



Placements Policy

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1. Overview and Purpose

- 1.1** Placements and work-based learning play an important role in the student experience: enabling students to achieve the learning outcomes of their course; enriching their learning with experience; providing the opportunity for students to explore potential career paths; develop the skills and behaviours required by employers, and may be a compulsory/mandated element of the course, for example to meet requirements of Professional, Statutory and Regulatory Bodies (PSRBs). The University is committed to expand experiential learning opportunities in all courses to ensure that students understand the linkages between their course and the world of work. This Policy sets out the various roles and responsibilities of the University, Placement Students and external Placement Providers to ensure that robust processes are in place both to secure the quality of the learning opportunities and to mitigate any risk. The Policy is applicable to all Apprenticeship, Undergraduate, Postgraduate Taught and Postgraduate Research programmes which include a placement component either in the UK or overseas.
- 1.2** The Policy is informed by and consistent with the current UK Quality Code for Higher Education and associated Advice and Guidance and supports compliance with Office for Students Conditions of Registration relating to student experience and protection.
- 1.3** The University adopts a preventative, risk-based and inclusive approach to placement management, recognising regulatory obligations and safeguarding responsibilities.
- 1.4** This policy should be read in conjunction with the University Safeguarding Policy, Modern Slavery Statement, Health and Safety Policy, and any associated procedure or guidance relating to placement activity. Where placement activity involves contact with children, adults at risk, patients, service users, or other vulnerable groups, additional safeguarding and statutory requirements may apply.
- 1.5** The Policy is supported by University Guidance providing further explanation and examples of effective practice. Additional course-level information will be provided by Schools and, where relevant, the Academic Registry.

2. Scope

- 2.1** This Policy applies to all students undertaking placement activity as an integral part of their course while registered with the University.
- 2.2** The Policy covers placement activity delivered at course or module level, including placements undertaken in external organisations, partner institutions, or within the University itself acting as a placement provider.

- 2.3** This Policy does not normally apply to extracurricular activity, voluntary work or employment undertaken independently by students that is not formally approved as part of their course.
- 2.4** Where placement activity is subject to additional requirements imposed by Professional, Statutory or Regulatory Bodies (PSRBs), those requirements take precedence.
- 2.5** Adherence to approved policy and regulations is fundamental to the effective operation of the university. This policy has been developed in alignment with sector best practice to promote consistency, accountability, and compliance with relevant standards. Observing the policy ensures that decisions and actions are informed, equitable, and aligned with institutional values.
- 2.6** This Policy applies, where appropriate, to Apprentices where placement activity forms part of the course, and to Postgraduate Research students undertaking placement activity through formal collaborations with external, non-academic, industry, professional or other partner organisations, including industrial studentships. Where local terminology differs from that used in this Policy, the principles, responsibilities and minimum expectations set out in this Policy should be applied proportionately to equivalent forms of placement activity.

3. Definitions

Term	Definition
Placement	A placement is a period of academic or vocational activity, integral to the student's course, where, whilst still enrolled at the University and subject to its regulations, the student is in an approved situation outside of their normal academic context either in the UK or overseas, including where UEA is acting as the placement provider. A placement may be credit-bearing or non credit-bearing; paid or unpaid; delivered at course or module level. A placement may be sourced by the University, a partner organisation or the individual student; in all cases it needs to be approved by the relevant School.
Placement activity	Placement activity refers to all forms of formally approved learning that fall within the scope of this policy, including work experience, fieldwork, work-based learning projects, practice placements, and international placements. The term does not normally include extracurricular activities, internships outside the course structure, or voluntary work that is not part of the student's planned programme of study.

Term	Definition
Placement Provider	A Placement Provider is an external organisation, employer, partner institution, or (in some cases) the University itself, that hosts or supports a student placement and provides the environment in which the placement activity takes place.
Placement Student	A Placement Student is a registered University student who is undertaking an approved placement as part of their course. Placement Students remain subject to University regulations and are entitled to ongoing academic and pastoral support throughout the placement period.
Placement Director/ Designated Placement Lead	The Placement Director (or Designated Placement Lead) is the individual with overall responsibility within a School for the governance, oversight, and quality assurance of placement activity, including compliance with the Policy on Placements.

4. Roles and Responsibilities

4.1 Schools / Course Teams

Schools and Course Teams are responsible for:

- Establishing and maintaining effective partnerships with Placement Providers and Placement Students.
- Ensuring clear communication between all parties involved in placement activity, including the Student Visa Compliance team where appropriate.
- Defining, communicating, and assessing placement learning outcomes where applicable.
- Ensuring suitable and sufficient risk assessments are completed for placement activity.
- Ensuring compliance with reporting and monitoring for sponsored students (Home Office requirements) set out in section 13.
- Ensuring adequate staffing, expertise, and resources are in place to support placement activity.
- Providing students with appropriate preparation, guidance, and ongoing support before and during placement activity.
- Ensuring students receive timely and clear information relating to placement requirements, expectations, and support arrangements.

- Maintaining accurate and accessible records relating to placements, including records of Placement Providers.
- Taking proactive steps to ensure placement opportunities are inclusive and accessible to all students.
- Putting appropriate contingency arrangements in place for students unable to obtain, undertake, or complete placements due to circumstances beyond their control.
- Facilitating communication and support where concerns arise during placement activity.
- Monitoring and reviewing placement provision annually to support continuous enhancement.

A number of these tasks may be delivered by the relevant professional services team or an external partner, but the School should retain effective oversight.

4.2 Placement Providers

Placement Providers are responsible for:

- Working collaboratively with the University and Placement Students to support effective placement learning.
- Providing an appropriate environment in which students can undertake placement activity safely and effectively.
- Having suitable health and safety arrangements in place.
- Complying with relevant safeguarding, Prevent, equality, employment, and modern slavery legislation and maintain an environment that promotes the safety, dignity and wellbeing of Placement Students.
- Maintaining appropriate insurance arrangements to cover liabilities associated with placement activity.
- Providing details of the work or study programme to be undertaken by the Placement Student.
- Providing the Placement Student with an appropriate induction to relevant policies, procedures, working practices, and the working environment.
- Providing the Placement Student with a named supervisor, assessor, or mentor and relevant contact details.
- Supporting agreed learning opportunities and activities associated with the placement.

- Facilitating, and where appropriate participating in, visits or monitoring activity undertaken by the University.
- Monitoring the Placement Student's progress and performance where required and providing feedback to the University and/or student as appropriate.
- Participating in assessment processes where required.
- Reporting concerns relating to the Placement Student to the University in a timely manner.
- Responding appropriately to concerns raised by the University or Placement Student.
- Providing feedback on the effectiveness and suitability of placement arrangements where requested.

4.3 Placement Students

Placement Students are responsible for:

- Reading and engaging with all placement-related information provided prior to the placement.
- Attending briefing sessions and completing any required pre-placement activities, including mandatory training and relevant clearances.
- Understanding that failure to complete required pre-placement activities may prevent participation in placement activity where necessary to protect health, safety, professional, or regulatory requirements.
- Understanding the learning outcomes and requirements of the placement.
- Providing accurate and up-to-date contact details for the duration of the placement.
- Complying with relevant University and Placement Provider policies and procedures, including those relating to health and safety, confidentiality, professional conduct, dress code, and research integrity.
- Taking reasonable care of their own health, safety, and wellbeing during placement activity.
- Managing their conduct and behaviour appropriately throughout the placement.
- Engaging fully with agreed placement activities and learning opportunities.
- Responding in a timely manner to requests for information from the University and/or Placement Provider.
- Familiarising themselves with relevant reporting and support mechanisms and raising concerns appropriately where issues arise.

- Informing the relevant School contact of circumstances that may affect their participation, wellbeing, or performance during placement activity.
- Providing feedback on placement experiences where requested as part of quality assurance and enhancement processes.

Further responsibilities may be set out within placement agreements and supporting procedures.

5. Policy Statement

5.1 In line with the Work Based and Placement Learning Association's (ASET) Good Practice Guide for Work Based and Placement Learning in Higher Education (2022), The University recognises placement learning as an integral component of the student learning experience which supports academic development, professional practice, and graduate employability.

5.2 Placement activity is based on partnership working between the University, Placement Providers, and Placement Students, supported by clear communication, appropriate support arrangements, and shared responsibility for maintaining a safe, inclusive, and high-quality learning environment.

5.3 The University is committed to ensuring that placement activity takes place in environments that are safe, inclusive, and ethically responsible. Placement activity must be conducted in accordance with University policies and applicable legal requirements, including those relating to safeguarding, equality, health and safety, harassment, and modern slavery.

5.4 The University is committed to ensuring that placement provision is appropriately monitored and reviewed to support continuous enhancement and positive student outcomes.

5.5 The University reserves the right not to approve, or to withdraw approval for, placement activity where concerns exist regarding the safety, welfare, or ethical standards of the Placement Provider.

5.6 In addition to the roles and responsibilities in Section 4 and principles as set out above, there are further principles that must be adhered to, dependent on the type of placement, as outlined in the table below:

Placement type	Key characteristics	Minimum Requirements	Supervision and Monitoring
Company visits / Insight days	•Accompanied by a member of staff	The organiser must also follow the UEA Safety Services	Accompanied visit

Placement type	Key characteristics	Minimum Requirements	Supervision and Monitoring
A required part of a course intended to provide vocational context to courses or modules, and contribute to professional and organisational awareness	•Observational activity – student is not engaging with workplace activity •Would normally take place within one day	Fieldtrips Health and Safety requirements	
Fieldwork A required part of a course intended for research purposes e.g. data collection, that takes place away from campus	•Fieldwork is varied in nature (e.g. can be accompanied by a member of staff or unaccompanied; take place over a short or long period of time; in different locations with different exposures to risks; lone working or take place in a group environment. Particular attention should be paid to the nature of the fieldwork activity taking place and the oversight required by the School	The organiser must also follow the UEA Safety Services Fieldtrips Health and Safety requirements	•Contact between placement student and placement organiser (supervisor) to offer ongoing support as needed •If the student is working on their own then further guidance should be sought from University Safety services
Work shadowing Time spent in the workplace where a student observes work practice but the student is not participating in any work activity	•Unaccompanied by a member of staff •Typically a short term activity •Placement student does not have any prescribed responsibilities or tasks within the workplace	•Placement agreement •Confirmation of employer's liability insurance and public liability insurance •Risk assessment •Briefing to participating students	•Placement student is assigned a supervisor/mentor in the organisation •Contact details shared between supervisor and placement organiser •Contact between placement student and placement organiser to offer ongoing support as needed
Work-based learning Projects Activity in which students conduct project work, consultancy or similar	•May be some interaction with the workplace environment, although this will vary	•Placement agreement •Project approval (may require ethical approval)	•Placement student is assigned a project supervisor in the host organisation.

Placement type	Key characteristics	Minimum Requirements	Supervision and Monitoring
activity on behalf of or in collaboration with a workplace/organisation, but the School retains responsibility for the student's learning	- depending on the project •Project organiser to discuss any objectives for the host organisation •Project organiser to ensure that learning outcomes can be met	•Risk assessment proportionate to extent of time spent in the work environment •Confirmation of employer's liability insurance and public liability insurance •Project briefing to participating students	•Role of supervisor to be agreed between all parties
Work experience placements Placement activity whereby the student has agreed responsibilities and work tasks within the organisation but the student is also required to use the experience to fulfil module learning/assessment outcomes.	•Unaccompanied by a member of staff •Length of placement may vary, and be voluntary, paid or unpaid	•Placement agreement •Confirmation of employer's liability insurance and public liability insurance •Risk assessment •Briefing to participating students •Workplace induction	•Placement student is assigned a supervisor/mentor in the organisation •Contact details shared between the host supervisor and placement organiser •Contact between placement student and placement organiser to offer ongoing support as needed
International work experience In addition to the requirements for work experience, the following must be adhered to for placements that take place abroad.		•If equivalent insurance is not available in the host country, the School must contact UEA Insurance for advice •Confirmation of travel insurance •Consideration of any particular risks of discrimination and welfare should be taken into account	It is unlikely that a student can be visited on site during the placement. Therefore, regular contact should be made between the placement organiser and the student to offer ongoing support as needed
Year in placement A minimum of 6 months spent in a workplace, fulfilling requirements for a 'Placement Year' or 'Year in Industry'. This may also be in a student's own	•Workplace is student's primary form of learning for the agreed period •Students may be required to complete a linked assessment,	•Placement agreement •Employment contract (where relevant) •School approval	•Placement student is assigned a supervisor/mentor in the organisation, or has support from Student Enterprise in the Year in Enterprise.

Placement type	Key characteristics	Minimum Requirements	Supervision and Monitoring
business through the Year in Enterprise option. If the year in placement takes place abroad, the additional guidance provided for international work experience must be followed.	e.g. a self-reflection of the learning experience, to satisfy the degree requirements, professional accreditation or in order for an additional award to be conferred.	•Confirmation of employer's liability insurance and public liability insurance (where relevant) •Risk assessment •Briefing/preparation for placement sessions •Workplace induction	•Placement student is assigned a supervising academic tutor •Academic tutor should visit the workplace at least once wherever possible, and have regular contact with the placement student. If a visit to the workplace is not possible, meetings should be held remotely. •Support given to students pre-placement to support the transition into the placement •Support given to students to re-integrate into their course following the placement, or through the respective end of course process.
Year/Semester Abroad A period of study in a university abroad, fulfilling requirements for a "with a year abroad" or as part of a course requirement. This may also include a combination of Study Abroad and international work experience	•Students may be required to complete a linked assessment, e.g. a self-reflection of the learning experience, to satisfy the degree requirements, professional accreditation or in order for an additional award to be conferred.	•Study abroad agreement •Briefing/preparation sessions •School approval •Risk assessment •Confirmation of travel insurance •If the activity involves a period of international work experience, the minimum standards set out in this policy apply. •Organisation of placement activity may overlap the Study Abroad team and the School . Responsibilities for	•Study Abroad coordinator will be assigned as the main contact for the student •Contact between placement student and placement organiser to offer ongoing support as needed •Support given to students pre-placement to support the transition into the placement •Support given to students to re-integrate into their course following the placement.

Placement type	Key characteristics	Minimum Requirements	Supervision and Monitoring
		each party must be identified and agreed.	
Practice Placement Programmes which include industrial, practice, clinical or other placements as part of requirements leading to professional qualifications		Practice placements may have requirements set by Professional, Statutory and Regulatory Bodies (PSRBs) over and above the minimum standards required in this policy. Such requirements supersede those set out in this policy, irrespective of how that placement might be defined. This may involve different procedures terminology as defined within this policy.	

6. Risk Management

6.1 The University follows the recommendations outlined in the Universities Safety and Health Association's (USHA) Guidance on Health and Safety of Placements for Higher Education Students (2018). Given the diversity of placements, a risk-based approach is adopted to minimise the requirements of low-risk placements in order to concentrate resources on higher risk placements. The University may decide not to approve a placement based on risk.

6.2 For PSRB Placements, robust provider-level assurances and confirmation that the placement provider manages risks appropriately is expected but individual assessment will also be undertaken where specific student circumstances or placement risks justify this, consistent with USHA guidance.

6.3 The following risk factors are applicable to all placements and must be considered as part of the risk assessment process outlined at: <https://my.uea.ac.uk/divisions/health-and-safety-department/health-and-safety-requirements/student-placements>

- **Work factors:** These relate to the Placement Provider and to the work that the Placement Student will be carrying out. They include the nature of the work-based hazards to which the student may be exposed. Control measures may include the professional knowledge and expertise of the student and the ethical approval process
- **Travel and transportation factors:** Driving and travel while carrying out the business of the Placement Provider can be a risk. Placements do not just involve the work carried out for the Placement Provider. Depending on the nature and location of the placement, the Placement Student may face significant health, safety and welfare issues associated with their travel to and from the placement and to and from their accommodation
- **Location and/or regional factors:** The location of the placement can have considerable impact, particularly if it is abroad in a country that the Placement Student is not acquainted with, though it could apply to international students enrolled at UEA and

going on placement within the UK. Initial checks will need to include the Foreign, Commonwealth and Development Office website

- Health and environmental factors: The student may face significant health, safety and welfare issues associated with the environmental conditions in their place of work or the general location, their accommodation, or their food and drink
- Individual student factors: Each student is an individual. Their health, their knowledge, skills and experience and their personality could have an impact on health and safety in particular environments. A Placement Student who has personal factors (e.g. health, disability including mental health conditions, linguistic or cultural concerns) which may require specific adjustments or support should discuss this with their School as it may have implications for placement choice
- Insurance limitations: Any assessment must include consideration of the extent and limitations of the insurance arrangements of the University and the Placement Provider, the contractual arrangements in place and the legal requirements in the country or countries where the placement will take place. It is useful to distinguish between those issues that can be considered by the University generally and those that are specific to a particular placement.

Processes for raising and resolving problems

- 6.4** Both the University and the Placement Provider are required to have processes in place by which Placement Students and Schools can raise their concerns in order that these may be appropriately addressed. The Placement Student should be encouraged to initially raise matters with their named contact at the Placement Provider. The Placement Student and the Placement Provider will also be informed about when, how and to whom to report their concerns to the University by the relevant School.
- 6.5** The School of Study should collect feedback from its Placement Students on any issues experienced during the placement and their resolution. This feedback will provide evidence that can be used to inform the School's annual review of the Placement Provider.

Planning for contingencies

- 6.6** Schools are required to have contingency plans to cover exceptional circumstances, especially where the placement is abroad. All students will be given the details of who to contact in their School in the case of an emergency. A list of all such contacts must be maintained by each School and students will also be provided with details on how to contact in an emergency.

Ensuring each party understands their roles and responsibilities

- 6.7** The School, the Placement Student and the Placement Provider should all have a clear understanding of their roles and responsibilities with regards to health and safety. This must be stated in writing.
- 6.8** Roles and responsibilities are covered in greater detail in section 6, and written agreements in section 10.

Preparation of students

- 6.9** All Placement Students will be briefed before they go on placement and will be provided with information about relevant risk factors and control measures so that they are in a position to understand the risks to their health and safety and can make informed judgements whilst on their placement.

Training of staff

- 6.10** Placement Directors must undertake institutional training on the relevant University policies (most especially the Policy on Placements), including Continuing Professional Development sessions, and the arrangements and risk assessments and reviews that they must follow. All other staff involved in organising and supporting student placements must read and comply with the policy.
- 6.11** Where possible a student on a placement should be visited at least once by an appropriate member of staff. Where a visit is not appropriate or possible, alternative forms of direct communication should be used (e.g., telephone or web-based means). For placements in high hazard work environments, the School should ensure that the staff members responsible for organising and supporting the placement, and visiting the place of work, have further training and/or experience of the environment to ensure that any recommendations arising from the risk assessment are met.

7. Course/module design and approval

- 7.1** It is the School's responsibility, in liaison with the relevant University services, to ensure that all courses or modules that include a placement component are subject to appropriate approval processes. Accordingly, with the variety of placements, the practices and procedures contained in this Policy should be applied in a proportionate manner. Also, to help with capacity planning and management this should include consultation with those services when considering introducing a placement component. It is the responsibility of individual Schools that the placements they offer adhere to the following principles:
- Placements should widen learning opportunities without prejudice either to the academic award being sought or the quality of what is being offered to the Placement Student. The University bears ultimate responsibility for the quality, academic standards and student experience of any placement

- The University has a duty of care to all students on placement and must ensure that informed decisions are made with respect to health and safety issues relating to the placement
- Placement Students remain registered at UEA whilst on placement and will receive ongoing support from the University as appropriate to their placement and course of study
- Placements will be relevant to and supplement and develop the academic and vocational skills and competencies consistent with the overall aims of the Placement Student's course of study
- The introduction of new placements must be approved through usual course/module processes and must be monitored and reviewed as part of the University's usual monitoring and review processes to ensure the quality and enhancement of the student experience and the continued appropriateness of the placement
- The learning outcomes of any placement will be clearly identified and assessed appropriately (where relevant) by the relevant School
- The University must comply with strict rules around placements for those on study visas, most notably Students sponsored under the Student visa route and the ongoing requirements for monitoring these students. Student Visa Compliance at UEA must be made aware of any new placements
- The University cannot guarantee allocation to a particular Placement Provider
- Clear and timely information and guidance will be available to all those involved in a placement activity.

7.2 Schools will ensure that all relevant University policies and procedures dealing with complaints and Fitness to Study/Practise issues are available to all relevant parties.

8. Equal opportunities and Inclusivity

8.1 All placements are subject to the education and employment provisions of the Equality Act 2010 which offers protection from discrimination or victimisation with respect to nine protected characteristics (age; gender reassignment; being married or in a civil partnership; being pregnant or on maternity leave; disability; race including caste, colour, nationality, ethnic or national origin; religion or belief; sex; sexual orientation). In particular, it is the University's responsibility to take proactive steps to ensure equality of access, participation and successful outcomes, suitable placement provision for those Placement Students with protected characteristics. Moreover, all placement provision should be designed and implemented in line with the UEA Inclusive Education Policy, and the UK Digital Accessibility requirements and Schools should take a proactive approach to ensure that all students, regardless of their backgrounds, are supported in preparation for and during any placement activity as part of their course.

8.2 Schools must ensure that the University's Reasonable Adjustments Policy is applied to Placement students, and that any required reasonable adjustments are identified,

agreed, and implemented in a timely manner in partnership with the Placement Provider and relevant University services.

- 8.3** Placement Providers within the UK are also subject to the Equality Act 2010 and (for public sector bodies) the UK Digital Accessibility requirements, they should be provided with information about individual Placement Students' requirements (with the Placement Student's explicit permission) in order to plan for their learning and support inclusion. Schools may need to work with Student Journey and Support Services to identify any equipment, adaptations and/or assistance that can be provided to help individual Placement Students with specific needs. Ultimately it is the School's responsibility on behalf of the University to protect all its Placement Students from discrimination and ensure an inclusive approach to placements, and where these risks cannot be appropriately mitigated, the School should not allocate students to those placements.
- 8.4** It is recognised that a School may wish to establish placement opportunities in countries with very different legal and cultural frameworks from the UK. Where a risk assessment identifies a substantial risk that Placement Students belonging to particular groups may be subject to discrimination, harassment or victimisation that cannot be adequately mitigated, the School should not allocate those students to such placements. In making this determination, the School must have due regard to its duty of care and equality obligations and ensure that decisions are evidence-based, proportionate and taken in the best interests of student safety and wellbeing.

9 Approval of Placement Providers

- 9.1** All Placement Providers should wherever possible be approved by the appropriate School in advance of the commencement of the placement. The University encourages Schools to visit potential Placement Providers in order to assist with evaluating their suitability; a visit will not always be necessary or possible but must be conducted if there is doubt over the suitability of the provider.
- 9.2** In each case, the suitability of the Placement Provider will be assessed, taking risks into account. Schools should use a robust, fit-for-purpose procedure, proportionate to the complexity and nature of the activity and appropriate for their discipline. It is recognised that one procedure will not fit all types of placement. In each case, procedures must be clear, and visits or other forms of contact recorded.
- 9.3** As part of the approval process, Schools must consider whether Placement Providers meet appropriate ethical and legal standards, including compliance with modern slavery legislation, safeguarding expectations and human rights principles.
- 9.4** Schools should consider the extent to which the Placement Provider aligns with the University's values of Collaboration, Empowerment, Respect, Ambition and the commitments within our Sustainability Strategy.

9.5 International placements may carry greater risk. Schools will need to consider how to meaningfully assess the quality and risk of particular Placement Providers given that information and tools available in the UK (for example site visits) may not be practical in this context.

10. Placement Agreement

10.1 The rights and responsibilities of each party to the placement (the School, the Placement Provider, and the Placement Student) will be clearly set out in writing. This agreement will be signed by an appropriate authority within the School and communicated to the Placement Provider before the start of the placement. The nature of the Placement Agreement may vary by School; a letter may be sufficient but Schools may wish to use more formal Agreements. The agreement will set out the minimum requirement for the placement and should be proportionate to the activity being undertaken.

11. Termination of Placement

11.1 If a placement is terminated prematurely, the terminating party must immediately inform the other parties. It is the responsibility of the relevant Course Director, in liaison with the Placement Director, to decide the possible outcomes and seek suitable remedies for the Placement Student(s) affected.

12. Insurance

12.1 The School will obtain confirmation of each Placement Provider's insurance, including:

- Public Liability insurance – Limit of Indemnity (minimum £5,000,000)
- Employer's Liability insurance – Limit of Indemnity (minimum £10,000,000)
- Professional Indemnity Insurance (where applicable) – no minimum limit specified.
- Medical Malpractice Insurance (where applicable) – no minimum limit specified

12.2 The Placement Provider must confirm that appropriate insurance cover, or an equivalent indemnity scheme, is in place to cover Placement Students in respect of the above requirements.

12.3 If the Placement Provider is unable to provide such cover, requests that liability is transferred back to the University, or fails to respond appropriately when requested, UEA Insurance must be contacted for advice before the placement proceeds.

13. Students Requiring Student Immigration Sponsorship - Home Office Student Sponsor

- 13.1** Guidance states that sponsored students can undertake a placement (including a placement abroad) providing it is an integral and assessed part of their course. Schools should not approve a work placement that does not meet this requirement.
- 13.2** Work placements are usually limited to not more than 33% of the total course length. As a Higher Education Provider (HEP) with a track record of compliance, UEA may permit its sponsored students to study on courses with work placements accounting for up to 50% of the total course length. Another exception to the 33% limit applies where there is a UK statutory requirement for the course to contain a specific work placement which exceeds this limit (e.g. MBBS).
- 13.3** Schools of Study must not give immigration advice. Where a student requires immigration advice, they should be directed to Student Life International. Where a staff member is uncertain about whether a work placement is compliant with Home Office requirements, guidance should be sought from Student Visa Compliance.
- 13.4** The University must declare the course's work placement percentage on the student's Confirmation of Acceptance for Studies (CAS), which is issued to the student to support their Student visa application. Any changes in work placement percentage must, therefore, be communicated promptly with the Admissions Service.
- 13.5** The University has a statutory duty to report placement length, placement provider, and precise location information to the Home Office within 10 working days of the commencement of the placement. This information should be provided to Student Visa Compliance in advance of placement commencement to ensure this reporting duty can be fulfilled.
- 13.6** Sponsored students are subject to academic engagement monitoring, and the requirement for the University to monitor engagement continues throughout any work placement. The School must ensure that arrangements are in place to monitor work placement engagement, and that regular contact is maintained between the School and Placement Student. There must be a named contact at the Placement Provider who can confirm that the student is attending and is engaged with their placement.

14. Appeals and Complaints

- 14.1** All appeals and complaints with regard to student placements will be dealt with according to existing University procedures. The appeals and complains procedures can be found on MyUEA.
- 14.2** If the Placement Student has concerns about the standards of practice adopted by the Placement Provider, they should initially contact the named contact within the School.

Records must be kept of all complaints and the follow-up action. These must be reviewed as part of the annual monitoring process.

15. Compliance and Monitoring

15.1 All placements, courses and modules containing placements are subject to annual monitoring. As a minimum the following areas must be assessed:

- That the University's Policy on Placements is being fully complied with
- Where relevant, that any additional requirements of Professional, Statutory or Regulatory Bodies are being met
- The appropriateness of the placement's educational aims, learning outcomes and modes of assessment.

15.2 To facilitate the review process, the School will ensure that appropriate mechanisms are in place to seek and collate both formal and informal feedback from Placement Students, Placement Providers, and members of the University associated with the placement activity. Feedback from External Examiners should also be considered where relevant.

15.3 As part of any periodic review process, the course team will review the aims and learning outcomes of any placements to ensure that they remain appropriate. It may also be appropriate during such reviews to monitor success rates and, if possible, the effects on subsequent employment outcomes.

16. Related Documents

UEA Engagement Policy

UEA Health and Safety Policy

UEA Health and Safety Requirements for Field work and Field Trips

UEA Health and Safety -guidance for risk assessments for Placements

UEA Placement Guidance for Taught Programmes

UEA Privacy Notice for Students and Applicants

UEA Reasonable Adjustments Policy

UEA Safeguarding Policy and process

UEA Student Placement Handbook

UEA Insurance Procedures Handbook

17. Revision History

Version number	Approval date	Approval mechanism	Details of change
1.0	17/06/26	Senate	Regular review, transfer to new policy template