

# Tri-partite Agreement

## For placements embedded in the student's degree

This document sets out the arrangements for a placement between the Student, Placement Provider and the University of Essex. The placement is undertaken as an integral part of the student's degree. For the purposes of this document, 'Placement Provider' refers to the host organisation. The Placement Supervisor refers to the line manager based in the organisation to which the student will report. The Academic Supervisor refers to the named member of academic staff who will oversee the student's academic progress and assessment submission at the University of Essex.

## For office use:

<b>Student Name:</b>	Aritra Ganguly
<b>Reg. No.:</b>	1906467
<b>Degree:</b>	MSc Data Science
<b>Department:</b>	Mathematical Sciences
<b>Stage of Study:</b>	MSc
<b>Placement Provider (name and address):</b>	Mondaq Ltd Innovation Centre, Knowledge Gateway, Colchester, CO4 3ZQ
<b>Placement Duration:</b>	23 June 2020 – 4 September 2020
<b>Placement Role title:</b>	Data Science Research Intern
<b>Main duties of the post:</b>	Complete a commercially relevant and academically rigorous data science project.
<b>Is Placement Paid? If no, are any expenses covered?</b>	Not paid. Student can work at home.

## Contact details and declaration:

Please complete the below confirming that you agree to abide by the terms on page 2 of this agreement.

Placement Supervisor:	
<b>Name:</b>	Rūta Petraitytė
<b>Position:</b>	Sr Data Scientist
<b>Telephone Number:</b>	Please email
<b>Email Address:</b>	ruta.petra@mondaq.com

Signed: Rūta Petraitytė

Date: 23/06/2020

Academic Supervisor:	
<b>Name:</b>	Professor Berthold Lausen
<b>Position:</b>	Head of Department
<b>Telephone Number:</b>	Please email
<b>Email Address:</b>	blausen@essex.ac.uk

Signed: Berthold Lausen

Date: 23/06/2020

Student:	
<b>Name:</b>	Aritra Ganguly
<b>Telephone Number:</b>	07873940353
<b>Email Address:</b>	ag19006@essex.ac.uk
<b>Home Address:</b>	The Meadows – Cole House Colchester, COLE - CO4 3ZF
<b>Address whilst on placement:</b>	The Meadows – Cole House Colchester, COLE - CO4 3ZF

Signed: Aritra Ganguly

Date: 23/06/2020



Placements Team:	
<b>Name:</b>	Chrissy Brown
<b>Position:</b>	Work Based Learning Officer
<b>Telephone Number:</b>	Please email
<b>Email Address:</b>	c.brown@essex.ac.uk

## Additional Information on Tier 4 (General) visa students

Please note that if a placement student has a Tier 4 General Visa, the University, under its Tier 4 sponsor license and UK Home Office regulations, must **make frequent contact with the placement supervisor to monitor student attendance and engagement**. Placement supervisors and students are therefore requested to reply promptly to the contacts by the University.

If a student's attendance or engagement is unsatisfactory, the University must be notified of this in order to identify an action plan and discuss further with the student. The University has a responsibility as a Tier 4 sponsor to ensure that students are attending and engaging with all elements of their course including a work placement.

If a student fails to maintain their attendance consistently for the duration of their course, this could result in the student being at risk of withdrawal from their studies and consequently their Tier 4 sponsorship and visa may be cancelled.

If a Tier 4 student is dismissed or resigns from their work placement, the placement provider must inform the University immediately.

In line with the University's responsibilities as a UK Tier 4 Sponsor, the International Services Team will report the location and date of your work placement to the UK Home Office. **Please be aware that it is your responsibility to advise your Faculty Placements Team and the International Services Team ([international@essex.ac.uk](mailto:international@essex.ac.uk)) if any details of your work placement change.**

<b>Is student Tier 4?</b>	Yes
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## Terms of agreement:

### **The University of Essex agrees to:**

1. Allocate an Academic Supervisor to the student. The Supervisor will have responsibility for overseeing the academic components of the work placement module.
2. Brief the student so that they understand how to use the placement experience to meet the academic requirements of the placement, including how they should monitor their own progress, how the University will monitor their progress and the importance of identifying and raising any issues with the University, particularly those that may prevent them from completing the placement.
3. Provide support to the student to ensure they have access to the necessary learning opportunities in order for them to meet the academic requirements of the work placement module.
4. Provide pre-departure information to the student about their responsibilities, rights and expectations.
5. Maintain contact with both the Student and the Placement Provider during the placement to ensure that both parties are satisfied and that the placement progresses satisfactorily.
6. Provide information to the Placement Provider about the intended learning outcomes and assessment requirements of the work placement.
7. Respond promptly to any communications by the Placement Provider or the student.
8. Provide full Student Support Services to the student, in line with what is offered to students studying at the University.

### **The Placement Provider agrees to:**

1. Provide a placement that gives the student the opportunity to engage in work that is of a junior professional level and enables the student to meet the learning outcomes of their degree course.
2. Provide the student with timely information on all arrangements relating to the placement including working hours, place of work, key named contacts, relevant working-practices, and identify a named Placement Supervisor.
3. Provide a comprehensive induction programme together with suitable support, guidance and training required to ensure the student is successful in completion of the placement.
4. Monitor student attendance, performance and behavior in line with company policy and notify the University as soon as possible of any breach of discipline or other potential problem which may affect satisfactory completion of the placement. The student remains subject to the University's Regulations and Disciplinary Procedures whilst on placement.
5. Engage with the University in assessing the student's progress on placement, and responding promptly to communication

from the University of Essex, especially when more frequent checks are required for students on a Tier 4 (General) Visa.

6. Inform the University immediately if the student finishes the placement earlier than expected.
7. Allow the student to use information generated during their placement to inform their academic work in relation to the placement.
8. Provide appropriate support to the student in line with country-specific legislation where the student has a disability or where one gets disclosed during the course of the placement.

#### Health and Safety

9. Provide the student on placement with a full health and safety induction, including fire, emergency and first aid arrangements, arrangements for protection from significant risks associated with their work and procedures for reporting accidents, incidents, hazards and other health and safety concerns. Report accidents and incidents involving the student to the University. Comply with all necessary health & safety regulations applicable for the placement, in line with the regulations of the country the placement is based in.
10. Complete *Employer Health & Safety* documentation where this has been requested by the University.

#### Insurance

11. Ensure the correct insurance is in place for the student whilst on placement, or carrying out work at the instruction of the Placement Provider, complying with the relevant legislation of the country in which the placement is situated. Insurance is to be in place for the full duration of the placement at a level equal to, or better than, the cover notified to us at the beginning of the placement.
12. For all placements in the UK and overseas, provide information and a copy of appropriate insurances. In the UK, a copy of the Employer Liability Insurance and Public Liability Insurance in the UK will have to be provided.

#### Criminal Records Checks

13. Carry out any required DBS checks prior to placement beginning, if the role requires it.

### **The Student agrees to:**

1. Complete the placement pre-departure training requirements before starting placement.
2. Behave professionally and appropriately in all dealings with the Placement Provider, conducting themselves responsibly as a member of the University and the placement provider, and abiding by all relevant procedures and practices, including those relating to health and safety, absence management, equality and diversity etc.

3. Continue to be subject to the academic and disciplinary regulations of the University during the placement.
4. Provide the University with up-to-date contact details including their residential address whilst on placement, current mobile number and work email address.
5. Respond promptly to all communications from the Placement Provider and the University, and continue to check their University email address on a regular basis.
6. Monitor their own progress and notify the University and the Placement Provider immediately of any problems they may be experiencing relating to the placement which cannot be resolved in consultation with the Placement Provider, in particular issues that may prevent successful completion of the placement and/or prevent them from fulfilling the requirements of the placement module. **Failure to submit adequate coursework could result in withdrawal from University. Students should familiarize themselves with the Rules of Assessment for Placement Years.**
7. Liaise closely with the University regarding any significant changes relating to the nature of the work undertaken and/or working arrangements.
8. Comply with the health and safety requirements of the Placement Provider and the University, and report any health and safety concerns and any accidents or incidents to the Placement Provider and the University.
9. In the event of a grievance or complaint to do with the placement, follow the organization's route and procedures for addressing the matter.
10. Be responsible for personal safety with regard to private activities outside of the placement.
11. Inform the University of any circumstances (including any medical conditions) which may affect their ability to complete the placement successfully.
12. Use information relating to the placement only to inform their academic assignments for the placement module, abiding by any confidentiality procedures and/or agreements set by the Placement Provider.
13. If taking a work placement overseas ensure they are aware of and comply with any visa restrictions of that country.
14. Inform the University immediately if they finish the placement earlier than expected.
15. If studying under a Tier 4 (General) visa, comply with the conditions of this visa including working restrictions and to familiarize yourselves with University vacation dates.
16. Complete all academic coursework, as detailed in their module outline / handbook.
17. If the placement involves driving ensure your insurance covers "business use". The student (not the university) is responsible for ensuring their car insurance is appropriate for use.