

## INFORMATION FOR STUDENTS

These guidelines are written for placement years, although they may also be applicable for placement units.

The sections of these guidelines outlined in boxes throughout the text indicate the university's **minimum requirements** for the operation of student placements.

A placement can be the most rewarding experience of your degree programme; you are likely to learn a great deal about your subject, profession, another language, the world of work and about yourself. In addition, you are likely to develop valuable skills and abilities.

It is essential that you inform your university placement organisers and/or your personal tutor of your contact details while on placement and those of your supervisor or line manager. Also, keep the university informed of your progress and any particular successes or problems you may have. They are there to help.

Your safety and security, and those of others, are of primary consideration. If the University is instrumental in securing a placement, you will be informed about all aspects of the experience, including health and safety, contractual expectations/obligations and insurance, but it is also your responsibility to make yourself aware of these matters.

Placement organisers are expected to give consideration to students who have support requirements due to a disability. Students who require support for a disability are strongly encouraged to declare their disability to their school, in good time, so that both an appropriate placement and appropriate support can be put in place, wherever practicably possible. Your school will have set out a method of you disclosing and you should follow this. Placement organisers will then discuss placement arrangements with you and potential placement providers. Practical assistance regarding equipment etc. may be sought from the University's Disability Services. <http://www.bristol.ac.uk/disability-services/>

Where placements involve work of a commercially sensitive nature, you and your school may be asked to sign confidentiality agreements. You must respect both commercial confidentiality and patient or client confidentiality, as appropriate, at all times.

When students perform well on placement, they not only enhance their own future prospects, they also enhance the reputation of the university and encourage placement providers to host Bristol students in future. Please note that as you will still be a registered student during your placement, you will be subject to the terms of the [Student Agreement](#).

### Placements abroad

If you are travelling abroad on your own, it is recommended that you inform your close contacts of your itinerary and expected date and time of return.

It is also important to consult your GP or the Student Health Service for up-to-date advice on health risks abroad and relevant inoculations. This is particularly important if you are working in areas of the world where there may be a risk of disease, e.g. malaria, cholera, hepatitis or HIV.

You should review the following websites well ahead of your placement as some preparations (such as vaccinations, passports and visas) need to be organised many months in advance.

- The Foreign, Commonwealth and Development Office, <https://www.gov.uk/foreign-travel-advice> Do take note of the 'know before you go' and 'travel safe' advice and, if in doubt, discuss your plans with your placement organiser.
- The World Health Organisation, [www.who.int/en/](http://www.who.int/en/) Avoid countries, regions or districts known to be dangerous.
- The NHS website on health abroad includes guidance on healthcare when living abroad, [Healthcare abroad - NHS](#)

Insurance is an important consideration, and you should identify insurance **appropriate for your placement**. Remember that the consequences of having an accident abroad can be far more serious than if it occurs at home.

It is important to recognise that each field of work, and each country, has its own culture, norms, customs and expectations. You should make every effort to find out what these are (from the University before you go on placement) and behave accordingly.

In the event of any problems, you should first contact your placement supervisor, line manager or local placement organiser. If this does not solve the problem, you should contact your university-based placement organiser(s) or personal tutor.

## Other help available through the university

The University Careers Service has an Officer who can help in the preparation of CVs, covering letters, applications, mock interviews etc, which could help you to secure a placement. See <http://www.bristol.ac.uk/careers/> for information.

Your school may have dedicated placement organisers, and your Personal Tutor may also be able to provide help and advice.

You will remain as a registered student during your placement, giving you access to the university website, your existing @bristol.ac.uk email address, etc. You are also entitled to make use of the [student support services](#), including [wellbeing support](#), as appropriate.