

## **WORK PLACEMENT APPROVAL PROCESS**

All students intending to start a work placement (internship) or a permanent position in June, July or August are required to submit details of their work placement to the programme team for approval.

**This approval is especially important for students on a student/Tier 4 visa or those from EU/EEA who are intending to start a work placement in the UK.** (please see Student/Tier 4 visa section below for further details.)

Students with an approved work placement will then be transferred to the AP (Work Placement) and their submission deadline extended to **28 August 2024**. A confirmation email will be sent once the placement has been approved.

All approved work placements must start on or before Thursday 1<sup>st</sup> August 2024.

### **Student/Tier 4 visa and EU/EEA Students**

Specific visa regulations apply to MSc students on Student or Tier 4 visas and those from the EU/EEA who arrived to the UK on or after 1<sup>st</sup> January 2021 who wish to undertake their work placement or a permanent job within the UK as they are not usually permitted to work full-time until after the official course end date (1<sup>st</sup> September 2023).

**Student/Tier 4 visa and EU/EEA students intending to work full-time in the UK over the summer must complete the Work Placement Approval form below in order to gain approval for their placement.**

Once approved, the work placement can be recognised as an integral part of the MSc programme by way of the Applied Project, and student/tier 4 visa and EU/EEA students **would be permitted** to work full-time during June, July and August 2024. Student/tier 4 visa and EU/EEA students on internships would therefore need to undertake an AP which is directly related to the work of their employer.

For student/tier 4 visa and EU/EEA students with an approved work placement based in the UK a letter from the Academic Director confirming approval of the placement will be sent to their employer.

### **NEXT STEPS**

To gain the approval for your work placement, students must complete the online Work Placement Approval form.

The online form can be accessed [HERE](#) and will require the following information:

- Your CID, full name and programme of study
- The job/placement title and your work location
- One short paragraph summarising your job/placement responsibilities
- The **start and end dates** of placement, or start date of the job if permanent
- We must have the **exact dates** as confirmed by your employer
- Company contact person and details. (Student/Tier 4 Visa + EU/EEA students only)
- Copy of relevant job offer document (e.g. offer letter, contract, etc.)
- The document **MUST** contain confirmed start date and end date if applicable
- Copy of current passport and BRP (front and back) (Student/Tier 4 Visa + EU/EEA students only), or proof of right to work, this may be a share code.

The online form does not require any employer input and it is not necessary to approach your employer for information. If you have difficulty providing information we require, please contact your programme team.

We will endeavour to inform you of the Academic Director's decision within ten working days.

These documents should be submitted on or before **Wednesday 24 April**. Students who are offered a work placement or a permanent position after 25 April will still be required to gain approval from their Academic Director and should complete the Work Placement Approval form as soon as possible. The last date you can seek approval is **Monday 22 July**.

### FAQs

#### **I got an internship offer! What next?**

Get proof of your offer in writing and complete the online [Work Placement Approval form](#). Please make sure that the document contains the exact start and end dates. We cannot approve the work placement without exact confirmed dates from the employer, it will cause delays if we do not have this information.

#### **What happens if my offer doesn't have an end date?**

If you have a Student/Tier 4 Visa or an EU/EEA student without settled status, your contract must be fixed term/temporary and no longer than 6 months. It must also end before the end of your current visa expiry. If not, you must be able to submit proof that your employer is intending to sponsor you for a Tier 2 visa.

If necessary, please speak with a member of the programme team for further guidance.

#### **What happens if I do not get Academic Director approval?**

Provided all the requested information is received, it is highly likely that the placement is approved. Any instances where additional information is required will be discussed on a case-by-case basis.

#### **What happens if my project title doesn't link to my internship, will my employer have to know what I am doing?**

If you are a non-Tier 4 student you do not need to involve your employer in the AP work placement, as this is not part of the marking criteria. There does not need to be an exact match between project title and job role, as it is likely that a finance-based project will benefit from any experience you gain within the finance industry sector

It is recommended, however, that all students on an approved summer work placement should submit work that is related to their placement experience. The same applies to students who will be starting a permanent job in July.

#### **I would like to convert to a Skilled Worker/Tier 2 visa, what next?**

See [international student support pages](#) for guidance.

#### **I have questions about the GWR visa, who should I contact?**

Please see information from international student support [here](#), if you need anything further please email them - [international@imperial.ac.uk](mailto:international@imperial.ac.uk)

**I am taking a placement outside of the UK, do I still need approval?**

Yes, to be moved to the extended deadline of 28<sup>th</sup> August 2024. Please remember if you are taking a placement outside the UK, you will still need to be on campus to take your summer exams between 17<sup>th</sup> – 28<sup>th</sup> June 2023. Reasons for work will not be considered as mitigating circumstances.

**I need a convention de stage or internship agreement, can this be provided?**

Yes, we can assist with this, we will need some additional information for this to be possible:

- Full company name
- Company number (this is not their phone number, but registered company number)
- Registered office address
- Exact start and end dates of the internship

We will only be able to provide the Imperial internship agreement, we will not be able to sign a version provided by your employer.

**I don't know who the company contact is.**

This is likely to be HR or a supervisor, please check this information as we cannot provide approval without it.

**Why do you need my company contact?**

We can only provide a letter of approval for students on a visa to the company contact directly.

**I am not a visa student, why do I need to get approval for an internship or job?**

To be moved to the later deadline for the AP project on 1 September. As part our duty of care to all students, all students are technically enrolled at Imperial College until 28<sup>th</sup> August 2024 and it is therefore important the programme team have a record of your placement, and know where you are, during summer.