UNIVERSITY YEAR OF PROFESSIONAL EXPERIENCE

The Year of Professional Experience (YoPE) which the student is undertaking is an integral part of our degree programme at Queen's University. The students benefit greatly from this year, and hopefully the organisation's benefit too.

Degree Pathways include:

- BSc/BEng/MEng Computer Science (including Year of Professional Experience)
- BEng/MEng Software Engineering (including Year of Professional Experience)
- BEng/MEng Computer Engineering (including Year of Professional Experience)
- BSc Business Information Technology (including Year of Professional Experience)
- BSc Computing and Information Technology (including Year of Professional Experience)
- BEng/MEng Electrical and Electronic Engineering (including Year of Professional Experience)
- MSc Electronics (including Professional Internship)
- MSc Applied Cyber Security (including Professional Internship)

AIMS AND OBJECTIVES

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. Precise objectives to achieve this aim vary from placement to placement. Ideally the students should:

- Understand the operation of industrial, commercial or government service organisations and the nature and importance of the computing dimension within them.
- Understand the systems of communication, control and responsibility within the organisation.
- Understand the systems of software quality control within the organisation.
- Acquire experience of working with other people at all levels.
- Have an appreciation of the organisational and administrative principles of running a business, particularly in the areas of financial control, costing and marketing (where appropriate and possible).
- Further develop their personal communication skills; good use of language, accurate writing and appropriate style and manner are required.
- Learn how they can best contribute to the organisation and develop their potential and self-management; appropriate application of initiative should be encouraged.
- Gain experience in carrying out computing/engineering/business tasks and thus acquire confidence in applying their knowledge to the solution of real problems; in keeping with this, they should be given progressively increasing responsibility.

Understandably, students on placement will engage in widely differing activities. However, the great majority of placements allow achievement of the objectives above to a greater or lesser extent. Flexibility in arranging the placement programme is an essential requirement of many employers and the University recognises this, aiming for the maximum benefit to student and employer.

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 (*at least NMW*), 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. A minimum of 9 months of log books is required.
- International Students should complete a Monthly Attendance Monitoring Form, this *MUST be returned to us by your line manager to cs.placement@qub.ac.uk in the first week of each month for the previous months attendance. Failure to return this form on time could result in your absence being reported to QUB Immigration Support Service.*
- An Authorised Absence Form must be completed by International Students on placement if leaving the country for holidays or business/placement purposes. Contact cs.placement@qub.ac.uk to request a copy of the form as approval must be granted by school of EEECS prior to student travel outside the UK.
- On completion of the placement the student will submit the following for academic assessment:
  - Placement Report *(3000-4000 words)*
  - *Log book – minimum 9 full A4 pages*
  - *2 minute video presentation (or alternative Teams Call/In Person Meeting)*

LINE MANAGER REQUIREMENTS

The university also requires the line manager:

- To ensure the QUB Indemnity Insurance Form is completed prior to placement commencing.
- 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.
- 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 attached.
- 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.
- Complete and return a Monthly Attendance Monitoring Form for International Students.

VISITS/SUPPORT FROM THE UNIVERSITY

Placement visits will take place online or via telephone generally between December – March 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 either the student or the line manager may request additional visits or support by contacting a member of the Placement Team via email: cs.placement@qub.ac.uk or telephone 028 90 973912.

FINAL YEAR AND MSc PROJECTS

Each year we set projects for our final year 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.

If you would wish to propose a project or projects for either an individual student/group to undertake on, MSc in Software Development or our final year Electrical Engineering Project Module and/or a team project (team of four) for our final year Software Engineering Project Module please contact cs.placement@qub.ac.uk.

STUDENT CIRCUS EMPLOYER GUIDE FOR WORKING WITH INTERNATIONAL STUDENTS AND GRADUATES

A guide for employers in the UK to leverage international Talent Pipeline click here to Download a copy.

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 EEECS Placement Team, at the address below.

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

PLACEMENT TEAM CONTACT DETAILS

Ann Doris | Senior Careers & Placement Consultant
[t] 028 90 975346 [e] a.doris@qub.ac.uk

Claire Ussher | Careers & Placement Consultant
[t]028 90 973752 [e] c.ussher@qub.ac.uk

Sam Kelly | Careers & Placement Consultant
[t]028 90 971407 [e] samuel.kelly@qub.ac.uk

Ronan O'Reilly (Until 3rd Jul 2024) | Placement Assistant
[t]:02890 973912 [e]:cs.placement@qub.ac.uk

Address: School of EEECS Careers and Placement Team
Queen's Student Centre, One Elmwood
77-79 University Road
Belfast BT7 1NF

THE QUEEN'S UNIVERSITY BELFAST

EEECS YEAR OF PROFESSIONAL EXPERIENCE

PLACEMENT INFORMATION FOR LINE MANAGERS 2024|25