

**MSc in Civil Engineering with Industrial Placement  
University of Southampton  
Terms and conditions for the  
2011-2012 Academic Year**

**1. Programme**

- 1.1 MSc in Civil Engineering is a full time programme leading to the award with exit points at Postgraduate Certificate and Postgraduate Diploma. The programme is delivered by the School of Civil Engineering & the Environment and includes an 11 month industrial placement. This will be accredited by the University of Southampton (UoS) as work-based learning and will take place after the taught elements of the programme have been successfully completed.
- 1.2 The programme will run for 20 months. The first 9 months will be spent at UoS (Semesters 1 and 2) and the remaining 11 months will be spent with the sponsoring company.
- 1.3 Period 1 will begin on October 1<sup>st</sup> at the start of the course. A period is three months.
- 1.4 If a student fails to achieve the minimum standard required for an MSc award by the end of Semester 2 they will not transfer to the industrial placement part of the course.
- 1.5 The coursework during the industrial placement will form a 60 credit dissertation of approximately 5,000 – 8,000 words. The students will be expected to complete this work during their own time and not during the sponsoring company's time.

**2. Finance**

- 2.1 A student on the programme will be supported by a stipend paid to the student by UoS at a rate of £700 per calendar month for the first 9 months of the programme and at £1200 per month during the 11 month placement.
- 2.2 If for any reason a student commences the programme but fails to complete the first 9 months, the sponsoring company will be invoiced only for those periods in which the student has been engaged on the programme.
- 2.3 The sponsoring company will be invoiced at the following rates for each student sponsored:

Period	Invoice
1	£0
2	£0
3	£0
4	£5,375
5	£5,375
6	£5,375
7	£5,375
Total	£21,500

- 2.4 If for any reason a student commences a placement but fails to complete it, the student will graduate with a Postgraduate Diploma, not an MSc. In such cases the sponsoring company will be invoiced only for those periods in which the student has been engaged on the placement.
- 2.5 The sponsoring company will provide sponsored students with a leave allowance commensurate with that offered to graduates in that company.
- 2.6 At the end of the placement the sponsoring company is under no obligation to offer employment to the sponsored student.

**3. Obligations of the sponsoring company**

- 3.1 The sponsoring company will
  - 3.1.1 maintain and hold appropriate liability insurances and confirm that the student will be covered under these insurances for the duration of the placement;
  - 3.1.2 waive all subrogation rights against the student if the student is involved in work requiring Professional Indemnity cover for the company;

- 3.1.3 maintain and hold insurance for, or accept responsibility for, loss of or damage to the property of the sponsoring company and/or property in its custody or control and will not seek compensation from the student if such property is lost or damaged;
  - 3.1.4 have and maintain an up-to-date health and safety policy and complete and return the attached Management of Health & Safety UK Pre-Placement Questionnaire.
  - 3.1.5 comply with all legal obligations in relation to ensuring the workplace health and safety of the student.
- 4.** The sponsoring company will appoint an Industrial Mentor who will be responsible for ensuring that the student is provided with a work placement which will enable the student to operate at a level commensurate with that of a graduate engineer.
- 5.** The sponsoring company shall not unlawfully discriminate within the meaning and scope of the provisions of the Race Relations Act 1976 or any statutory modification or re-enactment of that Act relating to discrimination in employment and shall take all reasonable steps to secure that all servants, employees or agents of the sponsoring company do not unlawfully discriminate as set out above.
- 6.** The student shall be subject to the sponsoring company's rules relating to conduct, discipline and security during the period of the placement, which rules shall be notified to the student at the start of the placement.
- 7. Termination of studentship**
- 7.1 If the student shall:
    - 7.1.1 be incompetent, guilty of gross misconduct and/or serious or persistent negligence during the placement;
    - 7.1.2 fail or refuse after written instruction to perform reasonably and do as is properly required of him or her; or
    - 7.1.3 conduct himself or herself in any manner which, in the reasonable opinion of the sponsoring company, brings or is likely to bring the sponsoring company into disrepute by association the sponsoring company may by written notice immediately terminate the work placement.
  - 7.2 Should the work placement be terminated in accordance with Clause 7.1 above, the fee payable under Clause 2.2 shall be apportioned to the date of notice.
  - 7.4 It shall be the responsibility of the University to instigate any disciplinary proceedings.

To: Dr M.P. Byfield  
Course Director, MSc Civil Engineering with Industrial Placement  
School of Civil Engineering and the Environment  
University of Southampton, SO17 1BJ

My company accepts the terms and conditions outlined on the previous pages for the industrial placement of ..... [name of student] with our company. Furthermore, I confirm that my company has the appropriate insurances in place in accordance with Clause 3 of the Terms and Conditions attached.. Our Public Liability, Employers' Liability and Professional Indemnity policies are with ..... the policy number(s) is/are ..... and the expiry date(s) is/are .....

Signed .....  
Date .....  
Name .....  
Position held with company .....  
Company name .....  
Company address .....  
.....  
.....

## SCHOOL OF CIVIL ENGINEERING AND THE ENVIRONMENT

### 1a. Management of Health & Safety UK Pre-Placement Questionnaire

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ How many employees do you have: \_\_\_\_\_

Who is your nominated contact for compliance with health & safety legislation?

Name & position: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Please could you complete the following questionnaire, ticking the appropriate boxes and providing extra information where necessary.

Thank you for completing the questionnaire. Please could you return it as soon as possible to:

Dr Mike Byfield (Course Director)

School of Civil Engineering and the Environment,

University of Southampton,

University Rd,

Highfield,

SOUTHAMPTON, SO17 1BJ

Email: [mpb@soton.ac.uk](mailto:mpb@soton.ac.uk)

Tel: 023 8059 7664

Fax: 023 8067 7519

A	Health & Safety at Work etc Act 1974	Y	N	Comments
1	Does the company have a written Health & Safety Policy?  <b>If so please attach a copy to this form.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Is the company registered with a local or national health & safety regulatory body?  <b>Please state which.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Will the activities and locations in which the placement student will be involved be assessed for risk to health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Will the placement student be informed of the precautions to take and of what to do in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Do you provide training supervision and controls identified by the risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Will you provide placement students/volunteers with Health & Safety induction training?  a. Is the placement student/volunteer likely to use any specialised equipment or machinery?  b. If so, will appropriate training and supervision be provided?  c. Will the placement student be prohibited from using any dangerous equipment/substances?  d. Will the placement student be notified of such in written and oral form?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	If the answer to any of the above questions is NO please state why.			
<b>B</b>	<b>Management of Health &amp; Safety at Work (Emergency Arrangements)</b>			
7	Is there a procedure for investigating work related accidents?  Are reports of accidents and dangerous occurrences notified to senior managers/executives and investigated internally?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
8	Is there a formal procedure in place for recording and reporting accidents and incidents (e.g. RIDDOR)?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Are first aid facilities appropriate to the class of risk identified?	<input type="checkbox"/>	<input type="checkbox"/>	
10	Are fire and activity related emergency plans maintained and are employees informed of the action to take in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	
11	Will you notify the University of all recorded accidents, incidents and sicknesses involving placement students, which may be attributed to the work?	<input type="checkbox"/>	<input type="checkbox"/>	
12	Will the placement activity/workplace impose any specific health, safety or mobility problems for a particular student/volunteer?	<input type="checkbox"/>	<input type="checkbox"/>	

	E.g. operations involving possible exposure to sensitizing agents or dusts, which may affect asthma sufferers, or a workplace, which limits physical access to disabled persons?  If so, please give full details.			
<b>13</b>	Are you a member of The Employers' Forum on Disability?  Do you have a procedure in place for ensuring reasonable adjustments in the workplace are facilitated for the disabled placement students?	<input type="checkbox"/>	<input type="checkbox"/>	
	If the answer to any of the above questions is NO please state why.			
<b>C</b>	<b>Insurance</b>			
<b>14</b>	Does your company hold Employers Liability Insurance?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>15</b>	Does your company hold Public Liability Insurance?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>16</b>	Will your insurance cover any liability incurred by a placement student/volunteer as a result of the activities to be undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>17</b>	Is plant subject to compulsory thorough examination and testing certificated by a "competent person"	<input type="checkbox"/>	<input type="checkbox"/>	
	If the answer to any of the above questions is NO please state why.			

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Name in Block Capitals: \_\_\_\_\_

Date: \_\_\_\_\_