

## **Placements & ERASMUS scheme**

This leaflet explains some of the important things to remember if you decide to complete part of your course away from Hallam University campus, either on work placement or at an alternative university.

### **ERASMUS SCHEME**

The ERASMUS scheme enables you to spend part of your course studying at a University or work placement outside of the UK. The time you spend time away from Hallam University is part of your course and will count towards your final qualification.

Many of the considerations for ERASMUS are the same as for work placements, for example; entitlement to funding, what to expect, what if something goes wrong, who to contact.

You can take part in the ERASMUS scheme for between 3 and 12 months. If you think that you would like to take part in the EURASMUS scheme then please contact your Faculty Exchange Co-ordinator.

### **WORK PLACEMENTS**

Many full and part-time courses at Hallam University can include a placement year. This can either be compulsory or optional, depending on the type of course you are studying. A placement provides a valuable experience of a real working environment.

For full details about placement opportunities, you will need to contact your Faculty.

### **BEFORE YOUR PLACEMENT / ERASMUS**

#### **1. Check you have a placement.**

The University is not obliged to find a placement for you, so, if you have difficulty finding one, you need to contact your faculty as soon as possible.

#### **2. Talk to your placement tutor**

Your placement tutor is there to help you. They will visit you at your placement, make sure you are content and that you are undertaking challenging and fulfilling work. You should talk to them about your expectations, how you will be monitored and assessed, and what to do if

you have any problems. Your placement tutor will help you if any issues occur.

### 3. Find out about your new home.

All ERASMUS schemes and some placements will involve moving to a different town, city or country. Spend time finding out where you will be going, and see if anyone else from your course is going to the same place. Perhaps you could share travel or accommodation costs.

### 4. Check your financial situation.

Not all placements are paid, and if they are paid then the wages will vary. You will need to plan your finances during your placement year, and check if there is any additional funding that you might be entitled to.

If you are taking part in the ERASMUS scheme, your Student Finance England funding should remain in place. You just need to make sure SFE are notified of your situation.

## **DURING YOUR PLACEMENT**

### 1. Talk to your Placement Supervisor.

You will be allocated a placement supervisor. They will provide you with important information, including your hours of work, wages, holiday entitlement, sickness procedures, and health and safety.

### 2. National Insurance and Tax

As a paid employee you will be required to pay Income Tax and National Insurance. Please see our leaflet called 'employment' for more details about this.

### 3. Council Tax

You will still be classed as a full time student, so can still obtain a council tax exemption certification from 'shuspace'.

### 4. Tuition Fees / Student Funding

You will be required to pay a 'reduced' tuition fee to the University during your placement year. For home students during 2011/12 this will be £670. You should also be able to apply for additional support from Student Finance England, but this will be paid at a reduced rate.

NHS students will continue to receive their full bursary throughout their placements, instead of receiving wages

## 5. Travel Expenses

Some faculties will help pay for additional travel costs that you incur during your placement. Please check with your placement tutor about this, as expenses can vary from course to course.

Alternatively, if you study abroad or attend clinical training locations you may be able to apply for a 'travel grant' from Student Finance England.

## 6. Childcare Costs

Depending on the nature of your work placement, you may be entitled to claim Childcare costs from either Student Finance England (who will pay up to 85% of your costs) or through the Working Tax Credit System (administered by HMRC - see contacts) who will pay up to 70% of your costs).

NHS students can claim the Child Care Grant as part of their ongoing bursary.

## 7. Benefits

Full time students are not usually entitled to claim Benefits (even if you are on an unpaid placement), unless you are a parent, are disabled or have caring responsibilities. If you are a part-time student you may be eligible to claim some benefits.

Please see our 'benefits' leaflet for more details, or contact the DWP enquiry line.

## **DURING YOUR ERASMUS STUDY**

### 1. ERASMUS co-ordinator

You will be allocated an ERASMUS co-ordinator. They will provide you with important information and be your main contact at Hallam University during your period of study abroad.

### 2. Tuition Fees / Student Funding

During your ERASMUS studies you can apply for Student Finance England funding to help pay for your tuition fees and living costs, in the same way that you would if you were studying in England.

### 3. Travel Expenses

You may be entitled to 'reasonable' additional funding to help pay for your initial travel costs to your ERASMUS University. Please contact Student Finance England directly regarding this.

## **WHAT IF SOMETHING GOES WRONG**

For most students, a placement year, or period of ERASMUS study, is enjoyable and worthwhile, but unfortunately things sometimes go wrong.

If this is the case then you need to seek advice as soon as possible. Below are some examples of when you might need to seek further advice or assistance:

1. Accidents. If you are involved in an accident during your work placement you have a duty to report this to your academic supervisor.

2. Complaint. If you are not satisfied with your placement you could consider submitting a formal complaint, in line with the University's procedure (see additional information sheet).

Alternatively, an external organisation (such as your place of work or study) could submit a complaint to the University, if they are not satisfied with your level of commitment, or competency, for example.

3. Disciplinary Hearing / Dismissal. If concerns have been raised about your behaviour, for example, then you may be required to attend a disciplinary hearing. Alternatively, your work placement employer could choose to dismiss you. Not all dismissals are 'fair' and dismissal is likely to have a negative impact on your assessment. Please seek advice as soon as possible from the advice centre and your placement tutor.

4. Employment Law. During your placement year you are protected by and have to adhere to employment law. You have the same rights as any other person in employment.

5. Extenuating Circumstances. If something unexpected occurs during your placement, which may have a negative impact on your assessment process, then you can apply to the University for 'extenuating circumstances'. If these are successful then you might be given an opportunity to be re-assessed without having your marks capped.

6. Fitness to Practice. For professional courses, such as Nursing and Teaching, concerns may be raised about your 'fitness to practice'. You might be invited to an investigatory meeting or a panel meeting to discuss any issues that have been raised or about your progress throughout the placement.

7. Harassment and Discrimination. Sheffield Hallam University and Student Union regard harassment as wholly unacceptable, to ensure that your ERASMUS or work placement is as safe as possible. Please do not feel deterred from seeking advice from a member of University staff or someone from the Union. All discussions will be confidential, and if you decide to pursue a grievance procedure, you can withdraw from it at any time without any further action being taken.

**Further advice is available from:**

**Advice Centre**

The HUBS

Paternoster Row

Sheffield

S1 2QQ

Tel: 0114 225 4148 / Fax: 0114 225 4943

Email: [advicecentre@shu.ac.uk](mailto:advicecentre@shu.ac.uk) / Web: [www.hallamunion.org/advice](http://www.hallamunion.org/advice)

**Student & Learning Services**

Sheffield Hallam University

City Campus, 5<sup>th</sup> Floor, Owen Building / Tel: 0114 225 3813

Collegiate Campus, Heart of the Campus / Tel: 0114 225 2491

**Further Contact Details:**

**Student Finance England**

Tel: 0845 300 5090

Mon to Fri - 8.00am to 8.00pm / Sat & Sun - 9.00am to 5.30pm

[www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

**NHS Bursaries**

Hesketh House

200-220 Broadway

Fleetwood

Lancashire

FY7 8SS

Tel: 0845 358 6655 / Open 8.00am - 6.00pm Monday to Friday

[www.nhsbsa.nhs.uk/students](http://www.nhsbsa.nhs.uk/students)

**HMRC / Tax Credits**

Tel: 0845 300 3900

**DWP Benefits claim line**

Tel: 0800 0556688