

LEA awards

Although you are spending your professional placement away from the University, composition fees are payable to the University during this year. Therefore you must apply for help with regards to composition fees even if you do not require a maintenance award/loan. These forms are sent to you automatically, so don't throw them away.

Student loans

Your Local Education Authority is the final arbiter in all matters regarding Student Loans. It is a good idea to check with them, about any questions you have in this area.

If you are on a standard placement year, you are still entitled to apply for a student loan. The amount will depend upon the level of pay you receive and who you are working for and the rules governing student loans are complex. For most students on a paid placement for a full academic year the maximum loan would be roughly half that you would receive for a year based at the University, this amount is not subject to means testing. For categories of unpaid placements (chiefly in the public sector connected with health, social welfare, prison service, research) students may be eligible to apply for a full loan (subject to normal means-testing) up to the maximum set by your LEA. Students in other unpaid placements, such as Performing Arts, are unlikely to qualify for the full loan, unless their placement falls within the categories above. Yearlong placements might qualify for an extra amount of loan based on number of weeks beyond a standard academic year (of 30 weeks plus short vacations) – Check with your LEA.

If you are on paid or unpaid placement for only a part of an academic year and are studying at the University for the rest of the time (e.g. language placements) you will usually be entitled to apply for the full year's loan (subject to the normal means-testing) – Check with your LEA.

If you are on placement abroad, you might be eligible for one of two higher rates of loan depending on the country you are based in. You might also be eligible for limited support towards your travel expenses - on production of a receipt and money towards medical insurance – Check with your LEA.

Hardship Funds

Access funds exist to alleviate some of the hardship caused by the changes in student funding over the past few years. The fund is aimed at those students who are experiencing financial difficulties. If you wish to make a claim for hardship funds, you will be expected to have claimed the maximum student loan to which you are entitled and a Hardship Loan where appropriate.

- If you are likely to incur extra costs during your placement you can apply before you go.
- If you return from a placement year having paid these costs already and are in debt as a result apply as soon as possible after your return.

To apply you should visit the Student Advice and Information Service

LEONARDO

The European Union's LEONARDO programme provides funding to support home and overseas students undertaking a work placement abroad of 3-12 months for a European company in an eligible European country.

In the first instance, enquiries concerning these grants must be made to your Senior Professional Training Tutor well in advance of your placement. They can advise you about any opportunities available to students within your school. The LEONARDO programme is managed at Surrey by the European Officer (Teaching Programmes and Students). Their contact details can be found on the inside front cover of this booklet. The availability of funds each year is dependent on the outcome of a project application.

Preventing financial difficulties

You need to be aware that the following situations will cost:

- Living in Guildford in a shared house with a placement in London
- Paying 2 lots of rent because the current tenancy agreement expires after the placement has started
- Living and working in London and paying high rents on a low wage
- Being on a low paid placement and incurring travel expenses as well
- **Always inform the bank before leaving the country as accounts can be closed and renewal dates for overdraft extensions can be missed**

Low and Unpaid Placements

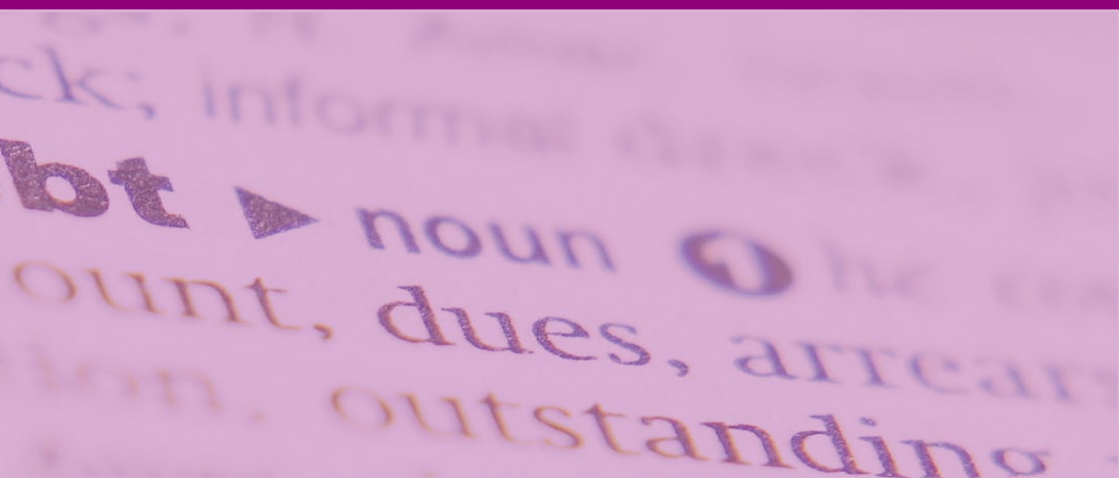
For certain students some of the most prestigious placement opportunities come from organisations offering low paid or even unpaid placements. Often these organisations will only pay for travel expenses and food allowances when working. Some may also pay for accommodation, but this is rare.

The impact upon many students in this position is that their funds are depleted rapidly as they still have to pay costs such as accommodation, food, phone bills, and reduced fees. Without income to cover living expenses some students may start to struggle financially.

This section aims to give some helpful hints to help you to reduce your outgoings so you can take up and complete placements that offer such fantastic opportunities.

Hints

- Please remember that the Student Advice and Information Service (SAIS) is still open to students while on placement, as is the Students' Union. Good advice is available to students experiencing problems.
- Students on placements can apply to the Access to Learning Fund or other university hardship funds as appropriate. Distance from the university and time of year do not matter. Applications can be made in person or if you are living very far away and in dire need they can even be initiated over the phone.
- Where possible cut accommodation/living costs as much as possible by choosing placements near friends or family.
- If you have time and your employer allows, it might be worth taking a part-time job that gives you income to cover some basic expenses.



where to find accommodation

tenancy agreements

council tax

registering to vote

final year on campus accommodation



chapter three accommodation



Accommodation

Where to look...

Some companies may help you find accommodation, alternatively try:

- local newspapers for advertisements
- shop window adverts
- local university and college accommodation offices
- accommodation agencies (but: can be expensive)
- estate agents (worthwhile if there's a group of you).
- Internet sites, like www.rightmove.co.uk

Tenancy agreements

If you are taking a room where the landlord (owner) is resident you do not need a tenancy agreement but do read the section on unprotected tenancies below. All other arrangements need a tenancy agreement of which there are several types. For details of these different agreements look at the Students' Union housing website at www.ussu.co.uk/offcampushousing, or the University accommodation office can be contacted on (0)1483 68 9092

Rent liability

Students often share a flat or house with other students. This will affect the agreement, which might be a single tenancy or joint tenancy. Responsibility for the rent is also important. The person named as the tenant is responsible for the rent. If the tenancy names two or more people as tenants then they are "jointly and severally liable": basically the landlord can require any of them to make up for any money owed by another tenant.

It's possible to have individual tenancies for rooms within the same property. In this case each person is responsible for their own rent. However, the tenants themselves have no control over the whole house/flat, or over the re-letting of empty rooms.

Landlords' obligations

The landlord has a legal responsibility for the structure, sanitation and plumbing of the property. Accommodation has to be "fit for human habitation" which refers to repairs, stability, freedom from damp, internal arrangements, natural lighting, ventilation, water supply, drainage and sanitation, facilities for preparing and cooking food and for the disposal of waste water, (stated in Housing Act 1988)

Repairs should be dealt with as urgent and non-urgent depending on the fault. Urgent repairs should normally be dealt with within 48 hours of reporting the fault, whilst non-urgent work may well take up to 21 days to be done. Always report faults in writing, even if you've spoken to the landlord, as this will provide proof of report. If repair work is required as a direct result of your actions you may be liable for any costs incurred.

Council Tax

The council tax is based on the property that you live in, not on individuals, although the occupancy of the house is taken into consideration. On the whole, students will be exempt from council tax. At the end of the first year you should have received a letter to testifying to your student status. These letters are also available from University Registry. You still have student status on paid placements; however, exemption from council tax does depend on who you are living with...

Students only...

If all occupants of a house are students in full time education, it will be *deemed* exempt from council tax. If you do receive a bill, inform the council as soon as possible.

With a landlord...

In this case, you are not liable to pay the tax on the property; however there's nothing stopping higher rents being charged to cover this cost.

In an HMO...

A "House In Multiple Occupation" refers to one where all rooms are let out separately, as classified by the local council. Again, the landlord is liable to pay any tax here, but may adjust rents to cover it.

With employed non-students...

These jointly-occupied houses are (unfortunately!) not exempt from the Tax. In terms of how much you pay, one non-student will mean a charge of 75% of the total tax payable (due to the single persons discount of 25%). If more than one non-student is present, no discount is available, and it is up to the occupants to decide how the bill is split.

With someone who is unemployed...

The situation becomes more complicated if a non-student in a house is claiming state benefits. They will be entitled to Council Tax benefit, but only for their share of the bill, leaving the remainder of the bill to be paid by other residents, students or not.

Finding accommodation overseas

It is worth approaching the company you will be working for to see if they can help organise an apartment or flat prior to your arrival, perhaps with other placement students from other universities. The company may sub-let you a property normally used for overseas contractors, The company will often help you with temporary accommodation for a couple of days until you find your feet, even if this is the floor of another placement student's room! Your company may even be able to help you pay any rent deposits with an advance of your first month's pay, there's no harm in asking!

Remember when dealing with local landlords that customs may be different with respect to housing arrangements. Always be sensitive to any cultural differences and make sure you are clear about your landlord's expectations i.e. in terms of arrival times, guests, etc.

Registering to vote

Forms for electoral registration are sent to every address during September. You are required by law to complete the form with the names of those eligible residing at your address. If you are living with a family or resident landlord, they are required to include you on the returns form.

It is YOUR responsibility to check you are on this Register of Electors and apply for inclusion if you are not. Students are entitled to vote in home and local elections, however only one vote may be registered in a General Election, have a look at www.electoralcommission.org.uk to make sure you know your responsibilities.

On campus accommodation for final year

The Trading Activities Committee decides the policy for final year accommodation each autumn. Application forms are then sent to all prospective final years away on placement around the end of December. The deadline for return of forms is 1st February 2006.

As a guide, the current policy is detailed below. Please note, though, that the policy is reviewed every year so details may change for year applicants.

The following students may apply for University accommodation (including Hazel Farm and Bellerby Court). Numbers of places are limited in all categories and accommodation is **not** guaranteed.

- a) 2nd, 3rd, final year students paying overseas fees
- b) 4th and final year UK/EU undergraduates
- c) 4th year UK/EU undergraduates. M.Phys, M.Math, M.Comp, M.Eng (Civil Engineering, Electronic & Electrical Engineering, Mechanical Engineering, Chemical & Processing Engineering).

The number of places available is very limited and priority will be given to those returning from placements well outside the area. In determining who will be allocated accommodation, consideration will be given to where a student is studying or working in the spring semester before their final year. Students who are working on professional placement at a location, which is beyond the qualifying distance from Guildford, will be allocated a place. The qualifying distance will be decided when the total number of applications is known. Students on placement or studying within the qualifying distance will be eligible to enter a ballot for any remaining places. The ballot will also be used to determine a waiting list. **The Accommodation policy is reviewed annually and is subject to occasional changes.**

Returning final years may also apply through the Accommodation Office for Property Managed Houses. The lists are available to returning students at the same time as they are available to 2nd year students and are published in early March.

roles of insurance responsibility

placements in the uk

placements abroad

health and safety

medical treatment abroad

personal insurance

health and safety at work act

written safety policies

safety representatives

powers of inspectors

enforcement



chapter four
health, safety and insurance

Health, Safety & Insurance

Whether your period of professional training will be spent abroad or in the British Isles, you should look into the extent to which you need insurance to cover both your belongings and yourself as a person. The following are brief guidelines regarding the areas you could expect an employer to cover, and those that you may need to deal with.

The University's role

The University holds insurance policies, which cover its legal liability for compensation to employees or third parties for bodily injury, illness or disease and accidental loss or damage to property. These policies apply to students on placement but only in situations where the University would have been entitled to cover under the policies, had the claim been brought against it instead of the student.

This means that the policies will only cover claims by or against its students where the University itself is liable (i.e. where the University was at fault in some way). The policies will not cover claims where another party, including an organisation providing a placement, is liable. Placement organisations are, therefore, responsible for ensuring that students are covered under their liability policies in the same way as their other employees (see below).

The Employer's role

The position of students placed in this country, compared to those placed abroad is clearly different. Although in Britain the Health & Safety at Work Act requires employers to ensure the health and safety of their employees, it does not carry any element of insurance. Host organisations, whether here or abroad, should regard students as employees and cover them under employer's and third party policies in the same way as they cover other employees. In this way students are covered for negligence claims brought by them against the host organisation, and for any claims made against the student themselves in connection with their employment. Employers in the UK will nearly always carry these types of insurance.

The situation abroad will vary from country to country but students should still expect equal protection.

The Student's role

There are many areas where students, particularly if going abroad on placement, are responsible for their own insurance. For example, you are responsible for your own insurance when travelling to and from a placement; or for claims by/against you for injury, damage or loss where no other party is legally liable.

It can be particularly serious if the injury occurs abroad; and you are strongly recommended to take out travel insurance to cover this and other risks such as loss or damage to belongings (see next page, Placements Abroad).

Placements in the UK

All persons employed in the UK are covered by the Health & Safety at Work Act, 1974 (HASWA). Thus, both home and overseas students are protected by the Act. Under the terms of the Act, the responsibility for the occupational health and safety of the employed student lies with the employer. Nevertheless, as an employee the student has duties to fulfil and failure to do so could result in loss of the protection afforded by the Act. Section 7 of the Act reads as follows:

“...it shall be the duty of every employee while at work:

- a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work;*
- b) any duty imposed on his employer of any other person is necessary to enable that duty or requirement to be conformed or complied with.”*

Where reference is made to HASWA it should be noted that the information given here is not an authoritative interpretation of the law, but is intended to give guidance to the student's position as far as the Act is concerned. Furthermore, Section 8, which applies to any person, whether an employee or not, states that

“no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare”

For a further explanation of the HASWA, see end of chapter.

<http://www.healthandsafety.co.uk/haswa.htm>

Overseas students

The position of overseas students on placement in the UK is exactly the same as home students with regards to HASWA, and personal insurance. National Insurance arrangements are also the same as for UK students. You need to register at the Department of Social Security, Onslow House, Onslow Street, Guildford, to obtain a National Insurance number. You will need to take with you a letter regarding the work you wish to do, your passport, and work permit, when you register.

www.dfs.gov.uk/international-students/workleaflet

Sponsored students

The University has been advised that if the student remains an employee of a particular company both whilst at work and at University, the company will still have responsibility for that student's health and safety in both places. If you receive a salary from your sponsor whilst at University then you will pay National Insurance in the normal way. If you just receive an expenses contribution, your employer may not pay NI. You may wish to do so yourself, although there is little benefit to be gained by this.

Placements abroad

The position regarding insurance both at work and leisure whilst you are abroad on placement is more complicated. Legislation varies from country to country regarding health and safety at work, National Insurance and medical care.

Health & Safety

Broadly speaking, safety legislation within EU countries should be similar to that of the UK, though actual safety standards may be somewhat different. Outside the EU safety standards may vary considerably. The University does, as far as is reasonably practical under the circumstances, check the safety standards of host employers. However students should bear in mind that many safety systems such as the colour of fire extinguishers and the colouring and standards of electrical wiring may be different. Students should therefore thoroughly familiarise themselves with emergency arrangements in their host country. Students should draw to the attention of their employer any un-addressed safety hazards and perceived significant deficiencies in the safety arrangements. These deficiencies, if not rectified, should be immediately reported to the University.

Getting medical treatment outside the UK

In order to get any kind of treatment (even in an emergency) from foreign medical services, it is imperative that you have the correct documentation. You will be living and working in the country, so the requirements can be different from going on holiday.

Full details are available at: www.doh.gov.uk/traveladvice

Personal insurance

You are strongly recommended to take out travel insurance when on placement overseas. There is a limited amount of cover under the University policies, and you should expect the employer to provide cover for most incidents that occur while you are working, but you will need travel insurance to cover situations where neither the University nor the employer is liable (ie situations where neither is at fault).

You may wish to take out a typical personal insurance policy to cover some or all of these eventualities:

- medical and dental expenses
- costs of emergency services
- fatal accident (expenses incurred by next of kin)
- theft or damage to personal property
- compensation for loss of limbs, etc.
- repatriation and the cost of a relative travelling out to be with you and accompany you home
- personal liability cover in case a claim is made against you for injury or damage for which you are liable

Finally make sure you read the small print of any travel insurance, particularly with regards to the maximum stay in a foreign country. Some policies require you to return to your permanent UK home every 3 months for example.



Health & Safety at Work Act 1974 (HASWA)

Introduction

The Act is based upon the concept of a general duty of care for most people associated with work activities. The specific aims are to:

- secure health, safety and welfare of persons at work
- protect persons other than persons at work against risks to health or safety arising out of, or in connection with, the activities of persons at work
- control the keeping and use of explosive or highly flammable or otherwise dangerous substances, and generally prevent the unlawful acquisition, possession and use of such substances
- control the emission into the atmosphere of noxious or offensive substances

Main provisions of HASWA

There have been a number of Regulations, etc, since HASWA but fundamentally they only amplify the basic concepts contained within HASWA. Those provisions applicable to people place various duties upon employers, employees and others. In brief, these are:

General duties of employers

Employers are required, as far as reasonably practicable, to:

- ensure the health and safety and welfare of employees
- provide safe plant and systems of work
- ensure safe use, handling, storage and transport of articles and substances
- provide information, instruction, training and supervision
- maintain a safe place of work and safe means of access and egress

General duties of employers to employees

The effect is to make criminally enforceable the common law duty to take reasonable care for the safety of employees. This includes the requirement, as far as reasonably practicable, to ensure:

- employees know the risks
- employees know the precautions
- the precautions are available
- employees know the precautions available

General duties of employers to persons other than employees

Employers have a general duty to protect anyone affected by the undertaking, eg the general public. Regulations:

- require information to be given to persons affected eg, living near the plant
- prescribe situations regarding emission of fumes, smoke, etc
- place duties on persons in control of premises in relation to harmful emissions into atmosphere

Duties towards the customer

Duties of those who design, manufacture, import or supply and install articles or substances are to:

- ensure that they are safe and without risk to health
- carry out tests, examination and research (or have it done on their behalf)
- provide adequate information regarding proper use, maintenance, etc
- install or erect plant and equipment safely

Duties of employees

No levy on employees is permitted for provision of statutory protective equipment. Employees must:

- take reasonable care for themselves and others
- co-operate with the employer and use safety appliances
- not recklessly and wilfully interfere with safety appliances

Written safety policies

Companies must prepare and revise, when necessary, a written statement of their general policy towards health and safety at work setting out:

- the organisation – ie who is responsible
- the arrangements – ie what is to be done

Safety representatives and committees

Trade Unions may, in accordance with Regulations, appoint safety representatives and ask for a safety committee. There is a duty on an employer to enter into consultation with representatives, whose functions and rights are prescribed by Regulations.

Disclosure of information

Inspectors may tell safety representatives what they ask the firm to do.

Powers of inspectors

Inspectors have wide powers of: entry, inspection, interview of persons, collection of information, photographing and recording, taking samples, seizing dangerous substances or plant, taking written statements.

Enforcement

Improvement Notice

This requires an organisation to take remedial action within a specified period. Failure to comply incurs up to a £20,000 fine (or unlimited fine on indictment).

Prohibition Notice

Activities giving rise to imminent danger must cease on the date stated – which may be immediate. Failure to comply incurs a £20,000 fine or, on indictment, an unlimited fine and up to two years' imprisonment.

Codes of practice

These are admissible as evidence in determining practicable, reasonably practicable and by practical means.

Other offences

These can incur a £20,000 fine on summary conviction or, on indictment, an unlimited fine and up to two years' imprisonment.

Appeals

Employers may appeal to an Industrial Tribunal within 21 days against Improvement and Prohibition Notices. Improvement Notices are suspended until the appeal is heard, but not Prohibition Notices. Prosecution is the ultimate deterrent. Prosecutions can be taken out against corporate bodies or individuals but in all cases the onus of proof lies with the accused, ie an organisation or individual is deemed to be guilty and must prove they exercised all due diligence or took all reasonable precautions to prevent the incident happening.

location of placements

period of training

assessment visits by tutors

supervision in the placement

assessment of placement



chapter five rules and regulations

Regulations for the arrangement of the professional training

Set out below are the Regulations for the Arrangement of “Professional Training”, together with associated Guidelines. The Regulations are, where appropriate, augmented by associated *Guidelines*, presented in italicised print.

- 1.1 These Regulations apply to all placements in industry, research and/or educational establishments, commerce and the public services arranged and undertaken as a formal and integrated part of an undergraduate programme of study, howsoever described in the Programme Regulations.
- 1.2 These Regulations should be read in conjunction with:
 - i the Regulations for the Assessment of Professional Training, Credits for Professional Training and the Award of the Associateship of the University of Surrey, University of Surrey (1995);
 - ii the Guidance Note on Students on Integrated Professional Training in the UK, Safety Office (Sept 1997);
 - iii The Education (Mandatory Awards) Regulations, Schedule 5: Sandwich Courses, relating to unpaid placements;
 - iv the Guidance Note on Students in Work Placements of HE Students, CVCP (1997);
 - v the Health and Safety Guidance for the Placement of HE Students, CVCP (1997);
 - vi the Code of Practice for the Assurance of Academic Quality and Standards in Higher Education, Section 9: Placement Learning, Quality Assurance Agency for Higher Education (July 2001).

Appointment of Senior Tutors

- 2.1 For each programme of study which incorporates an integrated period or periods of professional training, the Head of School shall appoint a member of academic staff as Senior Tutor for Professional Training.
- 2.2 The Senior Tutor shall be responsible for the co-ordination and implementation of arrangements for professional training in accordance with the specific Programme requirements.
 - G2.1 *The role of Senior Tutor is perceived as essentially academic in nature. Indeed, the strength and success of Surrey's system is that it builds upon the direct involvement of well qualified academic staff in appropriate and high quality placements. It is important that the Senior Tutor is a full academic member of both the Board of Studies and the Board of Examiners.*
 - G2.3 *The arrangements for professional training require high quality administrative support but it is important that the administrative and academic functions are not confused.*

Location of placements

- 3.1 Placements should be arranged in locations which will facilitate regular visits to students by University tutors in accordance with Regulation 7. All placements within the UK will receive regular visits by University tutors.

- 3.2 In cases where placements are arranged abroad and where regular visiting by University tutors is impracticable, arrangements must be made for the student(s) to be visited by colleagues who have been briefed and are familiar with the University's objectives for professional training in general and of tutors' visits in particular.
- 3.3 The placement of students as employees should not be made within a School, Department, Centre or other unit of the University except with the prior agreement of the Chair of the Professional Training Committee.
- G3.1 *The location of placements, whether in the UK or abroad, should be such that tutors from the University may visit students in the placement at regular intervals. Constraints of staff time and the cost of travel are likely to be influential factors in determining location. It is expected that all UK placements will be accessible for monitoring visits;*
- G3.2 *When, for whatever reason, a placement is arranged which does not facilitate regular visits by University staff, it is incumbent on the Senior Tutor to ensure that alternative arrangements are put in place. These might, for example, involve a reciprocal arrangement with a colleague from an institution of higher education close to the placement to visit the student by proxy. In such cases, it is important that the colleague concerned is made fully conversant with the University's general expectations and the School's specific requirements for professional placements and assessment;*
- G3.3 *Subject to the constraints identified in G3.1, the University encourages Schools and students to consider placements abroad. The main reasons for the placement of students abroad include the following:*
- a when placement abroad is the only way in which students can get training appropriate to the needs of the programme, e.g. language programmes;*
 - b when training appropriate to the programme can more readily be found abroad:

 - where business is carried out on a world-wide scale, eg in multinational corporations or in specific professions, such as civil engineering;*
 - where the appropriate type of work cannot be found in the UK because of economic or other factors;*
 - where the structure of the industry abroad enables students to take on a more responsible role than would be possible in the UK;**
 - c when placements can be made abroad linked to specific schemes, eg European Union initiatives and schemes for engineering/science students to learn foreign languages;*
 - d in order that the University is better able to compete with other universities in student recruitment;*
 - e where overseas students seek experience in the appropriate industry in their own countries.*

The following benefits to students can be expected to accrue through having experienced a placement abroad;

- a the student will benefit from the cultural exchange element of the training in terms of personal development and general education;*
- b the student's job prospects and value to employers are enhanced through having experience of working abroad and having developed contacts abroad;*
- c working abroad can promote a better appreciation of cultural and sociological differences (and similarities).*

Approval of placements

- 4.1 The Head of School, through the Senior Tutor(s) for Professional Training, is responsible for the satisfactory arrangement of all placements.
- 4.2 Placements will ordinarily be required to meet the requirements outlined in the University's "Placement Health and Safety Checklist", which must be completed by the host employer before the placement commences.
- 4.3 Schools are required to complete a University "Placement Agreement" form for every student undertaking a professional training placement.
- G4.1 *Formally, the Head of School is responsible for any arrangements for students to take up positions in paid or unpaid placements, which constitute an integrated part of the students' programmes of study; as such, they are an important part of the learning "contract" with students. In practice, the Head of School will be advised by the Senior Tutor(s) to whom the responsibility will be delegated.*
- G4.2 *Arrangements for any placements should have regard for the following, in accordance with the "Placement Health and Safety Checklist":*
- *a written employer's Health & Safety Policy;*
 - *availability of health and safety training, where appropriate;*
 - *appropriate insurance and indemnity cover;*
 - *appropriate risk assessment policies and practices;*
 - *procedures for reporting accidents involving placement students.*
- Copies of the "Placement Health and Safety Checklist" may be obtained from the Quality Assurance and Enhancement Office, ext 2022.*
- G4.3 *A copy of the University's "Placement Agreement" should, in all cases, be signed by the Senior Tutor, the student and a representative of the placement organisation. Copies of the Agreement form may be obtained from the Quality Assurance and Enhancement Office, ext 2022.*
- G4.5 *The guidance above relates specifically to placements in the UK. Clearly, placements are arranged outside the UK and work is currently in hand to develop similar guidance and criteria for such placements. Until such guidance has been completed, Senior Tutors are encouraged to interpret and, as far as possible, implement the UK guidance in the overseas context.*

Period of training

- 5.1 The minimum aggregate period of "professional training" shall be 46 weeks, excluding local annual holiday entitlement but including any return period(s) to the University.
- 5.2 The minimum aggregate period of unpaid "professional training", as defined in Schedule 5 of "The Education (Mandatory Awards) Regulations", shall be 30 weeks.
- 5.3 For programmes in which an integrated subsidiary language is being studied, the minimum aggregate period of professional training shall be 40 weeks, excluding local annual holiday entitlement; where no subsidiary language is being studied, the minimum aggregate period shall be 30 weeks, excluding local annual holiday entitlement.
- 5.4 The Professional Training Committee may, from time to time, approve alternative arrangements for professional training, consistent with the University's ethos of relevant and structured professional experience, as part of the process of approval and review of programmes and programme regulations.

- 5.5 Subject to the appropriate General and Programme Regulations, such a period may lead to the award of 120 credits at level P.
- 5.6 In exceptional circumstances, when, through no fault of his or her own, a student is prevented from complying fully with the time qualification, the Board of Examiners may recommend to the Student Progression and Assessment Board that the student be deemed to have satisfactorily completed the professional training period (provided that all other aspects of the training have been completed satisfactorily).
- G5.1 *Regulations prescribe that the minimum aggregate period of professional training is 46 weeks, excluding local annual holiday entitlement but including any return period(s) to the University.*
- G5.2 *Schedule 5 of the Awards Regulations, which relates to unpaid placements, defines “sandwich course”, “periods of experience” and “sandwich year”; from the last, it excludes a range of unpaid employment and training. Any issue relating to interpretation of the Awards Regulations should be discussed with the Registry in the first instance (ext. 9033)*
- G5.3 *The Professional Training Committee has discretion to approve arrangements which do not fully accord with the requirements prescribed in this section of the Regulations.*
- G5.4 *The “Regulations for the Assessment of Professional Training, credits for Professional Training and the Award of the Associateship of the University of Surrey”, set out the general requirements for the assessment of professional training, for (where appropriate) the award of credit at level “P”, the integration of level “P” credits within the Degree classification and the award of the AUS.*

Pre-placement preparation and briefing

- 6.1 Schools shall prepare and otherwise brief in advance all students intending to undertake a training placement(s).
- G6.1 *Schools will have different ways of approaching the issue but preparation for professional training placements and detailed briefing are essential for a successful placement experience, for both the student and “employer”. Advance briefing should include:*
- a in writing, the academic requirements of the School, arrangements for placement visits during the period(s) of training and the assessment scheme for the professional training year;*
 - b the purpose of professional training within an integrated sandwich programme;*
 - c the conditions under which students will be allowed to proceed to a period of professional training (Regulation 4.4 of the Modular First Degree Regulations refers);*
 - d the nature of the employment in the particular organisation in which the training is to be undertaken, and the possible salary;*
 - e the students’ legal and/or professional (including health and safety) responsibilities as an employee (paid or unpaid) to him/herself and to others; as appropriate, adherence to high standards of personal conduct and/or to relevant codes of professional conduct;*
 - f the tuition and membership fees payable to the University in respect of the training, and, where no salary is payable on a placement, the requirements for eligibility for a LEA maintenance grant;*
 - g the Social Security, National Insurance and Income Tax requirements as they relate to sandwich course students;*

- h an appropriate preparation in the language of the country in which a placement has been arranged if not English;*
 - i the social and political background of countries abroad in which placements may have been arranged and where the social and political philosophies are very different from those which are current in the UK;*
 - j colleagues are reminded that, in conjunction with the Professional Training Committee, the Students' Union produces and issues annually the "Professional Placement Handbook", providing guidance and advice to students on a range of practical matters associated with the placement period(s).*
- G6.2** *Consideration should also be given in the lead up to the placement to enhancing those personal, transferable skills which students are likely to require: team-working, effective communication and presentational skills. Some Schools have developed specific programmes. The placement period(s) often represents an ideal opportunity for students to start to identify their own strengths and weaknesses in the employment situation. Heightening awareness of such skills and encouraging students to maintain a personal profile/record of achievement can later be used to formulate curricula vitae or help students to perform better at employment interviews.*

Tutorial and/or assessment visits/visiting Tutors

- 7.1** A tutor (or tutors) must be appointed to visit each student on a placement.
- 7.2** For all programmes, departmental staff must visit students at least three times per year on one placement and at least twice per placement where two or more placements have been arranged. Under circumstances in which it is necessary to arrange more than two placements, the total number of tutors' visits must be not less than four
- 7.3** The Professional Training Committee may, from time to time, approve alternative arrangements for visits to placements by visiting tutors, consistent with the University's ethos of relevant and structured professional experience, as part of the process of programme and Programme Regulation approval.
- G7.1** *Maintenance of contact with students and visits to students in the placement are important and necessary arrangements. The University regards regular visiting as essential and the Regulations for the Arrangement of "Professional Training" set out the University's requirements for the minimum number of visits.*
- G7.2** *Ordinarily, the University expects a minimum of:*
 - *3 visits to a placement lasting between 6 and 12 months;*
 - *2 visits to a placement lasting between 3 and 6 months;*
 - *1 visit to a placement lasting up to 3 months.*
- G7.3** *The first visit should be made as early as possible in the placement, to ensure that the student's induction into the organisation has commenced and that he or she has identified health and safety issues in accordance with the Student Induction Checklist. The first visit should provide an opportunity to ensure that the student has settled, to identify any difficulties and to take any necessary corrective action at an early stage. Copies of the "Student Induction Checklist" may be obtained from the Quality Assurance and Enhancement Office, ext. 9425.*
- G7.4** *The final visit should take place as close to the end of the placement period as possible and may involve some form of presentation to the local supervisor and visiting tutor and should include an evaluation discussion of the student's performance on placement.*

- G7.5 *A third, intervening visit should be made to ensure the student's continuing satisfactory progress.*
- G7.6 *It is desirable that the burden of tutors' visits should be shared widely among the academic members of the School. Associate lecturers may be used to fulfil this role but should be fully briefed on the academic nature of the role.*
- G7.7 *Visiting tutors must take care to ensure that any aspects of the placement which are deemed to be unsatisfactory in terms of the health, safety and welfare of the student are dealt with expeditiously*

Supervision in the placement

- 8.1 Senior Tutors for Professional Training shall ensure that each student receives suitable supervision from a member of the host "employer" in the placement in accordance with the terms of the responsibilities defined in the "Placement Agreement".

Assessment of the placement period

- 9.1 All periods of professional training must be subject to formal assessment in accordance with the "Regulations for the Assessment of Professional Training, Credits for Professional Training and the Award of Associateship of the University of Surrey".
- 9.2 Where P credits may be awarded for the placement, the assessment must similarly conform to the "Regulations". In cases where P credits are not available, the overall assessment must include the following elements:
- a) at least one report/dissertation written by each student to the requirements of the School and assessed by the School;
 - b) a report from the local placement supervisor;
 - c) an appraisal by the visiting tutor(s), based upon the visits made to each student during the professional training period.
- G9.1 *The "Regulations for the Arrangement of Professional Placements" and the "Regulations for the Assessment of Professional Training, Credits for Professional Training and the Award of the Associateship of the University of Surrey" set out the University's requirements for the assessment of professional training.*

Monitoring of Placements

- 10.1 The Professional Training Committee shall monitor and evaluate arrangements for professional training annually.

Made by Senate: 21 October 1997
21 June 2002

Index

A

accommodation, final year 25
Accommodation Office 2, 23, 25
Additional Learning Support 2,10
ante-natal care 11
Autumn Semester 9

B

barefacts 2,9
Beaumont, John 10
Board of Examiners 36, 39
briefing 39
bulletin board 8

C

Care services 2
Chaplaincy 2
Council Tax 24
Counselling Service 2
credits 36, 39

D

Department of Social Security 29
disabilities 10
discrimination 11

E

Elections 9
electoral registration 25
email 9,10

G

GU2 2,8

H

Hardship Funds 17,19
HASWA 29
Health & Safety 28, 32
Health & Safety at Work Act 22, 28,
29
Health Centre 2
House In Multiple Occupation 24
Housing Act 1988 23

I

Inland Revenue 14
insurance 16,17,28
insurance, travel 28
International Office 2

L

landlord 24
LEA 17, 39
LEONARDO 18

M

Managed Houses 25
minimum wage 11

N

National Insurance 17, 29, 39

O

overseas, accommodation 24

P

P45 14
P50 14, 15
P60 14, 15
P91 15
PAYE 14
placements, Approval of 38
placements, Location of 36
Placements, Monitoring of 41
Professional Training Committee 3,
10, 31, 37, 38, 39, 40, 41
Prohibition Notice 33

Q

Quality Assurance and Enhance-
ment Office 38, 40

R

Rent liability 22
Representation & Welfare Unit 2

S

Sabbatical Officers 8
safety policies 33
Safety representatives 33
Security 2
societies 8,9
Spring Semester 9
Students' Union 9,2
Student Advice & Information
Service 14, 2
Student loans 17
Student Progression and Assess-
ment Board 39

T

Tax 15, 16, 24, 39
tax clinic 14
Tax Refund 15
TeamSurrey 9
Tenancy agreements 23
Trading Activities Committee 25
treatment, medical 30
Triage nurse 27
tutors 11, 36, 37, 40
Tutors, Senior 40, 41, 36

U

UniSport 2, 9
university fees 16
ussu.co.uk 21

The University of Surrey Students' Union



Which ever part of the Union you've come into contact with, don't forget that you are still a member whilst on placement.

**Make contact with us via www.ussu.co.uk
- we'll be trying to do the same from this end!**



www.ussu.co.uk



INVESTOR IN PEOPLE



What Should I do if I am facing difficulties on my placement?

Make sure you contact your PT tutor ASAP to discuss your concerns. Don't leave it too long or there is a possibility that the problems you face will only escalate. If you don't feel that you can talk to your PT tutor about your problems contact either the Students' Union, the Student Advice and Information Service (SAIS) or the University Counselling who are all geared up to help you with most issues you might face in a private and confidential manner.

While on placement what facilities are still available to me?

The most important thing to remember while on placement is that you are still a student of the University. That means that all the facilities and services offered by either the University or the Union are still open for you to use.

Will I be contacted by anyone on placement?

This handbook has already stated that your PT tutor should come and meet you up to three times during your placement period. During that meeting they should discuss your placement with you and also go through work practises. Although the Union and other University departments may not contact you directly they will have all of their updated information available on their websites. Its worth staying in touch with what's going on at the University while away so you don't feel removed from events when you come back.

Where will I live once my placement period is over?

The important thing to remember here is not to leave finding a place to live too long. Lots of people make the mistake of thinking they will find somewhere straight away. Make sure that at least three months before you are due to come back to Guildford you have started to find new accommodation. The best thing to do is contact the accommodation office first to discuss your options. Make sure you remain in contact with the people you want to live with (if you are going to live off campus) so that you can arrange times to come back to Guildford to find new accommodation. This can also help if you are abroad on placement as it will mean that your friends will make things easier for you.

www.surrey.ac.uk/sas
www.ussu.co.uk/studentsupport
<http://portal.surrey.ac.uk/scs>

Unis

