

**MEng Renewable Energy –  
Module CSMM402  
Industrial Placement Project  
Student Handbook 2014-15**

# **Guidelines for the Industrial Placement Project module**

The purpose of this document is to ensure that you know what is required from you in preparation of your Industrial Placement and project module (CSMM402), regarding the placement, project and the module assessment.

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## Industrial Placement Project – General Information

The purpose of this document is to ensure that you know what is required from you in preparation of your Industrial Placement Project.

The Industry Placement Project is a fourth year module (CSMM402) that takes place during the summer vacation after year 3 and into the early part of the second term of year 4 with a report, logbook and poster to be submitted at the end of the January of the 4th year.

The module is worth 40 credits.

The module is assessed on the basis of:

- Placement and Planning Report (20%)
- Final Industrial Placement Project Report (30%),
- Project Poster (20%),
- Project Presentation (20%) and
- Log Book (10%).

The module is compulsory and non-condonable, as is the requirement to complete a work placement of a **minimum** six-week period.

### Benefits of a work placement

During the summer vacation prior to entering the fourth year each student is required to obtain practical experience by undertaking a period of at least six weeks duration within the renewable energy sector or a related industry or organisation. Most employers will look dimly on setting up a work placement of only six weeks duration as they may see little opportunity for the placement student to return some kind of tangible contribution to the business within the time frame. So, while the minimum programme requirement is six weeks, the recommendation is that you undertake a longer placement in industry throughout the summer months between year 3 and 4.

The timing of Year 3 means you are likely to be available from the second week of June until term starts on September 22<sup>nd</sup> 2014 and you are urged to take advantage of this when planning your placement. Furthermore, during Term 1, approximately 2.5 days per week are allocated for working on your Industrial Project. This allows you to visit your company as required or just to work on your project. Note: you do not have to spend this time at the workplace, but make sure you utilise it to the maximum and maintain contact with your company. Personal time management is an important element of delivering a high quality piece of work in this module.

You are reminded that if you are required to repeat a module over the summer on a deferred or referred basis then you will have to plan your placement around meeting those deadlines. You will not be allowed any exemption/mitigation from completing a placement due to having to repeat modules over the summer, nor will you be allowed exemption/mitigation from a re-sit to complete a placement.

**The industry placement project and each of its components are regarded as on a par with any other module in terms of the requirement for completion. Failure to complete this module will have the same effect as failure to complete any other module on your course. The module is worth almost 15% of the MEng final course mark and merits your full attention and efforts to satisfy its requirements.**

### **Placement duration and expectations**

During the summer vacation prior to entering the final MEng year (your fourth year of study) each student is required to obtain practical experience by undertaking a period of **at least six weeks duration working within the renewable energy sector or a related industry or organisation.**

Most employers will not be keen to set up a work placement of this duration as they may see little opportunity for the placement student to return some kind of tangible contribution to the business within the time frame. So, **while the minimum programme requirement is six weeks, the recommendation is that you undertake a longer placement in industry throughout the summer months between Years 3 and 4.**

While undertaking the placement you will identify, with your provider, a RE-related potential project – of real value to the company – which you will undertake throughout the first term of Year 4.

Please note that Term 1 starts on September 22<sup>nd</sup>, 2014.

### **Finding a placement**

**Finding a suitable placement and identifying a suitable project is essentially your responsibility.**

The University will assist where it can in finding suitable placements but part of the assessed work is the activity you undertake to gain your placement. [Please review the Year 3 placement handbook regarding finding placements].

The aim of the industrial placement is for you to undertake real commercial work with an emphasis on renewable and sustainable energy. You will further develop the technical and business skills and other capabilities you started working on in your previous placement.

As part of the placement however you should work with your provider to identify a research, or otherwise valuable, project to be undertaken during Term 1 of your Year 4 studies.

The project will provide you with the opportunity to undertake an in-depth academic study, analysis and design. You will need to integrate many areas of your formally taught curriculum and apply them to a defined industrial context.

During your final year, many of you will be preparing CVs and applying for jobs as energy specialists, perhaps starting your own business or furthering your training through another postgraduate programme. All of these fields are highly competitive.

One of the key items that future employers will look for on your CVs is whether you have completed a work placement and how relevant it was to your field. Employers will also be looking for clues about whether or not you were able to fit into your placement organisation and also indicators of whether you were valued as a placement student. Thus one of the main reasons for the summer work placement is to try to impress the people with whom you have worked in order to provide a recent employment based reference on your CV at the time of your graduation.

It is also worth noting that many students have been offered paid employment following their graduation as a result of impressing employers on a summer work placement.

## **Skills**

Another purpose of the work placement is for you to develop or improve employability skills. The classes of employability skills and what they mean (according to the University website) are indicated below. Not all placements will afford you opportunities to exercise them all, but all placements should provide you with opportunities to exercise most and many will allow you to develop new skills if you are proactive in seeking out new opportunities with the company with which you take up a placement. You can gain much more from a placement by actively seeking opportunities to develop skills and thinking about what you might be able to teach yourself to get a task done.

Unlike your previous work placement, the industrial project placement is more about completing a project for a genuine industrial sponsor than about you gaining an insight into the world of work. However, it does provide you the opportunity to hone some of the following skills:

### **Technical report writing**

The writing of technical reports is a skill that develops over time. Your experience with report-form assignments and technical journals will provide a good grounding for your hands for this module and also in future commercial or academic work.

### **Business activities and skills**

Your report should contain a record of your activities and what you have gained from the placement. Some possible topics for inclusion are given below. This list does not need to be taken as a request for the categorisation of your work placement report, but these are areas of learning that might inform your report.

### **Communication**

The ability to communicate clearly and effectively is crucial in everything that we do, especially in the work place. This is not always easy and the potential for misunderstandings is huge. You should be aware that you communicate using your body, your tone of voice, and your actions (e.g. being persistently late for work for no apparent reason) as well as your language.

### **Assertiveness**

You should identify opportunities you have had to use a range of interpersonal skills to

confidently assert your needs. Try to identify differences between passive, aggressive and assertive behaviour, so that you can identify and modulate your own level of assertiveness as appropriate. This will help you to learn your own methods of managing stress in future.

### **Presentation Skills**

The more you do, the better you are at doing it. Hopefully you will all get an opportunity to make a presentation. This is something that is worth actively seeking out, even if you are initially reticent about getting up in front of people.

### **Team Development**

Working with other people is something that we all do; but there are situations when our ability to work with others will determine how well we achieve a common goal.

You should try to identify the strengths that you have which make you an invaluable member of any team, allow for the fact that you may have weaknesses and try your best to overcome them. Try to be aware of and understand team dynamics and consider how they might be used best by the company.

### **Meeting Skills**

It is important to reflect on what has happened during a formal meeting – you will all experience at least one (interview, first day briefing or placement kick-off) and most will have more in the course of their placement. Try specifically to reflect upon the role that you played – be it social, academic or work-related, so that you can develop your confidence. Try to identify the structure of meetings you have had (if any). Over time, you will be able to describe the function and structure of a meeting, discuss the responsibilities of the chairperson, secretary and participants and apply a range of skills in a meeting situation.

### **Negotiation**

The skill of negotiation is one that we use every day, with all kinds of people from who in our house will make the tea, to the time we need for our essays. Successful negotiations require many interpersonal skills.

### **Time Management**

Your work placement will give you the opportunity to develop the skill of managing your time while ensuring that you discharge your obligations to your employer

### **Stress Management**

All of us are under a lot of pressure to work hard, have lots of fun, meet lots of people, and develop our skills, possibly with lots of financial difficulties. Being able to cope with feeling stressed, and more importantly, being able to manage stress is an important skill that we can apply socially, academically and in our future employment.

### **Problem Solving**

Many problems that we encounter require us to be creative in our problem solving. Your work placement hopefully will give you opportunities to solve problems (which can take all sorts of forms, not just a series of calculations to arrive at a result).

## Health and Safety

The University has a responsibility not to put you at risk and so it is important that your placement provider has an appropriate H&S policy and acts in compliance with UK or equivalent regulations.

You should obtain confirmation from your potential placement provider that they comply with these requirements in respect of staff inductions, training, work behaviour, risk assessments etc.

**There is a separate 'Student Guide' available, which contains much more detail about the health and safety requirements for your workplace, produced by the employability team. This is available to download from the 'Work Placement Paperwork' section of the Careers and Employability ELE pages, and will also be emailed to you all individually. It is your responsibility to ensure these requirements are met.**

Similarly you and all employees have a duty of care to each other and to comply with H&S requirements. You should obey all instructions given by your placement provider in respect of Health & Safety, Equal Opportunities, etc

## Report and Hand-in

This section tells you:

- An indication of the nature of your various pieces of assessment work, and
- What form your hand-ins should be

## Assignment and Assessment Structure

The module will be assessed by five components with the following weighting:

- **Placement and Planning Report – 20% - 3000 word equivalent**
- **Project Logbook – 10% - 1500 word equivalent**
- **Project Presentation – 20% - 30 minutes (20 mins + 10 mins questions)**
- **Project Poster – 20% - 3000 word equivalent**
- **Industrial Project Report – 30% 4000 word equivalent**

## Placement and Planning Report

This report should:

- (1) Describe what work you carried out during the summer work placement and
- (2) Outline your plan for the project work that will run from October until late January

**The placement report element** should outline what work you did during the summer and reflect on your experience as a professional engineer. You should draw on your experiences of producing your previous work placement report.

**The planning element** should account in some detail for what you will do with the roughly

400 hours of work allocated to the project and be based around having approx 2.5 days per week available to work on this module.

The report element should, where possible, inform the planning element and you should make clear why and how you have selected your project idea or worked with your employer to select a topic.

Where your project does not follow directly from the summer placement you should make the circumstances clear. In all cases the report should consider what elements of your skills the project will test and what goals you are setting out to achieve. The RE4 timetable keeps approx. 2.5 days per week clear to allow for this.

While you are not expected to be based with a company for the term-time period of the placement project, this should give you enough time to visit them as necessary.

### Placement and Planning Report – Hand-in

You will be required to submit the placement and planning report through the BART system by midday on Monday 13<sup>th</sup> October 2014 (to be confirmed). The report should be to a professional standard of presentation and should be submitted with a standard assessment cover sheet and a BART sheet attached.

- You must submit a hard copy and a digital version of your report
- The report should be no more than 3000 words
- If you exceed this you will be penalised 10% of their accrued marks
- You are reminded that ALL submitted work counts towards this total, except as below
- **You may include examples of work carried out in your placement in appendices as necessary. These will NOT be included in the word count**
- You **must** include a signed letter from the placement provider, stating the dates the student has worked, should be included with the report and should be affixed inside the rear cover

The more work you can complete before returning to study, the easier your task will be. Start preparing the draft report before you return. This will make life easier when it comes to writing up your work and helps you to keep a record of what actually happened.

You may have to sign a confidentiality agreement document with the placement provider. In this instance please make sure your placement provider is aware that the M.Eng. Renewable Energy Module Leader will need to inspect the material you prepare for assessment toward CSMM402 and follow the NDA process previously described.

### Project Logbook

The purpose of the logbook is to provide an accurate and consistent record keeping that communicates that you have used and applied appropriate principles and/or methods for the analysis of an engineering problem and applied them creatively and realistically in a practical application.

You should also use the logbook to record your activities with the employer. During the course of the placement record any meetings, events, visits, duties that you undertake. Also anything that you learn or shapes you decision process for completing your project.

**The logbook should be sufficiently informative that a competent person should be able to replicate your work by using the information in your logbook.**

Only one project logbook needs to be submitted – when the Industrial Placement Project Report is submitted.

## **Project Presentation**

You will be required to give a half hour presentation at the end of the project, after you have submitted the report. This should be sometime in early February – you will be informed of the schedule and location closer to the time.

The way in which you present is flexible but it would be generally recommended to use PowerPoint to aid your presentation.

Remember you will have your A1 poster as an extra presentation tool. Other visual aids can often be beneficial and are welcomed. By this point in your studies you have had opportunities to present already and thus should know what is required.

At the end of the presentation, there will be a period for the academics to ask questions about your project. This will be another vital time to show your in-depth knowledge of the subject and the wide range of skills you have used over the project.

The presentations will be open for you to invite your work employers. As such there may be many prospective employers at all of the student presentations. Therefore, this is an opportunity to present the type of work that you are capable of but also that you are a high calibre prospective employee.

## **Project Poster**

You will be required to produce **one A1** poster. The poster should be of a professional calibre and a research grade standard.

Whilst the report should show the process of how you reached your end product, the poster should be used to summarise and show the outputs or end products of your project.

The project poster will give you an opportunity to show your extensive knowledge and understanding of a wide range of engineering subjects, as well as your analytical, systematic and creative approach to problem solving.

**You are responsible for ensuring the poster is printed and available on time for the hand-in date – which will be late January/early February (BART date to be confirmed).**

## Industrial Project Report

Due to the fact that the actual nature of the work will be highly varied and diverse depending on the nature of the project, an example work placement report from a recent student placement will not be issued.

However, below is a suggested basic Table of Contents that may be a suitable format for your report. You are welcome to consider the best way to present your results dependent on the nature of the project and on the need to present your results professionally.

It is possible that during the course of your project, you will work on the preparation of a report or some other formal output for your placement provider. This can be submitted as an appendix to your part of your assessment and will not form part of the word-count.

As noted above: you may have to sign a confidentiality agreement document with the placement provider. You must make sure your placement provider is aware that the M.Eng. Renewable Energy Module Leader will need to inspect the material you prepare for assessment toward CSMM402.

The report should be to a professional standard of presentation and should be submitted with a standard assessment cover sheet and a BART sheet attached.

**Your report should be no more than 4000 words.** Please do not view this figure as a target, it is possible to do a good project report and use less than this.

## Outline Table of Content

The following structure is a guide only as to how you could present your Work Placement & Planning Report and your Project Report. **You may find the nature of your placement and the activities you undertook mean that a revised structure is more suitable** to record and report your placement and the project. As a group you will undertake a wide range of tasks and have differing experiences. Your reports should be as professional as possible, irrespective of the content and chosen structure. The key focus is clear communication of the work, its aims, methodology and goals and the steps taken to reach them. You are encouraged to consider how you might best communicate these and to amend your delivery of this report to facilitate this. The Table of Contents shown below then, is one suggested format and not a template for you to populate.

## A Possible Outline Table of Contents

1. **SUMMARY**
2. **ACKNOWLEDGEMENTS**
3. **TABLE OF CONTENTS**
4. **FIGURES**
5. **TABLES**
6. **ABBREVIATIONS/ACRONYMS**
7. **INTRODUCTION**
  - Purpose of report
  - Background
8. **TECHNICAL CHAPTERS**

- The technical detail of the project
- 8. **DISCUSSION**
- 9. **CONCLUSIONS**
- 10. **REFERENCES**
- 11. **APPENDICES**
  - **Appendix 1** - Any report or material produced during your placement
  - **Appendix 2** – Letter from the Employer saying that an NDA either IS or IS NOT required. If an NDA is required you should state whether it has been completed or is awaiting confirmation and provide the information noted in the “*Confidentiality and Non Disclosure Agreements*” below
  - **Appendix 3** – Letter from Employer(s) confirming your period with the company, with dates and a copy of the cover letter you send to the provider

## Submission dates

You will need to return to the department to re-register for your programme on the first day of the Autumn Term.

- **Submission of the placement report and project plan will be Monday 13<sup>th</sup> October 2014 (Subject to confirmation)**
- **Submission of the project report, logbook and poster will be by mid-day on Monday 26<sup>th</sup> January 2015 (Subject to confirmation)**

You will be informed of the time and location for the presentation element of the module by the module leader closer to the time. This will be organised to fit with your timetable for that period.

## Marking schemes

The marking scheme for the Placement and Planning report will be:

### CSM402 Industry Placement - Mark sheet

#### Placement and Planning Report

<b>Name:</b>	
	Comments
<b>Oversight of the Placement:</b> Description of the placement and the process of finding the position	
<b>Record of Activities:</b> Is a clear record of the tasks carried out for the company presented?	
<b>Reflection on personal experience in the placement:</b> Discussion of the skills used, lessons learned, discussion of problems encountered and the approach of the student to dealing with these problems as well as reflection on how the student might approach them in future.	
<b>Presentation:</b> Does the report meet the standard of a professional report as regards layout, syntax, references (if appropriate), etc.	
<b>Project planning.</b> Content, level of detail, time-frame etc	
<b>Discretionary:</b> Reflects the potential for variation in submission of work placement reports	
<b>Overall Mark</b>	<b>Max Mark 100</b>
	<b>Your mark</b>

The marking scheme for the Poster will be:

**CSM M402 POSTER Assignment – Marking Scheme**

Candidate
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Section	Issue	Max. Mark	Mark	
Content: to include	Quality of information			
	Effectiveness in conveying information			
	Referencing & acknowledgements			
	Overall technical impact			
		67	0	<b>Sub total</b>
Presentation: to include	Use of colour			
	Use of images			
	Formatting - fonts, white-space etc			
	Overall visual impact			
		33	0	<b>Sub total</b>
Maximum score		100	0	<b>Your score</b>
			0.0	<b>%</b>

The marking scheme for the Logbook will be:

**CSMM402 LOGBOOK Element – Marking Scheme**

Candidate		
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Section	Issue	Max. Mark	Mark	
Content	Record of literature/experiments etc			
	Record of thoughts, discussions, aims			
	Project diary			
		60	0	<b>Sub total</b>
Presentation	Clarity			
	Organisation/dating/numbering etc			
	Cross referencing			
		40	0	<b>Sub total</b>
Maximum score		100	0	<b>Your score</b>
			0.0	

The marking scheme for the presentation will be:

**CSM M402 Project Presentation – Marking Scheme**

Candidate
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Issue	Max. Mark	Your Mark	
Structure of presentation	10		
Timing of presentation	10		
Clarity of presentation	10		
Quality of visual aids	10		
Factual content and relevance	10		
Response to questions	10		
Overall technical impact	20		
Overall impression of speaker	20		
	100	0	<b>Your score %</b>

The marking scheme for the Industry Project Report will be:

<b>CSM M402 CSMM402 Industry Project Report</b>		
<b>Candidate:</b>		
<b>Project title:</b>		
<b>Section</b>	<b>Max. Mark</b>	<b>Your Mark</b>
<b>A. Overall Project</b> Ambition Initiative / Motivation Technical challenge Achievements relative to target		
<b>SUBTOTAL</b>	<b>40</b>	
<b>Section</b>	<b>Max. Mark</b>	<b>Your Mark</b>
<b>BA. Project Report Content - which might include:</b> Understanding and interpretation of objectives  Explanation of scope/parameters of investigation Reason for approach chosen Literature survey Attainment relative to objectives Appreciation/discussion of findings Suggestions for further work		
<b>SUBTOTAL</b>	<b>3067</b>	
<b>Section</b>	<b>Max. Mark</b>	<b>Your Mark</b>
<b>CB. Project Report Presentation - including</b> Clarity of presentation Neatness of diagrams, appendices, etc. Clarity of expression Professional standard/ appearance		
<b>SUBTOTAL</b>	<b>20</b>	
<b>Section</b>	<b>Max. Mark</b>	<b>Your Mark</b>
<b>DC. Project Management - which might include:</b> Approach to difficulties Laboratory log and safety assessments Planning and effective use of time		
<b>SUBTOTAL</b>	<b>10</b>	
	<b>Maximum score</b>	<b>Your total</b>
	<b>100</b>	

## **Confidentiality and Non-Disclosure Agreements**

Companies may feel they need to protect their intellectual property, methodologies etc and, as you will have to complete a written work placement report in which you may want to refer to confidential material, we ask you to implement the following procedure (agreed with the University's Corporate / Legal Services Department) for preparation of a non-disclosure agreement (NDA).

You must determine whether or not this is required at an early stage and obtain a written statement as to whether or not such an agreement is required. In either event everyone will have to respect confidentiality rules imposed by their placement providers.

If a formal agreement is required then you must contact the University legal department. Further details on the process for how to go about arranging an NDA are contained in the appendix to this handbook.

## Some Cautionary Words

### Marking

The University of Exeter reserves the right not to mark any work which does not include this evidence that you have completed your placement and NDA information.

### Referred/deferred exams and other work

You are reminded that if you are required to take any summer exams on a deferred or referred basis then you will have to plan your placement around attending those exams.

You will **not** be allowed any exemption from completing a placement due to having to sit summer exams, nor will you be allowed exemption from a resit exam to complete a placement.

### Failure to Find a Placement

**It is the student's responsibility to find a suitable placement.**

Students are expected to make all efforts to find a placement and complete it before the beginning of Term 1 of the 2014-15 academic year and to then submit an appropriate report by the deadline specified above. Failure to do so will be taken as seriously as failure in any other module.

### Failure to Find a Project

**As is the case with the placement, students - with their provider - are expected to identify and subsequently complete a suitable project.**

We understand that students cannot control all the circumstances of their placement and may not always be able to agree a project topic for their term time work with the placement provider. It is permissible to carry out a project which is separate from the summer placement. The circumstances should be explained to the module leader and explained in the Placement Report and Planning Exercise. As with the placement, while the University will assist, it is primarily the student's responsibility to find an appropriate project.

**Both placements for M.Eng students (between Years 2 and 3; and Years 3 and 4) may be completed with the same company but each requires a separate minimum six week placement to meet the requirements of each module and of University regulations, a total of twelve weeks in all.**

### Withdrawn placements

Evidence that an offer of a placement has been withdrawn close to the summer - where this is not the fault of the student - is grounds for mitigation.

### Incomplete placements (MEng)

MEng students are required to undertake a work placement between Yrs 3 and 4 and undertake the associated project work. Therefore MEng students are warned that they will

have to complete the CSMM402 criteria, and submit a report and also meet the other assessment requirements of the module before they can graduate with an honours degree.

## Problems

You should always contact your tutor or programme director if major logistical difficulties develop or if you have any problems relating to Health and Safety or other personnel issues. Whilst it is largely your responsibility to try and sort out problems, we will provide advice and help wherever possible in a genuine emergency. We do not expect you to continue to work in a role where you are endangered or are subject to abuse. It is always worthwhile directing your enquiries through Jo Shepherd at the department reception desk, since she will be able to tell you if the relevant person is away and can re-direct the message to another member of staff if necessary. The department reception contact numbers for telephone, fax and e-mail are given below:

University of Exeter, Cornwall Campus, General Reception Desk

Telephone 01326 371800 (switchboard open 0900-1715 Monday-Friday, answer phone out of hours)

Fax 01326 371859 (generally online 24 hours, unless it runs out of paper)

E-mail: [W.E.Campbell@exeter.ac.uk](mailto:W.E.Campbell@exeter.ac.uk)

CSM Secretary, Jo Shepherd, 01326 371853; CSM Office [csm@exeter.ac.uk](mailto:csm@exeter.ac.uk)

## Summary

You must take your work placement and project exceptionally seriously and try to develop a professional outlook and approach if you wish to succeed. Motivated, organized and competent students gain a tremendous amount from the experience and invariably obtain very good marks.

Remember: the Industry Placement Project Report also represents an excellent opportunity to demonstrate your ability to the academic staff team and to the external examiner in the world of work. A good project report is something you can put on your CV, but more importantly, if you are proud of your report you can take it along to interviews as a demonstration of what you are capable of.

**Your obligations can be summarised in the statement:**

***“Try your best!”***

## Your Contact Details during the Summer Vacation

It is very important that we are able to contact you throughout the summer both while you are away on work placements and also when “doing other things.” The reasons for this are: We may need to contact you about retaking an assessment or exam for one of your second year modules.

We may need to send you the lecture materials for the earliest of the third year modules during the summer vacation, in order that you have time to read them before the face to face sessions.

Please make every effort to provide us with a reliable means of communication with you and then return this sheet to Jo Shepherd in the CSM Office.

### STUDENT

**Name:**

-----

**Contact Address:**

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**Contact Telephone:**

-----

**Contact Email:**

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### PLACEMENT PROVIDER

**Contact Name:**

-----

**Address:**

-----

**Telephone:**

-----

**Email:**

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## Appendix: Confidentiality and NDA process

Prior to your placement starting, you may be given a contract of employment by the placement provider that places obligations of confidentiality on you, or you may have to sign a separate confidentiality agreement with the placement provider. This is because the placement provider is seeking to protect commercially sensitive information, intellectual property, methodologies, data, records, etc from external parties. These obligations will be between you and the placement provider however, you may wish to refer to such confidential information either in your written work or orally for assessment by the University. In this instance **you must make sure your placement provider is aware that your academic supervisor/course director at the University will need to inspect the material you prepare for assessment toward your degree/award.** As soon as possible and at an early stage, you must determine with the placement provider whether or not they require a Non-Disclosure Agreement (NDA) with the University.

In many cases it should be possible for you, through negotiation with your placement provider, to edit and carefully word your placement report such that an NDA is not required. It is important to realise that preparation of an NDA should be regarded as a last resort option if your work placement report would be very weak if confidential information was omitted from it.

### How to establish if an NDA is required

If you have not already done so, **before you leave your placement**, discuss a draft outline of your report with your placement provider. Find out from your placement provider whether or not they require a NDA to cover the contents of the report you submit. If not, get this confirmed in writing.

If such an NDA is required, the University will need to put in place a separate confidentiality agreement with the placement provider.

### University requirements for assessment

The University is required to assess your work in accordance with national policies and procedures which inform University regulations to ensure the quality of your degree. Depending on the requirements of your module, your work may have to be assessed and copies retained in a certain way for a prescribed length of time. The University can send a bespoke NDA to your placement provider that addresses these University requirements, and the action the University will take to protect the company's confidential information during that process.

### NDA Process

The placement provider may wish to use their own NDA, and the University will consider a company NDA, however it must enable the University to assess your work in accordance with University regulations. A company NDA will always require review and potential negotiation by Legal Services, and may have additional obligations placed on the University

that will require separate approvals. Wherever possible the placement provider should be encouraged to use the University NDA.

The NDA process may require some additional input from you and if the company do ask for an NDA it is essential that you do as they ask. You must follow the process as set out below to make sure this is done. Failure to do this could result in you being unable to submit your work for assessment, or you could be required by the placement provider to remove content from your work before submission to the University.

Your submitted report or other written work to be assessed will not be opened (and thus will not be marked) until the NDA is finalised with the company.

- 1) You should notify the Education Office and the module leader as early as possible if an NDA is required.
- 2) You must also notify the University Legal Services team who will arrange and sign the NDA with the placement provider. You may be required to be involved in some of the discussions if appropriate.

Minimum timescale required by the University Legal team to set up the NDA prior to your submission date, but please send the request as early as possible:

- Company's own NDA: minimum 4 weeks
- University NDA: minimum 2 weeks

You should follow the instructions here:

<http://www.exeter.ac.uk/research/toolkit/collaborating/nda/> (you will need your University login details to access this page) or contact [legalservices@exeter.ac.uk](mailto:legalservices@exeter.ac.uk) if you have further queries or concerns. Further information and an NDA request form is listed on the website above, and any additional queries will be followed up with you by the Legal Services team.

- 3) Once the NDA is agreed and signed, Legal Services will send a copy to the placement provider, to you and to your academic supervisor/course director.

### Submission of your work to the University with an NDA

In some cases, the placement provider may wish to vet your report before it can be submitted for your assessment. Provided a suitable NDA is in place between the University and the placement provider at the time of submission, the placement provider should not wish you to amend your report. If such an NDA is in place and the placement provider asks you to amend your report, and you have concerns that this could make your report weak and jeopardise your marks, you must raise this with the legal services team member who prepared the NDA and your academic supervisor / course director immediately.

- 1) ☑ Prepare 2 **identical** hardcopies of your report. Print 2 copies of the fully signed NDA. Prepare a covering letter for the placement provider and complete a standard coursework cover sheet.

- 2) Put a copy of your report, the NDA and covering letter in a sealed envelope and address this to your placement provider. Put the other copy of your report, the NDA and completed coursework cover sheet in a second sealed envelope and write on the envelope that this is to be marked). Submit both envelopes to the Education Office. Both envelopes should also have your name and the module name and code.

**If the signed NDA is not completed by the submission deadline you still need to submit the report. Failure to have a completed NDA is not an acceptable reason not to hand in the rest of the submission. Follow the above procedure, but write clearly on the envelopes that the report is subject to an NDA that is still to be agreed.**

The Department Office will keep both copies of the report sealed until a copy of the NDA signed by all the parties is in place. Legal Services will ensure that you, the placement provider and your academic supervisor/course director receives a copy. It will be your responsibility to ensure 2 printed copies of the NDA are taken to the Departmental Office where you will be given the 2 envelopes and you will be required to put a copy of the NDA into each envelope and re-seal the envelopes. Once we have all the submitted work and the completed NDA we will mark your work.

We cannot allow an infinite amount of time to accommodate this process. So, the deadline for the NDA to be added to your report envelopes is the end of Week [9 of Term 2]. You are responsible for chasing the people involved in the process to make sure it is complete by this time.

We hope these arrangements make sense to you. Please study them carefully and THEN contact your academic supervisor / course director or your Personal Tutor if things still are not clear.

Please note that these instructions form part of the assessment for this module and that students are expected to complete and submit their assignments to meet these conditions. Failure to do so can be expected to lead to reduced marks for the module.

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