



Global Office

## Guidance for students undertaking a Work Placement for credit inside the European Union

### Finding a placement

- The University has a [Work Placement Policy](#) which covers the definition and scope, principles, learning outcomes, roles and responsibilities, assessment and recognition, quality assurance, risk management, work placement agreements and UKVI compliance. You should refer to this policy when sourcing a placement.
- You are responsible for finding your own Work Placement. Each School has a [Work Placement Coordinator](#) who will be able to support this process. Modern Languages students may also wish to consult with the [Careers Centre](#).
- All placements must finish before the start of the following academic year, ideally by 31 August. You should return to St Andrews for Orientation Week.
- Your placement must be at least seven months in length for Biology and Modern Languages. Chemistry placements must be at least eight months in length. Placements should not exceed than 12 months.

### Risk assessment and approval

All work placements are subject to an appropriate risk assessment which will be undertaken by you and your School prior to approving the placement.

### Checklist

When considering a potential employer, there are some important points to consider. Each country has their own working practices and you should consider how these may impact upon your placement.

<p><b>Insurance</b></p>	<p>We work closely with our insurance provider, AIG, to determine how Employer’s and Worker’s Liability insurance operates within the European Union. However, you should check with your employer what sort of insurance they will provide for you e.g. Public / General Liability, Personal Liability Insurance. This is particularly important if you are undertaking an unpaid internship as this may affect your insurance cover.</p> <p>If you have any questions about this, please contact the Global Office at <a href="mailto:outbound@st-andrews.ac.uk">outbound@st-andrews.ac.uk</a></p>
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<b>Annual leave/ sickness absence policy</b>	<ul style="list-style-type: none"> <li>• What is the annual leave allowance?</li> <li>• What happens if you are ill and unable to attend work?</li> </ul>
<b>HR policies e.g. probation, grievances and complaints.</b>	<p>There are some standard procedures and policies regarding employment law and working conditions in the European Union. Please refer to the <a href="#">European Commission's webpage</a> for further information. However, you may wish to consider the following points:</p> <ul style="list-style-type: none"> <li>• Is there a probationary period?</li> <li>• How do you raise a grievance or complaints?</li> </ul>
<b>Contract</b>	Check this carefully and ask for help if you do not understand the terminology used.
<b>Visas</b>	<p>It is important that you research the visa requirements for the host country. In most cases, your employer will have to sponsor your visa to allow you to work in a particular country. Smaller organisations can be unfamiliar with visa processes or hosting an overseas student.</p> <p><b>Please note that the University cannot sponsor a visa for another country.</b></p> <p>You can find visa guidance by country on our <a href="#">webpages</a>.</p> <p>Please discuss visa guidance with your employer when researching your placement options.</p>
<b>Finances and payment</b>	<p>It is important to consider how you will manage financially if your placement is unpaid. Students studying or working abroad can apply to the <a href="#">Saints Abroad Scholarship</a> programme. However, funding is not guaranteed and applications are assessed based on financial need.</p>

## Work Placement Agreement

You must complete a [Work Placement Agreement](#) by **31 May at the very latest**. If you are undertaking a British Council placement, you should return this document to us within four weeks of arrival. This should be signed by your employer and your Work Placement Coordinator in St Andrews.