



Year in Employment Placement Programme
Student Handbook 2016/17

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1. The Year in Employment Checklist

Thinking about a Placement Year?	
Check eligibility	
Register your interest	
Speak to Personal Academic Tutor	
Attend 'Masterclass'	
Begin placement hunting	
Attend Careers Service Drop-in service	
Tier 4 students speak to Visa and Immigration Student Advice Service	
Found a Placement- what next?	
Inform Placements Team	
Complete required paperwork	
Attend Induction	
Write Risk Assessment	
Inform Personal Academic Tutor and Faculty Office	
Pass Year 2 Exams	
During your Placement	
Enrol as usual, you are still a student	
Complete Placement induction within 2 weeks	
Schedule first Placement visit	
Update Risk Assessment with any changes	
Complete blogs on Blackboard throughout	
Check your @soton.ac.uk email regularly	
Complete end of Placement report	
Placements Team always here to help	
After your Placement	
Complete Evaluation	
Attend Welcome Back event	
Attend Employability Awards	

2. Overview and Eligibility

The Year in Employment (YiE) is an opportunity for undergraduate students across a wide range of programmes to undertake a placement year. You can do a placement in an industry and sector of your choice and it provides the chance to gain valuable work experience and develop personal and professional skills.

The Year in Employment programme is fully supported by a dedicated Year in Employment Placements Team in the Careers and Employability Service.

- If you are enrolled on an **ELIGIBLE** programme of study, you can undertake a placement between your second and third year. Details of eligible courses are available [here](#)
- You can choose a placement in any sector you like, either aligned to your degree or in a completely new area of interest
- You remain registered as a student during your placement year. The year is not credit bearing but is assessed on a pass/fail basis. The assessment is a final report based on employability and your understanding of the skills that you have gained and your knowledge of the sector in which you have completed your placement
- Year in Employment students pay a reduced tuition fee of 20% of their normal tuition fee. This fee covers the support you will receive before and during your placement, the assessment of your placement and your continued access to the University services such as the Library, Enabling Services, and the Students Union etc.
- Placements must be approved by the Placements Team and should be of a quality that will allow you to meet the employability learning outcomes
- Most placements are 12 months in duration however the minimum length of time you must spend on placement is 30 weeks (full time equivalent, 35 hours per week, not including annual leave.)
- You should discuss your interest in undertaking a Year in Employment with your Personal Academic Tutor and with the Placements Team before making any decisions to proceed
- Students on Tier 4 visas can undertake the Year in Employment but there are significant visa changes required so please read Section 5 carefully before considering
- You must pass your year 2 exams at the first attempt to undertake a Year in Employment. No referrals are permitted.

3. Deadlines and Dates

3.1 Registering your interest

If you are considering a placement year, please register your interest as early as possible in your second year. This does not commit you to doing a Year in Employment; you can change your mind at any stage. Register here Placements@soton.ac.uk

Approval Deadline 1: Closes on 31st March: Many placement roles close for application before the Christmas vacation. Registering early allows you to get the help that you need to ensure that your applications are as strong as possible.

Approval Deadline 2: Closes on 31st May: The second registration period is ideal for students who have made a late decision to do a placement year. The range of placement roles available is more limited by April; however some sectors may still be recruiting.

3.2 Confirming your placements

The final date for informing the University that you are doing a Year in Employment is May 31st in your second year of study. Placements must be confirmed by this date.

3.3 Start and Finish dates

Most placements begin between mid-July and mid-September and finish 12 months later. Later start dates or earlier finish dates are allowed, however you must allow yourself enough time to complete a minimum of 30 weeks on placement (not including any annual leave.)

Home/EU students can start their placement as soon as their summer exams have finished.

All placements must be finished before the new academic year begins.

Tier 4 visa students, please refer to section 5 for more information.

3.4 Assessment of your placement

Your Placement report is due on the first day of the summer exam period. The Placements Team will notify you in advance of the exact date.

3.5 European Placements and Erasmus Funding

If you are doing a placement in a European country, you may be eligible for Erasmus funding at least until the academic year 2017/18. Erasmus applications must be submitted very early in the academic year, therefore you must have your placement agreed, and pass on the details to the Erasmus team before the end of the first term of your 2nd year.

4. Finding a Placement

4.1 The Placements Team

The Placements Team will be your first point of contact if you have any queries about the Year in Employment. They provide advice on all aspects of searching for and applying for placements and are responsible for ensuring that you are supported through your placement year. They will also support you in carrying out a risk assessment for your placement and will liaise with placement providers to ensure all placement checks are completed.

4.2 Your Careers and Employability Service

Applying for a placement can be very competitive. The Careers and Employability Service offer support to help you with your placement searching and applications.

- 5 day a week Drop-in service for quick queries and advice in the Careers Centre, Building 37
- Referral to guidance appointments for more in-depth enquiries
- MyCareer Jobs Board with comprehensive listings of placement opportunities (add link)
- Introductory session on the Year in Employment including a session specifically for students on Tier 4 visas
- A wide range of workshops and training sessions covering topics such as CV preparation, applications, assessment centres, psychometric testing, interview skills, finding work experience
- Online resources and a comprehensive careers library
- Access to a wide range of on campus employer events including careers fairs and employer skills sessions, all designed to provide direct access to employers and build your understanding of the

placement market

- 1:1 advice from Placements Team.

Web: <http://www.southampton.ac.uk/careers/students>

Email: careers@soton.ac.uk

4.3 Where to look for Placements

- MyCareer Year in Employment roles tab
- Nationally advertised placements and specialist placement recruitment companies. Try RateMyPlacement, MilkRound and TargetJobs
- Speculative placement applications. Think about people you may know, friends, family

4.4 International Placements

You can undertake your Year in Employment outside the UK, however if you are considering an international placement, please speak to the Placements Team before making any decisions as the risk assessment and approval process is more time consuming than for UK placements.

Students on Tier 4 visas who wish to undertake an international placement will have to apply for a new visa from their home country to continue in their final year of study. See section 5.

Please see information for Erasmus Funding for European Work Placements in section below.

5. Finance, Fees and Funding

5.1 Tuition Fees

If you undertake a Year in Employment, your tuition fee will be 20% of your normal annual tuition fee. This fee covers the support you will receive before and during your placement, the assessment of your placement and your continued access to the University services such as the Library, Enabling Services, and the Students Union

5.2 Placement Salary

Many placements are paid, and it is expected that a student will receive at least the National Minimum Wage during their placement year. The exact amount that you will be paid is a matter between you and your placement provider. MyCareer will only advertise placement opportunities that offer a salary of at least the National Minimum Wage standards.

5.3 Unpaid Placements

You are strongly advised not to undertake an unpaid placement, but if you are considering this, please seek approval from the Placements Team before proceeding.

5.4 Student finance during your Year in Employment

If you are normally entitled to student finance, you will be entitled to a tuition fee loan and a **reduced** rate maintenance loan.

5.5 Additional loans

If you are normally eligible for student finance and your placement is in an unpaid public service organisation eg a hospital, parliament ,you may be entitled to the full maintenance loan that you would normally receive.

It is your responsibility to check student finance details with your student loan provider.

5.6 Council Tax

In the UK, if you live in a house occupied only by students during your placement year, you should not have to pay Council Tax. If someone in your household is not a full-time student (students on the Year in Employment are full-time students), your property will be liable for Council Tax. If there is only one non-student, then the property can receive a 25% discount on Council Tax, but if there is more than one non-student, the residents of the property can be charged the full amount. See <https://www.gov.uk/council-tax/working-out-your-council-tax> for more information

5.7 Erasmus Funding for European Work Placements

Work Placements in Europe may be entitled to Erasmus+ funding. The amount of funding varies from country to country but in previous years it has been €250-350 per month. The British Council Work Placement Guide is a useful guide to Erasmus+ and outlines which countries are eligible. Students wishing to access Erasmus+ funding must have confirmed their placement with the Placements Team by the end of the first term in your second year of study. Erasmus imposes this deadline and applications after this will not be eligible for funding. <http://www.southampton.ac.uk/uni-life/exchanges/erasmus-scheme.page>

5.8 Other costs that you may incur

Please bear in mind that you may face additional costs if you decide to undertake a Year in Employment. Examples of these costs include:

- Before your placement begins, you may face costs travelling to and from interviews. Some placement providers will reimburse for this but it is always wise to get confirmation beforehand
- Expenditure to obtain professional and appropriate work attire
- Costs involved in securing accommodation, and higher costs of living in some locations
- You may incur expenses commuting to and from your workplace
- Additional expenses may include those relating to Occupational Health, DBS checks or vaccinations as an example. It is your responsibility to confirm with your placement provider who will fund these expenses.

6. Support for Students on placement

6.1 Support during your Placement

While on placement, you can expect the following support from the Placements Team:

- Telephone and email support during the induction period of your placement as needed
- A check in telephone/email in the first two weeks of your placement
- First placement visit (by Skype for students on international placements) within first 3 months of placement
- Second placement visit by Skype (within final 3 months of placement)
- Additional contact with you and your placement provider as needed throughout the year.

6.2 Support with the Learning Outcomes and the Assessment

- A pre-placement workshop will provide guidance on understanding the Employability Learning outcomes
- Blackboard and e-learning resources will support your learning throughout the year, and formative feedback will be given at three points during your placement
- The Library Services will provide support on reflective writing and make available e-resources on reflective writing
- If you have any specific enquiries about the assessment process, please contact the Placements Team in the first instance.

Practising the Learning Outcomes through blog entries

1. Discuss the various aspects of the industry in which they work, including the internal company structure and the wider landscape of their sector.
2. Describe the purpose of their role within the context of the business and the contribution it makes to the organisation as a whole.
3. Identify the skills, attributes and behaviours required for the sector in which they are placed.
4. Evaluate the development of their skills, attributes and behaviours over the course of the Year in Employment.
5. Identify areas for personal, and career development, and how these can be addressed

Learning Outcomes	Relevant blog	Refer	Pass – meeting all the learning outcomes at a threshold level	Pass – meeting all the learning outcomes and exceeding some at this level	Pass – accurate and coherent response to the brief; meeting all the learning outcomes exceeding expectations for this level in many respects
<p>1 Discuss the various aspects of the industry in which they work, including the internal company structure and the wider landscape of their sector.</p>	<p>Blog Entry 2 1) What sector are you currently working in? 2) Who are the main competitors within your sector? 3) What are the biggest challenges facing your sector and organisation? 4) What are the greatest developing opportunities for your sector and organisation?</p> <p>Blog Entry 3 1) Where does your role fit within the wider company / organisation structure?</p>	<p>Partial or no description of their industry with little or no identification of their company’s role within that industry.</p> <p>Detail about the company structure is missing</p> <p>Evidence of research is absent.</p>	<p>Description shows a basic understanding of the industry in which they work. There is some description of the company structure.</p> <p>Some research has been used to explore their understanding of the sector.</p>	<p>The various aspects of their industry have been discussed in detail and set in the wider context of the landscape for their sector.</p> <p>A company structure has been provided</p> <p>A range of research has been used to explore their understanding of the sector.</p>	<p>There is evidence of insight into both the industry and the wider context of the landscape for their sector.</p> <p>A clear and extensive company structure has been provided.</p> <p>A wide range of well-chosen research has been used to support their critique of the sector.</p>
<p>2 Describe the purpose of their role within the context of the business and the contribution it makes to the organisation as a whole.</p>	<p>Blog Entry 3 1) Where does your role fit within the wider company / organisation structure? 2) What contribution does your role make towards the company / organisational strategic plan? 3) Who are your key internal / external stakeholders / customers?</p>	<p>Partial or no description of their role with little identification of the contributions they make to the organisation.</p> <p>Reflections on their role lack depth, with little critical reflection</p>	<p>Their role has been described and the contributions they make to the organisation as a whole identified.</p> <p>Their work shows a basic application of reflective practice when discussing their contribution to the organisation.</p>	<p>The purpose of their role has been accurately described.</p> <p>They have described and reflected upon their contributions to the organisation.</p>	<p>The purpose of their role has been accurately described.</p> <p>The contributions made have been analysed fully, with some detailed reflections on how the role might develop in the future.</p>

		evident.			
3 Identify the skills, attributes and behaviours required for the sector in which they are placed.	Blog Entry 2 5) What are the skills, attributes and behaviours required within your sector?	Basic or no identification of required skills, attributes and behaviours for the sector in which they have been placed. Failure to undertake research to analyse the necessary skills, attributes and behaviours required for their sector.	Skills, attributes and behaviours required for the sector in which they are placed have been identified. There is some evidence of research into their own employer.	Description shows competent identification and understanding of current skills, attributes and behaviours required for the sector in which they have been placed. Research is underpinned by analysis of materials from their own employer and also wider labour market research.	Description shows in-depth identification and understanding of current skills, attributes and behaviours required for the sector in which they have been placed. Research is underpinned by detailed analysis of materials from their own employer and also wider labour market research.
4 Evaluate the development of their skills, attributes and behaviours over the course of the Year in Employment.	Blog Entry 1 1) How do you feel you have settled into your role and what challenges do you think are ahead? 2) Give an overview of what your role will entail 3) What skills do you think you will need? Which of these skills do you think you possess, and which do you think will require development? Blog Entry 4 1) What skills do you find you are using regularly at work? 2) Has your view of the skills you think are required for your role changed since your initial thoughts in Blog Entry 1? 3) How have your skills developed since Blog Entry 1, what do you feel requires further development? 4) Do you feel your behaviours have changed since starting your placement? Blog Entry 6 1) How have your skills developed since the start of your Year in Employment?	Little or no analysis of their skills, attribute and behaviours. Personal insights limited or missing. Insufficient relevant evidence provided.	There is evidence that the development of their skills, attributes and behaviours over the course of the Year in Employment have been recorded and analysed. Some research into the labour market has been used to set their reflections in context. They have drawn on their own reflections throughout the placement to support their learning.	The development of their skills, attribute and behaviours over the course of the Year in Employment have been analysed. There is evidence of some insight. There is evidence that they have drawn on a range of sources including their own reflections throughout the placement, reflections from colleagues and supervisors and research into the labour market.	The development of their skills, attribute and behaviours over the course of the Year in Employment have been analysed in detail. There is clear evidence of personal insight. There is evidence that they have drawn on a wide range of sources including their own reflections throughout the placement, reflections from colleagues and supervisors and research into the labour market.

<p>5 Identify areas for personal, and career development, and how these can be addressed</p>	<p>Blog Entry 5 1) Have you identified the Sector / Role that you would like to enter after graduation? 2) How has the Year in Employment helped you to decide which career you might like to pursue? 3) What skills, attributes and behaviours are required for the sector / role that you would like to go into? 4) How do the skills required for your future role differ from the skills required for your current placement and how will you develop those skills?</p>	<p>Reflection lacks depth. Areas for development are limited or poorly identified. Action plan is missing or lacking important detail such as timescales.</p>	<p>Some reflection has been undertaken to identify areas for personal, and career development. Some areas for development have been identified. A rudimentary action plan has been created.</p>	<p>Detailed reflection has been undertaken to establish the progress made whilst on placement. Reference has been made to reflective theories and models. Some areas for development have been identified and justified. A plan of action has been created.</p>	<p>Detailed reflection has been undertaken to establish the progress made whilst on placement. Reference has been made to reflective theories and models. A number of relevant areas for development have been identified and justified. A clear and comprehensive plan for action has been established.</p>
<p>Overall</p>		<p>Significant errors in writing and referencing. The work is not provided in a report format. Insufficient, relevant and current evidence provided. Word Count does not exceed 3500 words</p>	<p>Minor errors in writing and referencing. The work is presented in an established report format. There is some current and relevant evidence provided to support the content of the report. Word Count does not exceed 3500 words</p>	<p>Writing is clear and concise. Referencing is consistently done in an established academic format. The work is presented in an established report format. Evidence is carefully chosen, relevant and well organised and presented Word Count does not exceed 3500 words</p>	<p>Writing is accurate and concise and shows some flair. Referencing is consistently done in an established academic format. The work is presented in an established report format. Evidence is extensive, relevant and well organised and presented. Word Count does not exceed 3500 words</p>

6.3 Your Personal Academic Tutor

If you are considering a Year in Employment, please discuss this in advance with your Personal Academic Tutor. This conversation should cover:

- Your reasons for taking the Year in Employment
- A discussion about how this may impact on module and dissertation choices for your final year of study
- Any possible impact on your academic performance.

Tier 4 visa students should also speak the Visas and Immigration Student Advisory Service before considering a placement.

6.4 Faculty support

Your Faculty Administrative Team will ensure that you receive regular, appropriate communications, including any relevant information about your final year options, and the opportunity to input into the Staff Student Liaison Committee. If you have started your dissertation prior to your Year in Employment, you are not expected to continue with your dissertation studies during your placement year. Your Personal Academic Tutor will be able to provide further guidance on this.

6.5 Returning to University

All students returning from a Year in Employment will be invited to both a Welcome Back event and the Employability Awards in your final year.

Students on Tier 4 visas will be required to go through international student check-in on your return to University

6.6 Equality, and support with any specific access requirements

If you have a specific learning difficulty, other disability or a long-term health condition, please consider disclosing this to the Placements Team so they can better support your needs. They will work with Enabling Services to assess your requirements, and make every effort to support you in finding a suitable placement.

If appropriate, the Year in Employment programme can be flexible in the type and duration of the placement for students with specific access requirements.

If you undertake a Year in Employment in the UK, under the Equality Act 2010, employers are required to make reasonable adjustments to both the recruitment process and the workplace, to help any staff or applicants overcome disadvantage that may result from a disability. This will also apply to your placement provider if based in the UK. It is important that you disclose any specific disability early in the recruitment process to allow employers to consider how they can best support you throughout the process.

7. Health and Safety

During your placement you remain a student of the University of Southampton, therefore the University has a statutory duty to ensure, in so far as is reasonably practical, the health and safety of students, and placement providers.

The Year in Employment follows the University policy on placements and will conduct due diligence to ensure your health and safety throughout your placement. This is done by conducting health and safety checks with placement providers, and by working with you to ensure that you have examined and detailed all risks that may be associated with your specific placement in a Placement Risk Assessment.

7.1 Risk Assessments:

You will be required to complete a risk assessment to evaluate any particular risks inherent to your placement, and identify suitable measures that you can take to alleviate these risks. The Placements Team will support you with your risk assessment and it must be reviewed and signed off before your placement is confirmed.

7.2 Additional Checks

Additional checks may be required if students will be working in environments unfamiliar to their academic background e.g. an Environmental Science student on an Engineering placement, a Humanities student operating in a laboratory. Should this occur the relevant Faculty Safety Officer would be consulted.

The Risk Assessment Process can be viewed on the Year in Employment webpage.

7.3 Placement Provider Checks

Our expectations of placement providers are outlined below, and placement providers must agree to these expectations before your placement can be approved.

Responsibilities of the placement provider:

- Plan the work programme and health and safety training to be undertaken by the student
- Provide the student with a full and clear induction to the organisation and its working practices, including health and safety arrangements, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions
- Nominate a supervisor who will conduct or make arrangements for day-to-day supervision of the student including instruction regarding hazards and health and safety precautions
- Have in place Public Liability insurance and Employers Liability insurance
- Comply with health and safety legislation
- Define any additional insurance cover that will be provided for the activities of the student
- Facilitate access to the student for visits by the Placement Advisor (where appropriate)
- In cases of serious accidents or incidents involving the student or breaches of discipline by the student, advise and consult with the University.

8. Assessment and Academic Information

8.1 Assessment of your placement

The Year in Employment is assessed on a pass /fail basis by the completion of a summative 3000-3500 word reflective report. The assessment, due at the beginning of the summer exam period, is designed to assess your understanding of the skills you develop during your placement and of the sector that you have worked in.

Your report will be assessed against the five employability based learning outcomes below (against grading criteria at level five of the Framework for Higher Education Qualifications).

- Discuss the various aspects of the industry in which you work, including the internal company structure and the wider landscape of their sector
- Describe the purpose of your role within the context of the business and the contribution it makes to the organisation as a whole
- Identify the skills, attributes and behaviours required for the sector in which you are placed

- Evaluate the development of your skills, attributes and behaviours over the course of the Year in Employment
- Identify areas for personal, and career development, and how these can be addressed.

Specialist Practitioners from the Careers and Employability Service with an in-depth knowledge and understanding of employability will assess your placement year. The Practitioners will have undertaken training provided by the University PGCAP Training Service to facilitate the marking of the end of placement assessment.

You must pass all five learning outcomes to pass the Year in Employment.

You must complete a minimum of 30 weeks in a placement to pass the Year in Employment.

8.2 Placement Blog

For formative assessment purposes, you will also be asked to maintain a reflective blog over six months. The six blog topics will be structured to aid you in building up an evidence base that will align with the learning outcomes. The blog will support your learning, and you will be expected to call upon past blog entries as evidence of professional and skills development when writing your final report.

The YiE Blackboard will contain e-learning resources to support your blog writing and feedback will be provided on key blog entries throughout the year. In the initial stages of your placement, the feedback will primarily focus on the level of reflection present in your writing and things to consider for skills development. This will transition into more targeted feedback on things to focus on in your final report and future career plans as the placement progresses.

Full details of the blog requirements and feedback deadlines will be available on the YiE Blackboard when you begin your placement.

8.3 Module Profile

The module profile for the Year in Employment can be viewed [here](#)

9. Students on Tier 4 Visas

9.1 Eligibility

If you are on a Tier 4 visa and studying an eligible programme, you are entitled to take part in the Year in Employment, however extra costs will be incurred, as you will need to return to your home country in advance to apply for a new visa.

This can be done during the summer or Christmas break before you begin your placement applications. The terms of your visa may also mean that you will have additional restrictions placed to apply for a new visa to allow you to undertake the Year in Employment.

Please ensure that you speak to the Visas and Immigration Student Advisory Service before you begin actively considering a placement year as they will make you aware of the costs and time constraints in applying for and obtaining a new visa.

You must also ensure that you do not exceed the maximum Tier 4 visa duration of five years for your undergraduate studies.

Example A: A Tier 4 student took a foundation year and progressed onto the MSc Math programme. As their duration of studies is already at five years, they will not be able to take a Year in Employment.

Example B: A Tier 4 student is on a four-year programme but had to repeat their first year. As their duration of studies is already at five years, they will not be able to take a Year in Employment.

9.2 Monitoring and Attendance

You will retain your status as a full time student while undertaking your Year in Employment placement, and therefore you must adhere to the UK Visa and Immigration (UKVI) rules on attendance until the programme end date as stated on your CAS. You will be required to consent to attendance monitoring, and your placement provider will be asked to support this monitoring through their HR practices.

Your placement cannot begin until the end of your second year of academic studies. Please note, this is not the date of your last exam but is the date of the last day of the academic year which can be found here <http://www.southampton.ac.uk/uni-life/key-dates.page>

You must be on placement throughout the academic year, therefore your placement must have started by the first day of Semester one and cannot finish before the last day of Semester two.

Any annual leave that you take must be taken only during University Holidays. Please ensure that you speak to your placement provider about this before booking any annual leave.

Please ensure that you report any periods of absence to the Placements Team.

Your end of placement report is due on the first day of the summer exam period.

9.3 Attendance monitoring via student remote Study System

Whilst on placement, you must record your engagement with the University through the remote Study System by logging on via this link and leaving a very short 'tweet' like comment every week detailing what you are doing during your placement (including during annual leave).

Additional attendance monitoring will be carried out via your placement provider's HR practices and they will be asked to:

- Only grant annual leave during the University Vacation Periods
- Inform the University of any sickness absences
- Inform the University of any periods of absence without approval, and record such absences in line with their own HR policies.

9.4 Enrolment

You must enrol as normal during your Year in Employment. If you fail to enrol, you will be at risk of having your sponsorship revoked, and if you have not enrolled after the end of the official enrolment window, your sponsorship will be terminated.

You will be required to go through International student check-in at the University when you return after your placement year.

9.5 Visa conditions whilst on placement

To meet the terms of your visa you must demonstrate (and the placement provider must provide upon request by the University, the Home Office, or its agencies) your attendance, your engagement with learning outcomes of the Year in Employment via Blackboard blogs, and your progress in your placement.

9.6 Termination of a placement for students on Tier 4 visas

If for any reason, your placement terminates within the first 2 weeks of the standard academic year the following applies:

- You must inform the Placements Team immediately
- There will be a two week period in which to find and commence a new placement
- If unsuccessful in securing another placement, you will not be able to return to your original degree programme without agreement from the Head of University Admissions, and the Home Office will be informed of the change in your SMS.
- If your placement terminates two weeks or more after the commencement of the standard academic year, your Tier 4 visa sponsorship will be removed and you will not be able to remain in, or re-enter the UK. You will need to apply (and pay for) a new visa prior to resuming your studies in the next standard academic year.

9.7 International Placements for Students on Tier 4 Visas

If you undertake a Year in Employment outside of the UK, you are responsible for any local visa requirements and must speak to the Visas and Immigration Student Advisory Service for guidance on reapplying for your visa for your final year(s) of study. In most cases, the University of Southampton will need to cease sponsorship of your visa during your placement. Prior to resuming your studies after the Year in Employment, a further CAS will be raised and you will need to make a new visa application from your home country