



2025/26 Queen's University Belfast School EEECS Line Manager & HR Placement Guidelines

Meet the Placement Team!



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Introduction

Throughout the year we like to keep in touch with both employers and students. These guidelines can be used by Line Managers and HR to give an understanding of the students' experience of placement and to identify any requirements which need to be completed by the employers.

The overall aim of the placement year is to provide the student with experience in computing/ electrical engineering/business which complements the academic study in the University and contributes to their development as a fully educated computer scientist, electrical engineer or information technologist.

We will reach out to you and the student(s) during the year to see how placement is progressing.

In the meantime, if you have any questions or concerns, please do not hesitate to get in touch with us at cs.placement@qub.ac.uk.

Thank you again for hosting QUB EEECS student(s) on placement this year.

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1. Student Requirements

There are a number of elements which the student should undertake in order to satisfy the University's requirements.

- Placement should be **paid** (*we recommend at least National Minimum Wage*), normally last a **minimum of 9 months** full time (or equivalent) duration and be relevant to the student's degree pathway in order to meet university requirements.
- The student and the company should complete and sign the **QUB Indemnity Insurance and Health & Safety Forms** prior to starting placement.
- The student should keep a log of their work consisting of a single full A4 sheet per month outlining major tasks completed and/or include planning for the future. Each **monthly log should be checked** by the relevant line manager to ensure no sensitive or confidential information is included. Logs can be signed or an email/message included from line manager confirming they have been checked at the end of placement prior to submission to the university
- All international students on placement must complete the Absence Notification Form when required throughout their placement year in advance of ALL absences, holidays and travel outside the UK including for business/placement for the duration of their placement. The Absence Notification Form **MUST BE COMPLETED IN ADVANCE OF THE ABSENCE** by the student when possible unless due to sickness or an emergency in which case the School of EEECS Placement Team should be notified at cs.placement@qub.ac.uk and the Absence Notification Form completed ASAP. Students are at risk of visa implications if the above request is not met.
- International students are not permitted to work remotely from outside of the UK. This includes working remotely as part of a short period of time connected to eg holiday leave to return home or travel with your placement company outside of the UK. If due to exceptional circumstances, a student is required to work remotely from outside of the UK at any time during placement then this request must be made to us by the student at cs.placement@qub.ac.uk **IN ADVANCE** of any travel and is not guaranteed to be approved. For international students working on placement in the Republic of Ireland, the School of EEECS Placement Team should be notified at cs.placement@qub.ac.uk if they plan to travel outside of the RoI or UK during the period of their placement including travel for placement/business, holidays etc. Notice must be given in advance as advice is required and permission confirmed.
- On completion of the placement the student will submit the following for academic assessment (*usually at the start of June*):
 - Placement Report (*3000-4000 words*)
 - Logbook (*minimum 9 A4 pages*)
 - Video Presentation (*2 minutes*) or via alternative Teams Call/In Person Meeting

2. Line Manager Requirements

The university also requires the line manager to:

- Complete and sign the **QUB Indemnity Insurance and Health & Safety Forms** prior to starting placement.
- **Check the student's logbook** to ensure no confidential or sensitive information is included. You may sign each log or alternatively send an email/message to the student to confirm you have approved their logs when they are submitting placement assessment.
- Complete a **Midterm Report** (*approximately 6 months into the placement*) and a **Final Report** (*on completion of the placement*). Guidelines and copies of the reports are included in the next few pages as well as guidelines on content.
- If a student is **off work due to illness** for a period of time outside the normal 1-2 weeks or if there is a pattern of work absence, please notify the Placement Team as soon as you possibly can (cs.placement@qub.ac.uk)
- Complete an **International Student Visa Monthly Attendance Monitoring Form** for International Students during placement.

a) QUB Indemnity Insurance and Health & Safety Forms

As the employer you are required to fill out 2 sections within the form:

- Employer's Statement - Acceptance of Indemnity including Signature
- Work Placement Health & Safety Checklist

It is then the student's responsibility to complete the rest of the form and return it to the Placement Team.

Please see the template below or click the [Link](#) to download a copy of the QUB Indemnity Insurance and Health & Safety Form.

STUDENT PLACEMENT FORM OF INDEMNITY

In consideration of _____ (hereafter referred to as the Employer) agreeing to participate in the Student Placement Scheme for _____ (student) arranged by Queens University Belfast and to provide facilities for the student at the times and for the period set out in the attached Student Placement Schedule (including the provision of any protective clothing or equipment which may be necessary) and supervision and to comply with all Health and Safety legislation relating to the workplace, Queens University Belfast will indemnify the Employer up to a maximum of £10,000,000 for any one occurrence against:-

1. Legal Liability of the Employer to pay damages, including Claimants costs and expenses in respect of Death, Bodily Injury or Disease suffered by a student and caused by an event occurring whilst the student was attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Employer, his Servants or Agents or of any person for whom the Employer is responsible
2. Legal Liability of the Employer to pay damages, including Claimants costs and expenses in respect of Death or Bodily Injury of any person if such Death or Bodily Injury is caused by a Student whilst attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Employer, his Servants or Agents or of any person for whom the Employer is responsible.
3. Legal Liability of the Employer to pay damages including Claimants costs and expenses in respect of loss/damaged property if such damage is caused by a Student whilst attending for training, except to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the Employer his Servants or Agents or of any person for whom the Employer is responsible.
4. Any claims costs or expenses arising out of Death, Injury or Damage to property where such claims, costs or expenses arising out of Death, Injury or Damage to property where such claims, costs or expenses result from the negligence of Queens University Belfast.

It is a condition of this indemnity that students will not be permitted to drive, manage, control or move mechanically propelled vehicles of any description and indemnity will not be provided in any cases that arise as a result of a breach of this condition.

Employer's Statement

Acceptance of Indemnity

Please tick the paragraph below that is applicable to your organisation

- ☐ I/We confirm that I/we have Employers and Public Liability Insurance (minimum £5 Million) and am/are satisfied with the indemnity detailed above and in return for receiving an indemnity from Queen's University Belfast agree to fully co-operate with them in defending any claim that is brought against me/us by the above named student.
- ☐ We confirm that although we do not have Employers and Public Liability Insurance we are a self-insured public body. We are satisfied with the indemnity detailed above and in return for receiving an indemnity from Queen's University Belfast agree to fully co-operate with them in defending any claim that is brought against me/us by the above named student.
- ☐ (European/International placements only) I/we confirm that I/we have a duty of civil responsibility and liability in law to comply with occupational health and safety codes of practice. I/we are satisfied with the indemnity detailed above and in return for receiving an indemnity from Queen's University Belfast agree to fully co-operate with them in defending any claim that is brought against me/us by the above named student.

☐ I/we confirm that I/we have no insurance in place nor accept any liability as outlined above in respect of this student placement.

(NB: If there is any reason you are not satisfied with the above please contact QUB Insurance Section, tel: +44 28 9097 1484, email: insurance@qub.ac.uk)

PLACEMENT DETAILS

1. Name of Student _____
2. Employer Location _____
3. Start date _____
4. Finish date _____

EMPLOYER / HOST ORGANISATION SIGNATURE

Signed: _____
For and on behalf of Employer/ Host organisation

Position: _____

Date: _____

QUEEN'S UNIVERSITY SIGNATURE

Signed: _____
For and on behalf of Queen's University Belfast

Position: _____

Date: _____

STUDENT SECTION AND SIGNATURE

Please note that where the Placement Provider has stipulated that they have no insurance in place nor accept any liability as outlined in respect of this student placement effectively means you have limited, if any right of recourse against the Placement Provider where they may be deemed to be responsible for causing any personal injury or damage to your property during the course of this placement.

I have been made aware and understand the legal liability indemnity and insurance position with regard to this placement.

INTERNATIONAL PLACEMENTS - It has also been brought to my attention of the need for me to arrange suitable Travel & Personal Accident Insurance prior to the commencement and for the duration of the trip such as that provided by the cover facility available via Queens University Belfast.

www.qub.ac.uk/directorates/FinanceDirectorate/AccountingServices/PensionsTaxandInsurance/Insurance/MainInsurancePolicies/TravelInsurance/

Signed: _____
Student

Date: _____

WORK PLACEMENT HEALTH AND SAFETY CHECKLIST

As a Placement Provider you have a role in ensuring a student's health and safety whilst on placement. To assist the university will:

- Prepare the student for the placement and ensure they are aware of general health and safety aspects. Such preparation is of a general nature and does not include the specific information required for particular activities or workplaces.
- Give the student and you the opportunity to report to the university any problems experienced with regard to health and safety whilst on placement.
- Respond as appropriate to any health and safety issues that arise during the placement, raised by the student, you or a member of University staff.

During the placement period the duty of care for ensuring the health and safety of students is vested with the Placement Provider.

To allow the University to fulfil its duty of care to our students, in arranging placements, we require Placement Providers to confirm their ability to meet the following health and safety requirements – please confirm by selecting yes to the questions below.

		YES	NO
1.	Will you provide the student with an induction in the workplace health and safety arrangements, including fire precautions, specific hazards and safety precautions?		
2.	Will you include the student in the risk assessment programme in relation to activities undertaken by them?		
3.	Will you provide appropriate instruction and training in safe working practices and in any control measures identified in the risk assessments?		
4.	Will you provide ongoing supervision and training for the student in the performance of their duties?		
5.	Will you notify the University of any accident or incident involving the student that you are made aware of?		
6.	Will you co-operate with the University in relation to following up on health and safety issues that are raised?		
7.	Will you comply with all relevant health and safety legislation?		
8.	Do you have insurance in place to cover liability for any injuries, ill health or property damage sustained by the student during the course of the placement that is proven to be due to your negligence including such injury, illness or property damage caused by the student which is attributable to their activities during the placement?		
9.	Will you facilitate any visits to the student undertaken by University staff during the placement?		
10.	Will Personal Protective Equipment be made available where required?		

Name _____

Position _____

Signed _____

Date _____

Company name _____

Student name _____

Thank you for completing these forms. Please forward to the student for return to the University. If you require clarification on any matter, please contact the School of EEECS Placement Team, as follows:
cs.placement@qub.ac.uk

b) Mid-Term/Final Report Forms

The Mid-Term Report provides interim feedback as to how the student is performing on placement. If a student is not progressing well this can trigger an early placement visit. However, if you are experiencing problems with the student before the Mid Term Report due date please contact us. An email reminder regarding the Mid-term Report will be sent out 6 months into the placement. Mid-Term/Final reports, once filled out, should be returned to EEECS Careers & Placement Team via email at: cs.placement@qub.ac.uk.

Please see the images below for reference.

To download either of these files, please click the link below and download the Line Manager/ HR Pack 2025/2026.

<https://careers.eecs.qub.ac.uk/Employers/EmployersHome.aspx>

Personal Skills and Performance Criteria

1. Self Management and Development

- a) Appropriate attitudes to work and colleagues are maintained.
- b) Self-control is exercised when faced with work-related difficulties.
- c) to a timetable.
- d) Willingness to seek appropriate advice is demonstrated.
- e) Willingness and ability to learn new skills are demonstrated.
- f) Ways of improving working relationships are implemented.

2. Managing Tasks

- a) Plans for work are provided.
- b) Appropriate timetables are developed.
- c) Agreement of others about the work to be done is obtained.
- d) Difficulties are dealt with effectively.
- e) Progress is monitored and corrective actions taken.
- f) Deadlines are met.

3. Communicating Clearly and Effectively

- a) Good use of English language.
- b) Written communications are accurate.
- c) Spoken communications are clear and to the point.
- d) Style and manner of communications are appropriate.
- e) Communications are effective and achieve the desired outcome.
- f) Approach to others is tactful and polite.

4. Working with and Relating to Others

- a) Good working relationships are maintained.
- b) Ability to work well in groups is demonstrated.
- c) Conflict is handled appropriately e.g. others' ideas and practices are challenged in an appropriate manner.
- d) Manner and approach to others is appropriate.
- e) Works well under supervision.
- f) Appreciates the role and function of others.

5. Applying Knowledge

- a) Seeks to apply knowledge whenever appropriate.
- b) Uses a systematic approach at all times.
- c) Identifies analyses and resolves problems in a professional way.
- d) Uses knowledge to develop new designs, products and methods.
- e) Uses course knowledge in dealing with customers and clients.
- f) Uses knowledge of management when dealing with others.

6. Applying Initiative in Work Problems

- a) Takes the lead when appropriate.
- b) Self-motivation and initiative are demonstrated.
- c) An ability to provide new ideas and identify forward plans is demonstrated.
- d) Takes the lead in problem solving.
- e) Appropriate Inventiveness and flair are demonstrated.
- f) Suggestions about work matters are made in an appropriate way.

Queen's University Belfast School of EEECS Year of Professional Experience Mid Term Report Form
Placement Year 2025/26 Return by January 2026 <i>Unsigned forms emailed by students will not be accepted.</i>

STUDENT'S FIRST NAME	
STUDENT'S SURNAME	
QUB STUDENT NUMBER	
DEGREE COURSE	
PLACEMENT COMPANY	

Performance Criteria	Supervisor's comments	Grade
<i>Please refer to form CSYPE-EAG for guidelines in completing this form</i>		(5=excellent, 1= very weak)
Self-Management and Development:		
Managing Tasks:		
Communication:		
Working with Others:		
Applying Knowledge:		
Problem Solving:		

Other Remarks:

Line Manager Name:	Line Manager Signature:
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Please return to: cs.placement@qub.ac.uk
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Queen's University Belfast School of EECS Year of Professional Experience Final Report Form
Placement Year 2025/26 Return on completion of placement. <i>Unsigned forms emailed by students will not be accepted.</i>

STUDENT'S FIRST NAME	
STUDENT'S SURNAME	
QUB STUDENT NUMBER	
DEGREE COURSE	
PLACEMENT COMPANY	

Performance Criteria	Supervisor's comments	Grade
<i>Please refer to form CSYPE-EAG for guidelines in completing this form</i>		(5=excellent, 1= very weak)
Self-Management and Development:		
Managing Tasks:		
Communication:		
Working with Others:		
Applying Knowledge:		
Problem Solving:		

Other Remarks:

Line Manager Name:	Line Manager Signature:
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Please return to: cs.placement@qub.ac.uk
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c) Queen's University Belfast EEECS International Student Monthly Attendance Monitoring Form

- Employers with international students on placement please note that as per government requirements, QUB is legally required to monitor the attendance of international students at their place of work whilst completing a placement. The information is then provided to UK Visas & Immigration (UKVI) to confirm that the student is maintaining compliance with the terms of their visa.
- To do this we will request from line managers by email each month their confirmation of the individual international students' attendance for the previous month and notification of any periods of absence due to sickness or holiday/leave. Line managers should complete and return by email our requested QUB EEECS International Student Attendance Monitoring Form email to us at cs.placement@qub.ac.uk.
- International students are not permitted to work remotely from outside of the UK. This includes working remotely as part of a short period of time connected to e.g. holiday leave to return home or travel with your placement company outside of the UK. If due to exceptional circumstances, a student is required to work remotely from outside of the UK at any time during placement then this request must be made to us by the student at cs.placement@qub.ac.uk IN ADVANCE of any travel and is not guaranteed to be approved.
- For international students working on placement in the Republic of Ireland, the School of EEECS Placement Team should be notified at cs.placement@qub.ac.uk if they plan to travel outside of the RoI or UK during the period of their placement including travel for placement/business, holidays etc. Notice must be given in advance as advice is required and permission confirmed. This request will also need to be verified by the company.

Please see a copy of the QUB EEECS International Student Monthly Attendance Monitoring email that will be emailed to any line managers with an international student on placement each month to confirm the student's attendance and any periods of sickness or holidays/leave from the previous month.



Queen's University Belfast EEECS International Student Monthly Attendance Monitoring Email

As per government requirements, Queen's University Belfast is legally required to monitor the attendance of international students at their place of work whilst completing a placement. This information is then provided to UK Visas & Immigration (UKVI) to confirm that the student is maintaining compliance with the terms of their visa.

Therefore, we would be grateful if you could confirm the student has been present at work for the period below.

If you have any urgent queries or concerns about the student or placement arrangements, please contact us directly by emailing cs.placement@qub.ac.uk

Student Name:

Student Number:

Degree Pathway:

Company Name:

Company Address:

Internship Period:

Telephone Number:

Placement Month and Year	Holidays	Please list any dates during this month that the student has taken annual leave (please state if half or full day):
	Sick Days	Please list any dates during this month that the student has taken unscheduled dates during this month due to illness or other reasons (please state if half or full day):
	Declaration	I hereby confirm that the student named above has attended the workplace each working day for the period stipulated in the left-hand column or has given relevant dates of holiday/sick absence above.
	Supervisor Name <i>(Please type name in box to the right to confirm the above information)</i>	

Information for Line Managers

- Please note that if your placement student is due to take annual leave, has been off for a period of sickness or is due to travel outside of the UK (or those placed in RoI) for work/placement business or travel the university must be notified in advance or if due to sickness ASAP. If this is relevant, please remind the student to email us their completed Absence Notification Form or if they do not have access to this, they can request a copy from us.
- International students are not permitted to work remotely from outside of the UK. This includes working remotely as part of a short period of time connected to e.g. holiday leave to return home or travel with their placement company outside of the UK. If due to exceptional circumstances this is required, then the student must email us at cs.placement@qub.ac.uk in advance of travel to request this as there can be a lead in time for approval which is not guaranteed. This request will also need to be verified by the company.

[Absence Notification Form - Click here to download a copy](#)

Absence Notification Form for Sponsored Students

To be used when students are to be absent from the University, including any holiday approval

Student Details	
Name	
Student Number	

Course Details	
School	
Level (UG/PGT/PGR)	
Course Title	

Absence Details			
Start Date			
End Date			
Reason for Absence e.g. illness, family visit, to attend a wedding or funeral, among other things.			
Are you required to return to engage in on-campus studies after this period of authorised absence? (attending graduation is not considered engaging in on-campus study)	YES	NO	
If you are not required to return to on-campus studies the University will be required under the UK immigration rules to stop sponsoring your visa			
Please note if you are absence from studies for <u>more than 60 days</u> the University will be required under the UK immigration rules to <u>stop sponsoring your visa</u>			
Student Signature			
Date			

School Acknowledgement			
Will student be absent for more than 60 calendar days this academic year?	YES	NO	
Will the student be able to complete their studies by their official course end date?	YES	NO	
Must be completed for form to be accepted			
Comments			
Signature			
Date			
Please note Student visa holders are prohibited under UK immigration rules to study remotely			

Please do **NOT** use this form to inform us of a temporary withdrawal or Leave of Absence (LOA). A temporary withdrawal or LOA is applied for by the School who will submit a [withdrawal request form via SharePoint](#) which leads to a student's registration being suspended on QSIS. Please refer to the 'Absence from Studies' section of our designated [Student Route Engagement Monitoring webpage](#) for more information.

Please refer to the important information below concerning absences during the holiday periods:

UG students: No implications and do not count towards total AA or LOA

PGT students: During taught modules: No implications and do not count towards total AA or LOA

During research modules: A student's dissertation period is considered term-time

PGR students: Official closure days count towards AA and LOA absence periods as PGR students' study continuously throughout the academic year.

[Official University Closure Days](#) - [Semester Dates](#)

Once this form has been completed by the student, the School must sign this off and follow the below link to upload this to the ISS Online CASSIE system: [ISS Update Student Details - QUB Portal \(powerappsportals.com\)](#)

Updated 07/04/2025

d) Placement Assessment

Placement Assessment consists of students submitting:

- i) Placement Report
- ii) Logbook
- iii) Placement Video

i) Placement Report

The purpose of the Placement Report is to act as a quality check on their placement, and how each student perceived their performance.

The content of the Placement Report is outlined below:

1. Introduction about you and the company.
2. Overview of work undertaken during placement (Include a list of hardware and software used)
3. A reflective account of how you have gained the following skills, provide 1/3 –1/2 a page of evidence for each skill listed:
 - a. *Self-Management and Development*
 - b. *Managing Tasks*
 - c. *Communicating Clearly*
 - d. *Working with Others*
 - e. *Applying Knowledge*
 - f. *Problem Solving*
4. Comment on the following sections:
 - a. *How the organisation matched your expectations.*
 - b. *Benefits you obtained from the placement year.*
 - c. *How your work contributed to the overall organisation.*
 - d. *The relevance of the placement to the degree program (e.g. the extent to which modules at QUB prepared you for placement and suggestions of how the academic curriculum could be improved).*
5. Conclusions / Action Plan for Remainder of Placement.
6. Appendix (*examples of code, screen dumps, certificates, training courses completed, CV, sample reports etc.*)
7. Logbook (*to include monthly logs for the duration of your placement – one A4 page per month - details below*)

ii) Logbook

Every month students are required to complete a logbook, taking note of the work they have carried out over the past month. This will then be included in the placement report completed by the student. Students have been briefed not to include any sensitive or confidential information

As their line manager, the university requires you check the logbook and sign off on it either monthly or at the end of placement (via physical signature/email/message), agreeing that the student has completed what they included in their logbook.

iii) Placement Video

Students are required to submit a 2-minute video presentation on the topic '*My Placement Year*' which should include the following information:

- Your Name and Degree Pathway
- Placement Company, Location and Job Title
- Brief overview of your role including technologies and main projects
- Highlights/Achievements during your placement
- Skills developed
- Benefits of placement

Sometimes companies work with students to produce professional videos which can be used for marketing purposes.

Alternative assessments e.g. MS Teams Call or In Person Meeting also available

3. Support from the University to Handle Any Issues Arising

At any stage if any issues arise, we actively encourage line managers or HR to reach out to a member of the Placement Team via email: cs.placement@qub.ac.uk.

This may relate to attendance, time keeping, work performance, unprofessional attitude, prolonged sickness, mental health, etc.

Remember we are here to support both you and the student throughout the placement year.

4. Placement Visits

Visits are normally scheduled to take place generally between January - April and involves meeting both the student and line manager to discuss progress during placement and deal with any queries or concerns raised.

Visits will normally take place using a Video call and are scheduled to last 30 minutes and pre/follow up calls can be arranged if necessary.

Please see below for a template of the EEECS Placement Visit Feedback Form which can be downloaded by [clicking here](#).



Section 1: (Student Comments)

1. Student Name:
2. Student Number:
3. Degree Pathway:
4. Job Title:
5. Placement Company Name:
6. Start Date:
7. End Date:
(Please advise us if this date changes)
8. Remote Working:

- ☐ Entire placement completed remotely
☐ Working on-site full time

- ☐ Working both virtually and on-site
☐ Intention of returning to office – Approximate Date:

8. Work Placement Line Manager Name:
9. Work Placement HR/Supervisor Name (if different):
10. Please give details of the work you are undertaking during your placement:

11. Do you consider your work so far has been satisfactory?

Yes/No

12. Please give details of your future planned work on the placement *(including details of technologies/business processes used)*.

13. Please provide details of how your interpersonal skills have developed during placement?

14. Do you consider the plans for your future work to be satisfactory?

Yes/No

15. Do you have any concerns about health and safety and your wellbeing?
 If Yes, please provide details.

Yes/ No

16. Accidents and incidents: Have you had any accidents or witnessed any accidents or unsafe practices that you are concerned about?

Yes/No

17. Training and induction: Did you receive induction training which included health and safety issues? What ongoing training have you been given?

18. Supervision: Have you been left in charge of a situation for which you felt you needed more training or closer supervision?

Yes/No

QUB Student Name:

Date

Section 2: (Line Manager Comments)

1. Please provide a brief summary of how the student has been performing on placement and outline any issues you may have concerns about:
2. Do you see any upcoming trends in the industry that you feel we should be preparing our students for?
3. What gaps do you see in students' knowledge that you feel we need to address?

Line Manager Name: _____ Date: _____

Section 3: (QUB Visiting Staff Comments)

- | | | |
|----|---|--------|
| 1. | Did you speak to the student's line manager/supervisor?
If so, whom did you speak to? | Yes/No |
| 2. | Please provide a summary of how the student is performing on placement and outline any issues arising: | |
| 3. | Has the student any queries that need answered?

If Yes, provide details: | Yes/No |
| 4. | Does the student require a follow up visit/telephone call?
If Yes, when?

Telephone <input type="checkbox"/> Email <input type="checkbox"/> Visit <input type="checkbox"/> | Yes/No |

QUB Visitor Name: _____ **Date:** _____

Return Forms to: cs.placement@qub.ac.uk
For use of Placement Team
 Form received by Placement Team _____ Date _____
 Actions to be taken: _____
 All matters dealt with: _____ Date _____

5. Looking After Student Mental Health on Placement

Occasionally students will present with mental health issues and please be assured that you can direct students back to Queen's via the Placement Team or Student Wellbeing Service

Students who require immediate Wellbeing support can contact:

- Inspire – (24/7 helpline – Freephone) – 0808 800 0016 (Wellbeing Support)
- Lifeline – (24/7 helpline – Freephone) – 0808 808 8000 (Crisis Support)
- Samaritans – 116 123 (national line) or 028 9066 4422 (Belfast) (Listening Ear)



6. Recruiting Placement and Graduate Students

We appreciate under the circumstances of this year, the application window for placement and graduate roles may be pushed back, however, when the roles become available, please consider recruiting QUB EEECS students.

There are many ways in which we can promote a vacancy to our students:

- Reach out to cs.placement@qub.ac.uk or contact us on the telephone numbers on page 2.
- Send promotional material to cs.placement@qub.ac.uk and we can include it in our weekly Careers & Placement E-Zines and on the screens around QUB Campus.

7. Final Year and MSc Project Proposals

Each year we set projects for our MSc and final year undergraduate students to permit the students to combine, apply and demonstrate the skills they have gained within individual modules towards the creation of a significant software artifact.

You may already have received a copy of this from HR within your company. We would like to encourage students to build strong links with locally based software engineering and electrical engineering companies through the company's involvement with projects.

Company based projects can be proposed in the following pathways:

- MSc in Software Development (Summer)
- Final year Electrical Engineering Project Module (Full Year)
- Final year Software Engineering Project Module (Full Year)

If interested, please contact cs.placement@qub.ac.uk and we will link you with the appropriate academic colleague.

8. Virtual/In Person Employer Events Opportunities

EEECs hosts a range of events throughout the year. We appreciate the busy schedule employers have all year round however, if you would like to promote any events do not hesitate to contact us by email at cs.placement@qub.ac.uk. In the past employers have participated in the following opportunities:

- Virtual Online Events
- Hackathons
- Tech Talks
- Guest Lectures
- Webinars
- Mock Interviews
- Whiteboarding Exercises
- CV Reviews
- Providing graduate profiles

9. Complaints

Our aim is to provide a quality service to all of our client groups. Should there be cause for complaint about any aspect of the service this should be made in writing to the EEECS Placement Team via email to cs.placement@qub.ac.uk.

Your email will be acknowledged within seven working days of the date of receipt and a formal written response within twenty-one days from the date of acknowledgement of complaint.