



09 October 2023

POLICY ON PLACEMENT

1.0 Introduction

Students studying for a full-time Bachelor degree at the University will be required to go on placement during their programme of study, which is, particularly a valuable experience for them. Placement will be of 15 weeks duration but may vary for specific programmes. It will be carried out on a 4-days week basis normally during the 4th or 5th semester.

The aims of a placement are to enable students to:

- (i) relate theory to practice;
- (ii) acquire technical skills;
- (iii) develop professional attributes;
- (iv) gain experience in a particular role;
- (v) develop personal maturity, confidence and communication skills;
- (vi) develop team skills and new workplace attitudes.

2.0 General Guidelines

- (i) The conduct of placement shall be mandatory for full-time undergraduate degree students.
- (ii) Students registered on part time undergraduate degree programmes and who are already in part time employment will be required to submit a portfolio in lieu of placement. However, placement may be considered on request.
- (iii) Responsibility to secure placement, either in Mauritius or elsewhere, rests with the students. UTM will assist students through placement seminars and job fairs.



- (iv) The following key persons are associated with placement:
- (a) Student Affairs Officer (SAO): The SAO shall be the main Officer responsible for the overall coordination of placement at the University.
 - (b) Placement Coordinator: Assigned by the Head of School to an academic staff. He/she shall oversee placement at School level and shall be the Liaison Officer with the Student Affairs Officer.
 - (c) Placement Assessor: Assigned by the Head of School to an academic staff for assessing the portfolio of student(s).
 - (d) Placement Supervisor: Assigned by the Employer to one of its staff for monitoring the students undergoing placement.
- (v) Students must treat information about their employers providing placement as confidential and must adhere to all the rules and regulations of the employers. Any report submitted to the University regarding the placement must be approved by the Placement Supervisor.

3.0 Placement Timeline

- (i) Placement seminars will normally be conducted by the Placement Coordinator with the assistance of the Student Affairs Officer, within the first two weeks of the semester preceding the placement.
- (ii) A Placement Guidelines, as per Annex A will be made available online to each student prior to the placement seminar. The guidelines provide detailed information on the objectives of placement, placement requirements and assessment, ethical conduct, deliverables, portfolio structure and submissions.



- (iii) Each School will inform the Student Affairs Officer of its respective requirements for placement, at least at the start of the semester preceding the placement.
- (iv) The Student Affairs Officer will provide to students the contact details of potential employers where placements may be secured, at latest by week 10 of the semester preceding the placement.
- (v) Students will write to the selected employers with supporting documents issued by the Student Affairs Officer and he/she will inform the latter when a placement has been secured.

4.0 Student Submissions

- (i) Students must record on the Placement Log Book all activities carried out and the skills acquired during the placement, vetted by the Placement Supervisor on a weekly basis.
- (ii) Upon completion of the placement, the student is required to submit to his/her respective Placement Assessor a portfolio with annexures as described in his/her respective guideline, by the set deadline.

5.0 Assessment

- (i) The Placement will be of 6 ECTS credits, unless otherwise specified in the programme document.
- (ii) 50% of the marks associated to the Placement portfolio is assessed by the Placement Assessor and the other 50% is assessed by the Placement Supervisor.
- (iii) The overall pass mark is 50%.



- (iv) The Placement Assessor assesses the documents submitted by the student in relation to the aims of the placement and records his/her observations on the Placement Marksheet.
- (v) The Placement Supervisor's assesses the student's performance and record his/her markings in the Placement Supervisor's Appraisal Form duly filled in and signed for submission to the Placement Assessor.
- (vi) A minimum attendance of 80% shall be required during the placement period.
- (vii) Students who have failed their placements and/or have not met the minimum requirements will have to undergo another placement all over again.