

Industrial Placement Student Agreement
2021-22 Regulations

1. Students are required to complete an internship period of **48 full-time** working weeks and would earn 120 credits upon the successful completion of the placement year.
2. CVs will be sent to your choice of organizations.
3. You may be fortunate to be considered for more than one vacancy and offered more than one position. If you accept an approved placement, then you have entered into a contract and cannot take up any subsequent offer. Hence, you must withdraw from the job-seeking process and inform any other companies with which you are in contact regarding the internship.
4. You must inform the Placement Coordinators once you have been offered a job.
5. All of the following submissions and assessments must be completed in order to pass the placement year.
 - a. Submissions: CV; PDP; Placement Agreement; CPD Case study; Placement Report; Record Book (completed and signed by work supervisor); a photocopy of your signed contract (on being offered a job), service letter from the company; Viva.
 - b. Monitoring: A member of the academic staff (academic tutor) and / or placement coordinator will monitor and assess your internship by visiting you and your work supervisor at your workplace and also through such means as emails and telephone calls.
6. While you are on placement, you must inform the Placement Coordinators, in writing, of;
 - a) Any changes in your working circumstances, hours, changes in terms of contract.
 - b) Early termination of contract or inability to continue with contract.
 - This includes any form of termination of the student from the placement engagement, whether due to non-performance of the student or inability for the company to continue providing employment must be informed to IIT 1 month prior to termination.
 - If the student wishes to discontinue engaging with the company, the student is required to inform IIT of this decision one month prior to their decision.
 - c) change of personal contact details (email, telephone, address)
 - d) Any leave taken that exceeds 3 continuous days.
 - e) Any other issue or problem pertaining to the industrial placement. This must be informed to IIT within 2 to 3 days of occurrence.

Non-eligibility for the Placement Certificate, 120 placement Credits and the 4- year degree certificate:

7. Acceptance of job offers without the approval of IIT (all CVs must be sent to the companies by the Placement Coordinators).
8. If any student accepts a job offer but does not take up the post, he/she will not be allowed to continue with the placement programme.
9. If a student agrees to attend an interview, but does not go for the interview, he/she will not be allowed to continue with the placement programme.
10. If a student leaves a job without notifying the Placement Coordinators in writing, he/she will not be allowed to continue with the placement programme.
11. Placement Year fees must be paid in full, on or before the 15th of October of the next academic year, to be awarded the placement certificate and 120 credits.
12. If, due to unavoidable circumstances, a student has to terminate his/her internship early, this required approval in writing from the Placement Coordinators. In such cases, students who leave during the first 5 months of placement will need to pay 50% of the placement fees and if they leave after the first 5 months, the whole placement fee must be paid. Students will not be permitted to progress to the final year or obtain the placement certificate if the required fees are not paid.
13. If a student has not passed the 1st and 2nd years with the required number of credits (100 credits) as stipulated by University of Westminster, UK, he/she will not be eligible for placement.
14. In exceptional circumstances if the student was placed but did not satisfy the criteria in point 11 above, the student will not be eligible for the 120 placement credits and will not be able to complete the 4-year degree program. An administrative fee of 50% of placement year fee would need to be paid. A certificate issued by IIT would be awarded to the student.
15. If a student does not complete 48 weeks of monitored work experience or fails to submit all assessments/submissions listed above (please refer point 5 above), the student will not be eligible for the 120 placement credits and will not be able to complete the 4-year degree program.
16. Refunds of placement year fees will not be made if a student terminates his/her internship contract early without the written approval of the Placement Coordinators (subject to conditions listed from points 10-13 above), is dismissed from the internship due to disciplinary action or has not successfully completed the placement by fulfilling Regulation 5 detailed above.

Please note:

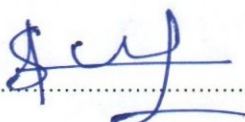
Students who are not eligible for placement, may proceed to the final year of the degree programme at its commencement, provided they have successfully completed Level 4 and Level 5 modules.

Student Undertaking

I have read and understood the above regulations and undertake to accept them. I understand that failure to fulfil any of the above-mentioned regulations would result in my not being awarded the Placement Certificate, the 120 placement credits and the completion of the 4-year degree programme.

Student Name: Shoban Anthony Saverimuthu Student Number: 20191184

Degree: SE / CS / BIS / BM / BIS

Signature of student:  Date: 06/05/2021

Informatics Institute of Technology