

# PLACEMENTS WORK

## MY PLACEMENT COORDINATOR/TUTOR

Name

Email address

Phone number

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CAREERS



University of  
Reading



# STAY IN TOUCH

ESSENTIAL INFORMATION  
FOR YOUR PLACEMENT

PLACEMENTS  
WORK



## USEFUL CONTACTS

SUPPORT	TELEPHONE	EMAIL
Careers	+44 (0) 118 378 8359	careers@reading.ac.uk placements@reading.ac.uk
Chaplaincy Centre	+44 (0) 118 378 8797	chaplaincy@reading.ac.uk
Counselling & Wellbeing Team	+44 (0) 118 378 4216	counselling@reading.ac.uk
Disability Advisory Service	+44 (0) 118 378 4202	disability@reading.ac.uk
Earley Gate Support Centre	+44 (0) 118 378 8020	Contact your Student Support Coordinator or ask a question on the <b>Me@Reading</b> student portal
Edith Morley Support Centre	+44 (0) 118 378 4243	
JJ Thomson Support Centre	+44 (0) 118 378 4101	
RUSU Advice Service	+44 (0) 118 378 4100	advice@rusu.co.uk
Student Financial Support	+44 (0) 118 378 7781	studentfunding@reading.ac.uk
Student Services Reception	+44 (0) 118 378 5555	studenthelp@reading.ac.uk
Student Welfare Team	+44 (0) 118 378 4777	studentwelfare@reading.ac.uk




During your placement you will have access to your Placement Coordinator and/or Placement Tutor for support and advice. You will also continue to have full access to our student support and wellbeing services. If we can help, please don't hesitate to get in touch.



## PLACEMENTS ABROAD

While you are on your placement you are covered by **AIG Insurance - Lifeline Plus. Please always use the university policy number 0010016165**

You can access the services:

- +  Via the AIG mobile app
- +  On the travel assistance website [www.mylifetime.co.uk](http://www.mylifetime.co.uk)
- +  Or call the AIG assistance helpline **+44 (0)1273 456 463**

Contact the **University's Insurance Office** if you have any questions:

Phone: **+44 (0) 118 378 8309**

Email: **uor-insurance@reading.ac.uk**

**Remember:** You must complete the Student Risk Management Form as soon as you have confirmed your travel arrangements, the form is accessible on RISIS.