



## **PLACEMENT TERMS AND CONDITIONS**

Some of our programmes offer an optional work placement as an opportunity to gain relevant industry experience as part of your course. If you are interested in undertaking a work placement, please read the terms and conditions below to ensure you understand the personal commitment and processes involved:

1. A placement is a period of specific industry experience that is relevant to your degree course.
2. Not all degrees allow students to add a placement year. DMU applicants and students should check placement options in the 'Key Facts' section of the relevant course entry on the DMU website.
3. The placement is assessed by the university on a pass/fail basis. A Placement Tutor will be assigned to support your learning and will usually visit you during the year.
4. The current placement year fee is £650 for home/EU students and £750 for overseas students. Home/EU students may be eligible for tuition fee and maintenance loan support from Student Finance England (or relevant body).
5. All participating students are required to pay all travel and accommodation costs associated with their placement.
6. **Undergraduate** sandwich year placements take place following successful completion of the second year of study (level 5) and must be followed by a full final year of study. The placement begins between June and September, depending on the employer, and lasts for 12 months.
7. **Postgraduate** sandwich year placements:
  - September start students:** Placements take place following successful completion of all your taught modules and before you begin your final project report/dissertation. The placement begins between June and September, depending on the employer, and lasts for 12 months.
  - January start students:** Placements take place following successful completion of your first set of taught modules. The placement begins between June and September, depending on the employer, and lasts for 12 months.
8. Placements are usually full-time.
9. Recruitment for placements is competitive. All students will need to apply for roles proactively and succeed at placement interviews. The outcome is decided by the employer and **no student is guaranteed a placement.**
10. Employers advertise and recruit for placements up to one year in advance, so it's important to start applying as soon as possible.
11. The Placement Team in your Faculty will offer a full programme of support to help you apply for placements, including:
  - Inviting you to attend a Placement Introduction Talk
  - Advertising placement vacancies on MyGateway (DMU careers portal)

- Providing individual CV advice, interview preparation and application support
- Training sessions and workshops

It is the student's responsibility to engage with this support, to attend meetings and events organised by the Placement Team, to actively write applications and attend employer interviews when invited. Students who do not engage with this support may significantly reduce their chance of securing a placement offer from an employer.

12. If your request to undertake a mode of the course that includes a work placement is approved, we will, within Tier 4 rules, extend the dates on your Confirmation of Acceptance for Studies (CAS) to include the potential work placement, which will impact on the end date of any visa you are issued that was applied for using that CAS.
13. If you have a visa that includes a period to include a work placement, but do not subsequently undertake a work placement your course will finish before the end of your original sponsorship period. The university will notify UK Visas and Immigration (UKVI) of the change in your expected course end date and your visa will be curtailed (shortened) in accordance with your earlier course end date. This change will be recorded on your immigration record with UKVI.
14. The length of time you are sponsored at the start of your course may contribute towards your overall time limit to study in the UK, even if the visa is subsequently curtailed.
15. If you do not select the option of a work placement, the dates on your CAS letter will not include a potential placement. If, after arriving, you decide you wish to undertake a placement, we may be able to accommodate this. However you would need to make an application extend your Tier 4 visa to include the placement. You would need to return to your home country to make this fresh Tier 4 application and there is a risk the application could be refused, depending on UKVI's appraisal of your circumstances at that time.
16. Further information about placements is available at [dmu.ac.uk/placements](http://dmu.ac.uk/placements)

**INTERNATIONAL APPLICANTS ONLY:**

I confirm I have read and understood all the information above and would now like to be considered for a CAS to include a period allowing for a work placement opportunity as part of my offer. I understand sandwich year placements are only possible for some courses and I have checked that my chosen course offers a sandwich year option. Please follow this link: [dmu.ac.uk/caswp](http://dmu.ac.uk/caswp)