**Application for the allocation of additional ECTS credits to an individual extracurricular UROP project undertaken in the College or at another HEI or a work-based internship undertaken in the commercial sector or a publically funded institution**

**Further to the model (Form A) adopted by the department concerned, and approved by the Faculty Education Committee,** [Form B](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/) (included below) should be completed in order to obtain/record the approval of the Director of Undergraduate Studies, on behalf of the Departmental Teaching Committee, for the allocation of additional ECTS credits to a proposed (**individual**) extracurricular activity.

**Applications for such additional ECTS credit must be approved before the commencement of the activity.** Students would however be required to pass the necessary assessment in order to accrue the ECTS credits. Credits will not be awarded for attendance. Before their placement commences students should be advised that they must pass the assessment to the satisfaction of the Examination Board before the ECTS credits are awarded.

**The College is responsible for vacation activity for which additional ECTS credits are awarded. All such “placements” should therefore be managed in accordance with the College’s Placement Learning Policy and Good Practice for External Curriculum-based Placements, for example completion of a risk-based assessment etc:** [**h**ttp://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/)

A copy of this form (*or an equivalent datasheet containing the same information for multiple approvals*) should be emailed by the student’s home Department to the Registry [student.records@imperial.ac.uk], preferably before the activity is due to commence.

In due course (and before the end of the degree programme) the outcome of the relevant assessment must be communicated to the Registry, in order that the ECTS allocation is validated (with reference being made, as a note, to the student’s transcript).

Updated (minor modifications): May 2017

**FORM B**

[Form B](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/) (and included below) should be completed in order to obtain/record the approval of the Director of Undergraduate Studies, on behalf of the Departmental Teaching Committee, for the allocation of additional ECTS credits to a proposed (**individual**) extracurricular activity.

The Form should be completed before the activity is due to commence.

**A copy of this form (or an equivalent datasheet containing the same information for multiple approvals) should be emailed by the student’s home Department to the Registry [student.records@imperial.ac.uk]**

**Section A: To be completed by the student:**

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICANT DETAILS** | | | |
| **Name:** |  | **CID number:** |  |
| **E-mail address:** |  | **Mobile Tel No:** |  |
| **Department:** | |  | |
| **Current degree Programme:** | |  | |
| **Year of course in which placement will take place:** | |  | |

***By completing this form you are confirming that you have read and understood the College’s Placement Learning Policy, available*** [***here***](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/)

|  |  |
| --- | --- |
| **DETAILS OF PROPOSED PLACEMENT AND/OR PROJECT** | |
| **Name and address of host Department/institution:** |  |
| **Planned dates of project or placement:** |  |
| **Duration (weeks):** |  |
| **Full-time or part-time? (If part-time please state planned number of hours per week):** |  |
| **Title of placement and/or project:** |  |
| **Description of work to be undertaken (approximately 250-500 words) should be attached as an appendix to this form** | |

**Section B: To be completed by the student’s home Department:**

|  |  |
| --- | --- |
| **Name and e-mail address of host supervisor:** |  |
| **Expected number of ECTS credits (max 1.5 per week full-time (minimum 37.5 hours) work):** |  |
| **Expected learning outcomes:** |  |
| **Mode of assessment for placement:** |  |
| **Name of Imperial College member of staff responsible for assessment:** |  |
| **For internal UROP Placements only:**  **Is a bursary to be paid?** | Yes/No |

**Section C: Approval - allocation of ECTS credit to proposed placement** (Approval is indicated by typing names below; signatures are not required.)

|  |  |
| --- | --- |
| **Director of UG Studies, student’s home Department, on behalf of the Departmental Teaching Committee:** |  |
| **Faculty extra ECTS Placement co-ordinator (for the student’s home Faculty). Ordinarily this is the Faculty Education Manager** |  |

**A copy of this form should be emailed by the student’s home Department to the Registry [student.records@imperial.ac.uk]**