**Allocation of ECTS credits to assessed academic activities taken outside of term-time**

**Departmental Model for internal UROP or external internship (or other assessed “research experience”) or curriculum related activity external to the College to carry ECTS credits**

Departments wishing to award credits for academic activities undertaken in vacations (e.g. UROP projects, internships) should outline, using [**Form A**](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/) **(also included below)**, the broad nature of the programmes their students may undertake on the form below for approval by their Faculty Education Committee.

Once approval is given, Departments should work within the agreed framework to agree the detail of individual student’s programmes, which will require approval by the Director of Undergraduate Studies on behalf of the Departmental Teaching Committee.

The Departmental Teaching Committee is responsible for ensuring that the general criteria agreed by the Faculty Education Committee are fulfilled and must notify Registry (Student Records) of approved placements (ostensibly using [**Form B**](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/), or by use of an equivalent datasheet) before the activities occur, and in due course also communicate to Registry (and before the end of the degree programme) the outcome of the relevant assessment, in order that the ECTS allocation is validated (with reference being made, as a note, to the student’s transcript).

When completing this form, Departments are reminded of the following key principles:

* Each placement (including time allocated for assessment) must be a **minimum of 6 weeks** (225 hours and 9 ECTS Credits) full-time (or part-time equivalent) and should last no longer than 12 weeks (18 ECTS Credits) full-time (or part-time equivalent); typically, placements will last for 10 weeks and carry 15 ECTS Credits;
* **1.5 ECTS credits** will be awarded for each **full-time working week** (this assumes a 37.5 hour full-time week, or part-time equivalent);
* Each activity must be primarily **academic in nature**;
* Registration of individual students for additional ECTS credits must be completed before the student commences the placement. Retrospective registration will not be accepted.

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| Name of Department: |
| **Section A: Learning Outcomes** |
| **Knowledge and understanding**  [Please add discipline specific information to the learning outcomes below]  The student will gain knowledge and understanding of: |
| * a “professional” research environment (if applicable): |
| * work practices / ethics. |
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| **Section B: Skills and Other Attributes** |
| **Intellectual Skills**:  [Please add discipline specific information to the skills below]  The student will learn: |
| * to present, explain and defend research. |
| * a new language (where applicable). |
| * technical skills relevant to the placement [please include possible examples]. |
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| **Practical Skills**:  The student will learn:  [please list possible practical skills if applicable] |
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| **Section C: Transferable Skills** |
| [Please add to the skills listed below if applicable]  The student will develop: |
| * their CV. |
| * their interview and communication techniques. |
| * their ability to work within teams. |
| * independent learning. |
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| **Section D: Assessment Criteria** |
| *Departments are reminded that students must, as a minimum, write a report or reflective journal of their experience and present their findings orally. The report would typically be at least 2000 words (2-4 sides) and the oral presentation should cover description/discussion of the following:*  *a) the aims and objectives of the placement*  *b) the activities carried out*  *c) achievements*  *d) the extent to which the planned learning outcomes were met*  *e) critical reflection*  *The criteria for passing the assessment should be transparent and clarified prior to the start of the placement. Departments are reminded that these activities are only for pass or fail.*  *The supervisor will be required to certify that the student has undertaken a fixed number of hours per week. If the activity is undertaken outside the work environment, the supervisor will be required to provide details of how the student was supervised. The supervisor will also be required to assess the student together with another member of staff.*  **With due regard to the preamble to section D, please outline the departmental assessment procedure for assessing activities taken outside of term-time in which students can accrue additional ECTSs**: |
| Name: |
| Title: |
| Date: |

Please submit the completed form to the appropriate Faculty Education Committee: <http://www.imperial.ac.uk/about/governance/academic-governance/faculty-and-departmental-governance/>

Updated by the Quality Assurance and Review team (May 2017) to reflect Committee changes; links and action around use of Form B or an equivalent.