

Undergraduates

Your guide to Professional Placements

2019-2020 Edition

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1. Introduction to Professional Placements

Professional Placements – getting started

Undergraduates studying any degree discipline are able to do a Professional Placement. Whether you already have a placement year built into your course, or are only just considering the possibility of a placement, the Careers and Employability Centre can help you.

If you would like to convert your three-year course to a four-year course by adding a Professional Placement year to your degree, you will need to secure a placement before the start of your third year. See our timeline in Section 4 of this guide for details on what you need to do and when you should be doing it.

Doing a professional placement is your choice. As soon as you have made your decision to apply for a placement, complete this form: <http://bit.ly/placement-interest> (not necessary if you are already on a 4-year 'with placement course').

We will then be able to self-enrol on the 'Planning a Placement Year 2019-21' Canvas site¹, and join our placements mailing list, to ensure you receive relevant information about events and vacancies. You will also gain access to your personal Placements Tracker (see Section 6)

We suggest that you speak with your Academic Adviser, (Academic Success Advisor in the Business School) who will be able to refer you to the lead Placements Tutor in your department (if applicable). Please contact the Placements Team if you are having difficulty finding the right person in your School of Study to talk to about placements: placements@sussex.ac.uk

¹ Planning a Placement Year 2018-20 for current 2nd-years

2. What is a Professional Placement – and why is it so valuable?

A placement is a period of employment, lasting at least 40 weeks, taken between years two and three of your degree programme.

Why do a placement?

- With many graduate jobs requiring relevant work experience, it can seem difficult to know how to get experience while studying full time. Doing a placement is a great solution.
- Often, when returning to university, students experience increased motivation for their studies, and evidence suggests that placement students go on to achieve higher than previously predicted final marks.²
- Employers often use a placement year to recruit for their graduate programmes. If you impress during your placement programme, you may be offered a position for after you graduate.
- If you are interested in improving your language skills, you may want to consider doing a placement overseas. You don't need to be studying a language degree, as the business language of many organisations is English.

How it works

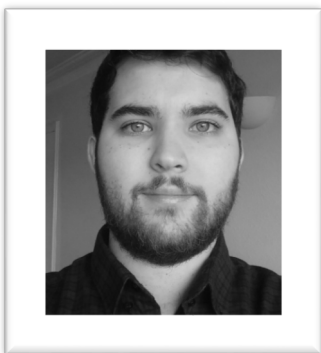
- You will be supported to undertake a placement in a wide variety of organisations, in any location worldwide. Companies vary from small-to-medium sized enterprises to large organisations.
- Placements are academically assessed. You will submit Placement Learning Logs on a regular basis to record your progress at work, and you will be set an academic piece of work by your school of study to consolidate your learning. This is submitted at the end of your placement.
- You will be an employee doing real work, but your employer will also have in place a programme of training and/or mentoring. You should receive regular feedback from your employer and you may even participate in their appraisal scheme.
- Your placement will be at least 40 weeks of full-time work in duration.
- To make sure you get the most out of your placement, the University will only approve opportunities where suitable training and mentoring schemes are available to you. We will remain in contact with both you and your

² A study by the University of Ulster provides evidence of an increase in overall degree classification for students who undertake a placement year (Green et al, 2011, 'Perspectives on Pedagogy')

employer throughout your placement, to ensure your development and contributions to the company are progressing as expected.

- The process of applying for a Professional Placement is competitive. You will not be 'placed' into one. Instead, you will need to do a lot of preparation and research to give yourself the best possible chance of securing a placement which suits your aspirations. The Careers and Employability Centre and its dedicated Placements Team will support you throughout the process.

Jack's top tips



Name:

Jack Turner

Course:

Biochemistry BSc

Placement:

National Institute of Medical Research - part of the Medical Research Council

<https://www.mrc.ac.uk/>

“

My advice for current first years is to prepare your CV now! Once you have one you are happy with, the application process is fairly easy.

Don't forget that your placement year (and the reference you gain at the end!) could be your key into the jobs market.

”

3. Where can I work?

There are hundreds of placement opportunities available each academic year. Some will specify a particular degree; many are available to students of all degree disciplines. Here are examples of Professional Placements that are open to students from any degree:

Volkswagen – Operations and Support – Milton Keynes – £17,500) per year

You'll be working in our busy and diverse sales chain, assisting with the communication, management and performance of existing sales development programmes.

You'll provide cross-team support for a range of operational work to improve the efficiency and effectiveness of our sales activity, helping to achieve our volume, growth and customer satisfaction ambitions. This role will include operational tasks and project management across our retail network.

To be successful in this team you'll have strong commercial awareness and organisational skills, as well as a keen awareness of customer and employee needs. The roles here suit a detail-focussed individual with a determination to solve problems and raise standards.

Walt Disney Company – Brand and Consumer Insights – London - £21,000 per year

We have a research internship within the EMEA (Europe, Middle East and Africa) Brand and Consumer Insights team.

Every year the Research & Insight team hires the brightest individuals for a 12-month internship, offering the opportunity to gain first-hand experience in an incredibly successful company, working on exciting brands such as Disney, Disney Pixar, Marvel, and Star Wars.

The Research team's core responsibility is to represent the voice of the consumer within the business. To deliver insights, market context and understanding to both our internal and external stakeholders, to help them better understand how consumers think, feel and behave. We act as the experts on consumers to make sure our colleagues around the business can tailor their strategies to consumer needs, which in turn keeps Disney relevant, meaningful and successful.

Sussex Innovation Centre – Catalyst Placement – Falmer, Brighton - £18,000 per year

Catalyst is a unique opportunity, delivering real projects for growing companies. It was created to support growth and jobs in our local community.

We have over 170 local companies in our network, with a vast range of solutions, technologies and products. Our team work with around 16 companies over the year on a wide variety of projects - such as sales, marketing, social media, event support, business administration, statistics, design - everything that a company needs to start- and keep - growing.

It is the ideal way to work with lots of companies to have a tangible impact, and along the way you learn a lot about yourself - what roles you like, and don't, industries of interest and a lot more in between.

I was working with over 20 local businesses with real business-related tasks, I felt I had a genuine impact on the success of these organisations by meeting their needs. Whether I was based at a computer, or helping on-site with an event, I felt my work was making a real difference, and I could see its impact on people.



Matt Chapelle
2018-19 Catalyst placement student
Business and Management

This is just a small selection of hundreds of placements we advertise each year on our online portal, CareerHub: careerhub.sussex.ac.uk/students/jobs

4. Professional Placement timeline

All the information you need about placements can be found online, but here is an overview of what you will be doing and when you will be doing it:

Before you arrive at Sussex:

- start researching companies/organisations you would like to work for
- try to gain work experience – including internships, insight days and part-time work. All work experience is valuable and adds to your CV

In your first year at Sussex you will:

- attend an 'Introduction to Placements' talk
- work through Planning a Placement Year in Canvas
- develop a CV that is ready to send to employers
- compile a list of organisations you would like to apply to

In your second year at Sussex you will:

- apply for Professional Placements
- attend a 'Guided Placement Search' practical workshop
- attend a 'Placement support for 2nd years' workshop
- be assigned a Placement Tutor for the coming year (see Section 8 for more information)
- Attend a 'Placements Pre-departure Briefing'

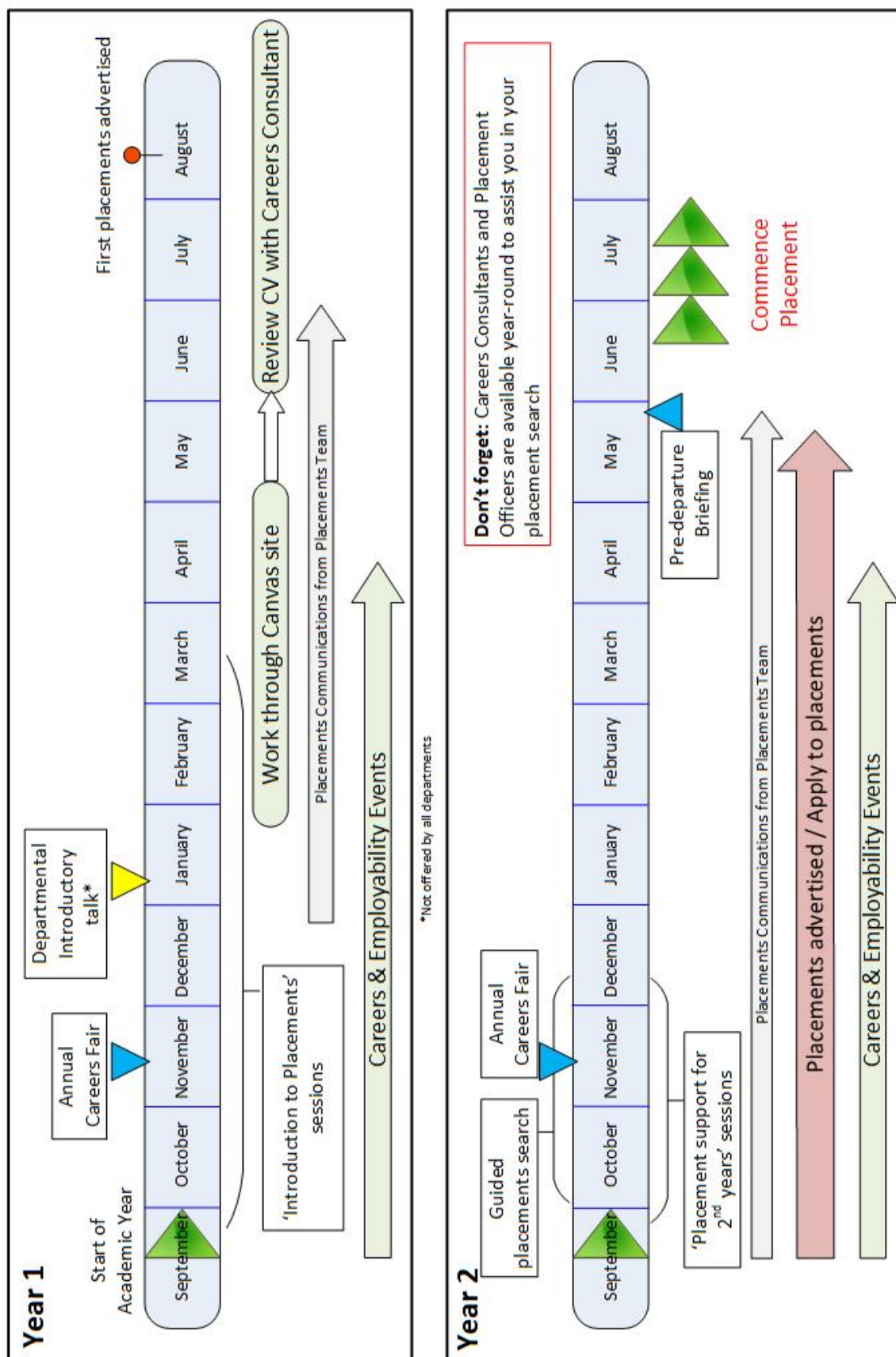
In your third year you will:

- work full-time for an organisation whilst on placement
- submit regular learning logs for your tutor
- submit an assessed report at the end of the academic year (the deadline will be set by your school of study)

In your fourth year at Sussex you will:

- apply the skills, knowledge and experience you have gained to the final year of your degree

Placements Preparation Timeline



5. The Placement Preparation Programme

The Placement Preparation Programme (PPP) is designed by experts to give you the information and skills you need to successfully apply for placements. You will have access to the Canvas site, 'Planning a Placement Year', which takes you through the application stage – from sourcing a placement to securing a placement. You will learn how to put together excellent applications, speculatively approach companies, master interviews and assessment centres, and many more key skills. The information is supported with worksheets, video clips, and the opportunity to have your CV reviewed by a Careers Consultant.

But there's more! The PPP also includes:

- an introductory presentation, 'Introduction to Placements'
- a more detailed 'Planning your Placement Year' talk, including an introduction to the Canvas site (run as part of the 'Introduction to Placements' session)
- a group workshop for second years, 'Placement Support for 2nd years'
- 'Guided Placements Search' group sessions for second years
- weekly email newsletters full of useful information

We will also invite employers to talk to you about Professional Placements with their organisations and how to successfully apply for these opportunities. Employers will come to campus to run skills sessions and recruitment events, and to promote their Professional Placements.

The Placement Preparation Programme is complemented by a comprehensive range of events, workshops and employer briefings run by the Careers and Employability Centre. Key events include the annual Careers Fair in November and *Make it Happen!* in the spring term.

The PPP will help you:

- develop your CV and tailor it to different Professional Placements
- complete application forms with confidence
- prepare for interviews and assessment centres
- proactively approach organisations you would like to do a Professional Placement with
- hear from employers from a range of sectors looking to offer you a Professional Placement

6. Your Placement Tracker

To help you track your progress through the Placement Preparation Programme, you can use the personalised Placement Tracker in CareerHub.

Your Tracker shows you the stages that you have completed – and the stages you still have to work on. It's a great way to keep tabs on your progress and see what your next steps are.

How do I complete the stages?

Simply follow the instructions for that stage. You may need to book in to and attend an event, or submit a form. Once you have completed the required task, it will automatically be ticked off – you don't need to do anything further.

How do I access the Tracker?

You can access the Tracker through your CareerHub Dashboard:

<https://careerhub.sussex.ac.uk/students/dashboard>

For more information on the Placement Tracker, see

<https://careerhub.sussex.ac.uk/students/infopages/detail/5>

Placements Tracker

Personalised tracker for students who will be on placement in academic year or **2020-2021** or **2021-2022**

For more information about the Placements Tracker, see [What is the Placements Tracker?](#)

Answers to the most commonly asked placement questions can be found here: [FAQs](#)

These stages should be completed in your first year

☒ Introduction to Placements

☐ Canvas: Planning a Placement Year

Alongside attending the introductory session, you should work through the Canvas site 'Planning a Placement Year'. Please use the link below to access the site:

[Planning A Placement Year](#)

☐ CV Review

After working through the Canvas site you should submit your CV for review by a Careers Adviser. The link for submitting your CV is available in the Canvas site.

Once your CV has been reviewed this stage will show as 'Complete'.

Please do not submit your CV for review via 'Ask a Question'.

If you have had your CV reviewed but this stage is not showing as 'Complete', please email placements@sussex.ac.uk

These stages are completed in your second year

You should start seeking and applying to placements from the September in your second year. For more information on dates, see [When are placement vacancies advertised?](#)

7. How to succeed in finding a placement

Stay committed during the process by:

- keeping up to date with all communications from the Placements Team and your tutors (open and read all emails, attend employer events)
- attending any scheduled meetings with your Placements Officer
- discussing your proposed Professional Placement with your Academic Adviser
- actively searching for Professional Placements on CareerHub and doing your own research; set aside time each week for this research and to work on applications
- getting feedback from Careers Consultants at the Careers and Employability Centre before submitting applications
- keeping the Placements Team up to date with your progress: inform us of any interviews and contracts of employment you are offered
- responding to employer contact in a timely and professional manner, including: confirming you will be attending an interview, and withdrawing all outstanding applications as soon as you have accepted a contract of employment

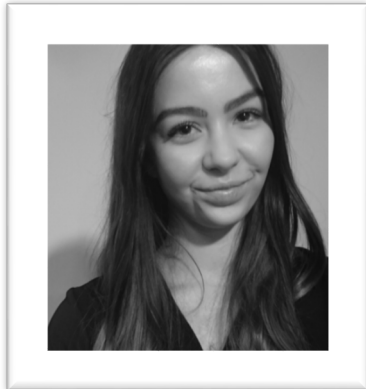
Important: You will be searching and applying for a Placement in addition to your studies. You will need to be prepared to manage your time effectively. **Find out about time management on Skills Hub:** <http://www.sussex.ac.uk/skillshub/?id=291>

To support you in this process the Careers and Employability Centre will:

- provide the opportunity for one-to-one guidance with Careers Consultants who can help you think about the right Professional Placement for you, give you feedback on your CV/ application forms, help you prepare for interviews and all other aspects of the recruitment process
- Provide up-to-date and relevant online resources
- support you in generating your own Professional Placement
- work with employers, both local and national, to promote the benefits of hiring a Sussex placement student
- hold employer events on campus with employers offering Professional Placements
- search for and advertise Professional Placements via CareerHub:
<https://careerhub.sussex.ac.uk/students>
- Respond to your queries quickly and effectively
- regularly email you with the latest Professional Placements and relevant events

Please notify us if you no longer wish to pursue a Professional Placement:
placements@sussex.ac.uk

Maddie's top tips

**Name:**

Maddie Drabble

Course:

Law LLB

Placement:

GE Healthcare, Legal & Compliance team

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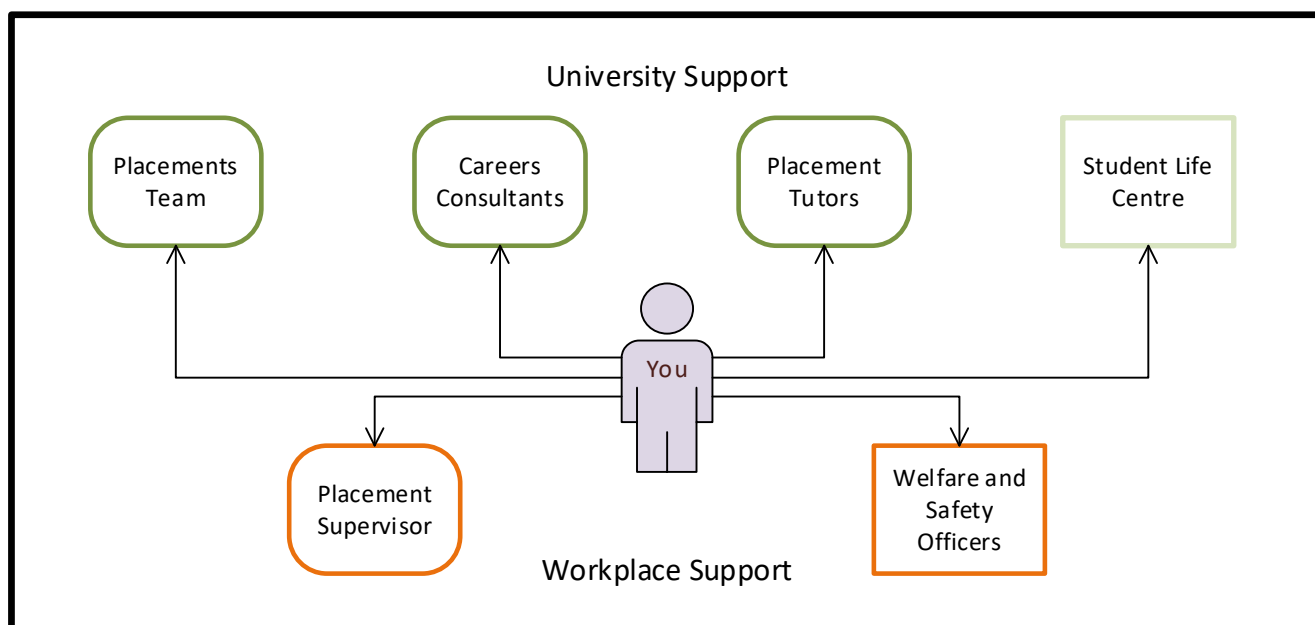
Organisation is key – start looking early and block out time each week to dedicate this to researching placements. Treat it as an extra module and be prepared to spend time on the process.

Apply to open positions as early as possible – especially if they recruit on a rolling basis. Quality not quantity – be really thorough with your research.

”

8. How the University will support you

While you are on your Professional Placement, you are still a student at Sussex. The University and all its support services will continue to be available for you to use. Therefore, it is important that you understand exactly what help is available. Problems can be discussed within the workplace but do not hesitate to contact the University if you have concerns you do not feel comfortable raising with your employer.



Most support is based on campus, and you are more than welcome to come in and see us, but all of the services can also be accessed through email, over the telephone, or online. The details for each, and how they can help you, are listed overleaf.

Your Academic Adviser or departmental Placement Tutor will also be able offer you support, so we recommend that you discuss your plans with them.

University resources

The Placements Team at the Careers and Employability Centre:

Email: placements@sussex.ac.uk

Telephone: 01273 872528

The Placements Team are available to help you with searching for a Placement, and the paperwork that needs to be completed once you have secured it. The Placement Preparation Programme is supported by a Canvas site (an e-learning portal) that will provide all of the information and materials you require.

While you are on your Professional Placement, the Placements Team are on hand to help you with any questions or issues. It is also a good idea to keep in touch and let us know how everything is going. We can offer advice on workplace issues, whether that is working relationships, disciplinary issues or health and safety. Please let us know if you have any concerns about your welfare or your job.

Students in the Business School can contact dedicated Placement Officers:

Email: business-placements@sussex.ac.uk

Advice at the Careers and Employability Centre:

Email: careers@sussex.ac.uk

Telephone: 01273 678429

Website: www.sussex.ac.uk/careers/aboutus/advice

Appointments (via CareerHub): careerhub.sussex.ac.uk/students/appointments

The Careers Consultants team offer advice and guidance that will enable you to explore your options. The experiences you have during your Professional Placement can help you develop career ideas. Talking to a Careers Consultant is a great way to start thinking about how to use that experience to make choices in the future and how to present your experience to employers.

The SkillsHub website outlines the range of workshops and online support available to help you balance searching and applying for Professional Placements with your coursework: www.sussex.ac.uk/skillshub

Student Life Centre

Email: studentlifecentre@sussex.ac.uk

Telephone: 01273 876767

Website: www.sussex.ac.uk/studentlifecentre

The Student Life Centre can help you with problems outside the workplace. These may relate to housing, finance, mental and personal health or diversity. They can also help with some elements of academic study, such as mitigating evidence or course options. You can make an appointment with Student Life through your Sussex Direct login, by clicking the 'Study' tab.

Placement Tutors

Your Placement Tutor will be an academic from your department, and is the first point of contact for academic concerns. They will mark your assessments and monitor your progress, so if you need academic advice, contact your Tutor first. Your Placement Tutor will also visit you while you are at work. This is a great opportunity to show them what you are doing and make them aware of any additional support you may need.

You will find out who your Placement Tutor is once you have secured a placement. If you don't know how to contact your Placement Tutor please let the Careers and Employability Centre know: placements@sussex.ac.uk

Workplace resources

While you are on your Professional Placement you will have an appointed Workplace Supervisor. It is likely that they will supervise you for the duration of your Professional Placement. You should be able to discuss the majority of workplace concerns with them. If you feel that you are unable to do this then please let the Placements Team or a senior member of staff in your workplace know.

There may be alternative staff members you can approach with questions or concerns. Take time during the first few weeks to familiarise yourself with the services available to staff and find out as much as you can about the support on offer.

Workplace Supervisor

The Careers and Employability Centre has the name of your Workplace Supervisor on file and it is important that this is up to date. If your Supervisor changes (for example, leaves the organisation), please inform the Placements Team.

9. Student finance and employment law

This section is particularly subject to changes in Government policy and legislation. The information is correct at time of printing and is provided in good faith.

The University of Sussex supports **paid** Professional Placements. The Careers and Employability Centre advertises a wide range of Professional Placements relevant to Sussex students. If a Professional Placement is advertised on CareerHub, you can be confident that the employer has advised us that the work is of a relevant level, and that it is paid at least the National Living Wage.

During your Professional Placement, you will be treated as an employee of the organisation, issued with a contract of employment, and enjoy the rights and responsibilities of being in employment.

Unpaid placements

The University of Sussex only approves Professional Placements that pay a salary of at least the National Living Wage: <https://www.gov.uk/national-minimum-wage-rates>.

Many Professional Placement vacancies advertised on CareerHub will pay significantly more.

Professional Placements can, however, be funded in different ways. In certain circumstances you may receive a bursary from a government or professional body rather than a salary from your employer.

Unpaid service placements

If you are doing an **unpaid service placement**, you will be entitled to the same funding from Student Finance England that you received in previous years of your course.

Student Finance England considers unpaid service placements to be:

- an unpaid placement in a hospital or laboratory or with a primary care trust in the UK (or equivalent health authorities in Scotland, Wales and Northern Ireland)
- an unpaid placement in a hospital or laboratory or with an organisation in the UK relating to the care of children and young people's health or welfare
- an unpaid placement in a prison or aftercare service in the UK
- an unpaid placement in a University in the UK or overseas
- an unpaid placement in Parliament.

If you are doing your unpaid service placement in London or living at your parental home, you will need to indicate this on your finance application as it will affect the

amount of funding you receive.

You will not be entitled to a full Maintenance Loan if you are doing an unpaid placement that falls outside the categories above. Instead you will qualify for the 'reduced rate' Maintenance Loan, which is considerably less than the full amount.

Please note that being eligible to apply for these funds does not guarantee that you will be successful in your finance application. Please contact the Student Life Centre if you have any concerns about your finances.

Placements with charities and Non-Government Organisations (NGOs)

The exception to our policy on unpaid Professional Placements is working for charities and NGOs. These organisations operate on a 'not-for-profit' basis and it is more likely that their employees work as volunteers. Working for a charity or NGO means you are less likely to be issued with a contract of employment but should still expect to sign a 'Volunteer Agreement' with the organisation: www.gov.uk/volunteering/volunteers-rights

As above, you will only be entitled to the reduced rate Maintenance Loan if you are doing an unpaid placement that falls outside the categories listed previously. Please note that it is Student Finance England (or equivalent) who determine what qualifies as an Unpaid Service Placement, not the University of Sussex.

Placements outside the UK

UK employment law does not apply to overseas work. While it is likely that countries will have their own legislation covering this it is important that you have a clear understanding of your rights and responsibilities as an employee in the country you will be working in.

The Careers and Employability Centre supports Professional Placements that are worked fully or partially outside of the UK. If you wish to pursue this type of Professional Placement, we suggest that you book to see a Careers Consultant for expert advice early in the process.

Placements in London

You can apply for an 18+ Student Placement Oyster Card. The Placements Team can help you apply. Check your eligibility and how to apply here <https://tfl.gov.uk/fares/free-and-discounted-travel/18-plus-student-oyster-photocard?intcmp=54727>

10. International Professional Placements & Erasmus+



Erasmus+

Erasmus+ funding is not expected to be available for placements after the 2019-2020 academic year. This is due to the UK's decision to leave the European Union.

Should the situation change more information will be available on the University's Brexit information site: <https://www.sussex.ac.uk/brexit/current-students>

Working internationally is a great way to gain experience, not only of how to work in a professional setting but also how to work in a diverse and international workplace. This sort of experience is highly valued by employers and can be used to demonstrate a broader range of skills.

Issues to be aware of when considering doing your Professional Placement internationally:

Applying

The application process may be more complex than for UK placements; you may be interviewed via Skype or even need to fly out to the country to interview in person.

Health and safety

Although some international placements may seem risky due to their location, this is not a barrier provided that effective risk assessments are carried out. Both you and the University should check that health and safety standards, similar to those in the UK, are being met.

You should also ensure that you have fully comprehensive insurance cover for accident and health, which will impact on your budget. We will ask you to confirm your insurance cover.

Visa requirements

It is your responsibility to research the visa requirements for the country you are planning to work in; this may also be an additional cost to you.

Costs

Undertaking a placement internationally may mean that you incur travel costs. Some employers may cover these but that is not guaranteed. Make sure that you clearly understand what you are paying for and what costs may be covered before you embark on a Professional Placement. Check with the Placements Team if you are concerned about any additional costs or charges.

For more information on International Placements, visit

www.sussex.ac.uk/careers/gettingexperience/placements/international

11. You've secured a Professional Placement: What next?

Complete and sign an agreement form

The Placements Team at the Careers and Employability Centre will issue an agreement form that you will need to complete. We will then forward this form to your employer to complete to confirm your placement. Once your employer has done so your Professional Placement will be sent to your department for formal approval.

*Please note: The deadline for informing us that you have secured a placement is **31 July** in your second year. After this date, we cannot guarantee that your placement will be approved by the University.*

Carry out a risk assessment (where necessary)

You may also be asked to complete, with guidance from us, a risk assessment to identify any hazards surrounding your placement and how to minimise any risk. You will be contacted if this is necessary.

Read the pre-departure documents and attend a pre-departure briefing

The University will give you the opportunities to ensure you are fully prepared for your Professional Placement and know how to access all the University services available to you whilst on your Professional Placement. You will also be required to attend a briefing before starting your placement.

Attend your workplace induction

You should also be given an induction and training plan by your employer. Information and guidance on health and safety in the workplace will be provided by the University and your employer.

Obtain insurance if you need it

UK employers are required to hold employer's liability insurance, which will cover you for the duration of your Professional Placement. If you are travelling or working internationally for all, or part, of your Professional Placement you will need to get travel and health insurance to cover you if this is not provided by your employer. You will need to check this with your workplace supervisor.

Find out how you will be academically assessed

Academic assessment is the responsibility of your School. You will be informed about the details of your assessment and the assessment criteria you will be working to, which usually includes completion of a written report and poster. You will also be provided with an online Placement Learning Log to document and reflect upon your learning during the Professional Placement. Talk to your School to ensure you have this information prior to starting your Professional Placement.

12. Your Professional Placement year: things to consider

Tuition fees

You remain a University student whilst on Professional Placement and have access to University services, such as the Library and Student Life Centre. You will still need to pay tuition fees but at a reduced rate. For the most up-to-date information, please see: <http://www.sussex.ac.uk/study/undergraduate/fees-and-scholarships/undergraduate-fees/placement-fees>. Fees are set by the University but are also subject to change in national legislation.

Student loans

While completing your Professional Placement year you are still entitled to a Maintenance Loan. However, it will be at a considerably reduced rate (as you are expected to also be earning a wage). It is at your discretion whether or not you choose to apply to receive it. As with previous years you will be able to apply for funding through student finance and will receive your loan according to the University schedule.

Living arrangements

Accommodation can be a deciding factor in planning your Professional Placement year. It is important that you plan effectively and give yourself enough time to organise the details. This is another reason why it is important to be well prepared for applications during your second year and to be proactive about finding and securing your Professional Placement as early as possible. The University cannot assist you in finding accommodation, so these decisions are entirely your own. However, if you would like to speak to someone or have any concerns about housing the Student Life Centre can advise you.

Some employers offer assistance with accommodation or relocation. You will usually be provided with details on how to apply during the recruitment process.

Travel costs

Travelling to and from your workplace can be expensive and time consuming. We strongly advise that you work out how much travel will cost you and investigate ways of minimising the cost, for example using season tickets for bus and train travel.

13. Frequently asked questions

Please note that we are continually reviewing and updating our FAQs. For the latest answers please see <https://careerhub.sussex.ac.uk/students/resources/>

I want to do a Professional Placement! How do I sign up for the Placements Preparation Programme?

If you would like to register your interest in doing a placement year as part of your undergraduate degree, please complete the 'Placement Interest' form. Visit the link below, or search for the 'Placement Interest' form on CareerHub:

<https://careerhub.sussex.ac.uk/Form.aspx?id=243627>

I missed the Introduction to Placements workshops but would like to try and secure a Professional Placement. What should I do?

Fill in the form at the link above. There are several Introduction to Placements sessions. Look on CareerHub to see dates and times. If you are in your second year you will still be able to catch up using the Study Direct/Canvas site. Gain access by completing the 'Placement Interest' form. The Placements Team will advise you on what you should do next.

Can I undertake my Professional Placement year internationally?

You can undertake a Professional Placement anywhere in the world. We have supported students undertaking Professional Placements in countries as diverse as the Netherlands, Japan, Cameroon and Mexico. For more information, please see Section 9 of this handbook.

Can I do both a Professional Placement and a study abroad year?

You cannot do both a placement year and a study abroad year. You can only undertake one or the other. However, students of certain subjects are eligible to take a term abroad (subject to approval) during semester two of the second year. This option **can** be combined with a placement year.

I'm an International student, can I do a placement?

A Tier 4 (student) visa allows you to undertake a Professional Placement as long as it is an assessed part of your degree programme.

For full details on Tier 4 visas see the International Student Support pages:

<http://www.sussex.ac.uk/internationalsupport/immigration>

You also need to be aware of the five-year cap on degree level study that is currently in place in the UK when studying on a Tier 4 visa. Details on the cap can be found here:

www.sussex.ac.uk/internationalsupport/immigration/protecting.

What is the deadline for informing the University that I have secured a placement?

All of the administration to approve your placement needs to be completed by 31 July in your second year. Therefore, it is important to let us know as soon as you have been offered a placement.

What happens if I cannot complete my placement?

The Placements Team is here to support you. You should contact us immediately if you suspect that there may be a reason why you cannot complete your minimum term (40 weeks). We can intervene to help you overcome any obstacles to finishing your Professional Placement. If, after intervention, you are still unable to complete your contract then we can advise and support you through the process of withdrawing from your Professional Placement.

14. Alternatives to a Professional Placement

All undergraduates studying at the University of Sussex have the choice to do a Professional Placement. Certain degree courses offer alternative ways of doing a placement as part of your degree. Your school will communicate directly if any of these alternatives are available to you.

Industrial placements:

- relate explicitly to your degree course (normally sciences or engineering)
- will meet criteria set out by the professional body that governs the accreditation of your degree course
- you are responsible for searching for and securing your placement
- you will be prepared to search and apply for opportunities; you will participate in the Placements Preparation Programme along with Professional Placement students.

Research placements:

- normally take place during the summer vacation during your studies
- will be embedded into a four-year Master's degree course
- your academic department will work with you to identify a suitable project
- you will be prepared for your placement by your school of study.

These placements are available on specific degree courses. You will be informed by your school of study if you are eligible to participate in any of these placements variants.

Being eligible for these variants does not prevent you from doing a Professional Placement instead. You may decide that doing a Professional Placement is better suited to your circumstances and career plans.

You may also wish to consider shorter, summer vacation internships or work shadowing. We advertise these and many other opportunities here:

<https://careerhub.sussex.ac.uk/students/jobs>

You can also find out more about Study Abroad options here:

<http://www.sussex.ac.uk/students/support/studyabroad/howtoapply>

15. Useful links

Sussex CareerHub:

- careerhub.sussex.ac.uk/students

General placements advice and guidance

- Careers and Employability Centre placements webpages:
www.sussex.ac.uk/careers/gettingexperience/placements
- UK Government advice on working in the UK:
www.gov.uk/browse/working
- ASET – The Work Based and Placement Learning Association:
www.asetonline.org

Other sources of placement vacancies and advice

- Rate My Placement (all sectors):
www.ratemyplacement.co.uk
- The Year In Industry – Engineering Development Trust (EDT):
www.etrust.org.uk/the-year-in-industry
- Cogent Placements (life sciences):
www.cogent-placements.com/home
- Gradcracker (Science and Engineering):
www.gradcracker.com

International placements

- Going Global: www.goinglobal.com/en/
- Target Jobs country guides: <https://targetjobs.co.uk/careers-advice/working-abroad>

16. My notes