

POLICY ON UNDERGRADUATE STUDENT WORK PLACEMENT

to take effect in 2017/18

Background

1. It is a requirement of the Chinese government that all undergraduate students complete a work placement, normally of at least 90 hours. This policy outlines the planning, execution and recording of work placements for XJTLU undergraduate students. It includes specifically the roles, responsibilities of all parties involved, and mechanisms that will be used to support the successful completion of the work placement by all undergraduate students registered on a programme leading to the award of an XJTLU degree.
2. The learning outcomes of the work placement should normally support the learning outcomes of the programme on which the student is registered. The work placement should support the student in gaining practical experience in a real working environment, and hence enhance the student's future employability.

Student's Responsibilities

3. To be proactive in identifying and securing an appropriate work placement, and in integrating this placement into their academic schedule. The work placement must not have a negative effect on their studies. Students are encouraged to undertake a work placement that will provide both academic and professional development.
4. To discuss and agree on an agenda of activities, responsibilities and aims with the work placement provider and submit a work placement plan to their Academic Adviser or designate on e-Bridge.
5. To complete the work placement as planned.
6. To produce and submit a report on their work placement.

University's Responsibilities

7. The Career Development Office will provide students with information on the availability of work placements.
8. Departments, where feasible and appropriate, will support the student in identifying and acquiring a work placement.
9. Registry will develop and maintain an online process on e-Bridge to facilitate and record the work placement.

Work Placement Process

10. Securing a Work Placement

Placements may be identified and agreed with the placement provider by the following parties:

- Individual students;
- University's Career Development Office;
- Departments and their Work Placement Officers.

11. Submitting a Work Placement Plan

- a. Once agreement is reached with the placement provider, students should submit a "Work Placement Plan" to the Academic Adviser or his/her designate via e-Bridge, normally the Departmental Work Placement Officer (where appropriate and agreed within departments).
- b. The plan will contain the following information:
 - i. Name, domain/field and brief description of the work placement provider;
 - ii. Name and telephone number of the contact person;
 - iii. Placement dates and working days;
 - iv. Assigned tasks and responsibilities;
 - v. Expected outcomes/achievements/contributions.

12. Review of the submitted Work Placement Plan

The Academic Adviser or his/her designate will review and accept or reject work placement plans submitted by students on e-Bridge. Students can start their work placement only if the plan is accepted. In case of rejection, students must modify and resubmit their plan, or submit a new plan.

13. Reporting the Work Placement Report

- a. On successful completion of the work placement, students should complete the "Work Placement Report", using the standard template to be downloaded from e-Bridge, and obtain comments and signature/stamp from the work placement provider.
- b. Basic information about the student and the placement provider is pre-populated in the template. The report will outline:
 - Activities/work undertaken on the placement;
 - Professional and personal achievements, outcomes, results and experience;
 - Comments and signature from the placement provider.

- c. A scanned copy of the report should be submitted to the Academic Adviser or his/her designate on e-Bridge. The Academic Adviser or his/her designate approves or rejects the report. In case of rejection, students must revise and re-submit the report.

14. Conditions

- a. Preparation, analysis and other activities, which are related to the work placement but do not necessarily happen during the work placement, can count towards the time of 90 hours.
- b. A Summer Undergraduate Research Fellowship (SURF) is considered equivalent to 90-hour work placement. Similar activities may also be acceptable.
- c. A work placement may be undertaken outside China.

Appendices (online versions only; available on e-Bridge):

- Work Placement Plan
- Work Placement Report

Approval and Revision Log

Date	Approved by	Description
December 11, 2013	University Learning and Teaching Committee	New policy approved subject to adding approval process for department templates.
January 8, 2014	Chair's action	Modifications requested by ULTC approved.
21 st June 2017	Learning and Teaching Committee	Following changes approved to take effect in 2017/18: - The phrase 'normally' added to requirement of 90-hours; - Student work placement plan, employer reports, etc. to be completed online; - Definition of work placement further explained; - Policy further enhanced and clarified.
28 th June 2017	Academic Board	Approved.