



Global Office

Guidance for students undertaking a Work Placement for credit outside 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 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 laws and you should consider how these may impact upon your placement.

Insurance	You should ask you employer what sort of insurance they will provide for you e.g. Public / General Liability, Personal Liability Insurance.
Annual leave/ sickness absence policy	<ul style="list-style-type: none"> • What is the annual leave allowance? • What happens if you are ill and unable to attend work?
HR policies e.g. probation, grievances and complaints.	<ul style="list-style-type: none"> • Is there a probationary period? • How do you raise a grievance or complaints?
Contract	Check this carefully and ask for help if you do not understand the terminology used.
Visas	It is important that you research the visa requirements for the host country. In most

	<p>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>Please note that the University cannot sponsor a visa for another country.</p> <p>You can find visa guidance by country on our webpages.</p> <p>Please discuss visa guidance with your employer when researching your placement options. It can be particularly challenging to obtain a visa for North America.</p>
<p>Finances and payment</p>	<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 Saints Abroad Scholarship 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 to us within four weeks of arrival. This should be signed by your employer and your Work Placement Coordinator in St Andrews.