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| **Study and Work Abroad** Professional Training Agreement for Placements Abroad |  |

The Professional Training Agreement for Placements Abroad is a compulsory document that students undertaking placements abroad must complete before starting their placement. This agreement seeks to codify and clarify the normal arrangements for students undertaking a period of professional training as part of their study at the University and is based on existing regulations and guidelines. It sets out the expectations and arrangements for the placement abroad including the planned period of the mobility and insurance/visas.

This agreement relates specifically to the placement which forms an integrated part of the degree programme at the University of Surrey.

The objective of the placement is to extend the experience of the student and to provide an opportunity for the application of learning. Exact details of the placement may be attached as an appendix to the agreement.

At Surrey, we seek to fully harness the talents, creativity and skills that our people bring and maintain our continuing [commitment](https://www.surrey.ac.uk/equality-diversity-and-inclusion/strategy-policies-and-annual-reports) to equality, diversity, inclusion and anti-discrimination. We therefore expect both our students and the organisations we engage with to treat all colleagues with fairness and dignity, fostering an inclusive and respectful culture where harassment and/or remarks focussing on stereotypes and protected characteristics are not tolerated.

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| **Student Details**  |
| Student Name: |  | Student Number (URN): |  |
| School/Department: |  | Degree Programme: |  |
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| **Placement Organisation Details** |
| Name of Placement Organisation: |  | Country: |  |
| Address: |  |
| Name of supervisor at placement organisation: |  | Email of supervisor at placement organisation: |  |
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| **Placement Details** |
| Placement Start Date: |  | Placement End Date: |  |
| Type of placement*(e.g. work, research, volunteering)* |  |
| Number of working hours per week |  |
| Number of working weeks: *Students on a Professional Training Year: If the total time abroad on PTY is for less than 30 weeks, the Tuition fee amount will be £1850. If over 30 weeks and funded by Turing, it will be £1,385* |  |
| Overview of placement*Objectives and activities to be undertaken* |  |
| Knowledge, skills and competences to be acquired by the end of the placement (expected Learning Outcomes)*Please complete against the following criteria.*  | 1. Cognitive Abilities ( e.g. problem-solving, initiative, judgement, analysis)
2. Application of Academic Learning (Transfer of subject-specific and wider learning to workplace practice)
3. Professionalism (e.g. communication, resilience, positive attitude, flexibility, networking skills)
4. Organisational Awareness (Appreciation of organisational culture, policies and processes)
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| **Insurance** |
| **Liability**The Placement Organisation is expected to maintain third party and/or, public liability, employer’s liability and any other appropriate insurance cover (including professional indemnity insurance) in respect of the Student, their acts and/or omissions (and in respect of any liability, including third party liability, arising therefrom) during the placement. These policies would provide compensation for the Student if they are hurt or become ill in the course of their work, due to their work.**Does the Placement Organisation cover the Student for public liability and accidents at work for injuries or sickness suffered by the Student attributable to their duties with your organisation?**Yes [ ]  No [ ] **If ‘no’, do you provide cover for student injury under a different policy? Please specify** …………………………………….. |
| **Visas** |
| It is Placement Provider’s responsibility to provide the student with all necessary supporting documentation and have the required permissions to host the student. This should include but not be limited to approvals from the necessary government education/sponsorship agencies, invitation letters, job descriptions/tasks, per diems, etc.Is the Placement Organisation able to sponsor the student’s visa application (if applicable)?Yes [ ]  No [ ]  N/A (no visa required) [ ]  |
| **Other details** |
| The Placement Organisation will provide financial support to the Student for the placement: Yes ☐ No ☐If yes, amount per month: ……….. |
| The Placement Organisation will provide a contribution in kind to the Student for the placement: Yes ☐ No ☐ If yes, please specify: …. |

**RESPONSIBILITIES OF THE UNIVERSITY**

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| **Towards the student:*** To appoint a Placement Tutor who will conduct face-to-face and/or virtual meetings with the student and nominated supervisor at the placement organisation.
* The Placement Tutor will monitor the student’s general performance and advise the student confidentially.
* The Placement Tutor will conduct assessment as required in the relevant Programme Regulations.
* In the case of international students with a Student Visa, to maintain contact with the student at work (and/or place of study) via the placement meetings and the usual forms of communication via email, phone or via teleconference.

**Towards the placement organisation:*** The Placement Tutor will guide the placement organisation in the assessment criteria used by the University.
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**RESPONSIBILITIES OF THE PLACEMENT ORGANISATION**

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| * To plan the training and work programme to be undertaken by the Student, in consultation with the relevant University Director of Employability or nominee.
* To offer a placement with the duration and the terms of the placement specified.
* To treat the Student as an employee/worker/intern on short term contract in accordance with the organisation’s normal policies.
* To provide a full and clear induction to the organisation and its working practices, conventions etc.
* To nominate a supervisor who will conduct or make arrangements for day-to-day supervision of the Student.
* To ensure, so far as is reasonably practicable, a safe working environment, in conformity with Health and Safety legislation.
* To provide the same level of liability and other insurance cover provided for comparable employees/workers/interns, where applicable.
* To facilitate access to the Student for visits by the visiting tutor.
* Under the guidance of the University Faculty/Department and in accordance with the Student’s Programme Regulations as they relate to Professional Training, to facilitate and participate in the assessment of the Student.
* In cases of serious breaches of discipline to advise and consult with the Director of Employability.
* In the case of international students with a Student Visa, to monitor the attendance and engagement of the placement Student at work (and/or place of study).
* To notify the relevant Director of Employability or Placement Tutor at the University in the event of the Student being absent without explanation.
* Upon arrival, the Organisation will sign a Certificate of Arrival within 3 weeks of the start of the placement.
* Upon completion of the placement, the Organisation will sign a Certificate of Attendance within 3 weeks after the end of the placement.
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**RESPONSIBILITIES OF THE STUDENT**

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| **Towards the placement organisation:*** To abide by all company rules regarding hours of work, health and safety regulations and other practices and procedures.
* To maintain confidentiality and to abide by the University's Code of Practice for Intellectual Property (the IP Code).
* To carry out the work programme specified by the placement organisation under the supervision of the specified supervisor(s).

**Towards the University:*** Complete all reports and records for the University as specified in the Programme Regulations.
* Consult with the University prior to seeking any changes in the terms and duration of the placement.
* To provide access to all records maintained during the placement for the Placement Tutor and the placement supervisor except, in the case of the Placement Tutor, where there is an issue of commercial secrecy or national security.
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**SIGNATURES**

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| **TO BE COMPLETED BY THE SUPERVISOR AT THE PLACEMENT ORGANISATION** |
|  | By signing this form, I, the Supervisor at the Placement Organisation, confirm that I will comply with all the arrangements agreed within this Agreement. |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

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| **TO BE COMPLETED BY THE STUDENT** |
|  | By signing this form I, the Student, confirm that:* I will comply with all the arrangements agreed within this Agreement.
* I will communicate changes regarding the placement period to Surrey.
* I will abide by all of the University of Surrey’s Charter, Statutes, Ordinances, Regulations, Codes of Practice and Policies as referred to in the Terms and Conditions of my registration with the University of Surrey.
* I will respect all of the Placement Organisation’s local regulations.
* I understand that the University of Surrey shall not be liable in any way for my acts, errors or omissions.
* I understand that in the event of any breach of discipline, the Head of the Receiving Organisation/Enterprise reserves the right to terminate the placement.
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| **Name** |  |
| **Signature** |  |
| **Date** |  |

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| **TO BE COMPLETED BY THE DIRECTOR OF EMPLOYABILITY AT SURREY** |
|  | I, the Director of Employability at Surrey, hereby confirm that I have checked the information provided in this Agreement and I am satisfied that liability insurance for the student is covered by the Placement Organisation Yes ☐ No ☐ If ‘no’, please discuss this with the Head of School and outline alternative arrangements following a discussion with the Student/Placement organisation: ………………….By signing this form, I approve the Professional Training Agreement for Placements Abroad |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**Next steps:**

**Thank you for completing this Agreement.**

**Student to upload this form to MoveON as part of your registration with the International Engagement Office.**