

## **Professional/Industrial experience terms and conditions for students**

These terms and conditions apply to all experiences undertaken by Students with Host Organisations. This includes Placements, Internships, Business insights, Short professional experiences and Volunteering.

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The University requires students to:

1. Use Your best endeavours to achieve the objectives of the experience as agreed in writing with the University and Host Organisation.
2. Abide by the rules and regulations of the Host Organisation.
3. Not do anything which may bring the University and/or Host Organisation into disrepute.
4. Behave and act as an ambassador for the University prior to, during and after the placement experience.
5. Comply with the University's student regulations as normal during the experience - <https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/index.aspx>
6. Comply with all local and national laws of the country where the placement is taking place.
7. Attend University pre-departure and post-experience briefing sessions as required.
8. Notify the University promptly of any personal factors that may affect the level of risk of the experience to You, the Host Organisation or the University.
9. Notify the University of any personal factors where the University and Host Organisation could seek to provide reasonable support or adjustments.
9. Report any incidents in which You are involved and any health and safety concerns arising on the experience.
10. Keep the University informed of any issues which arise in connection with the experience which may pose a risk to You, the University, the Host Organisation or the good relationships between these parties.
11. Contact the University for support if You are experiencing any problems during the experience that could be detrimental to Your wellbeing, to the Host Organisation or the University.
12. Complete and return, by the given deadline, all documentation required by the University.
13. Comply with all reasonable requests made by the University in connection with the experience.

14. Consult with the University prior to discussing any changes to the terms and duration of the experience with the Host Organisation.
15. Facilitate and attend visits from University staff visiting your Host Organisation, including Placement Tutor visits if You are on a placement year.
16. Read your University emails and respond to communications from Your tutors and other University staff concerning the Professional/Industrial experience.
17. For experiences abroad, obtain the appropriate visa where needed and complete the required immigration formalities.
18. For experiences abroad in Europe, obtain and carry a European Health Insurance Card entitling You to reduced-cost state provided healthcare.
19. Understand that the University's insurance will cover personal accidents or injury to the Student provided that such accident or injury is not due to the negligence of the Host Organisation.
20. Understand that the University's insurance does not cover the Host Organisation's legal liability to You as an employee or a student undertaking a Professional/Industrial experience. Host Organisations are required to confirm to the University in writing that they have adequate public liability and employer liability insurances in place to cover Students that they host.
21. Understand that a criminal act committed by the Student is not covered by any insurance.
22. Understand that the University will not discuss details of Your experience with any third party apart from the Host Organisation, including parents, friends and relatives, unless You have given written consent.
23. Pay the placement year fee if going on a sandwich placement.
24. Pay all travel and accommodation costs associated with the experience, unless the University has agreed in writing to contribute to Your costs.
25. Comply with the University's attendance monitoring requirements in relation to the experience.

**October 2018.**