

Module Placement: Student Guide

Introduction

This guide is aimed at supporting students who are considering taking part in a module-based placement or have secured an opportunity.

It is great that you are taking up an additional work-based learning opportunity. We know from our experience of supporting other students what a positive experience a placement is and how much students get from their opportunity.

This guide will also run through where to find opportunities to fit your module, application support, and how to register your placement. You must register and have your placement approved before you are able to begin your opportunity.

What is a module-based placement?

Placement modules take place throughout the University of Lincoln. This is a chance for you to develop some work experience and relate it back to your course of study.

Placement modules vary in length and hours, to find out more about your module, contact your school admin team.

Finding your Placement

The responsibility for finding a placement sits with you. However, if you need support, you can arrange an appointment with one of the Placement Advisers in the Careers & Employability team via the [Placements & Work Experience](#) webpage. This page also contains a range of resources and information to support your placement search.

Placement Advisers can discuss your areas of interest with you and help you identify suitable placement opportunities.

There are a number of ways to find a placement:

Applying for advertised opportunities: You can search for placement opportunities through [CareerLinc](#), the University's vacancy platform, as well as employer websites and other job boards. Before applying, make sure the opportunity meets the requirements of your module.

Making a speculative application: This is often one of the most effective ways to find a module placement, as many organisations may not advertise short-term opportunities. A speculative application involves sending a tailored email to an organisation explaining

the type of experience you are looking for and attaching your CV. You can find more information in the [Speculative Applications Guide](#).

Employer Scheme Lists: We have a range of employer and opportunity lists that can help you identify organisations that may be able to offer placement opportunities. These can be a useful starting point when researching organisations and making speculative applications. Further information can be found below.

[Creative Arts](#)

[Design and Architecture](#)

[Education and Communication](#)

[Engineering and Physical Sciences](#)

[Film and Media Production](#)

[Health and Social Care Sciences](#)

[Humanities and Heritage](#)

[Law](#)

[Natural Sciences](#)

[Psychology](#)

[Social and Political Science](#)

[Sports and Exercise Science](#)

Applying for your Placement

Once you have identified a placement you would like to apply for, or a company/organisation you would like to approach, you may wish to book a further appointment with one of the Placement Advisers. They can support you with the various stages of the application process, including completing application forms, writing cover letters, and developing your CV.

You can also find useful resources here: [Online Resources and Learning - University of Lincoln Careers & Employability](#)

Interviewing for your Placement

Depending on the role or organisation you are applying to, you may be invited to an interview. Your placement adviser can support you in preparing for this further such as offering a mock interview if required.

Registering your Placement

Once you have found and secured your placement, it is essential that you formally register it with the university via [this link](#). You will not be able to commence your placement until the full placement approval process has been completed.

Your placement approval can take up to 2 weeks once all forms have been completed by yourself and the employer/organisation you are doing your placement with. You must not begin your placement until this has been approved by the placements and work experience team.

It is important that you register your placement with the University **before you begin**. This allows the Placements and Work Experience Team to carry out the necessary health and safety checks, ensure appropriate support is in place, and fulfil the University's duty of care responsibilities. The registration process also helps us assess whether the placement is suitable, safe, and able to provide a meaningful learning experience for students.

Course-related travel grant

Seeking some additional financial support with your placement? The University's Student Services may be able to provide a course-related travel grant to use during your placement or work experience opportunity. Please visit [Financial Assistance Funds – Student Services \(lincoln.ac.uk\)](#).

International students

For further information, please visit our [International with Student Visa placement guide](#).

If you are an international student interested in completing a placement, here are some key considerations.

Working Hours

Placements Forming Part of Your Course

If your placement is an integral and assessed part of your programme, contributes to your programme learning outcomes, and does not exceed 50% of the total length of your course, you may undertake the placement on a full-time basis under the

conditions of your Student visa. The placement must take place before your course end date and be approved by the University.

Work Experience Outside Your Course

If an opportunity is not part of your course, you may work for a maximum of 20 hours per week during term time, in line with your visa conditions. This applies to both paid and unpaid work experience.

If you are unsure whether an opportunity forms part of your course, please seek advice from the [International Advice Team](#) before accepting the position.

Placement Location

If you are considering a placement outside the Lincoln area, you should carefully consider:

- Accommodation arrangements
- Travel and public transport options
- Travel costs and journey times

You should ensure that you are able to travel to and from your placement safely and reliably.

Change of Circumstances and Visa Considerations

If you intend to undertake a work-based learning module or placement that forms part of your course, the University will need to ensure that a Change of Circumstances form is completed.

Attendance and Engagement

If you are undertaking a placement module as part of your programme, your attendance and engagement will be monitored throughout the placement.

Undergraduate (UG) and Postgraduate Taught (PGT) students

- Attendance will be monitored by your Module Lead using the school's usual attendance and engagement monitoring processes for the module.
- Any concerns regarding attendance, engagement or wellbeing may be followed up by the Module Lead and reported to the Placements Team where necessary.

Postgraduate Research (PGR) students

- Attendance and engagement will be monitored **weekly** by your Module Lead throughout the placement.

- The method of monitoring may vary depending on the nature of the placement and the requirements of the programme. This will be decided by your Module Lead.
- Attendance records will be submitted to the Placements Team by your Module Lead to support the University's Student visa compliance requirements.

For further detailed information, please see our [International with Student Visa placement guide](#).

Students with Additional Needs

We recognise that students from traditionally unrepresented backgrounds may face barriers for securing and completing placements and work experience. We have additional support available, which includes a specialist adviser who can offer 1-1 appointments as well as monthly workshops, which can be found on our [events calendar](#). Discover the resources and assistance available to help you secure and thrive in placements or work experiences here: [Placement Support for disabled students](#).

On Placement

If you have any changes to your work experience start/end dates or the staff member supervising you, please let us know as soon as you can via placementsandwexp@lincoln.ac.uk

Additionally, if you have any issues whilst on placement, please get in contact with the placements team or your module lead.

You will be assessed against all the same guidelines as usual university assessments so please do not use AI for these. If you would like specific guidance for usage of AI during the assessments, please visit this link: [AI for Study and Assessment | Learning at Lincoln | University of Lincoln](#)

Post Placement

At this point the Placements and Work Experience Team will ask you to complete a feedback form about your placement – this helps us to promote similar opportunities to future students.

Module Placement Checklist for Students

- ☐ Search and apply for placement opportunities.

- ☐ Check the placement meets the requirements of your module with your Module Lead.
- ☐ Access support from the Placement Advisers for applications, CVs, cover letters, and interviews if needed.
- ☐ Register your placement with the Placement Team once you have secured an opportunity.
- ☐ Complete the placement approval process with the Placement Team before you start your placement.
- ☐ Attend and engage fully with your placement and complete any module requirements such as amount of hours spent on placement.
- ☐ Inform the Placements Team if your placement details change (for example, dates or supervisor details).
- ☐ Contact your Module Lead if you experience any issues during your placement.
- ☐ Complete any placement assessments in line with your module requirements.
- ☐ Complete the placement feedback form at the end of your placement.

International students with student visa: Ensure your placement complies with your Student visa conditions and seek advice from the International Advice Team if required.