



2024/25 Queen's University Belfast School EEECS Line Manager & HR Placement E-Zine

Welcome to Queen's University Belfast School EEECS Line Manager and HR Placement E-Zine.

School EEECS Placement Team:

Meet the Placement Team!



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Introduction

Throughout the year we like to keep in touch with both employers and students. This E-Zine can be used by Line Managers and HR to give an understanding of the student's experience of placement and to identify any requirements which need to be completed by the employers.

The overall aim of the placement year is to provide the student with experience in computing/ electrical engineering/business which complements the academic study in the University and contributes to their development as a fully educated computer scientist, electrical engineer or information technologist.

We will reach out to you and the student(s) during the year to see how placement is progressing.

In the meantime if you have any questions or concerns, please do not hesitate to get in touch with us at cs.placement@qub.ac.uk.

Thank you again for hosting QUB EEECS student(s) on placement this year.

What to expect in this Placement E-Zine?



1. Student Requirements
2. Line Manager Requirements
 - a. Indemnity Forms
 - b. Health and Safety Form
 - c. Mid-Term/Final Reports
 - d. Student Route Visa – Placement Attendance Monitoring Form

- e. Placement Assessment
 - i. Placement Report
 - ii. Logbooks
 - iii. Placement Video
3. Visits/Support from the University
4. Looking After Student Mental Health on Placement
5. Recruiting Placement and Graduate Students
6. Final Year and MSc Project Proposals
7. Employer Events Opportunities
8. Complaints

Student Requirements

There are a number of elements which the student should undertake in order to satisfy the University's requirements.

- Placement should be paid, normally last at least 9 months full time (or equivalent) duration and be relevant to the student's degree pathway
- The student and the company should complete and sign the QUB Indemnity Insurance Form prior to starting placement.
- The student should keep a log of their work consisting of a single full A4 sheet per month outlining major tasks completed and/or include planning for the future. Each monthly log should be checked by the relevant line manager to ensure no sensitive or confidential information is included. Logs can be signed or an email included from line manager confirming they have been checked at the end of placement.
- International Students should complete a International Student Visa Monthly Attendance Monitoring Form and should seek approval from the University if they wish to take annual leave outside the UK.
- On completion of the placement the student will submit the following for academic assessment (usually start of June):
 - Placement Report (*3000-4000 words*)
 - Log book (*minimum 9 A4 pages*)
 - Video Presentation (*2 minutes*)

Line Manager Requirements

The university also requires the line manager to:

- Complete and sign the QUB Indemnity Insurance Form prior to starting placement.
- Check the student's logbook to ensure no confidential or sensitive information is included. You may sign each log or alternatively send an email to the student to confirm you have approved their logs when they are submitting placement assessment.
- Complete a Midterm Report (*approximately 6 months into the placement*) and a Final Report (*on completion of the placement*). Guidelines and copies of the reports are included in the next few pages as well as guidelines on content.
- If a student is off work due to illness for a period of time outside the normal 1-2 weeks or if there is a pattern of work absence, please notify the Placement Team as soon as you possibly can (*cs.placement@qub.ac.uk*)
- Complete a International Student Visa Monthly Attendance Monitoring Form for International Students during placement.

QUB Indemnity Insurance Form

As the employer you are required to fill out:

- Employer's Statement -Acceptance of Indemnity
- Employer/Host Organisation Signature

It is then the student's responsibility to complete the rest of the form and return it to the Placement Team.

Please see the images for reference to the Indemnity Form. Click the [Link](#) to download a copy of an Indemnity Form.



STUDENT PLACEMENT FORM OF INDEMNITY

In consideration of _____ (hereafter referred to as the Placement Provider) agreeing to provide a placement for _____ (student) from Queen's University Belfast and to provide facilities for the student at the times and for the period set out in their employment contract and in the attached Health and Safety Checklist (including the provision of any protective clothing or equipment which may be necessary) and supervision and to comply with all Health and Safety legislation relating to the workplace **where appropriate (excluding home working placements)**, Queens University Belfast will indemnify the Placement Provider up to a maximum of £10,000,000 for any one occurrence against:-

1. Legal Liability of the Placement Provider to pay damages, including Claimants costs and expenses in respect of Death, Bodily Injury or Disease suffered by a student and caused by an event occurring whilst the student was attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Placement Provider, his Servants or Agents or of any person for whom the Placement Provider is responsible
2. Legal Liability of the Placement Provider to pay damages, including Claimants costs and expenses in respect of Death or Bodily Injury of any person if such Death or Bodily Injury is caused by a Student whilst attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Placement Provider, his Servants or Agents or of any person for whom the Placement Provider is responsible.
3. Legal Liability of the Placement Provider to pay damages including Claimants costs and expenses in respect of loss/damaged property if such damage is caused by a Student whilst attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Placement Provider his Servants or Agents or of any person for whom the Placement Provider is responsible.
4. Any claims costs or expenses arising out of Death, Injury or Damage to property where such claims, costs or expenses result from the negligence of Queens University Belfast.

It is a condition of this indemnity that students will not be permitted to drive, manage, control or move mechanically propelled vehicles of any description and indemnity will not be provided in any cases that arise as a result of a breach of this condition.

Employer's Statement

Acceptance of Indemnity

Please tick the paragraph below that is applicable to your organisation

- I/We confirm that I/we have Employers and Public Liability Insurance (minimum £5 Million) and any/are satisfied with the indemnity detailed above and in return for receiving an indemnity from Queen's University Belfast agree to fully co-operate with them in defending any claim that is brought against me/us by the above named student.
- We confirm that although we do not have Employers and Public Liability Insurance we are a self-insured public body. We are satisfied with the indemnity detailed above and in return for receiving an indemnity from Queen's University Belfast agree to fully co-operate with them in defending any claim that is brought against me/us by the above named student.
- (European/International placements only) I/we confirm that I/we have a duty of civil responsibility and liability in law to comply with occupational health and safety codes of practice. I/we are satisfied with the indemnity detailed above and in return for receiving an indemnity

from Queen's University Belfast agree to fully co-operate with them in defending any claim that is brought against me/us by the above named student.

I/we confirm that I/we have no insurance in place nor accept any liability as outlined above in respect of this student placement.

(NB: If there is any reason you are not satisfied with the above please contact QUB Insurance Section, tel: +44 28 9097 1484, email: insurance@qub.ac.uk)

PLACEMENT DETAILS

1. Name of Student _____
2. Employer Location _____
3. Start date _____
4. Finish date _____

EMPLOYER / HOST ORGANISATION SIGNATURE

Signed: _____
For and on behalf of Placement Provider/ Host organisation

Position: _____ Date: _____

QUEEN'S UNIVERSITY SIGNATURE

Signed: _____
For and on behalf of Queen's University Belfast

Position: _____ Date: _____

STUDENT SECTION AND SIGNATURE

Please note that where the Placement Provider has stipulated that they have no insurance in place nor accept any liability as outlined in respect of this student placement effectively means you have limited, if any right of recourse against the Placement Provider where they may be deemed to be responsible for causing any personal injury or damage to your property during the course of this placement.

I have been made aware and understand the legal liability indemnity and insurance position with regard to this placement.

INTERNATIONAL PLACEMENTS - It has also been brought to my attention of the need for me to arrange suitable Travel & Personal Accident Insurance prior to the commencement and for the duration of the trip such as that provided by the cover facility available via Queens University Belfast.

www.qub.ac.uk/directorates/FinanceDirectorate/AccountingServices/PensionsTaxandInsurance/Insurance/MainInsurancePolicies/TravellInsurance/

Signed: _____ Date: _____
Student

QUB Health and Safety Form

As an employer, the university requires a Placement Health and Safety Checklist to be completed each year. Once completed, this can be sent to cs.placement@qub.ac.uk. This only needs to be completed once, regardless of how many students are in the workplace.

[Click here](#) to download a copy of the form.



STUDENT PLACEMENT HEALTH AND SAFETY AGREEMENT

As a placement provider you have a role in ensuring a student's health and safety whilst on placement. To assist the university will: -

- Prepare the student for the placement and ensure they are aware of general health and safety aspects. Such preparation is of a general nature and does not include the specific information required for particular activities or workplaces;
- Give the student and you opportunity to report to the university any problems experienced with regard to health and safety whilst on placement and
- Respond as appropriate to any health and safety issues that arise during the placement, raised by the student, you or a member of University staff.

During the placement period the duty of care for ensuring the health and safety of students is vested with the placement provider.

To allow the University to fulfil its duty of care to our students, in arranging placements, we require placement providers to confirm their ability to meet the following health and safety requirements – please confirm by ticking 'Yes' below

	YES	NO
1. Will you provide the student with an induction in the workplace health and safety arrangements, including fire precautions, specific hazards and safety precautions?		
2. Will you include the student in the risk assessment programme in relation to activities undertaken by them?		
3. Will you provide appropriate instruction and training in safe working practices and in any control measures identified in the risk assessments?		
4. Will you facilitate any visits to the student undertaken by University staff during the placement?		
5. Will you provide ongoing supervision and training for the student in the performance of their duties?		
6. Will you notify the University of any accident or incident involving the student that you are made aware of?		
7. Will you co-operate with the University in relation to following up on health and safety issues that are raised?		
8. Will you comply with all relevant health and safety legislation?		
9. Do you have insurance in place to cover liability for any injuries or ill health sustained by the student that is attributable to their activities during the placement?		

Name (Host employer) _____ Position _____

Signed (Host employer) _____ Date _____

Company name _____ Student name _____

Thank you for completing this form. Please contact the University if you require clarification on any matter.

Mid-Term/Final Report Forms

Mid-term/Final reports, once filled out, are returned to cs.placement@qub.ac.uk.

The Mid Term Report provides interim feedback as to how the student is performing on placement. If a student is not progressing well this can trigger an early placement visit. However, if you are experiencing problems with the student before the Mid Term Report due date please contact us. An email reminder regarding the Mid-term Report will be sent out 6 months into the placement.

Please see the images to the right for reference.

To download either of these files, please click the link below and download the Line Manager/ HR Pack 2023/2024.

careers.eecs.qub.ac.uk/Employers/EmployersHome.aspx

Queen's University Belfast School of EECS Year of Professional Experience Final Report Form
Placement Year 2024/25 Return on completion of placement. <i>Unsigned forms emailed by students will not be accepted.</i>

STUDENT'S FIRST NAME	
STUDENT'S SURNAME	
QUB STUDENT NUMBER	
DEGREE COURSE	
PLACEMENT COMPANY	

Performance Criteria	Supervisor's comments	Grade
<i>Please refer to form CSYPE-EAG for guidelines in completing this form</i>		(5=excellent, 1= very weak)
Self-Management and Development:		
Managing Tasks:		
Communication:		
Working with Others:		
Applying Knowledge:		
Problem Solving:		

Other Remarks:

Line Manager Name:	Line Manager Signature:
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Please return to: cs.placement@qub.ac.uk

Queen's University Belfast School of EECS Year of Professional Experience Mid Term Report Form		
Placement Year 2024/25 Return by January 2025 <i>Unsigned forms emailed by students will not be accepted.</i>		
STUDENT'S FIRST NAME		
STUDENT'S SURNAME		
QUB STUDENT NUMBER		
DEGREE COURSE		
PLACEMENT COMPANY		
Performance Criteria	Supervisor's comments	Grade
<i>Please refer to form CSYPE-EAG for guidelines in completing this form</i>		
		(5=excellent, 1= very weak)
Self-Management and Development:		
Managing Tasks:		
Communication:		
Working with Others:		
Applying Knowledge:		
Problem Solving:		
Other Remarks:		
Line Manager Name:	Line Manager Signature:	
Please return to: cs_placement@qub.ac.uk		

For guidance when filling out the mid-term/final report please see the document to the right.

Guidance for Employer When Filling-out Mid Term / Final Report Forms

Personal Skills and Performance Criteria

1. **Self-management and development**
 - a) Appropriate attitudes to work and colleagues are maintained.
 - b) Self-control is exercised when faced with work-related difficulties.
 - c) Work is completed to a timetable.
 - d) Willingness to seek appropriate advice is demonstrated.
 - e) Willingness and ability to learn new skills are demonstrated.
 - f) Ways of improving working relationships are implemented.
2. **Managing tasks**
 - a) Plans for work are provided.
 - b) Appropriate timetables are developed.
 - c) Agreement of others about the work to be done is obtained.
 - d) Difficulties are dealt with effectively.
 - e) Progress is monitored and corrective actions taken.
 - f) Deadlines are met.
3. **Communicating clearly and effectively**
 - a) Good use of English language.
 - b) Written communications are accurate.
 - c) Spoken communications are clear and to the point.
 - d) Style and manner of communications are appropriate.
 - e) Communications are effective and achieve the desired outcome.
 - f) Approach to others is tactful and polite.
4. **Working with and relating to others**
 - a) Good working relationships are maintained.
 - b) Ability to work well in groups is demonstrated.
 - c) Conflict is handled appropriately e.g others ideas and practices are challenged in an appropriate manner.
 - d) Manner and approach to others is appropriate.
 - e) Works well under supervision.
 - f) Appreciates the role and function of others.
5. **Applying knowledge**
 - a) Seeks to apply knowledge whenever appropriate.
 - b) Uses a systematic approach at all times.
 - c) Identifies analyses and resolves problems in a professional way.
 - d) Uses knowledge to develop new designs, products and methods.
 - e) Uses course knowledge in dealing with customers and clients.
 - f) Uses knowledge of management when dealing with others.
6. **Applying initiative in work problems**
 - a) Takes the lead when appropriate.
 - b) Self-motivation and initiative are demonstrated.
 - c) An ability to provide new ideas and identify forward plans is demonstrated.
 - d) Takes the lead in problem solving.
 - e) Appropriate inventiveness and flair are demonstrated.
 - f) Suggestions about work matters are made in an appropriate way.

Student Route Visa – Placement Attendance Monitoring Monthly Process

We are required to monitor your attendance on placement and provide this information to UK Visas & Immigration (UKVI) to confirm that an international student on placement is maintaining compliance with the terms of their visa. For the placement year 2024-25 we will do this by sending your placement line manager a Microsoft form by email each month and asking them to complete it to confirm your attendance for the previous month. It is important that you share your line managers name and email address with us either before you commence placement or within the first week of you commencing placement. If these details change at any stage in your placement it is important that you notify us of this change ASAP but emailing us at cs.placement@qub.ac.uk

If you will be leaving the country at any time you must get the Course Director to sign an Authorised Absence Form and inform the Placement Team.

If any International Student wishes to take short absences or vacations away from the UK whilst on placement, they must complete the form below.

Authorised Absence Form for Sponsored Students

To be used when students are to be absent from the University, including any holiday approval

Student Details	
Name	
Student Number	

Course Details	
School	
Level (UG/PGT/PGR)	
Course Title	

Authorised Absence Details			
Start Date			
End Date			
<small>*Official University closure days not to be included on form - https://www.qub.ac.uk/about/Semester-dates/*</small>			
Reason for Absence <small>e.g. illness, Doctors appointment, to visit family, attend a wedding, funeral or conference etc.</small>			
Are you required to return to engage in on-campus studies after this period of authorised absence? (attending graduation is not considered engaging in on-campus study)	YES	NO	
If you are not required to return to on-campus studies the University will be required under the UK immigration rules to stop sponsoring your visa			
<small>Please note if you are absent from studies for more than 60 days the University will be required under the UK immigration rules to stop sponsoring your visa</small>			
Student Signature			
Date:			

School Approval			
Will student be absent for more than 60 calendar days this academic year?	YES	NO	
Approval by School - must be completed for form to be accepted	YES	NO	
Comments			
Signature			
Date			
Please note Student visa holders are prohibited under UK immigration rules to study remotely			

Please do NOT use this form to inform us / approve Leave of Absences (Temporary Withdrawals). A Leave of Absence (Temporary withdrawal) is applied for by the School by completing the [Withdrawal request form](#) via the [SharePoint site](#) and leads to the student's registration being suspended on Q&SIS. Please note: the University are required to withdraw sponsorship of the students' visa if a LOA or cumulative LOAs is more than 60 days in an academic year.

This form should be completed when a student wishes to be absent from their studies as follows:
 UG students: Outside of the official holiday periods designated by the University
 PGT students: During taught modules: outside of official holiday periods designated by the University
 During research modules: at any time - excluding official University closure days
 PGR students: At any time - excluding official University closure days

Once this form has been completed by the student, the School must sign this off and follow the below link to upload this to the ISS Online CASSIE system: [ISS Update Student Details - QUB Portal \(powerappsportals.com\)](#)

*Please note ISS will receive a notification when a form has been uploaded online and will review this. It does not need to be emailed through to the ISS Compliance and Immigration email accounts.

[Click here to download a copy](#)

Placement Assessment

Placement Assessment consists of students submitting:

- Placement Report
- Logbook
- Placement Video

Placement Report

The purpose of the Placement Report is to act as a quality check on their placement, and how each student perceived their performance.

The content of the Placement Report can be seen below:

1. Introduction about you and the company.
2. Overview of work undertaken during placement (Include a list of hardware and software used)
3. A reflective account of how you have gained the following skills , provide 1/3 –1/2 a page of evidence for each skill listed:
 - a. *Self-Management and Development*
 - b. *Managing Tasks*
 - c. *Communicating Clearly*
 - d. *Working with Others*
 - e. *Applying Knowledge*
 - f. *Problem Solving*
4. Comment on the following sections:
 - a. *How the organisation matched your expectations.*
 - b. *Benefits you obtained from the placement year.*
 - c. *How your work contributed to the overall organisation.*
 - d. *The relevance of the placement to the degree program (e.g. the extent to which modules at QUB prepared you for placement and suggestions of how the academic curriculum could be improved).*
5. Conclusions / Action Plan for Remainder of Placement.
6. Appendix (*examples of code, screen dumps, certificates, training courses completed, CV, sample reports etc.*)
7. Logbook (*to include monthly logs for the duration of your placement – one A4 page per month (details below)*)

Logbook

Every month students are required to complete a logbook, taking note of the work they have carried out over the past month. This will then be included in the placement report completed by the student. Students have been briefed not to include any sensitive or confidential information

As their line manager, the university requires you check the logbook and sign off on it either monthly or at the end of placement (via email), agreeing that the student has completed what they included in their logbook.

Placement Video

Students are required to submit a 2 minute video presentation on the topic '*My Placement Year*' which should include the following information:

- Your Name and Degree Pathway
- Placement Company, Location and Job Title
- Brief overview of your role including technologies and main projects
- Highlights/Achievements during your placement
- Skills developed
- Benefits of placement

Sometimes companies work with students to produce professional videos which can be used for marketing purposes.

Placement Visits/Support from the University

During placement the student should have contact with a visiting tutor. This will most likely take place using video technology.

Visits are normally scheduled to take place generally between January - April and involves meeting both the student and line manager to discuss progress during placement and deal with any queries or concerns raised.

At any stage if any issues arise, the student or line manager may request additional visits or support by contacting a member of the Placement Team via email: cs.placement@qub.ac.uk.

Please find to the right, a template of the EEECS Placement Visit Feedback Forms which can be downloaded by [clicking here](#).



Section 1: (completed by student)

1. Student name:
2. Student number:
3. Degree Pathway:
4. Job Title:
5. Placement Company:
6. Start Date:
7. End Date:
(Please advise us if this date changes)
8. Remote Working:
 - Entire placement completed remotely
 - Working on-site full time
 - Working both virtually and on-site
 - Intention of returning to office – Approximate Date:
8. Work placement Line Manager name:
9. Work placement HR/Supervisor name (if different):
10. Please give details of the work you are undertaking during your placement:

11. Do you consider your work so far has been satisfactory? Yes/No
12. Please give details of your future planned work on the placement (including details of technologies/business processes used).

13. Please provide details of how your interpersonal skills have developed during placement?

14. Do you consider the plans for your future work to be satisfactory? Yes/No
14. Do you have any concerns about health and safety and your wellbeing? Yes/ No
If Yes, please provide details.
15. Accidents and incidents: Have you had any accidents or witnessed any accidents or unsafe practices that you are concerned about? Yes/No
16. Training and induction: Did you receive induction training which included health and safety issues? What ongoing training have you been given?

CSYPE-VFF

17. Supervision: Have you been left in charge of a situation for which you felt you needed more training or closer supervision? Yes/No

QUB Student Name: _____ Date: _____

Section 2: (to be completed by Line Manager)

1. Do you consider this placement to be successful? Please provide details for your answer.
2. Do you see any upcoming trends in the industry that you feel we should be preparing our students for?
3. What gaps do you see in students' knowledge that you feel we need to address?

Line Manager Name: _____ Date: _____

Section 3: (completed by QUB Visiting Staff)

1. Did you speak to the student's line manager/supervisor? Yes/No
If so, whom did you speak to?
2. Do you consider this placement to be successful? Yes/No
3. Has the student any queries that need answered? Yes/No
If Yes, provide details:
4. Does the student require a follow up visit/telephone call? Yes/No
If Yes, when?
Telephone Email Visit

QUB Visitor Name: _____ Date: _____

Return Forms to: cs_placement@qub.ac.uk

For use of Placement Team
 Form received by Placement Team Date: _____
 Actions to be taken
 All matters dealt with: _____ Date: _____

Looking After Student Mental Health on Placement

Occasionally students will present with mental health issues and please be assured that you can direct students back to Queen's via the Placement Team or Student Wellbeing Service

Despite the current uncertain times, please be assured that the Student Wellbeing Service are still here to support all students. Daily Drop-in will continue to run 11:00am - 3:00pm, either by visiting in-person at the Student Guidance Centre (Level 1).

If students wish to drop-in remotely, this can be accessed by clicking the button below to complete the Student Wellbeing Form. Please include a telephone number and someone from the team will call back. Alternatively, the Wellbeing Team can be contacted directly on 073 87 546 123 between 11:00am-3:00pm.

[Click here to access the Student Wellbeing Form](#)

Students who require immediate Wellbeing support can contact:

- Inspire – (24/7 helpline – Freephone) – 0808 800 0016 (Wellbeing Support)
- Lifeline – (24/7 helpline – Freephone) – 0808 808 8000 (Crisis Support)
- Samaritans – 116 123 (national line) or 028 9066 4422 (Belfast) (Listening Ear)



Recruiting Placement and Graduate Students

We appreciate under the circumstances of this year, the application window for placement and graduate roles may be pushed back however, when the roles become available please consider recruiting QUB EECS students.

There are many ways in which we can promote a vacancy to our students:

- Reach out to cs.placement@qub.ac.uk and we can upload the vacancy on our EECS portal.

- Send promotional material to cs.placement@qub.ac.uk and we can include it in our weekly Careers & Placement E-Zines and on the screens around QUB Campus.

Final Year and MSc Project Proposals

Each year we set projects for our MSc and final year undergraduate students to permit the students to combine, apply and demonstrate the skills they have gained within individual modules towards the creation of a significant software artifact.

You may already have received a copy of this from HR within your company. We would like to encourage students to build strong links with locally based software engineering and electrical engineering companies through company's involvement with projects.

Company based projects can be proposed in the following pathways:

- MSc in Software Development (Summer)
- Final year Electrical Engineering Project Module (Full Year)
- Final year Software Engineering Project Module (Full Year)

If interested, please contact cs.placement@qub.ac.uk and we will link you with the appropriate academic colleague.

Virtual/In Person Employer Events Opportunities

EECS host a range of events throughout the year. We appreciate the busy schedule employers have all year round however, if you would like to promote any events do not hesitate to contact us by email at cs.placement@qub.ac.uk. In the past employers have participated in the following opportunities:

- Virtual Online Events
- Hackathons
- Tech Talks
- Guest Lectures
- Webinars
- Mock Interviews
- Whiteboarding Exercises
- CV Reviews
- Providing graduate profiles

Complaints

Our aim is to provide a quality service to all of our client groups. Should there be cause for complaint about any aspect of the service this should be made in writing to the EECS Placement Team via email to cs.placement@qub.ac.uk.

Your email will be acknowledged within seven working days of date of receipt and a formal written response within twenty-one days from the date of acknowledgement of complaint.