

POLICY ON STUDENT PLACEMENTS (ACADEMIC AND WORK)

Summary

Heriot-Watt University is keen to offer students the opportunity to broaden their learning experiences beyond their programme of study.

The *Policy on Student Placements (Academic and Work)* sets out the key requirements for all credit-rated placements (both compulsory and optional).

The policy is accompanied by detailed guidelines on work placements and academic placements (there are separate guidelines for exchange and individual study placements).

Definitions

1. Academic Placement

An agreed or negotiated period of learning in the form of study at another HEI and undertaken for the whole or part of an academic year. Available as part of an exchange agreement or as an individual study placement.

2. Work Placement

An agreed or negotiated period of learning undertaken in an industrial, business or other work environment for the whole or part of an academic year. Part of the summer vacation may be included.

Policy on Student Placements

In October 2012, the Senate approved, for implementation from 2013/14, a **Policy on Student Placements (Academic and Work)**. In May 2017, the policy was extended to include Graduate Level Apprenticeships (GLA's).

The policy specifies a series of key principles which the University, Schools and individual staff members must meet in relation to both academic and work placements. It is designed, however, to be sufficiently flexible to allow for local variation. The principles apply to the areas of:

- **Responsibilities and Management**
- **Design and Approval**
- **Guidance and Information**
- **Staff Expertise**
- **Monitoring and Evaluation**

Operational matters are covered in the guidelines:

- Guidelines on Work Placements (maintained by the Careers Service)
- Guidelines on Academic Placements (maintained by Go Global)

The Guidelines were approved by the Quality and Standards Committee in January 2013 and February 2014.

Scope

The Student Placement Policy:

- applies to all **credit-rated** periods of learning undertaken by a registered HWU at an external organisation.
- may be a compulsory or optional part of the student's programme.
- may be in the UK or overseas.
- for work placements, may be paid or unpaid.
- for optional placements, may be recognised through an additional certificate or diploma.
- for compulsory placements, will be incorporated in the programme award.

Exclusions

The Student Placement Policy does not cover:

- Any extra-curricular, non-credit-rated work
- Any extra-curricular period of learning not approved as an individual study placement
- Period of study at another HWU campus: *see* <https://www.hw.ac.uk/services/docs/studentlocationpolicy.pdf>
- Research degree placements: *see* <https://www.hw.ac.uk/services/docs/cop-pgr.pdf>

References and Further Information

Contact: hwexchange@hw.ac.uk (exchange and individual study placements); careers@hw.ac.uk (work placements)

Student Placements Policy and three sets of Guidelines, see Learning and Teaching Policy Bank: <https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm>

Learning and Teaching Briefing Papers

This briefing paper has been produced by Quality and External Partnerships and is one of a series related to Learning and Teaching. The briefing papers aim to provide a concise, informative overview of key policies, and include links to relevant procedures and templates.