

Undergraduate Work Placement Programme

**School of Computer Science
and Information Technology**

**School of Mathematical
Sciences**

BSc Data Science & Analytics

**A GUIDE FOR STUDENTS DURING
WORK PLACEMENT 2021**

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Career Services

Work Placement Manager

Clodagh Kerr

College of Science Engineering &
Food Science

Tel: 021 4903639

E-mail: c.kerr@ucc.ie

Academic Department

Academic Co-Ordinator

Dr John Herbert

Tel : 021 4205925

E-Mail : j.herbert@cs.ucc.ie

Part 1: During Work Placement

COMMUNICATION WITH UCC

- At your pre-placement session you will have read and signed the 'Student Work Placement Undertaking with UCC' document (please see Appendix 5). Within the first two weeks of Work Placement you will receive a request to complete a Student Placement Information Sheet. Please complete and return by the required date.
- Then email your assigned Academic Mentor with your contact details and those of your Workplace Mentor.
- The Academic Mentor is the primary point of contact during Work Placement; therefore it is important to contact them within two weeks of your start date to brief them on your progress.
- The Work Placement Manager will contact both the student and the Workplace Mentor within the first 6 weeks of Work Placement to ensure that the Work Placement is progressing well.
- If you have any serious issues/concerns regarding the Work Place, please contact your Academic Mentor and/or the Work Placement Manager immediately. **Early intervention is essential.**

ROLES AND RESPONSIBILITIES OF STAKEHOLDERS DURING WORK PLACEMENT

a) The Student

Work Placement is a three-way relationship between the student, the employer and the University. Each student's conduct during the Work Placement period will reflect not only on him/herself, but also on UCC and the reputation of its programmes. Therefore, each student on Work Placement will effectively act as an ambassador for UCC.

During Work Placement the student will:

- Act within the Terms and Conditions of Employment laid down by the employer;
- Take reasonable care of the health and safety of him/herself and those with whom s/he comes into contact;
- Approach work diligently, take responsibility and be willing to act on his/her own initiative where appropriate;
- Be punctual and observe rules governing time practices;
- **Use employment facilities such as email, internet and phone in accordance with the employer's code of practice. Work phone should not be used for personal purposes. Personal phone should not be used during work time;**
- Satisfy the academic requirements of the module as outlined in the Academic Assessment Guidelines;
- Adhere to dress code;
- Ensure that your Academic Mentor and the Career Services have your work contact details;
- Liaise with your Academic Mentor and Workplace Mentor to arrange the Academic Mentor conference call;

- Complete a one-page Work Summary and have it approved by your Workplace Mentor for use on the Work Placement website. Students will be contacted via e-mail with further information regarding the submission of this document.

Students are employees of the company for the duration of the Work Placement. When on Work Placement students must abide by the rules and regulations set out by the company for its own employees and will be subject to the same disciplinary procedures as would apply to any employee.

b) The Employer and Workplace Mentor

Employers who participate in the Work Placement programme are required to treat students in the same way as they treat their other employees. A contract of employment exists between the employer and the student for the duration of the Work Placement.

The Employer is asked to:

- Ensure that the Host Organisation is fully compliant with current workplace Health and Safety and all other legal requirements;
- Complete a Health and Safety Questionnaire before the start of Work Placement;
- Give the student an induction course on company codes, practices and health and safety requirements in the work place;
- Provide the student with a suitable working environment;
- Assign a Workplace Mentor, who is a member of staff to oversee the work of the student and act as a supervisor to the student.

The Workplace Mentor is asked to:

- Outline the duties, activities and training that the student can expect to undertake;
- Advise and support the student during Work Placement;
- Read and approve the content of the student's learning logs in order to ensure they are accurate and comply with the company's confidentiality policy;
- Read and approve the content of the student's end of Work Placement Report in order to ensure it is accurate and complies with the company's confidentiality policy;
- Meet with or agree a conference call with the Academic Mentor and student, at a time convenient to all parties. This meeting/conference call will be arranged by the Academic Mentor and student;
- Report to the Academic Mentor and to the Work Placement Manager any aspects of the student's performance that are unsatisfactory or any concerns you may have in relation to the student;
- Complete and submit the relevant academic report in consultation with the student at the end of Work Placement. This Report will inform the academic assessment of the student in the work placement module. Details in Part 2 of this document.

c) The Academic Mentor

The role of the Academic Mentor is to provide support and advice to the student during Work Placement and contribute to the assessment of the student's performance on Work Placement.

The Academic Mentor is asked to:

- Be the primary point of contact for the student on Work Placement;
- Liaise with the student during Work Placement to make sure all is going well;
- Visit or arrange a conference call with the student and Workplace Mentor during the Work Placement on a day and time convenient for all.

Objectives of the Work Placement visit or call:

- Review the tasks/projects being undertaken by the student;
 - Ascertain if there are any difficulties associated with the Work Placement from the student's and the Workplace Mentor's viewpoints;
 - Make an initial evaluation of the student's performance on Work Placement;
 - Gain a greater insight into the company and its activities;
- Liaise with the Work Placement Manager on any issues of concern that arise;
 - Contribute to the assessment of the performance of the student at the end of Work Placement in accordance with the assessment criteria;
 - Provide guidance for students with academic issues, such as report preparation, etc.

d) The Work Placement Manager**During Work Placement the Work Placement Manager will:**

- Contact the student and the Work Placement Mentor between weeks 4 - 6 of Work Placement to ensure that the Work Placement is progressing to the satisfaction of all parties;
- Be available to advise and support students regarding Work Placement concerns in the event students are unable to contact the Academic Mentor.

IMPORTANT TERMS AND CONDITIONS OF EMPLOYMENT

Health and Safety in the Workplace

The establishment and maintenance of a healthy and safe working environment for employees is a necessary part of human resource management in organisations. The Safety, Health and Welfare at Work Act 2005 is the most recent piece of legislation in Ireland covering this area. This Act applies to all places of work regardless of the nature of the work performed. It imposes duties on employers, employees and third parties, i.e. contractors.

The 2005 Act is enforced by an independent agency, the Health and Safety Authority (HSA). One of its main functions is to inform organisations about the standards which must be established and maintained and to carry out inspections to ensure compliance.

Health and Safety Authority website <http://www.hsa.ie/>

SAFETY IN THE WORKPLACE (Advice for Students)

- Students on Work Placement are employees and are owed a duty of care like all other employees;
- On commencement of employment, your induction programme will cover health and safety practices in your workplace;
- You should ask to see a copy of the company Safety Statement and familiarise yourself with its contents;
- Familiarise yourself with the company's safety rules, especially:
 - The layout of the building
 - The emergency evacuation plan for the building
 - What to do in the event of a fire
 - The location of fire-fighting equipment and how it works
 - First Aid arrangements in the workplace
 - The location of the relevant numbers to be contacted in an emergency
- Make sure you have a complete set of Personal Protective Equipment (if relevant) for the work you are doing and know how to use it;
- If you identify a safety hazard in your workplace, bring it to the attention of your Work Placement Mentor;
- Avoid behaviour or activities that may harm you or others;
- If you experience incidents of bullying or harassment in your workplace, report this to your Workplace Mentor, alternatively contact your Academic Mentor or Work Placement Manager.
- Finally:
 - ✓ Work safely
 - ✓ Never take risks
 - ✓ If not sure, ask your Workplace Mentor
 - ✓ If still not comfortable with the situation, call your Academic Mentor
- Always remember that the provision of a safe, healthy workplace is a legal requirement under the 2005 Act and companies or individuals (both manager and employees) may be prosecuted for non-compliance.

Students on Work Placement Abroad

- As part of your Employers Induction please ensure that you are informed of the country's Health and Safety Legislation, as it differs from country to country.

Every organisation must have a Safety Statement, which describes the programme of action in place to ensure the safety, health and welfare of employees. This document must be kept up to date at all times and must be available for examination by employees and the HSA.

Annual Leave and Study Leave.

Placement is for a period of 24 weeks, during which time you will work up a holiday leave entitlement. Your work contract will give you details of the days due to you and the company's policy about booking holidays.

If it is customary for a company to operate a holiday close-down during the summer, then students at that company have no option but to take their annual leave at that time.

Procedures for students to follow should they be required to repeat exams in the autumn

- Students are not automatically entitled to study leave but some employers will facilitate;
- If you are required to repeat exams, you should contact your Academic Mentor immediately to discuss how much time will be needed to prepare for repeat examinations;
- A meeting should then be organised immediately with the Work Placement Mentor to negotiate and agree time off to prepare and sit repeat exams, as well as to determine the date on which the student will return to the company;
- Time taken to prepare for and sit exams should be taken from Annual Leave entitlement and any additional time taken will be unpaid and at the discretion of the Employer;
- A notice period of at least two weeks must be given to the company of a student's intention to take time off to prepare for exams.

Unfair Treatment

- If during the course of your Work Placement you feel that you are been unfairly treated, contact your Academic Mentor and Work Placement Manager immediately. Please note that all companies will have a grievance and appeals policy in place, which will be set out in your contract of employment should you wish to appeal any decisions made by your employer.

Termination of employment

Companies have the right to terminate a student's employment at any time for economic and/or performance reasons, as laid down in the company's code of practice. In the event of this becoming an issue contact your Academic Mentor and/or Work Placement Manager immediately.

The student's academic mark maybe affected by an early termination of his/her Work Placement, except for cases where the circumstances of the termination are outside the control of the student.

Unsure of your employment rights? Logon to the Citizens Information Website:

<http://www.citizensinformation.ie/en/>

Part 2: Academic Requirements of Work Placement

ASSESSMENT GUIDELINES

Work Placement forms an integral part of the Computer Science degree course and students are assessed by their appointed Academic Mentor.

Assessment of students involves:

- Examination of the student's **Log Book and Placement Report**. Both documents must be completed in accordance with guidelines and must be signed off by the Workplace Mentor before the end of placement. When electronic copies are being submitted, a scan of the signed page (pages) should be attached.

These documents must be submitted to the Academic Department **by Friday 10th September** in the case of 6-month placement students. For students on 12-month placement, they must be submitted within 2 weeks of the end of placement.

- Evaluation of student performance by the Industrial Mentor, who completes the **Workplace Mentor Report** (see Appendix 1). This is completed at the end of Placement and is usually done in consultation with the student.

The student is responsible for ensuring that the Workplace Mentor Report is submitted to the Academic Department **by Friday 10th September** in the case of 6-month placement students. For students on 12-month placement, it must be submitted within 2 weeks of the end of placement.

- Evaluation of student performance by the Academic Mentor, who completes the **Academic Mentor Report** (see Appendix 2). This is completed following interviews with the student and industrial mentor, done as an onsite visit or by video conference call. The student may be expected to give a **Placement Presentation** as part of this interview.

Your Placement Report, Log Books and Workplace Mentor Reports should be submitted to the Academic Department following the placement interview to placement@cs.ucc.ie. In the case of 12-month placement students, it is submitted after the second placement interview.

Guidelines for Completing Student Placement Report

Your Placement Report forms an important part of your assessment. You may also wish to refer to this Report when talking to potential future employers and it will also be of interest to professional institutions you may wish to join in the future.

Therefore, the Report is an important professional document. It must be completed prior to the end of your placement and should be discussed with, agreed and signed by your Industrial Mentor.

Signed Reports and Log Books must be submitted **by 5pm on Friday 10th September**. Those on 12-month placement should submit within 2 weeks of the end of placement. Electronic copies must have a scan of the signed page(s) and should be submitted to placement@cs.ucc.ie.

You must obtain the company's approval for the contents of your Report, Log Book and any on-site Placement Presentation. It is important that the company's confidential information is protected by the student. If such information has to be included in your Report or Log Book, please advise your Industrial Mentor that this information will not be made generally available to UCC staff or students.

GUIDELINES FOR THE REPORT

The Elements of Style

This Report will be the first of many reports that you will write in your career. Good written communication skills are essential for Computer Science professionals. Students are encouraged to download the free book *The Elements of Style* by William Strunk. This book provides excellent insights into English composition and is available at www.bartleby.com/141/. Alternatively, students can buy it at a bookshop and keep it for long-term reference.

Presentation of Report

The Report is to be submitted on A4 paper in “type face” with 1½ spacing, of height not less than 12 point, using a legible font (e.g. Times Roman etc.)

Margins of 35-45 mm on the left, 20-25 mm on the right and 20 – 25 mm top and bottom. The Report should be 10-12 pages maximum plus title page and appendices.

The Report is to be presented in the “impersonal past tense” e.g.

- Personal – I worked in the Design Department.
- Impersonal – The work was carried out in the Design Department.

LAYOUT AND CONTENT OF REPORT

Title Page

The Title Page is to include the following details: your name, the company you worked with, the name of your Academic Mentor, the name of your Workplace Mentor and his/her position or title within the company. A reminder – the **Workplace Mentor’s original signature** must be on the Report submitted to UCC.

Summary

A one-page (A4, 1 side) summary of the placement period, briefly describing the company, the work you carried out and the new skills you acquired.

The Company

A one-page (A4, 1 side) summary on the business of the company, its products or services, the method of design/manufacturing, the materials/information flow through the company, the organisation/structure and the details of the area in which you worked. Include a brief paragraph in the company introduction on the company finances - revenue, profits, stock market, stock price, etc.

Your Work Placement (6-8 A4 size)

This is a record of the experience you have gained. Reference can also be made to the Log Book – which is your weekly listing of your main work activities. You can also reference appendices for support documentation.

This section should contain a summary of the work/projects undertaken by you, highlighting the experience you gained and the knowledge and skills you acquired. These might range from the use of computer packages, the acquisition or development of new skills e.g. planning, report writing, meeting deadlines, team work and general interpersonal skills. This section should be backed up by examples of work carried out, copies or references to reports written, products designed, etc.

Your Appraisal of the Placement (1-2 A4 size)

Review the value of the 'Work Placement' module. How relevant was the placement to the degree course? Are there "gaps" in the degree course that, if filled, would have prepared you better for this placement?

The Administration of the 2021 Programme (1 A4 size max)

Your candid comments on the way this programme was handled within UCC (methods of advertising jobs, selection system, etc.) would be valued. You will almost certainly meet with placement or "co-op" students from other Colleges. How do our systems compare? Was the interview or visit by the UCC staff member to your company valuable? Recommendations for improvements would be helpful with a view to developing this into the best placement programme possible.

Appendix to Report

It should include any reports, diagrams, pictures, analysis that you think appropriate.

STUDENT PRESENTATION AND GRADING

Student Presentation

Students may be requested to give a Placement Presentation about his/her work experience to their Academic Mentor and Workplace Mentor/work colleagues during the assessment visit.

The training and practical experience you gained in the Presentation Skills section of your Placement Skills Module will be invaluable in helping you to deliver this presentation.

Student Grading

The Academic Mentor assesses the performance of the student on his/her placement and are awarded a Pass/ Fail mark.

APPENDIX 1

School of Computer Science & Information Technology

WORKPLACE MENTOR REPORT ON: NATHAN CROWLEY

This student will soon be completing a period of work placement with you as part of UCC's Undergraduate Work Placement Programme. His/her Academic Mentor will assess the student's performance while on Work Placement, based on the following:

- Examination of the student's **Log Book and Placement Report**. Both documents must be completed in accordance with guidelines and must be agreed and signed off by the Workplace Mentor before the end of placement.
- Evaluation of student performance by the Workplace Mentor, who completes the **Workplace Mentor Report**. This is completed at the end of placement and is usually done in consultation with the student.
- Evaluation of student performance by the Academic Mentor, who completes the **Academic Mentor Report**. This is completed following the interview or workplace visit to the student. The student may be asked to give a Placement Presentation in the workplace during the assessment visit.

We now ask you to complete the Workplace Mentor Report, ideally in consultation with the student. Once complete, please return it, before the end of the placement, to placement@cs.ucc.ie

Student Performance

Please answer the following questions according to this scale:

4 = always; 3 = usually; 2 = sometimes; 1 = seldom; 0 = never;

N/A = Not applicable or not enough evidence to give an answer to this question

Did this student ...

Complete tasks effectively and efficiently?

Complete tasks on schedule?

Produce an acceptable volume of work?

Produce work of good, consistent quality?

Demonstrate skills and knowledge in his/her technical area?

Seek help and additional information when required?

Demonstrate a willingness to acquire new skills and procedures?

Learn from mistakes?

Exhibit good planning and organisational skills?

Exhibit initiative?

Think along original lines?

Maintain a good attendance record?

Express himself/herself clearly, verbally?

Express himself/herself clearly in writing?

Communicate effectively with others?

Work well with others?

Add value to the group?

Project a professional image to those outside the group
including clients or customers?

Your Overall Rating of the Student's Performance

Outstanding

Adequate

Successful

Not Satisfactory

GENERAL COMMENTS AND FEEDBACK

It would be very valuable if you could identify any obvious shortcomings in the student's prior knowledge as we want to use your feedback to critically examine our course content.

Any comments you wish to make about the student, the Programme, the visit(s) by the Academic Mentor or the method of student assessment, would be very welcome. They will contribute to the further development of our placement programme.

Workplace Mentor Signature: _____

Company Name: _____

Date: _____

Please return to:

placement@cs.ucc.ie

APPENDIX 2

ACADEMIC MENTOR REPORT BSc Computer Science

Please complete a separate report for each student visited and return to placement@cs.ucc.ie

Student Name: _____

Date of Visit: _____

Name of Company: _____

Company Representative(s) you met

Position Held in Company

The Work Environment

Based on your meeting with the student and the **Workplace Mentor**, please give a rating under each heading, according to the scale below. Please expand on your ratings.

i) Is the work challenging?

☐ Excellent ☐ Very Good ☐ Satisfactory ☐ Poor

ii) Is there an opportunity to apply theory learned from your course to the work placement?

☐ Excellent ☐ Very Good ☐ Satisfactory ☐ Poor

iii) Is there proper support/supervision for the student?

☐ Excellent ☐ Very Good ☐ Satisfactory ☐ Poor

iv) Are there well-defined work targets to be achieved, projects to be completed?

☐ Excellent ☐ Very Good ☐ Satisfactory ☐ Poor

Mentor's Evaluation of Student Performance

Based on your interview with the student and his/her Workplace Mentor, please record your ratings and comments. Rate according to this scale: Excellent; Very Good; Good; Satisfactory; Poor. Please expand on your rating.

A) Technical Knowledge

☐ Excellent; ☐ Very Good; ☐ Good; ☐ Satisfactory; ☐ Poor.

B) Quality of Work

☐ Excellent; ☐ Very Good; ☐ Good; ☐ Satisfactory; ☐ Poor.

C) The ability to work well with others

☐ Excellent; ☐ Very Good; ☐ Good; ☐ Satisfactory; ☐ Poor.

Expand here on ratings given above.

General Impressions and Feedback

The Academic Mentor is asked to record here any other relevant information gained from the visit to the company. This may relate to the Undergraduate Placement Programme, the Computer science degree course or future recruitment of students and graduates from UCC.

Academic Mentor's Name

Signature:

Log Book Guidelines

- The Log Book must be prepared in the format shown below for each week of your placement. Copy the Sample Page given below and prepare your own soft copy of the Log Book.
- Fill it in each day, giving a brief description of the work carried out, tasks or projects completed and training received. Include a note on the skills you learned from each experience, technical as well as personal (e.g. teamwork, communication skills or report writing skills)
- Company matters that are of a confidential nature should be entered in broad terms and should be agreed with the Workplace Mentor in advance.
- At the end of each week, print off that week's Log and present it to the Workplace Mentor for signing. Keep the signed hard copies in a folder in correct date order. Use this weekly meeting with your Mentor to discuss your progress and to review the past week/plan the coming week.
- **The Log Book, along with the Placement Report must be submitted to placement@cs.ucc.ie by 5pm Friday 10th September. Those on 12-month placement should submit within 2 weeks of the end of placement. Note that your Company Supervisor's signature is required on both documents, so they must be completed prior to finishing your placement.**
- The Log Book, Placement Report, Academic Mentor Report and Workplace Mentor Report will be used by the Academic Mentor in making an assessment of your placement.

SAMPLE LOG BOOK

Undergraduate Work Placement Programme School of Computer Science & Information Technology University College Cork

Student Name	
Student Number	
Company Name	
Company Address	
Company Address	
Company Address	
Workplace Mentor	
Academic Mentor	

Week 1 (22 March – 26 March)

Mon Tasks/Activities/Training

Skills learned: technical and non-technical_____

Tues Tasks/Activities/Training

Skills learned: technical and non-technical_____

Wed Tasks/Activities/Training

Skills learned: technical and non-technical _____

Thurs Tasks/Activities/Training _____

Skills learned: technical and non-technical _____

Fri Tasks/Activities/Training _____

Skills learned: technical and non-technical _____

Industrial Mentor Signature: _____ **Date** _____

END OF PLACEMENT SELF-ASSESSMENT

Please indicate in the form below the standard to which you feel you have developed each skill during your work placement.

[illegible]

Ahmed Zahran	420-5926	1-82	a.zahran@cs.ucc.ie
Frank Boehme	420-5916	G-60	f.boehme@cs.ucc.ie
Ken Brown	420-5952	2-64	k.brown@cs.ucc.ie
Kieran Herley	420-5905	G-63	k.herley@cs.ucc.ie
Klaas-Jan Stol	420-5923	G-69	k.stol@cs.ucc.ie
John Herbert	420-5925	1-78	j.herbert@cs.ucc.ie
Steve Prestwich	420-5911	G-67	s.prestwich@cs.ucc.ie
David Murphy	420-5908	1-77	d.murphy@cs.ucc.ie
Ian Pitt	420-5904	1-79	i.pitt@cs.ucc.ie
John O'Mullane	420-5920	G-72	j.omullane@cs.ucc.ie
James Doherty	420-5929	1-72	j.doherty@cs.ucc.ie
Adrian O'Riordan	420-5906	G-71	a.oriordan@cs.ucc.ie
John Morrison	420-5944	2-50	j.morrison@cs.ucc.ie
Gregory Provan	420-5928	1-71	g.provan@cs.ucc.ie
Marc van Dongen	420-5903	1-74	m.vandongen@cs.ucc.ie
Sabin Tabirca	420-5915	1-81	s.tabirca@cs.ucc.ie
Paolo Palmieri	4205922	1-74	p.palmieri@cs.ucc.ie
Derek Bridge	420-5907	G-61	d.bridge@cs.ucc.ie

Appendix 5

List of Academic Mentors

Appendix 6

1. My name is [Click or tap here to enter text](#) (UCC student number: [Click or tap here to enter text](#)) and, as part of my studies in [Click or tap here to enter text](#), I confirm that I intend to undertake a student placement at [Click or tap here to enter text](#) ("**Placement Organisation**") during my [Click or tap here to enter text](#) year of the programme ("**Student Placement**") which I agree to undertake to the best of my ability
 2. I acknowledge UCC and the Placement Organisation have separately entered into a Student Placement Agreement.
 3. I understand any credits in relation to Student Placement shall be determined in accordance with UCC's module descriptor, UCC may supervise the academic nature of the Student Placement and require students on Student Placement be subject to assessment and/or examinations.
 4. I confirm that I have disclosed any matters (including, without limitation, health issues) which could affect my Student Placement and consent to the disclosure (and receipt) by UCC to (and from) my Placement Organisation of personal data where necessary for administering and/or managing my Student Placement (and which may include feedback on my Student placement). In the event my contact details or position changes, I shall notify my designated UCC contact without delay.
 5. I understand I shall be working under the direction and supervision of the Placement Organisation whilst on Student Placement and agree to follow directions of the Placement Organisation and adhere to the Placement Organisation's policies and procedures for the duration of the Student Placement.
 6. I understand the Placement Organisation, not UCC, will be responsible for providing all necessary health and safety training for the work undertaken as part of Student Placement. I agree to act in a safe manner at all times and not endanger my own safety or that of persons around me and to comply with all policies, procedures and safety statements relating to the Student Placement.
 7. I undertake to act responsibly at all times and to continue to comply with the UCC Student Rules and all other relevant UCC policies and procedures. I understand any disciplinary matters arising from my Student Placement may be dealt with in accordance with the UCC Student Rules and the Placement Organisation's disciplinary procedures as appropriate.
 8. I understand in the event issues or concerns about me on Student Placement cannot be resolved to the satisfaction of UCC and/or Placement Organisation's, the Student Placement may be terminated in which case UCC will be under no obligation to provide or arrange a replacement Student Placement.
 9. I acknowledge UCC and the Placement Organisation are independent legal entities. Neither is an agent or partner of the other; nor does either have any right or power to act or create any obligation on behalf of the other. I understand I am not an agent of UCC so I cannot sign any documentation on behalf of UCC, and any documents I sign are done on my own behalf. I acknowledge and agree UCC shall not be held responsible by me for acts or omissions of the Placement Organisation whilst on Student Placement.
 10. I understand the importance of confidentiality in commercial and university business and I shall keep the specifics of my work confidential and understand that all information that I obtain whilst on Student Placement is confidential. I agree to comply with any particular confidentiality obligations required by the Placement Organisation.
 11. I understand and agree that any intellectual property created by me in the course of carrying out my Student Placement at the Placement Organisation shall belong to the Placement Organisation, unless otherwise agreed under a written intellectual property agreement.
 12. I understand the need to keep my UCC designated contact informed of any relevant issues arising during the course of the Student Placement and If I have any questions or issues with any aspect of my Student Placement.
-
13. I will adhere to current national public health guidance at all times (see [here](#)) and any measures the Placement Organisation has in place to prevent the emergence of COVID-19 in the workplace.

14. I will not attend work with the Placement Organisation if I develop symptoms of COVID-19 or if I am required to self-isolate on the advice of a medical practitioner.
15. I acknowledge that the ability to perform any onsite work as part of my Student Placement is subject to public health guidelines which may be in place from time to time and that public health guidance may result in changes to my working arrangements during the course of my Student Placement.

Please tick here to confirm you have read the learning outcomes for the

BSc Computer Science

☐

<https://www.ucc.ie/admin/registrar/modules?mod=CS3300>

Signed:

Print student name:

Student number:

Date:

Note for Student Placement taking place outside Ireland

In the event you are going abroad, please also sign below to confirm to UCC that you have and shall maintain adequate travel insurance and that this insurance will cover the cost of health care and repatriation costs during the period of your Student Placement.

Signed:

Print student name:

Student number:

Date:

Appendix 7: UCC Communication to Students re: COVID-19

UCC Communication to Students re: COVID-19

Communication to Students

As we still find ourselves in the midst of the COVID-19 pandemic, there are some particular matters to bring to your attention as you undertake your placement:

- i. It is imperative that you **adhere to current national public health guidance** at all times (see [here](#)).
- ii. Your employer will have particular measures in place to prevent the emergence of COVID-19 in the workplace and it is important that you **adhere to the employer's infection control measures** in this regard also.
- iii. Whilst recent public health restrictions have suppressed the spread of COVID-19, **the virus has not been eradicated**. As such, the **risk of infection from COVID-19 remains in the community**.
- iv. It can take up to 14 days for symptoms of coronavirus (COVID-19) to appear. **Common symptoms of COVID-19** include: a fever (high temperature of 38 degrees Celsius or above), a cough and/or shortness of breath. If you develop symptoms, you should phone your general practitioner doctor for further advice.
- v. The Health Service Executive has published guidance on **people who may be at higher risk from COVID-19** [here](#). If you come within the categories identified, it is recommended that you discuss the potential to undertake a placement with your GP and/or Student Health. If you should absent yourself from placement (based upon self-assessment of health risk, self-assessment of family risk), please discuss this with your GP and/or Student Health.
- vi. We are conscious that you may be moving to accommodation away from support networks such as family, relatives and friends for your placement. Support networks such as this would be vital to any student who may become unwell as a result of a COVID-19 infection or who may be required to self-isolate. In this context, you should **consider your personal support plan while away from home should you need to self-isolate**.

Personal Plan Support Questionnaire

What to Consider for Personal Support Plan:

1. Are you living alone at the moment or will you be living alone? Yes/No
2. If you are living alone at the moment or will shortly be living alone, have you identified a person nearby such as a friend, fellow student or relative, who may be contacted in case of emergency? Yes/No
3. Have you registered with a General Practitioner Doctor near your current location? Yes/No
4. Do you have any underlying medical conditions which require prescribed medication and if so, do you have a friend, fellow student or relative, who can collect medication on your behalf from a pharmacy should you be required to self-isolate? Yes/No
5. Should you be required to self-isolate, do you have the ability to order and make payment for food and provisions via online supermarket delivery? Yes/No
6. Do you have a mobile phone which can be used to seek help during any period of self-isolation or in case of an emergency and have you provided this number to your emergency contact person? Yes/No

Appendix 8: Student Placement Abroad Programme 2020/2021 Covid-19 Acknowledgement of Responsibility

Student Placement Abroad Programme 2020/2021

Covid-19 Acknowledgment of Responsibility

University College Cork is committed to internationalisation and recognise the importance of student placement and study abroad opportunities from an academic, cultural and social point of view. The impact of the Covid 19 pandemic has generated unprecedented challenges for study abroad programmes and student placements. In light of these challenges, the University has decided that students will be supported to travel abroad for Work placement during the 2020/2021 academic year where the placement is an integral requirement of the programme.

Where a student does not wish to travel for placement abroad during the 2020/21 academic year, the possibility for a placement within Ireland should be explored and where a placement within Ireland is not available or possible, an alternative means of assessment for the student's placement module will be offered. **should the student elect to undertake such travel, any travel for placement abroad must be in line with the principles set out below:**

1. Work Placement is integral to the programme.
2. Opportunities for placement abroad are available from a suitable placement provider.
3. Government regulation and Department of Foreign Affairs and Trade travel advisory permits travel to the country in question.
4. The student is willing and has no medical conditions preventing travel.
5. Student accepts responsibility for compliance with all relevant public health regulations and recommendations in Ireland and in the placement abroad destination.
6. Students not wishing or unable to travel abroad for whatever reason and unable to source a placement within Ireland will be accommodated in UCC for the year/semester as appropriate.
7. Students travelling abroad must obtain appropriate insurance coverage (including hospital treatment while abroad and repatriation costs where required) which remains valid at the time of travel.

Students need to bear in mind, that in line with the fast changing nature of the Covid-19 environment, circumstances may change, including at short notice.

The continuously evolving Covid-19 situation can result in travel restrictions in the

E.U. and students proceeding with placement abroad should be aware that flights availability may reduce during periods of significant outbreak in a country and further that return travel to Ireland may entail a period of self-isolation on return.

Students should ensure that health/travel insurance policies will remain valid during a change of circumstances such as an altered Department of Foreign Affairs and Trade travel advisory for the country while abroad. Students should also

be aware that some travel insurance policies may not cover cancellation costs for trips abroad to countries which are currently designated as “Green List” countries by the State but are removed from such Green List prior to the date of departure

Responsibility while abroad:

- In addition to adhering to Irish public health advice on protecting yourself and others from Covid-19 (available [here](#)), each student has a personal responsibility to act in line with public health and safety advice and regulations of the host country (which may be incremental to those applicable in Ireland).
- As a registered student of UCC while abroad, you will be subject to the regulations of both UCC (including the standards of conduct set out in the [Student Rules of UCC](#)) and your placement organisation (including any infection control measures your placement organisation may have in place). You must also respect the laws and traditions of the country you are visiting.
- With regards to accommodation, you must abide by all terms and conditions set out in the contract and any infection control measures/procedures which may be in place in the accommodation. Be respectful of other tenants. Your actions will affect future UCC students.
- You must identify available support networks in your host country including identifying local emergency points of contact should you become unwell as a result of a COVID-19 infection or should you be required to self-isolate.
- You must be aware at all times of the academic responsibilities this placement opportunity imposes on you: be punctual and ensure that you are adequately prepared.
- You must submit all coursework and undertake all examinations that are required.
- Always be vigilant about your own safety. Watch your belongings and avoid travelling alone or late in the evening, always taking the necessary precautions.
- Stay in touch with family and with UCC. They will want to know how you are enjoying your experience and that you are happy and safe. Ensure you return the Contact Details Form to the International Office as soon as you arrive in your host city.
- Regularly check your UCC email and the [UCC Covid-19 website](#) for updates on evolving public health and UCC advice while you are abroad.
- If you have any difficulties whatsoever, do not hesitate to contact UCC.

Conditions of Travel

Please indicate that you understand and accept the conditions of travel set out below by ticking each condition and signing at the foot of this document.	<input type="checkbox"/>
1. I am aware of the health risks of the Covid 19 pandemic including that the risk of infection from COVID-19 remains in the community in many countries and even where such risk is currently suppressed in the country of destination, it may re-emerge. I acknowledge this risk and I am electing to pursue the work placement abroad opportunity in preference to a work placement opportunity in Ireland or alternatives available to me in the 2020/21 academic year.	
2. I acknowledge that in order for my work placement abroad to proceed, Government regulation and the Department of Foreign Affairs and Trade travel advisory must permit travel to the country in question.	
3. I have no medical conditions preventing me from travelling (the Health Service Executive has published guidance on people who may be at higher risk from COVID-19 here).	
4. I accept responsibility for compliance with all relevant public health regulations and recommendations applicable in Ireland (available here) and in the work placement abroad destination and I shall also adhere to infection control measures in effect in the placement organisation. I will not attend for work onsite with the placement organisation if I develop symptoms of COVID-19 or if I am required to self-isolate on the advice of a medical practitioner.	
5. I have secured appropriate health and travel insurance of the standard described above.	
6. I am aware of and will meet my responsibilities as listed in this Acknowledgment of Responsibility and I take personal responsibility for my decision to travel.	

Student Name	
Student ID Number	
Signed	
Date	

