



Swansea University
Prifysgol Abertawe

**FACULTY OF SCIENCE AND
ENGINEERING
UNDERGRADUATE
YEAR IN INDUSTRY
PROGRAMMES
STUDENT HANDBOOK**

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DISCLAIMER

The Faculty has made all reasonable efforts to ensure that the information contained within this publication is accurate at the date of publication. However, some changes, for example to programmes, modules, study location, placement opportunity, facilities or fees may become necessary due to legitimate staffing, financial, regulatory and academic reasons, or due to other circumstances outside the reasonable control of the University. The University will endeavor at all times to keep any changes to a minimum and to keep students informed appropriately.

NAVIGATION

Hyperlinks

This Handbook includes hyperlinks to enable you to jump to the information you need. Words containing a hyperlink are highlighted blue.

Searching with Keywords

To help you find what you are looking for, this document is searchable.

Microsoft Users: Press the "Ctrl" and "F" keys to open the search bar.

Apple Mac Users: Press the "Command" and "F" keys to open the search bar. You can use the search facility by typing in a keyword, for example, extenuating circumstances, timetables, feedback, etc.

IMPORTANT

This handbook includes information relating to Year in Industry programmes across the faculty concerning both Science and Engineering disciplines. Please read the required guidance carefully as information does differ dependent on discipline.

If you have any questions about your studies and cannot find what you need in the handbooks, please contact the [Faculty of Science and Engineering Employability and Placements Team](#) or [MyUniHub](#).

INTRODUCTION

This handbook contains all relevant information relating to your Year in Industry as a student of the Faculty of Science and Engineering.

Efforts have been made to clearly outline any differences relating to your chosen discipline (*i.e.*, Science or Engineering) where this is not specified, the information relates to all students.

This handbook is available in different formats, should you need an alternative version please contact quality-scienceengineering@swansea.ac.uk.

Some information in this guide links to the [University's Academic Handbook](#), which contains important regulations, policies and procedures relating to your studies. As a Swansea University student it is your responsibility to familiarise yourself with the information contained in all academic handbooks.

If you have any questions about your studies and cannot find what you need in the handbooks, please contact the [Student Support Team](#) or MyUniHub.

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MODULES

DETAILS OF MODULES OFFERED

While enrolled on the year in industry programme students are expected to

- i) Engage with the employability activities offered in Year 1 and 2.
- ii) Attend and complete discipline specific modules outlined **below**.
- iii) Complete a Health and Safety briefing and test in the year immediately preceding the placement.
- iv) Secure a placement to be undertaken
between year 2 and year 3 (available to BSc, BEng, MEng or MSci programmes),
OR
between Year 3 and Year 4 (available to MEng or MSci programmes only).
- v) Complete their placement and associated Year in Industry Module, outlined **below**.

MODULE INFORMATION

All students undertaking the *Industrial Placement Year* will need to attend the Pre-Placement Preparation module which will cover more specific elements of sourcing, applying for and undertaking placements.

Year One Modules

Computer Science	CS-102* <i>Not showing in module catalogue</i>
All Engineering disciplines	EG-135

Table to show pre-placement and Professional Skills modules applicable before a Year in Industry Placement.

Year Two Modules

Engineering	EG-233
Bioscience	BI-200
Chemistry	CH-250
Computer Science	CS-201
Geography	GE-200
Mathematics	MA-203
Physics	PH-216

Table to show pre-placement and Professional Skills modules applicable before a Year in Industry Placement.

The placement application process is competitive, the decision to recruit lies solely with the Placement Provider to which you have applied. Therefore, securing a placement is **not guaranteed**. It is possible that not all students will be successful in securing a placement. If a student is unable to secure a placement, they will be automatically transferred to the three- or four-year variant of their degree scheme.

While on placement, you will be enrolled on an Industrial Placement Year module. This module will require you to submit a variety of evidence of completion of the discipline-relevant learning outcomes. During your placement. Full details are outlined, by discipline within the Academic Information – EG-E01 and Academic Information – Science modules sections.

Engineering	EG-E01
Bioscience	BI-E00
Chemistry	CH-E00
Computer Science	CS-E00
Geography	GE-E00
Mathematics	MA-E00
Physics	PH-E00

Table to show on-placement modules applicable whilst on a Year in Industry Placement.

FSE EMPLOYABILITY SUPPORT

DETAILS OF SUPPORT YOU WILL RECEIVE

The Faculty of Science and Engineering is committed to ensuring that every student is provided with the best level of employability support from day 1 of their degree. The Faculty has its own **Employability Team** who focus on providing a network of resources to ensure students are continually supported with as many opportunities to enhance their employability and develop the skills and knowledge to take on challenges and succeed in the workplace.

The FSE Employability team will regularly share placement opportunities via email, social media, noticeboards, and fse-employability.swan.ac.uk. However, it is the student's responsibility to apply for and secure a placement, details of which should be shared with the [FSE Employability Team](#) once confirmed.

An academic member of staff or one of the Employability team will be your Visiting Tutor whilst on placement. Visiting tutors will meet with you at least once whilst on placement, either virtually or in-person, along with your placement supervisor at the organisation.

The Faculty of Science and Engineering boasts excellent graduate employment rate, with many graduates in employment or further study 6 months after graduating. As a team, we are continually striving to ensure that we provide a variety of networking opportunities for students with industries across all of our disciplines, therefore, we run a busy schedule across both Semester 1 and 2 of employer talks, skills days, careers fairs and site visits. As a student of the Faculty of Science and Engineering you will also have access to drop-in and one-to-one sessions hosted by the team to support with one-to-one advice and guidance for your placement and graduate employment job search. As highlighted earlier, securing a placement is a competitive process, engaging with the wider support offered by the Faculty is very likely to increase your chances of securing a placement.

SWANSEA EMPLOYABILITY ACADEMY (SEA)

The Faculty works very closely with the [Swansea Employability Academy \(SEA\)](#) which offers broader information and resources relating to your future employability.

A degree is key to getting a great job, but employers look for much more than a degree when recruiting graduates. Getting experience and developing skills whilst you study and during your holiday periods will give you a competitive edge.

But what exactly do you want to do when you graduate? What kind of work would suit you? The Career Development Course helps you explore these questions and develop the skills employers look for within their graduate recruitment processes.

The Career Development Course is one of your Modules in Canvas.

If you complete any 5 units you will achieve the **Career Development Course** (<https://myuni.swansea.ac.uk/sea/cdc/>). On completion of 10 or more units you will achieve the **Advanced Career Development Course** which will be recorded on your HEAR (Higher Education Achievement Report).

There are 16 units in the Career Development Course such as:

Developing self-awareness

Work experience

Mindset, Resilience, Decision making and Career action planning

Employment Zone: The Swansea University Employment Zone connects our talented students with graduate recruiters, part time jobs and short-term work experience. <https://https://myuni.swansea.ac.uk/employability-enterprise//>

EMPLOYABILITY IN THE CURRICULUM

Many of you who have decided to study Science or Engineering at degree level are likely to continue to use your subject in your future careers and the programmes provided by the Faculty of Science and Engineering are closely linked to the needs of industry, research and enterprise. Where relevant, programmes are accredited by the relevant professional body and all those enrolling with us can become student members of their respective institutions, where applicable.

Our degree programmes combine the relevant engineering, science and mathematical knowledge you require, and the professional skills sought by Placement Provider. Professional bodies have a set of standards which highlight the need for science and engineering professionals to demonstrate:

- Effective interpersonal skills
- Personal and social skills
- Demonstrating Continuing Professional Development to maintain and enhance competence in own area of practice
- The ability to use analytical skills and tools to formulate and solve problems
- The ability to use laboratory and workshop equipment to generate data
- The ability to work in a multi-disciplinary team
- Effective use of IT
- Innovation
- Practical skills in using tools, techniques and equipment
- Creativity
- Effective oral and written communication
- The management of time and resources
- Self-discipline and motivation
- Project management skills
- Safety awareness

For more information, contact the Science and Engineering Employability Team employability-scienceengineering@swansea.ac.uk.

ACADEMIC MENTORING ON PLACEMENT

Students will be contacted by the placements team or academic mentor at least **once a month** during their placement, using **students' official Swansea University email address**. A timely response to such emails is required. Students are asked to ensure that the Academic Supervisor and Visiting Tutor are made aware of any changes that may occur in any contact details, including postal addresses at home and abroad during the period of placement.

The Academic Supervisor and Visiting Tutor should be informed immediately of any difficulties being encountered so that assistance can be provided quickly and effectively.

YII PLACEMENT REQUIREMENTS

PLACEMENT CRITERIA

To qualify for a Year in Industry scheme, a placement must usually:

- Be remunerated to the minimum legal or living wage where the placement will be undertaken

Note: Should a student source an unpaid placement, particularly in the field of research they can be considered on a case-by-case basis to transfer on to the Year in Applied Research programme. Students should contact the Employability and Placements team in this instance for advice and guidance.

- Be of a duration of 40 weeks or more (full time work or full time equivalent).
- Provide work at or near graduate level.

NB: Self-funding a Year in Industry placement of any kind is **not acceptable**.

Students are encouraged to contact the Employability Team to review the placements they propose to undertake if they are in doubt about the suitability.

In addition to the above, all placements must meet the following:

- Placements must be confirmed by the placement provider in writing.
- E-mail confirmation of a secured placement must be provided by the student to the Employability Team by the following dates:
 - **Science** – 31st August
 - **Engineering** – 31st August

The above dates relate to the year in which the placement commences.

After this date any placement secured will not normally be eligible for the Year in Industry.

- The placement agreement must be signed by all parties prior to the start of the placement.
- The Placement Provider must offer adequate work-based insurance cover for the student
- The Placement Provider must give adequate insurance cover to the student, and thus deem the student an employee for the purposes of insurance.
 - Specifically, Employers liability (or the national equivalent requirements) must be in place and cover the student for the work they are undertaking for the provider. Public liability cover is highly recommended.
- The decision as to whether the placement is eligible for the Year in Industry schemes will be determined by the University based on a risk assessment

and the scope for completion of the year in industry learning outcomes. This decision is final and cannot be appealed without providing new information.

- Students must have valid Right to Work in the country of their placement. If necessary, a valid VISA to cover their Year in Industry and have a National Insurance number. This is the responsibility of the student.
- All placement opportunities undergo a risk review prior to approval. If the University considers that risk mitigation measures are not appropriate and the risk to the student in undertaking the placement is too high, the University reserves the right to not approve the placement. In addition, where there has been a material change in the placement resulting in unacceptable risk to the student, the University reserves the right to terminate placements that are already underway.

Note: The placement is credit bearing at Level 5 and will be recorded on your HE achievement record and your degree certificate.

YEAR IN INDUSTRY – ABROAD

Please note for Year in Industry placements located outside of the UK the University has some insurance cover in place for students going abroad. The Go Global team have a wealth of information regarding studying abroad available on the [website](#), this includes the latest Insurance Policy. A copy of the details of this level of cover should be obtained by the student. As part of the University's due diligence, the University will ask placement providers to confirm whether or not students are covered under the placement provider's insurance cover. If there are gaps in the placement provider's insurance, students will be advised to take out their own personal accident insurance.

The University is not able to advise on any insurance policy in line with Financial Conduct Authority (FCA) guidelines.

TRANSFER TO THE YII SCHEME

FACULTY PROCEDURES FOR TRANSFER REQUESTS

If you wish to transfer degree programmes within the Faculty, in order to be considered, please follow the steps below

1. Log onto FSE Intranet FSE Intranet (swan.ac.uk)
2. Click on Student Transfers

Teaching

- Externuating Circumstances
- Inclusive Student Support Information
- Module List
- Module Reviews
- Module Changes
- Drop-in Hours
- Teaching Assistants/Demonstrators Admin
- Timetable Administration
- Year 3 Project Definitions
- Year 3 Project Choices
- Final Year Project Marking
- Accreditations
- MSc Dissertation Definitions
- Student Transfers

Before proceeding it is advisable to contact the Money@CampusLife team for advice about fees and funding.

Deadlines may apply and more information is available from the Student Information Team via studentsupport-scienceengineering@swansea.ac.uk.

For students to be considered for transfer onto a Year in Industry programme they must meet the appropriate progression criteria as outlined in Progression Criteria – Year in Industry.

Although it is usually not possible to transfer onto the Year in Industry scheme after teaching has started for your final year, if a student has secured a placement, they must review the handbook fully and contact the Employability and Placements Team.

FACULTY PROCEDURES FOR SUSPENSION REQUESTS

The University/Faculty recognises that students may need to suspend their studies for various reasons. Full guidelines on suspension can be found [here](#). If this is something that you wish to explore further please talk to a member of the Student Support Team who would be happy to discuss the process with you.

FACULTY PROCEDURES FOR WITHDRAWALS

Withdrawals are processed by MyUni Hub but if this is something that you are considering we would encourage you to meet with a member of the Student Support Team to discuss all available options and how to proceed.

PROGRESSION CRITERIA – YEAR IN INDUSTRY

YEAR IN INDUSTRY

Specific progression criteria for the Year in Industry programme are as follows. Please note that the criteria is strictly applied.

YEAR 1 (FHEQ LEVEL 4)

Students must obtain an average of 55% across all modules. If a student does not satisfy the progression criteria, they will normally be transferred to the respective 3-year BEng, BSc, or BA programme or 4-year MEng, MMath, MPhys or MSci programme if they meet the corresponding criteria of the programme for transfer.

YEAR 2 (FHEQ LEVEL 5)

The following rules apply to BA, BSc BEng, MEng, MMath, MPhys or MSci students taking a Year in Industry following Year 2:

There is no progression bar for this year; however, students must complete the year prior to their placement (typically year 2 or 3, depending on their chosen programme) to enable them to progress onto their placement year (Level 5).

All students must complete 5 modules of the Swansea Employability Academy's Career Development Course by the end of Semester 1 in Year 2. **All students** must successfully complete the associated zero-credit pre-placement module as outlined in Modules.

Students who satisfy the above criteria, but who are required to sit August supplementary examinations must be aware that they are personally responsible for i) preparing for these examinations, ii) attending supplementary examinations at the university designated times and iii) making all necessary arrangements to satisfy i) and ii) with their Year in Industry placement host. Students must inform the Employability Team if this is the case.

The Faculty of Science and Engineering reserves the right to withdraw students from the Year in Industry scheme at the end of Semester 2 if a student has not maintained a high level of academic performance of the year preceding their placement (Year 2 or 3 depending on their chosen programme).

Students with supplementary exams, or deferred examinations due to extenuating circumstances from Semester 1 or Semester 2 to the August examination period are strongly advised to apply for placements starting from September in order to allow time for preparation study, for the examinations to take place and for the results and progression decision to become available. Students with deferred or supplementary examinations who have secured placements which commence prior to the August re-sit window are responsible for informing their Placement Provider ahead of their start date.

Students who do not satisfy the progression criteria after taking supplementary or deferred examinations will not be eligible to undertake their industrial placement year and will be transferred to the respective 3 or 4 year programme.

YEAR 3 (FHEQ LEVEL 6)

The following rules apply to MEng, MMath, MPhys or MSci students taking a Year in Industry following Year 3.

Students transferring to the Year in Industry at the start of their third year must complete 5 modules of the Swansea Employability Academy's Career Development Course by the end of Semester 1 in Year 3.

Students who satisfy the above criteria, but who are required to sit August supplementary examinations must be aware that they are personally responsible for i) preparing for these examinations, ii) attending supplementary examinations at the university designated times and iii) making all necessary arrangements to satisfy i) and ii) with their Year in Industry placement host. Students must inform the Employability Team if this is the case.

The Faculty of Science and Engineering reserves the right to withdraw students from the Year in Industry scheme at the end of Semester 2 if a student has not maintained a high level of academic performance of the year preceding their placement (Year 2 or 3 depending on their chosen programme).

Students with supplementary exams, or deferred examinations due to extenuating circumstances from Semester 1 or Semester 2 to the August examination period are strongly advised to apply for placements starting from September in order to allow time for preparation study, for the examinations to take place and for the results and progression decision to become available. Students with deferred or supplementary examinations who have secured placements which commence prior to the August re-sit window are responsible for informing their Placement Provider ahead of their start date.

Students who do not satisfy the progression criteria after taking supplementary or deferred examinations will not be eligible to undertake their industrial placement year and will be transferred to the respective 3 or 4 year programme.