

## Learning and Teaching Support Handbook

### Annex A - Study Abroad Placements – Checklist

#### Planning

- a) How are suitable placements selected? How is the list kept up to date? What criteria are used for selecting placements?
- b) How do students choose a placement? Are they given a free choice, a guided choice or no choice? What steps are taken to see that the placement and the student are compatible?
- c) What information is provided to the students on placement, including information about cost?
- d) What information is provided for the students on what is expected of them on placement?
- e) What induction or training is given to students on their placement?
- f) What information/help is given about finding accommodation and other related student support matters?

#### Contract with the placement

- a) Is there a formal agreement between the University and the placement which sets out aims and objectives, duties and obligations?
- b) Is there a named link person at the placement responsible for its management?
- c) What instruction, induction or guidance is given to this person?

#### Management of the placement

- a) What level of academic supervision and pastoral support is given to the student?
- b) Is there a clear route for the student to report back to the Faculty (or delegated School) during the placement?
- c) Is there a clear routine for the link person at the placement to report back during the placement?
- d) What provision is there for a placement visit?
- e) Is there a complaints procedure?
- f) Is there provision for changing the placement, if it proves unsuitable?

**Assessment of the placement**

- a) How will the placement be assessed?
- b) If the link person at the placement plays a role in the assessment, is this clearly explained to both student and link person?
- c) What sort of assessment template is provided for the person at the placement responsible for any assessment?
- d) What provision is there for the moderation of the placement and its assessment?

**Feedback**

- a) What provision is there for student feedback?
- b) What provision is there for supervisor feedback?
- c) Is there any regular meeting of placement link persons?