

Work Placements

Agreement for Student visa holders

Student visa holders are permitted by the Home Office to undertake work placements as part of their programme if the work placement is an assessed and integral part of the programme and it has been authorised in advance through the relevant school and the placement team.

This document sets out the University of Reading's expectations of Student visa holders when they are planning for their work placement and whilst they are undertaking their work placement.

This document also confirms the University of Reading's sponsorship duties during the period the student is on placement, including its reporting responsibilities to the Home Office.

Responsibilities of Student Visa Holders

Student visa holders who are planning for a work placement must:

- Ensure the placement pathway or all required placement paperwork is completed in a timely fashion and submitted to placement coordinator/placement tutor in advance of commencing any placement. Only placements which have been formally authorised are permitted on a Student visa. If the required paperwork is not submitted, then the work placement will not be authorised.
- **Not** commence a work placement before having a placement agreement and a risk assessment in place.
- Ensure that their visa is valid to undertake a work placement and that there is sufficient validity to complete the work placement. Students who will need to extend their visa in order to complete their programme as a result of adding a work placement should contact the International Student Advisory team (immigration@reading.ac.uk) for advice.
- Engage with the placement coordinator/placement tutor fully and respond timely to all communications.
- Keep both the placement coordinator and placement tutor informed of any placement offer/acceptances.

If a placement is not secured or the student has not submitted the paperwork required to undertake a work placement by one week prior to the start of the new academic year, then the student will be reverted to the non-placement course option and will be expected to return to complete the final year of their programme at the start of the academic year. The change in programme and expected end date will be reported to the Home Office.

Whilst on placement, Student visa holders must:

- Maintain contact with the University and respond timely to all correspondence sent to their University email. The University is required to maintain contact with, and monitor the engagement of, Student visa holders during their work placements. This will be at a minimum of one contact per month from a placement coordinator or designated colleague. Students must fully engage with this process. Students who do not maintain contact with the University as required will be referred to the University's Student Immigration Compliance Manager.
- Notify their placement coordinator and placement tutor if there are any changes to their work placement during the work placement.

Tier 4/Student visa sponsor compliance

- Notify their placement provider if they are going to be absent from work and provide the reason for this. Failure to notify the work placement provider will be marked as an unauthorised absence.
- Notify their placement coordinator and placement tutor of any absences from their work placement that exceed 1 week and that are for the purpose of something other than annual leave.

University Sponsorship Duties

- The placement coordinator, on receipt of the required paperwork and once the placement has been approved, must notify the International Student Advisory Team of the placement details **in advance of it commencing** using the 'Student visa Work Placement notification form'. The placement coordinator should email the completed form to immigration@reading.ac.uk
- The University is required to report the location and dates (and any subsequent changes) of the work placement within 10 working days of receiving the completed Student visa Work Placement notification form, and any subsequent updates to the placement details thereafter.
- The International Student Advisory Team will provide placement providers and students (upon student request) with a letter confirming their work placement dates and work rights during their work placement.

If a student fails to maintain contact with the University during the work placement, the University will notify the Home Office and withdraw sponsorship for their Student visa in line with the [Student Sponsor guidance](#). The student will be notified of this by email to their University email account and their personal email account provided on their student record.

Student to sign to confirm they have read and understood this agreement and agree to provide all paperwork to the University when required, and to confirm that they will cooperate fully with the University to ensure it can carry out its duties as a Student Sponsor and that they understood the potential visa implications if they fail to do so.

Student:

Signed: _____

Print: _____

Student ID: _____

Date: _____

Placement coordinator/placement tutor:

Signed: _____

Print: _____

Date: _____