



UNIVERSITY  
of  
TECHNOLOGY,  
MAURITIUS

# UNIVERSITY OF TECHNOLOGY, MAURITIUS

## PLACEMENT GUIDELINES

v 2.0

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## **1.0 Overview of the Placement Guidelines**

The placement is mandatory for full-time students where prescribed by the programme concerned and it provides pre-professional work experience whereby the students will have the opportunity to apply theoretical knowledge to solve real world problems in their chosen fields of study.

The placement must in principle be relevant to the student's personal career interests and academic programmes of study, serving as a bridge between the university and the world of work. After successful completion of the placement, students will be in a better position to make informed decisions about their career and improve their employability after graduation.

### **1.1 Expected Outcomes**

After placement, the students are expected to have acquired the ability to:

1. apply their academic and technical knowledge to workplace situations;
2. solve different problematic issues;
3. work in a team and enhance their communication skills; and
4. demonstrate work readiness when applying and being interviewed for jobs.

## **2.0 Objectives of the Placement**

The objectives of the placement are:

1. To give students the appropriate work experience whereby they will have to accomplish several activities and undertake other relevant responsibilities under supervision.
2. To guide students to follow their career interests and to help them to progress from the University to the world of work.
3. To help students make informed decisions and improve their marketability after graduation.
4. To offer students the opportunity to apply the skills and knowledge gained at the University to the workplace.
5. To train and prepare high-level graduates with knowledge and skills requirements of future business environments.
6. To gain an understanding of requirements of the workplace including teamwork, communication skills, punctuality, meeting deadlines, following instructions, respect for organisational structure and hierarchy amongst others.

## **3.0 Placement Requirements and Assessment**

### **3.1 Time Frame**

To successfully complete the placement requirement, the students will normally undergo a 15 weeks placement at relevant organizations.

### **3.2 Portfolio**

Students need to submit a portfolio of 4000-5000 words. The portfolio will be a collection of a student's work experience that demonstrates the student's progress in any related field.

The portfolio is a means for collecting and presenting placement evidence. A portfolio is an edited, purposeful collection of artefacts (materials) that provides a framework for demonstrating knowledge, understanding, experiences, and processes for learning while advancing through the levels of learning experiences during the programme. It is also a documentation of the student's ability to see the interrelatedness of the core competency areas.

### **3.3 Portfolio Duty at the Placement**

It is compulsory for students to attend at least four (4) days per week at the relevant organization, subject to days earmarked for lectures at the University. The students in consultation with the Placement Supervisor should fill the log book on a weekly basis. The student should contact the UTM Placement Assessor to discuss work performed and other related issues at least three times during the placement period.

## 4.0 Ethical Conduct during the Placement

Students must adhere to the following rules and regulations during the placement and any other specific requirements of the organisation where placement is taking place.

### 4.1 Discipline and Regulations

1. It is the responsibility of the student to be self-disciplined while undergoing the placement.
2. Every student must perform his/her training with full dedication.
3. Every student must respect his/her Placement Assessor and Placement Supervisor. He/she must abide by the rules and regulations set by the Employer and the Department to which he/she is assigned.
4. Every student must avoid causing damage or misappropriate any property belonging to the company.
5. Every student must behave properly and dress appropriately.

### 4.2 Attendance/Absence

Students should be available throughout the working hours as specified as per the policy on placement of the University or as per the requirements of the organisation. The duly filled log book will be a proof on attendance of students.

Students are **NOT ALLOWED** to change their placement once confirmation has been made with the University and with the organisations unless in exceptional circumstances and with the approval of the University. To ensure problems are solved amicably, students should discuss any arising matter with their Placement Assessor.

### 4.3 Confidentiality of Company's Information

Students must not reveal any classified or confidential information pertaining to the organization. Students are prohibited from copying, printing or taking pictures of any document or equipment deemed secret by the organization.

## 5.0 Deliverables

The student shall meet the head of section of the organisation to discuss on the placement and the assigned Placement Supervisor. The student should submit the duly completed Placement Information Sheet (Annex 1) and send same to the School Registry. The sheet will be countersigned by the Placement Assessor. This document must be countersigned by the student and his/her Placement Supervisor. A soft copy of this form can be downloaded from the Placement Guidelines available on the UTM website.

The following annexed duly filled and signed forms should be submitted to the School Registry:

- Annex 1 Placement Information Sheet
- Annex 2 Certificate of Originality
- Annex 3 Placement Weekly Log Book
- Annex 4 Declaration Form for Placement Supervisors

## 6.0 Portfolio Guidelines

The student shall submit a Portfolio of around 4000-5000 words in length (about 30 A4 pages, one and a half-spaced typing), exclusive of tables, diagrams, computer print-outs and other supporting material, all of which should be strictly relevant.

The Portfolio shall be bound in an A4 ring binder spiral soft binding and shall become the property of the University.

### 6.1 Page Layout

A4 paper (210 x 297 mm - 8.25" x 11.7") of good quality and sufficient opacity should be used. Standards that need to be followed:

- Only one side of the paper is to be used
- Left (binding edge) and bottom margin 40 mm
- Other margins 20 mm
- One and a half line spacing should be used in typescript, except for indented quotations or footnotes where single spacing may be used.
- The type size is 12 point with font Times New Roman for main text. Text alignment should be justified.
- Diagrams, Graphs and Photographs: These should all be referred to as "Figure" and numbered consecutively throughout the text.

Particular attention should be paid to spelling and proper use of the English language.

## 6.2 Portfolio Structure

The overall Portfolio structure should be as follows:

- Title page
  - Certificate of Originality (Annex 2)
  - Acknowledgements + Table of Contents + {Chapters} + References + {Appendix} + Placement Weekly Log Book (Annex 3) + Declaration Form for Placement Supervisors (Annex 4)
- (a) The title page shall contain the following information:
- University of Technology, Mauritius
  - School of
  - Name of Programme
  - Full Title of Assignment (s)
  - Organisation's Name
  - Placement Supervisor
  - Student's Name and ID
  - Date of submission
- (b) Certificate of Originality containing a signed declaration regarding plagiarism. Plagiarism is the act of copying materials without acknowledging the source of information and passing it as one's own writing. It is a breach of university regulations which will render students liable to penalisation. Student is thus required to submit a signed form.
- (c) Acknowledgements to any assisting persons and/or organisations.
- (d) Contents showing the page numbers of sections and sub-sections, and a list of figures / tables.
- (e) Chapters (Students must use the following format)
- Chapter 1: Introduction
  - Chapter 2: Brief Overview of the Organisation
  - Chapter 3: Experience Gained, Activities Covered, Application of theoretical knowledge in practice
  - Chapter 4: Conclusion and reflection on experience gained with particular mention of how the placement is likely to have improved the work readiness/ employability of the student/learner.
- (f) References: When referring to another person's ideas or direct words in the text of the Portfolio, the student must acknowledge that person's contribution in two places: in the body of the Portfolio at the point where the idea or words (in-text referencing) is used and at the end of the Portfolio under the heading 'References' (end-text referencing).

Students should make sure that the reference section consists of **ALL** and **ONLY** the sources that have been referred to in the Portfolio. The style to be used is the 'Harvard' one.

- (g) Appendices: log book (mandatory) and any other listings (if required). (Original of the duly-filled log book to be included in the Portfolio.)

### **6.3 Submission and Deadline**

The Portfolio should be submitted to the School Registry. The deadline for the submission of the Portfolio (and any other deliverables) would be communicated by the School.

Submission after the due date will result in a penalty of **5% of total marks earned per day overdue**, down to the minimum pass mark (40%). Late submission of the Portfolio without penalty is allowed only in extenuating circumstances and upon the recommendation of the Placement Assessor.

If students are having difficulties at any point in time, they should inform the Placement Assessor at the earliest.

Requests for extension to submit the Portfolio after the deadline must be made in writing with justifications and may be granted only under extenuating circumstances and upon recommendation of the Placement Assessor. Extension will be limited to a maximum of ten (10) days after which penalty for late submission will apply.

## **7.0 Assessment**

The Portfolio will be assessed as per the Placement Mark Sheet (Annex 5) and Placement Supervisor's Appraisal Form (Annex 6) by the:

Placement Assessor - 50% of total marks;

Placement Supervisor – 50% of total marks.

The grade for the portfolio will be approved by the Board of Examiners. The following general guideline of criteria will be considered to assess the student's portfolio by the Assessor.



1	<b>Introduction:</b> Understanding of the given work, job description and objectives of the placement. <b>[10%]</b>
2	<b>Brief Overview of the organisation:</b> Vision and Mission of the organisation, Hierarchical structure of the organisation, Roles and responsibilities of his/her department within the organisation. <b>[25%]</b>
3	<b>Application of Knowledge:</b> Experience gained, Describing the nature of the job assigned, Application of academic knowledge in the working environment, Solving different work related problems, ability to integrate and perform in the working environment and demonstrate the skills or knowledge to deal with daily work issues. <b>[35%]</b>
4	<b>Conclusion and Reflection:</b> Reference to application of knowledge with emphasis on initial objectives of placement, provide clear and relevant reflection. Job/Work Skills acquired and how placement has improved work readiness. <b>[15%]</b>
5	<b>Presentation and Originality:</b> Layout which conforms to the required specifications of structure and presentation as per Placement Guidelines, neatness and orderly presentation of chapters and paragraphs, Correct use of language, diagrams, tables, references, appendices and originality of work. <b>[15%]</b>



SCHOOL OF .....  
PLACEMENT INFORMATION SHEET

Student Name	
Student ID and Cohort	
Assignment Title	
Name & E-mail of Placement Assessor	
Name & E-mail of Placement Supervisor	

PLACEMENT DESCRIPTION

Signature (student): .....

Date: .....

Signature (Placement Assessor): .....

Date: .....

Signature (Placement Supervisor): .....

Date: .....



**SCHOOL OF .....**

**CERTIFICATE OF ORIGINALITY**

I hereby declare that the intellectual content of this portfolio is the product of my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of the University or any other institute, except where due acknowledgement and references are made in the text.

**Student Name:** .....

**Student ID and Cohort:** .....

**Assignment Title:** .....

**Signature:** .....

**Date:** .....



SCHOOL OF .....  
PLACEMENT WEEKLY LOG BOOK

<b>Student Name</b>	
<b>Student ID and Cohort</b>	
<b>Assignment Title</b>	
<b>Name &amp; E-mail of Placement Supervisor</b>	

WEEK (from ..... to .....)

<b>Date</b>	<b>Task Performed</b>	<b>Skills Acquired</b>

Overall Remarks by Placement Supervisor:

Signature:

**Placement Supervisor:** .....**Date:**.....

**Student :** .....**Date:**.....



**DECLARATION FORM FOR PLACEMENT SUPERVISORS**

(This form is to be filled and submitted by all Supervisors involved in Placement)

**To: The Registrar**

Placement Period from: ..... to.....

Placement Organization: .....

Supervisor's Name: .....

*(Surname in CAPITALS)*

I, ....., solemnly undertake that I shall not directly or indirectly disseminate, disclose, publish or otherwise convey or communicate to any third party or person(s) any information and/or content pertaining to the assessment of student(s) undergoing placement in my organisation, except to duly authorised person(s).

I hereby declare that I have no immediate relative undergoing Placement in my organisation.

I understand that failure to abide fully by the above agreement and/or disclosing such information are grounds for disciplinary actions being taken against me, as per UTM Regulations.

Date: .....

Time: .....

Signature: .....

Signed in good faith: ..... Date: .....



SCHOOL OF.....

**PLACEMENT MARK SHEET**

<b>Student Name</b>		
<b>Student ID and Cohort</b>		
<b>Portfolio Title</b>		
<b>Placement Assessor</b>		
<b>CRITERIA</b>	<b>REMARKS</b>	<b>Marks</b>
<b>Introduction:</b> Understanding of the given work, job description and objectives of the placement. <b>[10 %]</b>		
<b>Brief Overview of the organisation:</b> Vision and Mission of the organisation, Hierarchical structure of the organisation, Roles and responsibilities of his/her department within the organisation. <b>[25 %]</b>		
<b>Application of Knowledge:</b> Experience gained, Describing the nature of the job assigned, Application of academic knowledge in the working environment, Solving different work related problems, ability to integrate and perform in the working environment and demonstrate the skills or knowledge to deal with daily work issues. <b>[35 %]</b>		
<b>Conclusion and Reflection:</b> Reference to application of knowledge with emphasis on initial objectives of placement, provide clear and relevant reflection. Job/Work Skills acquired and how placement has improved work readiness. <b>[15 %]</b>		
<b>Presentation and Originality:</b> Layout which conforms to the required specifications of structure and presentation as per Placement Guidelines, neatness and orderly presentation of chapters and paragraphs, Correct use of language, diagrams, tables, references, appendices and originality of work. <b>[15 %]</b>		
	<b>Total Marks</b>	
<b>Placement Assessor:</b> .....		
<b>Date:</b> .....		



**PLACEMENT SUPERVISOR’S APPRAISAL FORM**

To be completed by the Supervisor of the employer providing placement, upon completion of the Placement and submitted to the Placement Assessor.

Student’s Name: .....

(Surname in CAPITALS)

Placement Period from: ..... to .....

Placement Organization: .....

Supervisor’s Name: .....

**Student’s performance has to be marked strictly based on the Rubric at page 2:**

Criteria	Marks	Comments
Task execution	/25	
Professionalism	/25	
Communication, Collaboration, Team work and digital skills	/25	
Initiative and Problem-Solving	/25	
Total	/100	
General comments		

Supervisor’s Title: ..... Supervisor’s Signature: .....

Supervisor’s Department: ..... Date: .....

## Criteria for Marking

<b>Criteria</b>	<b>Exemplary (above 18 marks)</b>	<b>Proficient (11-18 marks)</b>	<b>Limited (5-10 marks)</b>	<b>Unsatisfactory (less than 5 marks)</b>
<b>Task Execution (25 marks)</b>	Consistently completes tasks efficiently; deep understanding of assigned responsibilities; produces high quality work	Mostly completes tasks efficiently; solid understanding of assigned responsibilities; produces good quality work	Occasionally completes tasks accurately and efficiently; shows some understanding of assigned responsibilities; work needs improvement	Rarely completes tasks efficiently; lack of understanding of assigned responsibilities; work frequently below expectations
<b>Professionalism (25 marks)</b>	Consistently punctual and reliable; high level of professionalism in behaviour; adheres to dress code and workplace etiquette	Mostly punctual and reliable; demonstrates professionalism in behaviour; mostly adheres to dress code and workplace etiquette	Occasionally punctual and reliable; shows effort in professionalism, needs improvement; may need reminders regarding workplace etiquette	Rarely punctual and reliable; unprofessional behaviour; frequently violates workplace etiquette
<b>Communication and Collaboration/ Teamwork /digital skills (25 marks)</b>	Effectively communicates ideas; collaborates seamlessly with colleagues and superiors; Advanced knowledge of digital skills	Communicates ideas and updates effectively most of the time; collaborates well with colleagues and superiors; Proficiency in using digital tools	Communicates ideas and updates adequately; shows effort in collaboration but needs improvement; basic knowledge of digital tools	Struggles to communicate ideas and updates; has difficulty collaborating; Limited knowledge of digital tools
<b>Initiative and Problem-Solving (25 marks)</b>	Consistently takes initiative and goes beyond assigned tasks; successfully solves complex problems independently and proactively	Mostly takes initiative and shows willingness to go beyond assigned tasks; successfully solves problems with some guidance	Occasionally takes initiative and attempts to go beyond assigned tasks; requires some guidance to solve problems	Rarely takes initiative and struggles to go beyond assigned tasks; frequently requires assistance to solve problems