



WORK OR STUDY PLACEMENTS OUTSIDE THE UNITED KINGDOM: CONDITIONS OF PARTICIPATION

Please read this document carefully and sign a copy of the Conditions of Participation Declaration (the "Declaration") where indicated and return a copy to the Placement Co-ordinator in your School. You should retain a copy for your records.

This document relates primarily to periods of study or project work. Where the period to be spent outside the United Kingdom is for the purpose of work placement, you may be required to sign additional forms. Please contact your School Placement Organiser. All references to the University are references to Queen's University Belfast. **All references to the host institution are to the institution you will be attending while studying abroad or, in the case of work placement, your employer.**

1. The University wishes your international study or work experience to be beneficial and so, while the University has made a judgment as to the suitability of the host institution and the courses/work placement it has to offer, you must also satisfy yourself in advance that the host institution and proposed placement is acceptable to you. If you have any concerns about your proposed host institution, you should raise these in advance with the member of staff at the University responsible for organising your placement.
2. Before arriving at the host institution you must undertake any programme of preparation offered by the University and attend pre-departure preparation or briefing meetings of which you are notified. You may be required to reach a prescribed level of linguistic competence prior to departure.
3. You should be aware of any health requirements for the location of your host institution or of vaccinations that should be undertaken prior to departure. It is your responsibility to ensure that you can comply with these requirements and that you receive the appropriate vaccinations. For further information visit **www.fitfortravel.scot.nhs.uk**. The University reserves the right to request proof of compliance in both regards prior to your departure. You should seek medical advice regarding any pre-existing medical condition or disability, and inform your School Placement Organiser so that, where applicable, appropriate arrangements may be made in the host institution.
4. You must consult the Foreign & Commonwealth Office website at www.fco.gov.uk and read the *Country Advice & Tips* for your country of destination.
5. You should familiarise yourself with the Queen's Insurance Guide to Student Placements, which provides a summary of the University's insurance cover that is relevant to placement students. The Guide is available at www.qub.ac.uk/directorates/FinanceDirectorate/Insurance/StudentWorkPlacements/

It is your responsibility to ensure that you have adequate insurance coverage for your placement. Further information may be obtained by contacting the Insurance section at Queen's, Email, insurance@qub.ac.uk or Telephone 028 9097 3022

6. Students undertaking their placement in another European country are also advised to obtain a **European Health Insurance Card (EHIC)**; this entitles the bearer to receive aid in case of urgent medical necessity in any EEA country or Switzerland. You are eligible to obtain an EHIC if you are ordinarily resident in Great Britain or Northern Ireland and you are a national of the UK, Ireland or any other EEA country. You can apply for an EHIC on line at www.dh.gov.uk/travellers. The EHIC is free of charge. Further information on the EHIC is available on the Department of Health's website at: www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx
7. While the University and host institution may provide assistance to ensure that suitable accommodation is secured, the final responsibility for making such arrangements and paying the necessary rent will be yours.
8. The University will notify you of potential sources of financial assistance available to students who undertake study or work abroad. Please note that by signing the attached Declaration you acknowledge that the sole responsibility for financing any period at the host institution lies with yourself, and is not the responsibility of the University.
9. You will be informed of the names of staff at both the University and the host institution as main points of contact. If the University has not notified you of these names, then ensure that you request this information before departure.
10. The University would remind you that during the period abroad you will be an ambassador for the University and must conduct yourself accordingly at all times. Any disciplinary procedure which may be invoked against you by the host institution may, therefore, also result in disciplinary action being taken by the University. You must at all times adhere to any procedures, rules or codes of conduct of which you are notified either by the University or the host institution.
11. Following arrival at the host institution you must participate in any induction programme required by the host institution so that you are familiar with the policies and procedures applicable to you during the period.
12. You are required to report to the University on completion of initial enrolment at the host institution by providing a finalised Learning Agreement and confirmation of attendance, and giving brief information on content, hours and assessment arrangements, or, in the case of work placements where projects are being undertaken, report on the initial stages of work.
13. If you have any queries relating to your placement following arrival, you should raise these with the designated contact at the host institution/employer. You are expected to contact your School Placement Organiser at Queen's University, should any academic or pastoral problems arise and you are responsible for doing so. While every effort has been made to ensure that the courses/work placement offered by the host institution are appropriate, you are required to inform the University immediately if you have any concerns in this regard.
14. For study placements, note that marks sent from the host institution will be subject to the scrutiny of a University Board of Examiners and will normally be subject to conversion into the Queen's marking system.

15. In addition to the lecture courses and assessments you undertake at the host institution or the projects you undertake during work placement, you may be required to complete work in the form of a dissertation, other written work or an oral examination on return to the University.
16. To monitor your progress the University will maintain regular contact with you (through email or other channels) during your period of study or work outside the UK. There will also be a clear schedule for submission of any study material or progress forms. You will be responsible for ensuring that you acknowledge such contact and comply with the schedule.
17. Upon return to the University you will be required to provide a brief practical report on the experience. You may also be required to attend an interview to help with the assimilation of your experience, ease your return to the University, and provide information to the University on the host institution. In addition, Erasmus students will be required to complete a report for the Erasmus National Agency.
18. While the University will use all reasonable endeavors to ensure that the study/work placement arrangements are fulfilled as described, it reserves the right to make variations to the location or the programme, and in certain circumstances to suspend or cancel the arrangement. The University will endeavor to provide as much notice as is reasonably practical in the circumstances of any such changes.
19. By signing and returning the attached Declaration (WP-EXUK1) you are acknowledging receipt of the information contained in this document.

Form WP EX UK 1



WORK OR STUDY PLACEMENT OUTSIDE THE UNITED KINGDOM

DECLARATION

I hereby acknowledge that I have read this Conditions of Participation document and that I understand the obligations I am undertaking as a result of participation in this scheme of work or study with a host institution. I also confirm that I have been given all the information to which the document refers.

I understand that generally Queen's University Belfast:

- cannot eliminate all risks from work/study abroad environments, or assure the safety of participants;
- cannot assure that UK standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.

I understand that

- as a participating individual, I am responsible for my own daily personal decisions, choices, and activities;
- the University cannot prevent participants from engaging in illegal, dangerous or unwise activities.
- UK values and norms may not apply in the host country.

I confirm that I will obtain/have obtained* any required health vaccinations.

** delete as appropriate*

I understand that it is my responsibility to obtain adequate medical, belongings and travel insurance cover.

Print Name

Placement Type (tick box)

Degree Programme

Erasmus

Signature

University Exchange Programme

Work Placement

Date

One signed copy to be returned to your Placement Office at least one month before your planned departure date.