# Placement Authorisation Request Form

This form is to be completed by a University of Leicester student to notify the University of Leicester about a placement offer. By submitting this form, you request authorisation to have the role form part of your degree programme. We will use this form to assess the placement role you have been offered.

## Your Responsibilities as a Placement Student

By submitting this form, you confirm that you will meet the following requirements for your placement:

1. Act professionally and responsibly, both in your studies and on placement, as well as, if required, during your meeting probation periods. You must conduct yourselves accordingly with due regard to the University Senate Regulations, the Placement Provider, and the laws and conventions of the country in which you are undertaking your placement.
2. Adhere to attendance requirements and working hours stipulated by the University and on your visa. This involves not working more than the hours stated, either inside or outside of the University.
3. If your placement involves is overseas, you must register for insurance under the Group Personal Accident and Travel Policy arranged by the University. To register, please read through the guidance on the Overseas Travel SharePoint page and complete the [Student Travel Insurance Request](https://uniofleicester.sharepoint.com/sites/Insurance/SitePages/Staff-Student-Overseas-Travel.aspx).
   1. If your employer requires you to travel (either overseas or within the same country) as part of the job description, it is the employer responsibility to ensure the travel is risk assessed and insured.
4. Inform the University if you have any queries or concerns about your placement or Placement Provider.
5. Update the University immediately if any of your placement details change.
6. Contact the University and the Placement Provider if you require special adjustments to be made in order to undertake the placement
7. Notify the University if you are absent from your placement for more than 5 days in a row.
8. Check your university email account regularly for communications from the University.
9. Complete any tasks and assessment throughout the duration of the placement within the deadlines specified.

# Getting your placement authorised

Once you submit this form, the University will ask your Placement Provider to provide further information, and assess your placement. Most placements are approved. However, common reasons that a placement might be rejected include:

1. The Placement is unpaid and does not offer a high-quality work experience.
2. The Placement involves a high level of risk. As part of this, we consider whether an employer has insurance to cover you for accidents.
3. The Placement Provider seems illegitimate, or is operating illegally.
4. The Placement does not guarantee a high-quality learning experience. When we consider this, we will look at the role description, the placement provider, and how much remote working is planned on placement.

Please fill in **every** **section required.**

**Important Note:** Do not commit funds for your placement and travel arrangements until the placement and risk assessment have been approved.

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| 1. **Student Details** | |
| * + 1. First Name |  |
| * + 1. Surname |  |
| * + 1. Student Number |  |
| * + 1. Email Address |  |
| * + 1. Programme of study |  |
| * + 1. School/Department |  |
| * + 1. Contact Telephone number |  |
| * + 1. Are you an international student with a Student Visa? | **If no, please proceed to section 2.** |
| * + 1. Does your Student Visa duration account for your placement? | **If no, please contact** [**visas@leicester.ac.uk**](mailto:visas@leicester.ac.uk) |
| 1. **Placement Provider Details** | |
| 1. Name of Organisation |  |
| 1. Address where the placement will be based |  |
| 1. Postcode |  |
| 1. Web Address |  |
| 1. Contact Name |  |
| 1. Contact Job Title |  |
| 1. Contact Email |  |
| 1. Contact Telephone Number |  |
| 1. **Placement Role Details** | |
| 1. Role Title |  |
| 1. Role Start date 2. Indicate the proposed start date or month of your placement 3. This information can be updated nearer the time when you have an exact date | **Please Note:**   1. Your start date MUST be at least 10 working days AFTER the date you submit this form to allow the university time to process your placement authorisation request 2. You must not start your placement until your placement has been approved by the university |
| 1. Role End date (expected month if unknown) |  |
| 1. Working hours per week | **Please Note:** The role is to be a minimum of 35 hours and maximum or 48 hours per week unless otherwise stipulated by your Student Visa. |
| 1. Does your role include a probation period? | Yes  No  If yes, please confirm length of your probation period below: |
| 1. What is your salary for the placement? (per year) |  |
| 1. How did you source this role? | Choose an item.  **If other, please specify:** |
| 1. Have you informed the Placement Provider that this placement forms part of your degree programme? | Yes  No. If no, please inform the Placement Provider **before** proceeding with this form. |
| 1. Please provide a role description for your placement. Alternatively, please attach a role description to your email submitting this form.   If you do not have this, please contact the Placement Provider to receive a Role Description **before** submitting this form. |  |
| **4. Work Factors** | |
| 1. Does this role involve working from home/remotely? (This includes hybrid working) | Yes  No  If **yes**, please answer questions 4.b and 4.c. |
| 1. Please provide an overview of how you will work remotely. This should include how often you will work remotely each week. |  |
| 1. Why does this role involve working from home? |  |
| **5. Transport and Travel Factors** | |
| 1. How will you travel to and from the placement and residence?   If you do not know this, please put what you are planning to do. | Own vehicle  Public transport (bus, taxi)  Walking  Cycle  Other  If Other, please state below: |
| 1. Does this role involve working at a location different to the Placement Provider’s address that you have given in section 2? | Yes  No  If yes, please provide details below: |
| 1. Does your placement require travel overseas?   **Please Note:** If you are travelling overseas at the Placement Providers request then the university is not responsible for the travel insurance and it is your employer’s responsibility to risk assess the travel.  If you are travelling overseas to attend the placement, then the responsibility is with the university. | Yes  No  Don’t know  **If no, please continue to Section 6.**  **If yes**, [please follow this link](https://uniofleicester.sharepoint.com/sites/Insurance/SitePages/Staff-Student-Overseas-Travel.aspx) and familiarise yourself with this resource. There are several action points on that page before you travel including:   * Student Travel Application Form * Contact your school about having a risk assessment conducted * Global Health Insurance Card |
| 1. **Overseas Placement.** Have you read the overseas travel guidance? | Yes  No  If no, [please follow this link](https://uniofleicester.sharepoint.com/sites/Insurance/SitePages/Staff-Student-Overseas-Travel.aspx) and familiarise yourself with this resource. There are several action points on that page before you travel. |
| 1. **Overseas Placement.** Have you considered how you will travel to your country of work and financing this? | Yes  No  **Please note:** Have you considered whether your transport option minimises your carbon footprint? |
| **6. Location and Regional Factors** | |
| 1. What are your accommodation arrangements when on placement?   If you do not know this, please put what you are planning to do. | Rent shared house  Rent individual house  Live at home  Other  If Other, please state below: |
| 1. **Overseas Placement.** Have you checked the [Foreign, Commonwealth and Development Office](https://www.gov.uk/government/organisations/foreign-commonwealth-development-office) for information on the country of your placement? | Yes  No |
| 1. **Overseas Placement.** Are you aware of any risks at the organisation’s main location?   For example, this might include civil disorder, crime, environmental disasters, infectious disease, or poor healthcare access (this includes the COVID risk) | Yes  No  N/A (No risks)  If no, please go back to the question above.  If yes, please provide further information below: |
| **7. Health and Environmental Factors** | |
| 1. Are you aware of any precautionary measures you are required to undertake before, during, or after the placement?   For example: vaccinations, PPE, medical or dietary advice, living arrangements. | Yes  No  If yes, please provide details below of the precautionary measures: |
| 1. Have you downloaded the “SafeZone” app using your university credentials? | Yes  No  If no, please [follow this link](https://le.ac.uk/study/student-support/safezone) for details on “SafeZone.” |
| 1. **Overseas Placement.** Have you applied for your Global Health Insurance Card? | Yes  No  N/A (country not in the EU)  If no, [please follow this link](https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/). |
| **8. Personal Factors** | |
| 1. Have you considered any adjustments with your employer that may be required for you to carry out the role relating to any disability or health condition? | N/A  Yes  No  If you are unsure about this subject, then we recommend you reach out through the [AccessAbility Centre](https://le.ac.uk/accessability-centre) |
| **9. Policies and Insurance (Overseas Placement)** | |
| 1. **Overseas Placement.** Are you aware that you must submit a Student Travel Application Form once your placement has been approved? | Yes  No  If no, [please follow this link](https://uniofleicester.sharepoint.com/sites/Insurance/SitePages/Staff-Student-Overseas-Travel.aspx) and complete the Student Travel Application Form.  Best practice is to submit this form after placement approval; however, you may want to submit it now if your start date is in close proximity. |
| 1. **Overseas Placement.** Is your country of work listed as one that require risk assessment escalation? | Yes  No  [Please follow this link for the list](https://uniofleicester.sharepoint.com/sites/Insurance/SitePages/Staff-Student-Overseas-Travel.aspx). |

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| **Declaration and Signature** | |
| Please remember you are representing the University of Leicester while you are on a placement.  By completing this form you accept the conditions and requirements listed in the Responsibilities of Students on page one of this document. You also confirm all the information provided in this form is factually correct at the time of submitting. | |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

Please return this completed form to the relevant department within the University. Note that authorisation request can take between 10-15 working days once this form has been received by the University. Please allow at least 10 working days before checking on the progress of your Placement authorisation request.