

MANCHESTER  
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The University of Manchester

The School of Engineering



# Department of **Computer Science** Placement Handbook 2024-25



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**Please note, the latest version of this handbook is available on Blackboard. This guide should be used alongside the School Handbook.**

## **Introduction/message from lead placement academic**

Students who choose to come to the University of Manchester to study for an engineering degree will learn detailed technical information in lectures, laboratories, and during projects both in individual and team-based roles. With this engineering knowledge students will be able to solve problems, develop new ideas, and design innovative equipment and software to solve a vast spectrum of engineering and social problems.

Within a company, graduate engineers gain a wealth of experience and may decide to move between companies to experience different sectors in engineering, or to create their own companies, and in many cases to discover what they really like and what to focus their working life on in the long term.

The “with Industrial Experience” (wIE) scheme of our courses provides a valuable opportunity for students to obtain experience working as an early-career engineer in the real world within the period of their degree programme.

**There are many advantages to this, including:**

- The experience of industrially focused engineering and applying it to real-world scenarios.
- The responsibilities associated with industrial employment.
- Working in a team structure.
- The satisfaction of contributing to engineering products that will influence the future development of society.
- The consolidation of a technical education with that of the engineering environment.
- The increased likelihood of job offers after graduation.
- For many, the year in industry is the transformation from student to engineer.

**Equally there are many advantages for employers:**

- The opportunity to have long-term “interviews” with undergraduates who have two years’ experience at university.
- The ability to familiarise students with in-house methods leading to fast-track interviewing and graduate training as a prospective future employee.
- Access to high quality students as industrial trainees who can then offer the company valuable resources and new ideas.
- Companies with a long-term commitment to the placement of students will have access to future potential recruits by maintaining contact with the Department through the wIE team.

***We hope that you enjoy and make the most of your placement year in industry and wish you the best of luck!***

## Aims, learning outcomes

The Learning outcomes for the placement year are

- To learn how to operate in a professional environment
- To grow as a professional by seeking out development opportunities to acquire new skills and knowledge in the workplace
- To meet (or exceed) the expectation of your employer, as set out in your contract of employment
- To describe your development as a professional in a short written report

Some of this will involve developing your digital capabilities, see below.

### Developing your digital capabilities

Throughout your time at The University of Manchester you will be supported to develop the digital capabilities needed for your studies and future careers. Your placement experience will provide you with further authentic digital development opportunities. The following information is intended to help you record and articulate your capabilities, supporting your development and further enhancing your employability.

### What are digital capabilities?

Digital capabilities enable us to *'live, learn and work in a digital society.'* This profile provides further information about the capabilities University students might expect to develop; it is important to contextualise these, so they are relevant to you and your studies.

### Exploring your digital capabilities

The Jisc Discovery tool is a supportive online tool, that can help you understand and develop your digital capabilities. By completing a question set within the tool you can gain a personalised report that includes links to suggested resources in the tool's resource bank to support your further development. It is recommended that you repeat the question sets annually, to recognise your progress across the different elements of digital capability.

You can access the Discovery tool through the *My Learning Essentials: Develop your digital capabilities resource*. This resource supports you to use the tool and reflect on your reports - providing an action plan template for you to complete.

For placement students, we recommend taking the:

- 'Current student' digital capability question set, which provides an in-depth exploration of your digital confidence and experience.
- 'Digital skills in AI and generative AI' question set, which also has its own resource bank.

### Recording your development

From work with employers, we know they value narratives around how you have developed your skills and capabilities through your studies. You can use the language from your Discovery tool reports to update your CV / online professional profile to help you record your digital development. This blog by the Careers Service can further support you with capturing and articulating the capabilities you develop during your placement.

# Requirements for wIE programme

The requirements for industrial experience are twofold:

1. You should be registered on IE, see [studentnet.cs.manchester.ac.uk/ugt/changedegree.php](http://studentnet.cs.manchester.ac.uk/ugt/changedegree.php)
2. You will need to debug your CV, see Debugging your Future [www.cdyf.me/debugging](http://www.cdyf.me/debugging)
3. You need to find a job, see Finding your Future [www.cdyf.me/finding](http://www.cdyf.me/finding)
4. You will need to accept an offer

There are no minimum grade requirements besides passing the first and second year of your degree. The placement year doesn't count towards your degree classification, but it does appear in the title of your degree e.g.

5. BSc (Hons) Computer Science with Industrial Experience instead of
6. BSc (Hons) Computer Science the "vanilla" degree

**You MUST do the following if you want to do IE:**

7. CHECK your visa. If you're not a UK or EU student and have a Student visa, you will need to extend your visa an extra year to include your placement year if you're not already registered on IE. See Student Visas: Changing your Course at [documents.manchester.ac.uk/display.aspx?DocID=37044](http://documents.manchester.ac.uk/display.aspx?DocID=37044)
8. REGISTER for the appropriate degree programme with IE (if you're not already) by completing a programme change form. You can do this at any point during your second year Bachelors (or third year MEng) up until July 2023
9. FIND an appropriate job and go to interviews throughout your second year of your Bachelors degree (or third year of MEng) see the Finding Your Future chapter in Coding your Future at [cdyf.me/finding](http://cdyf.me/finding). Your placement needs to be something broadly related to your degree but this can encompass a wide variety of activities from business analysis, software engineering, software testing, hardware design, data science etc. You can self-arrange a placement but it needs to be approved the the placements office, run by Duncan Hull [manchester.ac.uk/staff/duncan.hull](http://manchester.ac.uk/staff/duncan.hull) and SoE placements <[soe.placements@manchester.ac.uk](mailto:soe.placements@manchester.ac.uk)>
10. SUBMIT your placement application as soon as you've received an offer of employment by filling in a form at MyPlacement: [studentmobility.manchester.ac.uk](http://studentmobility.manchester.ac.uk). You can do this by clicking on "work experiences" > "computer science". The Placement Journey infographic takes you through the process step by step. Placements outside the UK are subject to additional checks and approval, for example we need to ensure employers have employers liability insurance or an equivalent
11. WAIT for our approval BEFORE you make any concrete arrangements to start work, such as signing a contract of employment, moving house, flying to another country etc.

## How placement year is assessed

Your placement is assessed as pass or fail, there is no grade, though the title “with industrial experience” appears in your degree title.

At the end of the year, we ask you to complete a short report using this overleaf template

<https://www.overleaf.com/latex/templates/industrial-placement-report/vcjymrgmcpzh>

You need to complete a skills audit at the beginning and end of the year

<https://www.careers.manchester.ac.uk/findjobs/skills/myskills/>

## Key contacts

Full Year Placement Academic: Duncan Hull ([Duncan.Hull@manchester.ac.uk](mailto:Duncan.Hull@manchester.ac.uk))

Summer Placement Academic: Tim Morris ([Tim.Morris@manchester.ac.uk](mailto:Tim.Morris@manchester.ac.uk))

### Placement academic team:

[CSPlacementsAcademicTeam@manchester.ac.uk](mailto:CSPlacementsAcademicTeam@manchester.ac.uk)

### Placements administration team:

[Soe.placements@manchester.ac.uk](mailto:Soe.placements@manchester.ac.uk)

## Emergency contacts

In an emergency situation if you are a Manchester student working overseas please contact AIG

<tel:+441273552922> or [CorporateAssist@aig.com](mailto:CorporateAssist@aig.com)

The University operate a 24 hour emergency helpline <tel:+441613069966>

Whilst on placement the responsibility for looking after your health and safety rests with your placement provider.

Students should raise any concerns in the first place with the workplace supervisor and then either through the management line or with the Health & Safety contact. If issues are not resolved, then you should contact the placement academic or placements team [soe.placements@manchester.ac.uk](mailto:soe.placements@manchester.ac.uk).

## The University of Manchester Careers Service

The **Careers Service** offers support and advice throughout your time at the University of Manchester to help you make the most of your time here and best prepare you for your future. They can also advise you about your placement and career plans.

For students interested in international placements there is **GoinGlobal**.

## Wellbeing Support Services

There are a wide range of [support services](#) available to you across the university and externally:

- **University Counselling and Mental Health Service:** Our Counselling team support students with their mental health and wellbeing. You can arrange a 1-1 appointment with a counsellor. New First Step appointments will be released for the next day at around 4pm Monday- Friday. If you can't find any available slots to book, this means that all appointments have been booked for the day. Please check back the following working day at 4pm. See [HERE](#) for the booking link.
- **University GP Service:** An on-campus medical GP practice provided by the Robert Darbishire Practice.

It's located in Crawford House near south campus (shown on the Campus map here as [Building 31](#)), and you can register as a patient [using their online portal](#). Find out more about the University GP Service on the [Robert Darbishire Practice website](#).

- **Health Assured 24/7 Helpline:** The service gives you access to empathetic and compassionate support over the phone, in person or online with a trained counsellors. Freephone: 0800 028 3766 or download [my healthy advantage app](#) for live chat
- **Manchester Mind:** A mental health charity that offer support and advice, and also have a Self-Care Hub which you might want to look at for wellbeing resources: [Find help - Manchester Mind](#)
- **Qwell** – An online community that offers mental health support 24 hours per day. You can join Qwell here: [Join Qwell](#).
- **Crisis Point** – A mental health crisis support service based in Manchester City Centre provided by Turning Point for people who identify themselves as experiencing a mental health crisis, but do not require immediate medical assessment. There are various support options, including face to face or telephone contact for up to 10 days. You can self-refer between 12 noon and 11pm via 0161 238 5149.

We also have a more extensive list of [wellbeing support services](#) you can refer to, as well as our [topic index](#). This is not an exhaustive list, and in addition to these suggested resources, we always recommend that you seek advice from your GP or a professional support service regarding any concerns for your physical and emotional health. You can also check out this [external resource Miricyl](#) that can help you to find the right service for you in your local area

If you have any questions about any of the above or wish to discuss support in a further conversation, please contact [soe.wellbeing@manchester.ac.uk](mailto:soe.wellbeing@manchester.ac.uk) or you can visit your **student support hub**.

## Disability Advisory and Support Service (DASS)

*DASS provides equity of services to everyone regardless of people's age, disability, gender, gender identity, race, religion or belief or sexual orientation.*

DASS supports a variety of different groups, where students, staff or supporters. They provide practical support by working with you to identify the practical adjustments you need to enable you to succeed in your students, work and the rest of your University experience.

*You can find information on who DASS supports, what support is available and how to get support [www.dass.manchester.ac.uk](http://www.dass.manchester.ac.uk)*

*The Disability Advisory and Support Service is open for calls Monday to Friday 10am to 4pm and the University of Manchester Assessment Centre Monday to Friday 9-4.*

*Tel (Disability Service) +44 (0)161 275 7512*

*Tel (Assessment Centre) +44 (0)161 275 0990*

*Mobile Number (Text only for d/Deaf students) 07899 658 790*

*Email (Disability Service) [dass@manchester.ac.uk](mailto:dass@manchester.ac.uk)*

*Email (Assessment Centre) [assessments@manchester.ac.uk](mailto:assessments@manchester.ac.uk)*

## Key dates

- Obtain and submit plans for formal academic approval deadline, 31 August 2024.
- Initial one-to-one check-in meeting, 30 September – 31 October 2024.
- Students should coordinate with allocated academic to arrange a suitable time and date.
- Second check-in meeting for students on placement outside the UK (only) 20-31 January 2025.
- Students should coordinate with allocated academic to arrange a suitable time and date.
- Academic tutor, placement manager & student meeting, 31 March – 25 April 2025.
- Students should coordinate with academic, supervisor/line manager to arrange a suitable time and date.

## Outgoing students

It is possible to do placements outside the UK, (for example, CERN is common) although YOU (and your employer) will need to sort out an appropriate visa that allows you to work in that country. For example, for a J-1 visa (USA) you'd need to find a sponsor such as [bunac.org](http://bunac.org) or an employer. There is more information from the careers service on international jobs at [www.careers.manchester.ac.uk/international/internationaljobs](http://www.careers.manchester.ac.uk/international/internationaljobs).

We require that the employer meets certain requirements before we approve year-long placements. Approval for summer internships is only required if they are part of the integrated masters (MEng) programme, speak to the MEng tutor.

In some cases you can apply for funding from the [turing-scheme.org.uk](http://turing-scheme.org.uk), this provides funding that was previously available through the European Union's Erasmus Programme.

### Fees

There are tuition fees for placement years, these are not the full tuition fees you pay while studying at University full time, although they vary depending on if you are an international student (or not) see [www.studentsupport.manchester.ac.uk/finances/tuition-fees/fee-amounts/other-fees/](http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/fee-amounts/other-fees/)

### Student visa holders

UK and EU residents have the right to work in the UK. Student visa holders are allowed to work up to 20 hours per week during term time and full-time during vacation periods according to the University's vacation dates [manchester.ac.uk/discover/key-dates](http://manchester.ac.uk/discover/key-dates), including Christmas, Easter and Summer. See [studentsupport.manchester.ac.uk/immigration-and-visas/working/working-during-your-studies/](http://studentsupport.manchester.ac.uk/immigration-and-visas/working/working-during-your-studies/) for further information. For a placement year (with industrial experience) a Student visa allows you to work full-time provided that the employment is part of your study (which an industrial experience year is) this is true for both.

- Students from the UK and EU
- Students from \*outside\* the UK and EU (e.g. Tier 4 visa holders)

This means you don't need to apply for a work permit, as your Tier 4 visa entitles you to work when it is an integral part of your degree.



## Students going outside the UK for placement

Students taking a placement outside the UK should apply to the University using materials in My Placement. Please ensure you complete all materials, forms etc in your profile area.

### Fees & funding

<https://www.manchester.ac.uk/study/undergraduate/fees-and-funding/>

### Placement year fees

<https://www.studentsupport.manchester.ac.uk/finances/tuition-fees/fee-amounts/other-fees/>

### Student visa holders

<https://www.studentsupport.manchester.ac.uk/immigration-and-visas/>

## Placement provider responsibilities

Your employer must treat you with respect, just like they would any other employee. Specifically this means that they must:

- Give you a fixed term contract of employment. That's usually 12 continuous months, but anywhere between 9 and 15 months is acceptable, starting between June and September and finishing by the following September in time for the next academic year. If your placement plans differ (e.g. you plan more than one placement company, complete less than nine months etc) you should contact [duncan.hull@manchester.ac.uk](mailto:duncan.hull@manchester.ac.uk)
- Pay you at least minimum wage, see [www.gov.uk/national-minimum-wage](http://www.gov.uk/national-minimum-wage). The job market for computer scientists is such that you will usually be paid more than that, but some employers pay lower wages. Salaries range from minimum wage to £50k+ depending on the sector and location of the employer, see [cdyf.me/finding#undersell](https://cdyf.me/finding#undersell)
- Give you projects to work on where you can apply the skills and knowledge you've learned at University
- Learn new skills and acquire new knowledge from your colleagues and their customers or clients

You should not just be the office dogsbody, making cups of tea and running errands for your colleagues.

The deadline for placement approvals that start in 2024 is the end of July 2024.

# Department of Computer Science Placement Journey – 2024/25

## Congratulations

You have received a job offer for a placement.

A



B



C



D



E



## Your placement plans

Tell us where you are going, you can submit your placement information to <http://studentmobility.manchester.ac.uk>  
Complete all materials in Pre-decision in My Placement.

## Placement approved

When an academic tutor reviews your placement plans you will receive an email on the next steps.

## Registered?

Are you registered on a degree with Industrial Experience? If not complete a change of degree form.

## Review

Your submitted materials will be checked/reviewed then sent for formal academic approval.

## Student responsibilities

As part of your preplacement materials, you are expected to complete documents for the University. This includes: UNIV+: Work Placement Declaration (subject to updates, check online for latest version). This document sets out some of your responsibilities. When you sign the document, you agree to the following:

12. I will declare any disability or serious, unstable or difficult to manage physical or mental health conditions to my placement administrator at the earliest opportunity. I understand that my placement administrator will work alongside specialist services, such as the Disability Advisory and Support Service and Occupational Health, to investigate the support systems available to me at the host university and any additional funding that I may be entitled to.
13. For your attention: By sharing information with The University of Manchester about a disability or serious, unstable or difficult to manage physical or mental health conditions, you enable us to provide any necessary additional support during the application process, pre-departure preparation and during your placement.
14. It is rare that a health condition or disability would result in you being unable to participate in a work placement, but you should be aware that the ability to support health conditions or disabilities varies significantly by country.
15. If I have an approved mitigating circumstances case, I will inform my placement administrator at the earliest opportunity.
16. If my application is approved, I understand that I will need to complete all requirements, such as the health needs self-assessment. I will take preparation for my placement seriously and I understand that it will require a considerable time commitment.
17. I declare that the information presented in my application and the accompanying documentation is true and complete.

## Contact with the University whilst on placement

During your placement, you are a full time student of the University. Outside of prescribed contact points you can contact us directly at any point. If you have any concerns or questions, you can contact the usual teams or the Placements team [soe.placements@manchester.ac.uk](mailto:soe.placements@manchester.ac.uk)

As a student at the University and employee of your placement, you should familiarise yourself with the practical and professional requirements including breach of contract of the placement provider and, if relevant, the cultural life of the host country.

It is your responsibility to source any additional insurance required over and above the standard University insurance.

## During the placement

- Remember you remain a registered University of Manchester student and must conduct yourself accordingly and with due regard to the University's requirements and regulations and must adhere to the University's Conduct and Discipline of Students (Regulations XVII) <https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6530>

Once your placement has been formally approved by the Placement academic, you should complete the UNIV+: Work Placement Statement of Commitment (subject to updates, check online for latest version). This document includes:

1. Time commitment: I understand that I must dedicate the necessary time and effort to prepare for my work placement, which includes undertaking independent research, completing any application forms, making my own travel arrangements (if required), obtaining the relevant immigration documents if my placement is overseas, arranging my own accommodation, adhering to deadlines, and attending all required briefings.
2. Costs: I have researched any additional costs that may be involved in undertaking a work placement, such as accommodation or travel, and I am confident that I can cover any extra expenses involved. I understand that should I decide to return early from placement / not successfully obtain a visa (if required), I will not be entitled to a reimbursement of costs and will need to pay back any additional funding or scholarships that I may have received.
3. Declaration of disabilities or health conditions: I understand that I should declare any disability or serious, unstable or difficult to manage health condition, including mental health conditions, to my placement administrator as early as possible, so that I can access any necessary support. I recognise that failure to declare any disabilities or serious, unstable or difficult to manage health conditions, or doing so later in the process, will limit the amount of support available to me, or could have implications for my participation in the exchange programme.
4. Emergency contacts: In the event of an emergency, I give The University of Manchester permission to communicate with my named emergency contact person(s), partner university staff and appropriate University services (specifically the University insurance provider and emergency assistance provider) regarding all issues surrounding my exchange placement. This may include but is not limited to student account information, student conduct issues, health and safety, or academic concerns; such contact may occur before, during, or after the programme.

## **Arrangements and responsibilities of students include:**

### **To the placement provider:**

- Abide by all rules regarding health and safety requirements, and other practices and procedures of the placement organisation.
- Carry out the work programme specified by the placement provider under the supervision of the specified supervisor(s).
- Inform the placement provider of any health concerns or disability that may require adjustments.
- Report any concerns about health and safety at their placement to their placement provider.

### **To the University:**

- Attend briefing sessions and familiarise themselves with all information provided
- Inform the University of any personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require adjustments
- Consult with the University prior to seeking any changes in the terms and duration of the placement

Report any incidents in which they are involved and any health and safety concerns that are not addressed by their placement provider to the University.



## University responsibilities

The University has a duty of care for students on campus and on placement.

### Mitigating circumstances

**Mitigating Circumstances** is a policy and procedure in place whereby if students experience personal circumstances that affect their ability to perform to the best of their ability across exams, assessments, or their attendance to teaching activities (such as labs or workshops) they can apply for Mitigating Circumstances or Coursework Extension.

## Submissions

### Industrial Placement report, deadline end of welcome week 2025

#### 1. The story so far

Briefly (in around 100 words) describe your roles and responsibilities during your placement. What projects have you worked on? What were the main technologies that you used?

#### 2 WWW: What Went Well?

Are there any projects you are particularly proud of or new skills new learnt. Again around 100 words.

#### 3 EBI: Even Better If?

What areas have you and your manager identified for improvement in the future? This includes non-technical as well as technical skills. Non-technical skills include organisation, time-management, confidence, communication etc.

#### 4 Managers comments

Ask your manager or managers to write comments on your progress to date. The whole of this report should fit on two sides of A4, which means you (and your manager) need to be brief and to the point.

## How placement year is assessed

### MEng with IE

If you are on the MEng programme, the IE processes are mostly the same as for the BSc programme. The differences are:

- The IE year is taken after year three.
- To stay on the MEng programme you must have a year end average of at least 60% in years one and two. If you don't, you'll be transferred to the equivalent bachelor's programme. If your year three average is below 60% you will graduate.
- The MEng students who don't do an IE year will do a short (9 – 12 week) placement over the summer between years three and four.
- The placement is assessed in COMP40901 by a report you submit at the end of September and a seminar you give during Reading Week. This unit is worth 25 credits of the final year.

# Handbook FAQ's

## Finance

**How much are fees for a placement year?**

<https://www.studentsupport.manchester.ac.uk/finances/tuition-fees/fee-amounts/other-fees/>

**Council tax, during a placement year students should be fully registered student. Students are usually exempt from council tax**

<https://www.studentsupport.manchester.ac.uk/student-services/council-tax/#:~:text=As%20a%20full%20time%20student>

**Registration, during a placement year you are expected to register as a full time student as usual**

<https://www.manchester.ac.uk/study/international/why-manchester/student-support/student-services-centre/>

**Student finance, bursaries, funding etc**

<https://uomtheatrium.wordpress.com/student-money-adviser/>

**Funding,**

<https://www.manchester.ac.uk/study/undergraduate/fees-and-funding/>

**Scholarships and bursaries**

<https://www.manchester.ac.uk/study/undergraduate/fees-and-funding/scholarships-and-bursaries/>

**Transcripts, certifications**

<https://www.manchester.ac.uk/study/international/why-manchester/student-support/student-services-centre/>

## Miscellaneous

**Students Union**

<https://manchesterstudentsunion.com/advice>

**Peer support**

<https://www.peersupport.manchester.ac.uk>

**Student immigration**

<https://www.manchester.ac.uk/study/international/why-manchester/student-support/immigration/>

## Pastoral/health

**Disability Advisory and Support**

<https://www.dass.manchester.ac.uk>

**Occupational Health**

<https://www.occhealth.manchester.ac.uk>

**Counselling and Mental Health**

<https://www.counsellingservice.manchester.ac.uk>

**Mit circs**

<https://www.mitcircs.manchester.ac.uk>

## Placement information

**Placement Handbook's are available in Blackboard**

<https://online.manchester.ac.uk/ultra/institution-page>

**Once you have secured a placement, you can submit your details for formal approval via My Placement**

<https://studentmobility.manchester.ac.uk>

## Whilst on placement

Students and placement providers can contact the academic team confidentially

**Mech students**

[MechPlacementsAcademicTeam@manchester.ac.uk](mailto:MechPlacementsAcademicTeam@manchester.ac.uk)

**Aero students**

[AeroPlacementsAcademicTeam@manchester.ac.uk](mailto:AeroPlacementsAcademicTeam@manchester.ac.uk)

**Civil students**

[CivilPlacementsAcademicTeam@manchester.ac.uk](mailto:CivilPlacementsAcademicTeam@manchester.ac.uk)

**Chemical Engineering queries**

[CEPlacementsAcademicTeam@manchester.ac.uk](mailto:CEPlacementsAcademicTeam@manchester.ac.uk)

**Computer Science queries**

[CEPlacementsAcademicTeam@manchester.ac.uk](mailto:CEPlacementsAcademicTeam@manchester.ac.uk)

**EEE queries**

[EEEPlacementsAcademicTeam@manchester.ac.uk](mailto:EEEPlacementsAcademicTeam@manchester.ac.uk)

