



UNIVERSITY OF  
LINCOLN

## SECRETARIAT

### ACADEMIC POLICY SUMMARY SHEET

<b>NAME OF ACADEMIC POLICY:</b>	Work Placement Policy
<b>PURPOSE OF POLICY AND WHOM IT APPLIES TO:</b>	The policy sets out requirements for any programme of study containing a Work Placement to ensure maintenance of quality, standards and the student experience.
<b>RESPONSIBLE BOARD/ COMMITTEE WITH ROUTE OF APPROVAL:</b>	Academic Affairs Committee
<b>LEAD STAFF MEMBER RESPONSIBLE FOR ITS UPDATE:</b>	Head of Academic Quality
<b>PERSONS CONSULTED IN DEVELOPING POLICY:</b>	The policy was considered by members of the Academic Affairs Committee. The Appendix containing the latest Home Office guidance was approved by the Education & Student Life Committee on 9 May 2018
<b>POLICY APPROVED BY:</b>	Academic Board approved the policy in April 2016.
<b>DETAIL OF DISSEMINATION:</b>	The policy was last updated and circulated to relevant staff in April 2016 and is available on the Secretariat's portal site.
<b>PROPOSED DATE OF NEXT REVIEW</b>	To be confirmed
<b>SECRETARIAT OFFICER – MAIN CONTACT:</b>	Officer to the Academic Affairs Committee
<b>DATE:</b>	15 May 2018



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## Work Placement Policy

### Introduction

This Work Placement Policy recognises that the University of Lincoln seeks to help each student to flourish academically and personally through its programmes of study.

Part of the University's mission is to provide an environment for students where they are able to take an active part in communities of knowledge, practice and work that prepare them for their future lives. To create confident, knowledgeable graduates whose reputation makes them sought after by employers.

One way of ensuring that students' subject knowledge and understanding is well-grounded is to broaden their learning and life experiences beyond the University environment. An increasing number of the University's programmes contain such opportunities, by offering Work Placements that are integral to academic programmes either on a compulsory or an optional basis.

All programmes are subject to University Regulations and details of Work Placements offered are included in the programme and module specifications, which are approved at validation in accordance with processes detailed within the associated Quality Assurance Manuals. This will include reference to optionality of modules, and how any academic credit will be awarded for Work Placement Learning. A module specification should be completed for any Work Placement.

The University has adopted the Quality Assurance Agency's (QAA) Quality Code and all programmes which include Work Placements are designed and managed to ensure that the expectations of the Quality Code Chapters are met. *This is without prejudice to any specific requirements that might exist in professional or practice-based areas of study.*

### Definition

The University adopts the following definition of Work Placement Learning, in line with the QAA Quality Code:

Work Placement Learning is a planned specific period of learning in a work environment, where any learning is an intended and integral part of the learning outcomes of the programme of study.

### Oversight of Work Placements

The University requires that for any programme of study containing a Work Placement, the validation shall particularly address this aspect of the programme to ensure maintenance of quality, standards and the student experience. In particular, that learning outcomes are clearly identified, assessed appropriately and contribute to the aims of the programme.

While the University retains responsibility for the academic standards of its awards, programme teams should ensure that all industrial partners and employers who provide Work Placement opportunities are aware of their responsibilities in this regard, and that these are being fully discharged.

Industrial partners and employers are responsible for providing sufficient and appropriate learning opportunities for students on Work Placement, and programme teams should ensure that these requirements are fully met.

Programme teams should ensure that both students and employers are fully informed and supported through Work Placement Learning. Programme teams should also ensure that both programme staff and employers are appropriately qualified to fulfil their roles in supporting students in their Work Placements.

Annual programme monitoring reports require specific commentary on the management of quality in Work Placements. These reports will be considered and approved through the appropriate University committees.

College Boards of Study, through College Academic Affairs Committees, are responsible for all Work Placement Learning across College programmes.

NB: International students who require a Tier 4 visa to study in the UK must remain compliant with the conditions of that visa, and may not be eligible to undertake Work Placement opportunities. Advice must be sought from the Tier 4 Visa Compliance Team in advance of Work Placement opportunities being arranged for students with Tier 4 visas. Further details are set out in the appendix.

### **Data Protection**

Arrangements for work placements must include formal information sharing and/or data processing agreements in accordance with data protection legislation.

Office of Quality, Standards and Partnerships

## Appendix

### Work Placement & Study Abroad (including ERASMUS) Policy for Tier 4 visa students

#### 1. Definition and Scope

- 1.1 This policy sets out the University's requirements for ensuring that it remains compliant with all Tier 4 sponsor duties whilst students are on a work placement or undertaking a period of study abroad.
- 1.2 The work placement and study abroad period must be one of the following:
  - i. Credit-bearing. The module will be a credit point rated assessed module approved as part of a validated programme.
  - ii. A non-credit bearing, assessed module, formally approved as part of a validated programme. The successful completion of the work placement would result in an alternative programme title i.e. BSc (Hons) in Astronomy (Work Placement) or BSc (Hons) Astronomy (Industry Placement).
- 1.3 Work placements and study abroad may extend over an entire academic year, or a shorter period within the academic year.
- 1.4 This policy applies to placements and study abroad at Undergraduate and Postgraduate Taught level only.
- 1.5 Voluntary placements, work experience or paid term-time/vacation work arranged by students and where the work does not contribute towards meeting programme learning outcomes fall outside the definition of work placement set the Home Office and is not permitted as part of the programme.
- 1.6 Tier 4 visa students studying a part-time course (only eligible for RQF level 7 study and above) are not permitted by the Home Office to undertake work placements and have no working rights in the UK.

#### 2 Home Office requirements

- 2.1 The Home Office's Tier 4 Sponsor guidance state that the work placement undertaken by a Tier 4 visa student must be an integral and assessed part of their programme. The work placement can be based within or outside the UK and if the student meets the Home Office requirements, they are still permitted to retain their current Tier 4 visa for the duration of their work placement. This is provided that the student remains compliant to the Policy and the conditions of their visa.
- 2.2 If the work placement or study abroad does not form an integral or assessed part of the course, the student would not be able to retain their Tier 4 visa during the work placement or study abroad period and must do this outside the UK or during non-term time.
- 2.3 If the University of Lincoln is unable to uphold the sponsorship duties as outlined in the Home Office's Sponsor Guidance and in the Policy, sponsorship of the student's Tier 4 visa must cease during the work placement or study abroad period. In such cases, the University will be required to report the student's current Tier 4 visa for curtailment to UK Visas and Immigration. The student will be required to leave the UK during the period of the work placement or study abroad and request a Confirmation of Acceptance for Studies (CAS) to apply for a new Tier 4 visa prior to resumption of study in the UK.
- 2.4 Students holding a Tier 4 visa are not able to spend more than 50% of the total length of the course on a work placement unless there is a UK statutory requirement for the course to contain a specific period of work placement which exceeds this limit.

- 2.5 The Home Office only allows students studying a degree-level or above course to undertake a period of study abroad. The study abroad must be related to the course the student is studying at the University of Lincoln and the student must meet all the immigration requirements of the country in which they will study. If the student is returning to the UK to continue or complete their course, the University is permitted to continue sponsoring the Tier 4 visa for the period the student is outside the UK provided the Policy and sponsorship duties are maintained. Failure to comply with the sponsorship and reporting duties to the Home Office could lead to the student being refused re-entry into the UK.
- 2.6 If the student's visa no longer covers them for the whole duration of the course due to the work placement or study abroad period, the student is permitted by the Home Office to make a new Tier 4 visa application from within the UK to extend their leave. This can be done either before or after the work placement or study abroad period provided that it is submitted before the current visa expires.

### **3. Roles and Responsibilities**

- 3.1 The respective School that offers a work placement or a period of study abroad as part of the programme of study must ensure that they have an agreement in place that outlines the responsibilities of the student, the University and Placement Provider or Study Abroad Provider including a condition that the School will be informed of any non-approved absences.
- 3.2 The agreement should also clearly state that failure of the student to attend their work placement or study abroad institution could result in a report being sent to the Home Office and their visa being curtailed (cut short). This agreement must be signed by the Placement Provider/Study Abroad Provider, University and Student before the student is permitted to embark upon their placement. Students should not be permitted to embark on work placement or study abroad where the agreement has not been signed.
- 3.3 Schools must ensure that there are established means of communication between all parties during this period.
- 3.4 The School responsible for the work placement or study abroad must ensure that there is a formal process to monitor engagement and for the provider to inform the University of the Student's absence.
- 3.5 Where poor attendance is reported, investigation should be undertaken by the School to check wellbeing and to establish the reason for poor attendance. The placement or study abroad provider must notify their normal University contact when a student has missed 7 consecutive working days without authorisation/notification.
- 3.6 The School should attempt to make contact with the student using all contact details held by the University. If the student's absence remains unaccounted for after the tenth working day. The School would be required to report the absence to the Tier 4 Compliance team. The Tier 4 Compliance team will then report the student's Tier 4 visa to the UK Visas & Immigration for curtailment within 10 working days.

### **4. Reporting Work Placement or Study Abroad location and duration**

- 4.1 The School must ensure that information is provided to the Tier 4 Compliance team with the full address and duration of any work placement or study abroad arranged for students with a Tier 4 visa by completing the [change of circumstances form](#).

4.2 The School must also notify the Tier 4 Compliance team if the location or duration of a student's placement or study abroad change after the initial report has been made. Any notification of change must be made within 5 working days of confirmation.

4.3 Students must notify their School and the Tier 4 Compliance team immediately if their work placement or study abroad location has changed after commencement or if they leave their placement earlier or later than outlined in their initial change of circumstances form. Any notification of change must be made within 5 working days of confirmation.

4.4 The Tier 4 Compliance team must report the location and duration of any work placement undertaken by the Tier 4 visa student and any subsequent changes to the UK Visas and Immigration via the Sponsorship Management System within 10 working days of change confirmation.

## **5. Alternative options for Tier 4 visa students undertaking study abroad or work placement**

5.1 If the University is not able to meet the Home Office sponsorship duties during the period of studying abroad, the student will be required to surrender their Tier 4 visa. The Tier 4 Compliance Team will report the Tier 4 visa for curtailment and this will be reported as a deferral to their course. When the student is due to resume study in the UK, the student would be able to request a CAS by completing the [CAS request form for continuing students](#), three months before resumption date, to apply for a new Tier 4 visa.

5.2 If the University is not able to meet the Home Office's definition of a work placement or is unable to meet the requirements of the Policy, the period of work placement sponsorship of the Tier 4 visa must cease during this period. The alternative would be for the student to undertake the work placement in their home country. Upon completion of the work placement and prior to resuming study in the UK the student would be required to request a CAS by completing [the CAS request form for continuing students](#), three months before the resumption date, and apply for a new Tier 4 visa.

## **Annex – Tier 4 visa students undertaking a period of work placement or study abroad (including ERASMUS) case studies**

The following case studies illustrate how the student's Tier 4 visa is affected in a range of circumstances and the compliance duties required to uphold the University's Tier 4 Sponsor Licence. The case studies provide additional support to the Policy and are not intended to be a definitive list of circumstances.

**Case Study 1** – An undergraduate Tier 4 visa student would like to undertake a voluntary work placement (paid or unpaid) over the summer break in the UK or overseas. What are the sponsorship duties and how does this affect the student's Tier 4 visa?

- A.** As this is a voluntary work placement and not an assessed or integral part of the course, the student would not be able to undertake the work placement during term time. However, an undergraduate Tier 4 visa student may be able to undertake full time employment during non-term time provided this is stated on the visa. There is no action required by the Tier 4 Compliance team and the student will be able to retain their Tier 4 visa during this period.

**Case Study 2** - A postgraduate taught Tier 4 student wishes to undertake a voluntary work placement to gain experience which will not be assessed or integral to their course. What are the sponsorship duties and how does this affect the student's Tier 4 visa?

- A.** A Tier 4 visa student would not be able to undertake a work placement if it does not meet the conditions of the Home Office's definition. Provided it is stated on their visa, students can work full time during the vacation periods. For full-time postgraduate students, this is during Christmas and Easter only but not during the summer vacation period as they are required to study full-time to complete their thesis. Students can work full-time once they have completed their course of study and have time remaining on their visa.

**Case Study 3** – A Tier 4 visa student is required to undertake a work placement as an integral part of their course. The work placement will have an impact on the student's course end date and visa expiry end date. For example, a Tier 4 visa student was originally due to complete in May 2019 and has a Tier 4 visa that expires on 30<sup>th</sup> September 2019 but the work placement will mean the student will not complete until the following academic year. What are the sponsorship duties and how does this affect the student's Tier 4 visa?

- A.** As the student will no longer be able to complete their course within the existing visa period they will need to apply for a new Tier 4 visa three months before starting the work placement. Students can do this by completing a [CAS request form for continuing students](#) and, with assistance from the International Advice team, submit a new visa application.

The School, placement provider and student would need to comply with the Work Placements & Study Abroad (including ERASMUS) Policy for Tier 4 visa students during the period of the work placement.

**Case Study 4** – A Tier 4 visa student is required to undertake a work placement as an integral part of their course and it takes place alongside taught modules. The student will still be able to complete their course by the original course end date. What are the sponsorship duties and how does this affect the student's Tier 4 visa?

- A.** The student will not need to apply for a new Tier 4 visa to undertake the work placement.

The School and student would need to comply with the Work Placements & Study Abroad (including ERASMUS) Policy for Tier 4 visa students.

**Case Study 5** – A Tier 4 visa student is required to undertake a work placement which is an integral part of their course and would like to do this in their home country or in another country. What are the sponsorship duties and how does this affect the student's Tier 4 visa?

- A. If the student will no longer be able to complete their course within the existing visa period they will need to apply for a new Tier 4 visa three months before starting the work placement. Students can do this by completing a [CAS request form for continuing students](#) and, with assistance from the International Advice team, submit a new visa application.

It may be advisable to curtail the existing visa during the work placement and for the student to apply for a new Tier 4 visa prior to returning to the UK to resume study if the School and student are not able to comply with the Policy. If the Tier 4 visa is curtailed during the period of work placement abroad, there are no Tier 4 Sponsorship responsibilities during this period.

**Case Study 6** – A Tier 4 visa student is required to undertake a year or term abroad to complete a period of study at an ERASMUS or partner institution as part of their degree course. What are the sponsorship duties and how does this affect the student's Tier 4 visa?

- A. If the student can still complete the course within the existing leave granted by the Home Office, the student would not be required to apply for new leave prior to undertaking a period of study abroad.

The period of study abroad must meet the requirements stated in the Work Placements & Study Abroad (including ERASMUS) Policy for Tier 4 visa students. If the student, School or Study Abroad Provider is unable to comply with the Policy, sponsorship of the Tier 4 visa must cease during this period (see Case Study 7).

If the student will not be able to complete the course within the existing leave granted on the visa and need to return to the UK to continue or complete their study, they will need to apply for a new Tier 4 visa three months prior to starting the period of study abroad. Students can do this by completing a [CAS request form for continuing students](#) and, with assistance from the International Advice team, submit a new visa application.

**Case Study 7** – A Tier 4 visa student required to undertake a period of study abroad. The institution that the student is going to does not have a set process for attendance monitoring for the University to maintain the sponsorship duties. What are the options to allow the student to undertake the study abroad?

- A. If the sponsorship duties and the Policy cannot be adhered to, the University must report the visa for curtailment. By surrendering the Tier 4 visa during the period of study abroad means that there are no sponsorship duties to the Home Office to uphold and the Policy for Tier 4 visa students would not need to be adhered to.

The student would then need to request a CAS approximately 3 months prior to resumption of study in the UK and apply for a new Tier 4 visa which will cover the student until the course end date.