# Overseas placement checklist

Please tick each box to show you have read and understood each item. If you cannot tick all the boxes, please contact your School and the Doctoral College.

**Host country**

I will not travel to any country/or parts of country that the Foreign and Commonwealth Office ([https://www.gov.uk/foreign-travel-advice](https://www.google.com/url?q=https%3A%2F%2Fwww.gov.uk%2Fforeign-travel-advice&sa=D&sntz=1&usg=AFQjCNENBmSEpxL3uQtsgtKWevaVbxNO-A)) has advised against "all but essential travel" or against “any travel”.

I will check the Foreign and Commonwealth Office website ([https://www.gov.uk/foreign-travel-advice](https://www.google.com/url?q=https%3A%2F%2Fwww.gov.uk%2Fforeign-travel-advice&sa=D&sntz=1&usg=AFQjCNENBmSEpxL3uQtsgtKWevaVbxNO-A)) for information on my host placement country and follow any advice provided.

I agree to register for travel updates and safety information if provided by my insurer

I understand that my induction at the host placement organisation should include advice about local customs, laws, religious observances, dress codes, no-go/high risk areas, travel advice and advice about using public transport, climate etc. (where appropriate, depending on the country). I agree to adhere to any appropriate advice given. If I do not receive this advice, or need further clarification, I will speak to my line manager at the placement, and/or contact my School.

I will familiarise myself with the health & safety regulations in the host workplace, and always be safety aware. If I have any concerns about my health and safety at work (bearing in mind that some countries' health and safety laws are not as stringent as the UK's), I will speak to my line manager and/or contact my School.

I confirm that I have a source of emergency funds in the UK or host country that I can readily access from the host country.

**Accommodation**

Suitable and safe accommodation will be arranged, preferably prior to the placement starting, either by myself, or where appropriate through the placement provider.

**Health**

I will seek information from relevant health professionals on vaccinations and understand that if I choose not to receive any recommended vaccinations, I do so at my own risk.

**Insurance**

I have taken out adequate insurance cover for my proposed trip

Please provide details of the insurer and policy number here:

I understand that if I have a pre-existing medical condition, I must not travel against medical advice and Loughborough University will not provide insurance cover for the routine treatment of existing medical conditions, including prescriptions. I must advise a GP about my placement location or any travel associated with my placement.

If I have a pre-existing medical condition, I should consider purchasing my own insurance to cover this and provide a copy of the insurance to my Placement Officer.

If I am travelling to a European Economic Area ([https://www.gov.uk/eu-eea](https://www.google.com/url?q=https%3A%2F%2Fwww.gov.uk%2Feu-eea&sa=D&sntz=1&usg=AFQjCNG4qUGTvnY75LX_oCwWx_3w5pfvUQ)) or Switzerland, I will obtain a free Student European Health Insurance Card (student EHIC) from the NHS prior to travel (<https://www.nhs.uk/using-the-nhs/healthcare-abroad/moving-abroad/studying-abroad/>).

**Travel**

I confirm that I have got a passport that will be valid for the duration of the placement.

I have arranged the necessary visas and/or work permits? (additional support can be accessed via LU Student Advice studentadvice@lboro.ac.uk)

I will apply good common sense when choosing how to travel to/from and within my placement host country. I will think about the mode of transport, how safe it is and how reputable the carrier is. For further information on the safety ratings of most airlines, please see [http://www.airlineratings.com/airlines- ratings.php](http://www.google.com/url?q=http%3A%2F%2Fwww.airlineratings.com%2Fairlines-ratings.php&sa=D&sntz=1&usg=AFQjCNE1wK9g7f0QZmUlpKzGalOwUtn6PQ).

If I will be driving in the host country, I will check and ensure I have the correct driving licence and insurance in place for driving in that country.

I have arranged for or received all recommended immunisations?

I have taken appropriate advice regarding malaria and other endemic diseases as appropriate and are taking any necessary medication.

I am aware of the cultural differences in the country to which I will be travelling and will you dress and behave accordingly.

**Finally**

Most students who do an overseas placement really enjoy and benefit from the experience. In addition, students and graduates with a global outlook are highly sought-after by employers. While you are on placement however, please think about what you are doing at all times and respect local laws and customs. Walk away at the first sign of any trouble, trust your instincts and do not take risks that you would not even consider at home.

# Appendix H - Student Placement Induction Checklist

The following items should be included in your induction to the organisation, preferably on your first day.

Please check off the items below when they occur and inform your placement organiser of any items not covered within one week of the start of your placement. This list is not exhaustive and other topics may be covered and, which you may wish to note:

|  |  |
| --- | --- |
| **Health and Safety** | **Date** |
| Emergency procedures |  |
| Safety policy received or location known |  |
| Location of first aid box |  |
| First aid arrangements (including names of first aiders) |  |
| Fire procedures and location of assembly point |  |
| Accident reporting procedures covered and location of accident book |  |
| COSHH regulations/procedures (if applicable) |  |
| Manual handling procedures (if applicable) |  |
| Protective clothing arrangements (if applicable) |  |
| Display Screen Equipment Assessment (if applicable) |  |
| Instruction on equipment participant will be using (list equipment) |  |
| Risk assessments provided (if identified as a necessary action during the student risk assessment) |  |
| Other issues (Please specify): |  |
| **Accommodation** |  |
| Have you secured suitable accommodation within a reasonable commuting distance (within 90 minutes by car, each way) to/from your place of work? |  |

**Signed: (if you e-mail this from your Loughborough student e-mail address, this will be taken as your signature)**

**Name: Date:**

**Please return this form as soon as possible to your School.**