

## **COVID-19 PLACEMENT AND EXCHANGE GUIDANCE FOR STAFF**

Help and support is available for all students who can access [UAL's Student Services](#), including students on placement and exchange. Particularly pertinent to this student group are [UAL's Student Advice Service](#) – who can advise on matters such as fees and funding and immigration and visas. Other support for students is available through UAL's [Counselling, Health Advice & Chaplaincy](#) team and the [Arts SU Advice Service](#) is also available for students to access

If a student finds themselves in a difficult financial situation because paid employment has ended, or for other Covid-19 related circumstances, students can consider applying for UAL's Hardship fund. **If a student is concerned about financial hardship** please direct them to information on the UAL Hardship Fund, available [here](#). The University Hardship Fund Application Form is available [here](#). Queries about the fund and/or completed application forms should be sent to [funding@arts.ac.uk](mailto:funding@arts.ac.uk) with the email subject line 'UAL Hardship Funds application' (plus the student's UAL ID number).

Please note that this document builds on the initial guidance *Advice for UAL Students Currently Undertaking Placement Learning* (issued on 24 March 2020, see Appendix A) and the general advice issued online by UAL [here](#).

### **Adjusting placement and exchange learning across UAL**

**A cross-UAL Placement & Exchange Review Group will be established.** The Review Group will ensure that adjustments to placement and exchange units are fair, equitable and will not disadvantage students. Arrangements will safeguard students and enable them to effectively progress with their studies wherever possible. The Group will consider and approve the following:

- Online or other alternative placements that are proposed in the current circumstances, including assessing and mitigating risk to students in the context of placement.
- Adjustment to individual student exchange arrangements, to confirm viable approaches to established exchange arrangements that have commenced.

Further relevant ad-hoc matters relating to exchange and placement may also be brought to the Group.

### **Amending and adjusting delivery of Diploma in Professional Studies**

Many placement arrangements that are taking place in the UK have ended because of national guidance resulting in mass remote working. **It is expected that students who are undertaking placement will have observed the advice already given by UAL**, available [here](#).

**Any placement student who is unable to leave the country they are undertaking their work placement in** should contact Mark Crawley, Dean of Students at [m.crawley@arts.ac.uk](mailto:m.crawley@arts.ac.uk), if they have not already done so.

**It is, therefore, likely that many students have had to conclude placement(s) sooner than expected.**

**Existing placements that are taking place in the UK may continue (or be extended) where students can engage safely with work in the current circumstances.** Compliance with current UK restrictions related to Covid-19 is necessary for any student continuing in a UK placement; it is expected that this will mean working from home using online platforms and/or similar communication means, which reduce the risk of virus transmission. Adjustments to the placement

agreement will be required to check and confirm safe working arrangements. UAL may instruct a student that a placement must end as national health advice changes.

**In limited circumstances it may be possible for new placement arrangements to commence.**

It is anticipated that this will be when a student can safely engage with online working, or similar, and learning outcomes can be fulfilled through this format of placement. The Placement & Exchange Review Group will consider a placement arrangement proposal made on these grounds and advise if this can proceed.

**Proposals for new placement arrangements that includes forms of contact and/or travel that exceeds Covid-19 related advice will not be approved.**

**To demonstrate that an existing or new placement is valid, and to confirm the change to remote working arrangements,** all students adapting their placement activity to remote working must provide email confirmation from their placement provider that the provider agrees to this. The email from the provider should outline examples of the type of work students will be doing in the context of remote working. In the case of Tier 4 students, this information will be used to evidence visa compliance. Further guidance relating to Tier 4 students is available below.

**Where it is possible for a placement to continue** all students must have a clear plan to engage with their Placement Tutor during their remote working placement activity, including how their work will be monitored. As a minimum, this must be through regular email contact that takes place at least once a month, and which outlines examples of tasks completed. Other forms of online contact are possible, such as those available via UAL supported online platforms or by telephone. In the case of Tier 4 students, these engagement activities will be used to evidence visa compliance. Further guidance relating to Tier 4 students is available below.

Diploma in Professional Studies courses are operated across UAL's colleges with some variance in the amount of time required for students to undertake placement activity. The following statement relating to Diploma in Professional Studies was issued by UAL on 24 March 2020, within the document *Advice for UAL Students Currently Undertaking Placement Learning* (see Appendix A):

*We will be relaxing the placement time requirements for your Diploma in Professional Studies in the coming days and will accept the number of weeks you have been able to complete up to the relevant government's advice to work from home. As quickly as possible we will write again with details of any changes to the Unit Descriptor and Assessment Brief.*

To expand on this guidance in practice, guidance on what students should do at this stage of their Diploma studies follows, based on how much placement activity has taken place to date. Placement activities are outlined as percentages here to acknowledge that various Diploma unit descriptors are in operation across UAL and specify different expectations in reference to normal placement length – please apply the percentages indicated to the normal placement length that is outlined in the relevant Diploma unit descriptor:

- 1) Students with 50-100% of the expected placement activity complete:** Students should proceed to supervised writing up of the existing placement report brief (or equivalent) that is associated with the relevant Diploma unit descriptor, ensuring a minimum of monthly contact for all students in this position. More regular contact is encouraged where this can be resourced. As a minimum, contact should be supervisory in nature and be recorded by the relevant tutor to demonstrate contact has taken place. The tutor should briefly summarise tutorial discussion as part of this record of contact. Supervision can be undertaken via a UAL supported online platform or by telephone, and can be done in a group format if desirable.

**2) Students with less than 50% of expected placement activity (but who have completed 20% or more of their expected placement activity):** Students should proceed to supervised writing up of the existing placement report (or equivalent) AND instigate a further project that substitutes placement activity that it has not been possible to achieve in the current circumstances. Formats for this include:

- An existing self-initiated project brief.
- A pre-approved alternative project brief.
- A new tutor-led project brief, or small range of briefs.

Briefs should have a clear relationship to the learning outcomes of the related Diploma unit descriptor. They should be scaled to the volume of placement activity that it will not be possible for a student to undertake. Decisions about scale can be made locally (i.e. within the operation of a unit descriptor, so that all students in the unit are having a comparable experience). A minimum of monthly contact for all students in this position should be planned and implemented. More regular contact is encouraged where this can be resourced. As a minimum, contact should be supervisory in nature and be recorded by the relevant tutor to demonstrate contact has taken place. The tutor should briefly summarise tutorial discussion as part of this record of contact. Supervision can be undertaken via a UAL supported online platform or by telephone, and can be done in a group format if desirable.

**3) Students with less than 20%, or no placement learning hours:** Students in this scenario will be supported to establish an appropriate set of arrangements that enable them to exceed 20% of their placement hours. This may include exploring online placement opportunities and/or extending the period in which placement may take place (and adjusting deadlines accordingly) as and when face to face placement experiences become available. Adjustments to the placement agreement will be required to check and confirm safe working arrangements. Once placement learning has exceeded the 20% threshold indicated, students should proceed to supervised writing up of the existing placement report (or equivalent).

A student in this scenario should also instigate a further project that substitutes some of the placement activity that it has not been possible to achieve in the current circumstances. This project must be established immediately to ensure that a student in this scenario is able to engage in an appropriate learning opportunity in the absence of a placement arrangement. Formats for this include:

- An existing self-initiated project brief.
- A pre-approved alternative project brief.
- A new tutor-led project brief, or small range of briefs.

Briefs should have a clear relationship to the learning outcomes of the related Diploma unit descriptor. They should be scaled to the volume of placement activity that it will not be possible for a student to undertake up to the 50% threshold. Decisions about scale can be made locally (i.e. within the operation of a unit descriptor, so that all students in the unit are having a comparable experience).

Students in this scenario will be monitored by the Placement & Exchange Review Group. Should it become impossible for a student to achieve 20% or more of placement hours the Placement & Exchange Review Group may recommend Time Out as an extraordinary option. Students should be advised to contact the Student Advice Service to get advice on how taking Time Out will affect their funding and/or visa – contact information for the Student Advice Service is available [here](#).

**An adjustment to deadlines associated with Diploma in Professional Studies may be made**, of up to two weeks (but this is not an obligation). The decision about this can be made within colleges with the agreement of the relevant Dean, relevant academic colleagues and the College Quality Manager. Such an adjustment should be offered to all students within a unit, particularly where students may need additional time for report writing and critical analysis. Extensions available through an [Individual Support Agreement](#) and/or through [Extenuating Circumstances](#) should be sought in the usual way. In scenario 3), outlined above, extension to deadlines may exceed a two week period but this must be confirmed by the Placement & Exchange Review Group on a case by case basis.

**Where relevant, please also refer to the advice provided in regard to Tier 4 students, below.**

### **Guidance for Erasmus funded students on placement**

**Some students have already ended their placement early due to the Covid-19 outbreak.** Students in this situation should send their [end of mobility documents](#) to [internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk) as usual. These documents should confirm the last date of working with the student's placement provider. If a student spent a period engaged in remote working as a result of the virus the date that remote working stopped will be considered the last date. Based on a student's individual circumstances the Mobility Team will take the following action:

| <b>Student has been on my placement for...</b>    | <b>The Mobility Team will:</b>  |
|---|---|
| More than 2 months and had less than a month left | <ul style="list-style-type: none"> <li>Recalculate the student's grant according to the new end date</li> <li>Send the student an amendment</li> </ul>  |
| Less than 2 months and had less than a month left | <ul style="list-style-type: none"> <li>Recalculate the student's grant according to the new end date.</li> <li>If the student completed less than 2 months in total the Mobility team may also require an email exchange or other formal notification between the student and the employer, confirming termination of contract due to Covid-19 for UAL's records.</li> </ul>  |
| Less than 2 months and had more than a month left | <ul style="list-style-type: none"> <li>Recalculate the student's grant according to the new end date.</li> <li>If the student completed less than 2 months in total the Mobility team may also require an email exchange or other formal notification between the student and the employer, confirming termination of contract due to Covid-19 for UAL's records.</li> <li>The Mobility Team will also ask the student for further information about any upfront costs paid for the total duration of their placement, especially for accommodation but also for any expenses the student had already incurred to support their mobility (excluding international travel to the host country).</li> </ul> |
| More than 2 months and had more than a month left | <ul style="list-style-type: none"> <li>Recalculate the student's grant according to their new end date.</li> <li>The Mobility Team will also ask the student for further information about any upfront costs paid for the total duration of their placement, especially for accommodation but also for any expenses the student had already incurred to support their mobility (excluding international travel to the host country)</li> </ul>  |

**Some students have established arrangements where they can complete an existing placement remotely, through online or similar formats.** Where a student has such a placement that it is still ongoing and the learning objectives in the student's Erasmus learning agreement have not changed, their grant will continue as normal. This is the case whether remote working is taking place in the host country, the student's home country or the UK. If a student then ends the

placement early directly as a result of Covid-19 (i.e. because it is no longer possible to complete any further work) please refer to the advice above about ending a placement. (If a student's placement ends for any other reason, normal rules regarding recalculation will apply.)

**Some students will be worried about repaying their grant.** Please reassure students that the Mobility Team team will be undertaking extensive work to ensure that the rules regarding the Erasmus grant are applied fairly, according to demonstrable student need. UAL does, however, have legal and financial obligations to funders and certain circumstances will take time to resolve. For this reason, UAL will not require any student to repay a grant immediately. However, there may be instances where UAL are unable to justify a student keeping the full grant. In this instance we will notify students as to why a decision has been taken, and also provide students with payment plan options to repay their grant.

**If a student has not started their placement, but has received their grant they will be required to return their grant.** If a student incurred expenses ahead of placement starting (such as for flights or accommodation) they should contact [internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk) for further guidance.

**A student who has taken a flight home/back to the UK as a result of the current emergency** should contact the Mobility Team: [internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk).

**Students who have returned home but are still paying rent in the country where their placement was taking place** should seek advice regarding their accommodation contract and try to withdraw from it as soon as possible. The UAL accommodation team may be able to support affected students with general advice; that team can be accessed using the information available [here](#). However, note that accommodation regulations may differ according to host country and so it is important that a student affected by this issue contact the placement provider to see if they can support them with housing concerns, direct them to appropriate sources of information and/or can act as an intermediary.

**If a student is concerned about financial hardship** please direct them to information on the UAL Hardship Fund, available [here](#). The University Hardship Fund Application Form is available [here](#). Queries about the fund and/or completed application forms should be sent to [funding@arts.ac.uk](mailto:funding@arts.ac.uk) with the email subject line 'UAL Hardship Funds application' (plus the student's UAL ID number).

**Where relevant, please also refer to the advice provided in regard to Tier 4 students, below.**

### **Amending and adjusting delivery of units with short-term placement option/requirement**

**Units that include short-term placements will continue to operate at UAL.** This type of placement is distinguished from other provision in that it normally takes place within a unit and happens concurrently with other aspects of a student's course. There are various options possible in regard to addressing short-term placement plans, as follows.

**Planned short-term placements may take place where students can engage safely with work in the current circumstances.** Compliance with current UK restrictions related to Covid-19 is necessary for any student continuing in a UK placement; it is expected that this will mean working from home using online platforms and/or similar communication means, which reduce the risk of virus transmission. Adjustments to the placement agreement will be required to check and confirm safe working arrangements. UAL may instruct a student that a placement must end as national health advice changes.

**Where planned short-term placements can no longer take place, an alternative project should be set and completed by students. An alternative project should be professionally-**

**focused.** If a project does not already exist, a suitable one should be established. This may be developed with a professional partner (where this is possible), taking into account the intended learning outcomes of the unit. An alternative project could take the form of a self-initiated project that develops a professional focus for individual students. Alternatively, a single or small range of tutor-led projects may be offered to students. 'Live' professional projects may be a useful format to develop as an alternative project, maintaining industry links in order to support the normal intention of short-term placement activity. (It is anticipated that such projects can be established in liaison with industry but must be completed under course supervision, rather than under supervision by a placement provider).

**Courses can consider postponing placement activity but only in limited circumstances where it is not detrimental to expected student progress.** It is anticipated that this will be viable in only a few masters-level courses, where it is apparent that the length of course may mean that there is sufficient study time ahead where placement could take place, as and when Covid-19 restrictions have changed. Courses in this situation should consider contingency to ensure that learning outcomes are not compromised if restrictions do not change in sufficient time and/or should propose amendments to the relevant unit that will permit alternative approaches to placement (where possible).

It is anticipated that amendments to units that include short-term placements affected by Covid-19 restrictions will have already taken place as a result of the UAL-wide response to Covid-19. However, **if new or further amendments may be required for units that include short-term placements** these should be proposed and approved through the appropriate college process, ensuring proposals are agreed by the relevant Dean, relevant academic colleagues and the College Quality Manager. The Placement & Exchange Review Group can offer further guidance on specific scenarios on a case-by-case basis, if required.

**Student engagement and monitoring should continue as normal** in the circumstances of these short placements, ensuring that Tier 4 compliance is met. Further guidance relating to Tier 4 students is available below.

**Plans or proposals for short-term placement arrangements that includes forms of contact and/or travel that exceeds Covid-19 related advice will not be approved.**

### **Guidance for Erasmus funded students on exchange with a partner institution**

**Student exchange activity that has been scheduled for 2019-20 but which has not commenced should be cancelled unless previously exceptionally agreed.**

College Exchange Coordinators can support, advise and signpost. To contact them use the following email addresses:

Central Saint Martins: [placementandexchange@csm.arts.ac.uk](mailto:placementandexchange@csm.arts.ac.uk)  
Chelsea, Camberwell & Wimbledon: [ccwstudentexchange@arts.ac.uk](mailto:ccwstudentexchange@arts.ac.uk)  
London College of Communication: [mobility@lcc.arts.ac.uk](mailto:mobility@lcc.arts.ac.uk)  
London College of Fashion: [exchanges@fashion.arts.ac.uk](mailto:exchanges@fashion.arts.ac.uk)

**Where UAL students who have started exchange arrangements but have, to date, had little or no credit bearing activity with their host institution, UAL is committed to reviewing individual student circumstances to establish the best course of action.** This will be undertaken by the Placement & Exchange Review Group, which will consider the following options and, wherever possible, will take into account individual student preference:

- Students in this scenario may wish to continue with their host institution in an online environment if this provision is available, completing the expected amount of credit that is outlined in individual exchange agreements. Adjustments to the exchange agreement will be required to check and confirm safe studying arrangements. UAL may instruct a student that an exchange must end as health advice changes.
- If this is not possible, or a student does not wish to study online with the planned host institution, they should join the summer term provision of their UAL course wherever possible. It is likely that students in this scenario will have insufficient credit as a result of these circumstances and they may be required to undertake an alternative assessed project under supervision at UAL to acquire the relevant amount of credit.

**Where students are in exchange activity and learning has already commenced, UAL is committed to reviewing individual student circumstances to establish the best course of action.** This will be undertaken by the Placement & Exchange Review Group, which will consider the following options and, wherever possible, will take into account individual student preference:

- **UAL students on exchange may wish to continue with their host institution in an online environment if this provision is available,** completing the expected amount of credit that is outlined in individual exchange agreements. Adjustments to the exchange agreement will be required to check and confirm safe studying arrangements. UAL may instruct a student that an exchange must end as national health advice changes.
- **UAL students on exchange who are unable to continue to study safely with their host institution, or do not wish to continue with their host institution in an online environment,** should join the summer term provision of their UAL course wherever possible. If practicable, any study a student has completed within the exchange will be recognised by UAL. It is possible that students will have insufficient credit as a result of these circumstances and they may be required to undertake an alternative assessed project under supervision at UAL to acquire the relevant amount of credit.
- Where possible, **any demonstrable credit a student has completed within their exchange arrangement will be accepted by UAL.**

**UAL will ensure that suitable shell units of the required size are available to capture and record exchange learning that has taken place,** to allow students to demonstrate exchange-based learning at varying scales, subject to individual student progress and in combination with other units where this is possible.

**Where a student is studying on an Erasmus+ exchange in an exchange that it is still ongoing and the learning objectives in the student's Erasmus learning agreement have not changed, their grant will continue as normal.** This is the case whether remote learning is taking place in the host country, the student's home country or the UK. If a student then ends the exchange early directly as a result of Covid-19 (i.e. because it is no longer possible to complete any further work) their grant will be reassessed.

**Some students will be worried about repaying their grant.** Please reassure students that the Mobility Team will be undertaking extensive work to ensure that the rules regarding the Erasmus grant are applied fairly, according to demonstrable student need. UAL does, however, have legal and financial obligations to funders and certain circumstances will take time to resolve. For this reason, UAL will not require any student to repay a grant immediately. However, there may be instances where UAL are unable to justify a student keeping their full grant where they do not continue engaging with their host institution. In this instance we will notify students as to why a decision has been taken, and also provide students with payment plan options to repay their grant.

**If a student was unable to commence their exchange, but received their grant they will be required to return their grant.** However, if the student incurred expenses ahead of exchange starting (such as for flights or accommodation) they may be able to keep this portion of their grant. They should contact [internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk) for further guidance.

**Any Erasmus-funded student who paid for a flight home/back to the UK as a result of the current emergency** should contact the Mobility Team: [internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk).

**Students who have returned home but are still paying rent in the country where their exchange was taking place** should seek advice regarding their accommodation contract and try to withdraw from it as soon as possible. The UAL accommodation team may be able to support affected students with general advice; that team can be accessed using the information available [here](#). However, note that accommodation regulations may differ according to host country and so it is important that a student affected by this issue contact the placement provider to see if they can support them with housing concerns, direct them to appropriate sources of information and/or can act as an intermediary.

**If a student is concerned about financial hardship** please direct them to information on the UAL Hardship Fund, available [here](#). The University Hardship Fund Application Form is available [here](#). Queries about the fund and/or completed application forms should be sent to [funding@arts.ac.uk](mailto:funding@arts.ac.uk) with the email subject line 'UAL Hardship Funds application' (plus the student's UAL ID number).

Please also refer to the specific guidance for Tier 4 students, below, to ensure that relevant compliance matters are observed.

**Where relevant, please also refer to the advice provided in regard to Tier 4 students, below.**

### **Students on exchange from UAL's partner institutions**

**Students from UAL's partner institutions should follow the advice from their home institution regarding studying and travel arrangements.** UAL's International Relations Unit and college International Offices will advise partners on UAL's provision for the summer term. College Exchange Coordinators can support, advise and signpost. To contact them use the following email addresses:

Central Saint Martins: [placementandexchange@csm.arts.ac.uk](mailto:placementandexchange@csm.arts.ac.uk)  
Chelsea, Camberwell & Wimbledon: [ccwstudentexchange@arts.ac.uk](mailto:ccwstudentexchange@arts.ac.uk)  
London College of Communication: [mobility@lcc.arts.ac.uk](mailto:mobility@lcc.arts.ac.uk)  
London College of Fashion: [exchanges@fashion.arts.ac.uk](mailto:exchanges@fashion.arts.ac.uk)

**Students from another institution on exchange at UAL may wish to continue with their expected studies through planned online delivery in summer term at UAL**, completing the expected amount of credits that are outlined in individual exchange agreements.

**Students from another institution on exchange at UAL who are unable or would prefer not to continue to study at UAL**, should contact their home institution to take advice about their studies. Any exchange student requiring help, advice or support in terms of returning to their home institution should contact the Mobility Officer within their college international office, if they have not already done so.

Where possible, **credit a student has completed within their exchange arrangement will be confirmed by UAL.**

**UAL will ensure that suitable shell units of the required size are available to capture and record exchange learning are in place** to allow students to demonstrate exchange-based learning at varying scales, subject to individual student progress.

### **Specific guidance for Tier 4 students**

Where possible guidance that is presented above takes into account Tier 4 compliance requirements and utilises these principles for all students, to ensure an equitable experience for all, regardless of nationality. As long as Tier 4 students remain fully engaged with their course, the University will not withdraw Tier 4 sponsorship and Tier 4 visas will still be valid.

**Tier 4 students can undertake a work placement remotely.** To demonstrate that an existing or new placement is valid, and to confirm the change to remote working arrangements, all students adapting their placement activity to remote working must provide email confirmation from their placement provider that the provider agrees to this. The email from the provider should outline examples of the type of work students will be doing in the context of remote working. In the case of Tier 4 students, this information will be used to evidence visa compliance. **Tier 4 students must, additionally, confirm to their tutor in writing (by email) that they will continue to work on their academic work and aim to submit to published deadlines.**

**Where it is possible for a placement to continue, Tier 4 students must continue to demonstrate engagement with their placement.** All students must have a clear plan to engage with their Placement Tutor during their remote working placement activity, including how their work will be monitored. As a minimum, this must be through regular email contact that takes place at least once a month, and which outlines examples of tasks completed. Other forms of online contact are possible, such as those available via UAL supported online platforms or by telephone. In the case of Tier 4 students, these engagement activities will be used to evidence visa compliance – this information must be retained, kept in a safe place and cannot be deleted or destroyed. Contact your Local Information Manager for further information and advice about retaining this information – UAL Local Information Managers are listed on Canvas [here](#).

When implementing an adjusted or new placement arrangement and/or an alternative project for Tier 4 students, **staff must advise Tier 4 students that they are not allowed to be self-employed, work on a freelance basis, sell goods or services** (including through websites or applications) **or set-up/run any sort of business.** This means, a Tier 4 student cannot invoice a company or a person for work that they are going to do/have done. If a Tier 4 student continues or begins a placement based on remote/online working and they are going to be paid, students must be advised they need to be part of the placement provider's payroll. If a Tier 4 student is undertaking a self-initiated project or other alternative assessment the same restrictions must be observed.

Tier 4 student engagement must continue throughout the normal academic cycle and until the end of summer term (term dates are available [here](#) for reference), and must be evidenced, regardless of individual student progress through their placement experience. **Even if Tier 4 students have completed the necessary number of placement weeks to receive relevant credits for their placement, they must remain engaged with their course until the end of the academic year in order to retain their Tier 4 visa.**

For instance, **where Tier 4 students have completed their work placement and they have submitted associated summative assessment requirements before the end of summer term, some form of non-credit bearing activity will be required.** In this instance, an arrangement to supervise a self-initiated project (or similar) will be necessary, which should come to a conclusion at the end of summer term. This work does not have to be formally assessed. Contact with the student in this case must meet the same expectations in order to demonstrate engagement; as a

minimum, this must be through regular email contact that takes place at least once a month, and which outlines examples of tasks completed. Other forms of online contact are possible, such as those available via UAL supported online platforms or by telephone.

**For Tier 4 students, if summative assessment deadlines fall outside of the summer term (i.e. after summer term has ended, later in the summer period), the same format and frequency of engagement must continue until the submission of work to evidence compliance with the conditions of Tier 4.**

**As UAL must continue to meet all of compliance duties while UAL students are undertaking an exchange programme, the obligation remains for partner institutions to confirm that students are engaged with their course in the exchange arrangement.** As a minimum, this must be through email contact that takes place at least once a month. An email from the partner institution should outline examples of the different academic activities/tasks that a student on exchange has undertaken in the intervening period. This email should be sent to the relevant college Exchange Officer:

Central Saint Martins: [placementandexchange@csm.arts.ac.uk](mailto:placementandexchange@csm.arts.ac.uk)

Chelsea, Camberwell & Wimbledon: [ccwstudentexchange@arts.ac.uk](mailto:ccwstudentexchange@arts.ac.uk)

London College of Communication: [mobility@lcc.arts.ac.uk](mailto:mobility@lcc.arts.ac.uk)

London College of Fashion: [exchanges@fashion.arts.ac.uk](mailto:exchanges@fashion.arts.ac.uk)

**If Tier 4 students need to end their exchange programme due to circumstances related to Covid-19** (or in any other circumstance) they should contact the relevant college Exchange Officer (listed above) straight away, in order to make arrangements to continue studies with UAL and to ensure there is no gap in their studies.

**It is expected that Tier 4 students will use Time Out as a last resort** if placement or exchange arrangements are impossible to continue and provision at UAL cannot be picked up as an alternative to placement or exchange. If a student does need to seek Time Out, the student should liaise with the Student Advice Service for help and support, to understand the required next steps and the impact this will have on the terms of their visa. Contact information for the Student Advice Service is available [here](#).

## **APPENNDIX A: Advice for UAL Students Currently Undertaking**

### **Placement Learning Updated 24<sup>th</sup> March 2020**

With the rapidly evolving Coronavirus situation and current government advice to work from home wherever possible we wanted to offer you some advice and guidance.

Following the Vice Chancellor, Nigel Carrington's recent email stating: *"From 17 March 2020 until further notice, no student is required to be present at UAL's London sites if they do not wish to attend."* we therefore support you to request of your placement provider to allow you to work from home with immediate effect.

If your provider cannot allow this or indeed if you need or wish to return home, then resigning your placement is acceptable and recommended under these exceptional circumstances.

### **UAL Diploma in Professional Studies**

We will be relaxing the placement time requirements for your Diploma in Professional Studies in the coming days and will accept the number of weeks you have been able to complete up to the relevant government's advice to work from home. As quickly as possible we will write again with details of any changes to the Unit Descriptor and Assessment Brief.

You should now focus on completing your academic work to the best of your ability and submitting to deadline. Where you have not been able to collect primary data at your placement provider then discuss alternative strategies with your Diploma in Professional Studies tutor/ year leader or course staff who are always on hand to support you.

If your current Diploma in Professional Studies placement is short term (6 weeks or less) and not in your home country, we would advise you to cancel it now and return home. If you require guidance and assistance in making arrangements to return home please contact Mark Crawley, UAL Dean of Students ([m.crawley@arts.ac.uk](mailto:m.crawley@arts.ac.uk)).

### **Erasmus Funded Traineeships**

As UAL advice is against travel overseas for placements, signing of agreements and payment of Erasmus grants for new placements approved after 12th March is currently suspended. If your placement had been previously agreed or you travelled to your placement host country before the 12th March, please contact [internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk).

### **Update: 24 March**

If you are currently on an Erasmus-funded traineeship, please respond to the email you will receive from [internationalmobility@arts.ac.uk](mailto:internationalmobility@arts.ac.uk) requesting information about your current location and your working status with your placement provider. It is important that we collect this information to review the impact on UAL's Erasmus grant.

The UK FCO has advised all UK nationals to return to the UK as soon as possible and UAL **strongly advises** all UK nationals currently abroad to do this. If you require support with your repatriation please contact Katie Britton International Exchange Manager [k.britton@arts.ac.uk](mailto:k.britton@arts.ac.uk).

If you have completed your placement in line with your original grant agreement, please submit all necessary documents as normal to receive your second instalment.

### **Other Short-Term Placements**

All placement units have an alternative project work brief that can be completed through distance learning.

If you have secured a placement then whilst we cannot stop you taking up the opportunity, we would strongly advise that you put your health and the health of others first, stay at home and take up the alternative project option.

If you have not yet secured a placement then please now take up the safer option of the alternative project. Businesses are unlikely to offer short term placements over the coming weeks while they adjust their working practices.

### **Important Additional guidance for Tier 4 Visa holders**

- If you leave the UK and return home to work remotely there are requirements for your visa.
- Tier 4 students who end their placement early do still need to engage with their studies and this can be by a Self-Initiated Project. Students should contact their course team for guidance on what sort of project is suitable.
- If working away from the place of employment you must provide email confirmation from your placement provider that they agree to your working remotely and examples of the type of work/tasks you would be doing.
- You must agree with your Placement Tutor how your work will be monitored e.g. weekly email with examples of tasks completed or Skype/Microsoft Team meetings.
- You must confirm that you will continue to work on your academic work and aim to submit to published deadlines.
- As long as you remain fully engaged with your course the University will not withdraw Tier 4 sponsorship and your Tier 4 visa will still be valid.

The UAL website has a series of [Frequently Asked Questions](#) about Tier 4 Visa issues and you should check this site regularly as information is being added and updated regularly in line with current UK Government advice.

If you have specific queries that are not answered by this guidance or the UAL website about your Tier 4 Visa please contact: [Tier4Compliance@arts.ac.uk](mailto:Tier4Compliance@arts.ac.uk)

We realise that this is a stressful time for you - everyone at UAL is working hard to revise our approach to placement learning and your course in general during the current Coronavirus Outbreak and to fully support you. Your course team will be in touch later in the Easter Break with further detail about how we will be supporting students to complete their current units and progress to the next stage of study or complete their awards.