

Code of Practice on Industrial Experience Programmes



Regent University College of Science and Technology

Introduction

1. This code of practice applies to all undergraduate degree programmes that include an element of the programme that should be spent in industry. This may be a short period of a few weeks to six months and contributes in some form to the degree assessment or requirement for graduation. However, it does not apply to periods in industry that do not form part of the degree programme, such as Interruptions of Study where the student's registration is suspended for the period of interruption.
2. The industrial experience section of a degree programme must have well defined learning outcomes as well as clearly defined aims and objectives specifically for the industrial experience section. The achievement (or otherwise) of the learning outcomes must be demonstrated by appropriate assessment.
3. For a degree programme to *require* a student to complete an Industrial Experience period the Department must support the student in obtaining the placement. It is normally recommended that:
 - the *student* is expected to find and secure the placement.
 - the Department is expected to assist actively in this process.
4. The Industrial Experience programme must be constructed in such a way that the placement period, whilst not forming an integral part of the normal syllabus, can be demonstrated to *support* the normal syllabus and provide demonstrable added value to the degree programme. This added value should build upon some of the learning outcomes of the standard programme and enhance those outcomes.
5. Types of programme that include an Industrial Experience element: A degree awarded "with Industrial Experience" must include a minimum of six months in industry/ ministry or teaching in school. This period must be such that it requires the student to have progressed through at least the first year of the standard degree programme.

Programme Approval

6. As with any degree programme, a degree containing Industrial Experience must be approved by Teaching and Learning Committee. An appropriate new programme proforma (obtainable from the Taught Programme Office) must be completed with appropriate supporting material. The new programme proforma contains Industrial Experience specific questions that should be addressed.

7. The Teaching and Learning Committee in its consideration of a new programme will be particularly interested to ensure that the programme proposal provides an appropriate:

- Programme Specification;
- Defensible Learning Outcomes capable of appropriate assessment;
- Industrial Experience specific handbook detailing what is expected of the student, what the Department provides, what the industrial partners must do and how the placement will be assessed.

Placement Partners

8. Industrial partners must be reputable companies who operate in an area related to the principal subject area of the degree programme. The Teaching and Learning Committee must be satisfied that the selection procedures will ensure that the partner company is appropriate for a student placement.

9. Guidance in choosing appropriate partners is available from the Teaching and Learning Committee in the form of a separate code of practice for Departments Sending/Receiving Students on Taught Programmes to/from Abroad.

10. The partner must be fully briefed by the Department as to what is required of them and these requirements must be confirmed in writing.

11. The partner must provide suitable facilities for the student to learn and be supported academically.

- There must be access to any required reading and other support material to enable the student to learn more about the company and the work they are undertaking;
- There must be a designated person in the company who will be assigned to the student as an **Industrial Tutor**. This person is responsible for liaising with the student's host department(s), for ensuring the student is treated appropriately by the company, to provide a source of assistance and pastoral support, to assist the student in the learning process and to act as a formal link between the student and the company;
- There must be arrangements for the student to be allowed time to return to

Regent Ghana if necessary to support the learning process. Facilities must be provided to allow the student to keep in contact with their department whenever they need to. E-mail will be an appropriate normal form of communication.

12. The company must be easily accessible to Regent Ghana personnel. This means that normally the company should be based in the Ghana. Overseas companies are allowed, however the Department must be able to demonstrate that the requirements of this code can be fully met. The Teaching and Learning Committee will assume that overseas companies are difficult to visit and that students sent to an overseas company will not be able to receive the same level of support as a student placed in a company in Ghana, unless adequate evidence to the contrary is provided.

13. Companies must be aware of the Learning Outcomes that should be achieved by the student.

14. Companies must be made aware formally of their responsibilities to:

- Support the student learning process;
- Support the student's pastoral needs;
- Provide access to appropriate learning facilities;
- Contribute to the assessment process;
- To provide any special health and safety training and support to the student and ensure they conform to any specific health and safety requirements;
- Inform Regent Ghana of any failing in the student's attendance, performance or safety record.

15. Regent Ghana will not permit placement in any company that does not conform to the ethical policies of Regent Ghana. In sensitive areas approval may be required by the Provost. If such approval needs to be considered, the Department will be strongly advised not to pursue the placement unless there are very compelling reasons to do so.

Students

16. Students must be provided with full and specific documentation about their placement, including full details of assessment regulations, progression rules, support structures and disciplinary requirements. They must also be made aware of their responsibilities.

17. If there are any specific legal responsibilities inherent in the placement, students must be made aware of these. This could include health and safety responsibilities, conformance to data protection or other confidentiality requirements, ethical responsibilities and privacy requirements.

18. If there are any ethical or other considerations inherent in the placement (for example such that might concern some students from a moral, religious or similar

view point), the student should be made aware of these where possible, and given the opportunity to find an alternative placement if they wish.

19. Students must be given facilities to report any problems or concerns they have, however students must be aware of their own responsibilities to make such concerns known.

Placement Support

20. Whilst it is the normal requirement for students to find their own placement, the Department should have a designated officer to assist students in this process. Where a large number of students are to be supported on placement, it is the normal expectation that the Department would provide an Industrial Liaison Officer of Academic or Academic Related status.

21. Students should be provided with a comprehensive handbook (which may consist of separate parts, some provided by Regent Ghana, some by the company) specifically aimed at the placement part of the degree programme. In addition to academic concerns, this handbook should address at least the following issues:

- Health and safety in the workplace;
- Working practices and requirements; this should address issues such as working hours, dress, behaviour and so on;
- Subject specific skills required to undertake a placement in certain industries, particularly ethical and legal considerations and obligations;
- Health requirements – again may be subject specific;
- Any insurance considerations that may be necessary.

22. Once on placement, the student must be provided with the following:

- A named contact who can support the student and act as a mentor or industrial tutor. This individual must be of appropriate seniority;
- Appropriate induction including health and safety training and guidance on environmental considerations;
- Induction in respect of specific legal and ethical considerations must be given early, and the student must have the right to withdraw from the placement, without penalty if there is a moral or ethical reason to do so;
- Local working practices, such as hours of work, holidays, absences, and so on must be provided in writing;
- At the end of the placement the Department must make sure that the placement is terminated properly and arrangements made to transfer any appropriate materials needed for assessment purposes to Regent Ghana;
- At the end of the placement the student will need appropriate reorientation to occur to ensure that they return to Regent Ghana smoothly and understand what is still required of them in terms of placement assessment.

A student may have difficulty readjusting from the workplace environment back to the

academic environment. Further, it should be remembered, that in most cases, a student will be returning to a class that is different from the one they left prior to the placement. Departments should recognise this.

23. Academic members of staff involved in the placement aspect of a programme should be supported by the Department. They must be prepared to undertake supervision of students on placement and be prepared to deal with the placement company, often through the outfit of the Educational Support Service. To this end they should be provided with appropriate corporate information, such as details as to what the company does, the chain of command and reporting structure, particularly with regard to where the student fits in.

Complaints

24. Students on placement are still students of Regent Ghana and therefore, have the same rights to complain about the placement as if it were a part of the programme delivered at Regent Ghana. Therefore the standard student complaints procedures will apply. However, to ensure that the Department and, if necessary Regent Ghana, can properly respond to complaints, it is important that:

- the student is aware of the complaints procedures;
- the company is aware of the Regent Ghana regulations that they would be required to comply with respect to the teaching of students;
- the academic Department is made aware of the appropriate contacts within the company that would have to be informed/consulted in the event of a complaint.

25. Complaints in the context of precept 24 are against the academic side of the Industrial Experience part of the programme and against any aspect of the teaching and support provided by University staff and procedures. Where the complaint is against the company for non-academic related matters then it is important that:

- the student is made aware of any Company complaints procedures that exist;
- that Regent Ghana is made aware of any Company complaints procedures that exist,
- that where a student makes a complaint against the company for nonacademic issues that Regent Ghana is kept informed of the complaint and the outcome of the complaint.

Monitoring and Company Visits

26. All students on placement continue to be the responsibility of their academic department(s). They must be visited at least twice during their placement for pastoral purposes (although these visits may be combined with assessment and other visits). Such visits should be in confidence and there must be a period where the academic can talk privately with the student without the company's presence.

27. The company must be aware of the requirement to monitor and give unrestricted access to the site at which the student is placed in order for visits to be made as and when Regent Ghana wishes. This is particularly important in the event of a complaint by a student, or if a pastoral issue arises. An academic visit can never be refused by the company.

28. Regent Ghana will give reasonable notice of a visit, but should an emergency arise the company should permit an “instant” visit without question.

29. The student will always be given notice of a visit unless they specifically ask for a visit to be made. Assessment and formal visits will be scheduled at least two weeks in advance of the visit and students should be reminded what will be required of them at the visit.

30. Procedures should be adopted to elicit student feedback about the Industrial Placement commensurate with other parts of the degree programme.

Assessment

31. Assessment must take place before the commencement of the next part of the student’s programme. Normally this means before the start of the next academic session. Where the Industrial Experience is of small scale, then assessment should be undertaken during the placement. In exceptional cases, students should be expected to undertake assessment during a normal phase of their programme on condition that it does not interfere with their normal studies.

35. The Industrial Experience part of the degree should be considered an integral part of an honours degree program. It must be assessed on a Pass (P), Repeat (R) or Fail (F) basis.

36. If the student fails the Industrial Experience part of the programme then:

- in a “with Industrial Experience” degree, the placement cannot be retaken and the student must be moved to the non-Industrial Experience variant of the programme. However, such a failure should not impact further on the degree programme, other than the loss of the “with Industrial Experience” title;
- in a degree where the Industrial Experience forms a smaller part of the degree, for example as a module, then it may be retaken.

37. The assessment criteria should be clear and presented to the student prior to commencement of the Industrial Placement. They should form part of the programme handbook along with the assessment criteria for the rest of the programme.

38. Assessment can take a number of forms, but a written report should be considered a minimum requirement and such a report should be made available for external

examiners to review if required. Other forms of assessment, in addition to the report, could be presentations and demonstrations.

39. The assessment must be under the control of a properly appointed examiner (who must be present at the assessment). This normally means a member of academic staff at the Regent University College of Science and Technology, Ghana.

General

40. Academic Board sets the tuition fees to be charged to students on placement. Students are entitled to tuition and other support by the department as outlined in previous sections of this code. Academic Board reserves the right to refund to students part or all of these fees if there is evidence that a department is not fulfilling its obligations to students on placement.

41. With regard to point (40) above, it is not recommended that Industrial Experience Placements (as opposed to Placements as a result of an Interruption of Study) are permitted to take place abroad. However, if a department can demonstrate that the precepts of this code can be delivered to a student on an overseas placement it can be permitted. To ensure quality control in this respect, permission should be sought from the Dean of the appropriate School before a student is permitted to take up an Industrial Experience Placement abroad.