



Student Handbook (for Visits, Challenges and
Projects with Partners)



Contents

1. Introduction	3
2. Your Wellbeing	3
Safeguarding	4
3. Preparation for your Challenges and Project Work with Partner Organisations	5
4. Projects	5
Specific Considerations	5
Support and Resources Provided by the Partner	6
Induction (including H&S)	6
Access to the Canvas VLE	7
Your Academic Supervisor	7
Contact and Supervision with the Module Lead.....	7
Communication Channels	7
Tools, Equipment & Materials	7
Attendance and Engagement.....	8
Prohibited Student Activities	8
Appendix 1 – Template Project Brief Agreement	9



1. Introduction

The New Model Institute for Technology and Engineering (NMITE) considers learning from external Partner companies to be an essential element in the delivery of its organisational objectives.

During the programme you will work on demanding engineering challenges for extended periods. These challenges will be completed as individual projects. Typically, the project will be undertaken with an Employer or Community Partner in a professional engineering context and address an industrial or social need. In addition you will need to draw upon, synthesise and apply prior learning, and to acquire new, advanced knowledge in relevant areas, primarily by self-directed and interdependent learning. Wider considerations will be needed and, depending on the nature of the challenge, will include a combination of ethical, sustainable, cultural, social, commercial and financial considerations. The project also aims to further develop your professional skills in areas such as engineering communication (written and spoken) and project management.

This Handbook has been written to provide you with information about the processes and procedures involved in your work with one of NMITE's Partners – most usually a site visit and/or project work – to ensure everything runs smoothly.

It should be read in conjunction with your main NMITE Student Handbook and the MEng Integrated Engineering Programme Handbook.

2. Your Wellbeing

NMITE is committed to promoting a diverse and inclusive community – a place where everybody can be themselves and succeed on merit.

As an organisation, we have core cultural elements that we choose to make a priority, specifically: Equality Focussed; Inclusive; Respectful; Creative; Honest; and Non-Judgemental.

We work hard to ensure that all staff and students engage in these behaviours and embrace the evolution of NMITE and support active lifelong learning, setting a standard for better approaches to learning for all. We want to openly engage and work with Partners to support an economic, social and educational ecosystem – this has been recognised in our achievement of a Gold Employer Recognition Award from the Armed Forces Covenant.



NMITE takes seriously all reports of discrimination, harassment or bullying from all members of the NMITE community and any concerns arising during your work with our Partners should be notified to our Academic Registrar, Registrar@nmite.ac.uk

Safeguarding

Safeguarding: is of paramount importance at NMITE, we are committed to the safeguarding of all our community at all times, wherever they may be located.

Whilst you are away from NMITE's premises there may be occasion(s) when you have a concern about a fellow student's wellbeing/safety, or when a fellow student discloses some personal information to you.

This type of information can include, but is not limited to any concerns in regard to:

- i. A suspicion or allegation of abuse; abuse can encompass, but is not limited to, psychological, physical, sexual, financial, or emotional.
- ii. Domestic and or sexual violence and abuse between those aged 16 or above who are or have been intimate partners or family members regardless of gender or sexuality.
- iii. Hate Crime

Please remember that your colleague has chosen you to make the disclosure to, and it is important that you react calmly, listen to what the student is saying, do not attempt to probe or investigate and do not promise confidentiality.

Reassure them that you will only disclose the information to NMITE's Designated Safeguarding Lead (DSL) or Designated Safeguarding Officer (DSO) and contact us immediately.

DSL: Sam Lewis, HR Director (People and Culture)

Email: Samantha.lewis@nmite.ac.uk

Telephone: 01432 804534

or, in her absence,

DSO: Mary Kenyon-James – Head of Student Experience; Tel: 01432 804545



3. Preparation for your Challenges and Project Work with Partner Organisations

The Partnerships Team will facilitate finding suitable Employer Partners for you to work with during your Challenges and Master's Project.

Once you have decided on some options, you must meet with Module Lead to ensure your proposed location and the corresponding project enable you to meet the required learning outcomes of the Module. You may wish to obtain advice from your Personal Tutor too.

After receiving approval from the Module Lead, you should work with Partnerships to determine the correct point of contact and to make an introduction with the selected Partner. Contact with the Partner should be made no later than one month before the start of the individual project/challenge Module.

Your Module Lead needs to approve your proposed work and you'll be required to complete the Project Brief Agreement. This form requires that you, the Partner, and NMITE agree to the requirements, roles, and responsibilities of the project.

A new form must be completed for each new project.

4. Projects

The Project Brief Agreement requires you to summarise your proposed project, describe the context of work with the Partner, and explain how it will help you achieve the learning outcomes required in the Module.

You must specify your required attendance at the Partner site.

You must describe what you and the Partner agree will be the project deliverables. All work with your host Partner organisation will be an integral and assessed part of your project and the deliverables will therefore be required to demonstrate your learning. Ensure that both the Partner and the Module Lead agree to these.

Specific Considerations

If you have additional requirements arising from a disability or a long-term health condition which you feel may impact upon your ability to fully engage with any challenge and/or project, you should contact Student Support Services to discuss your support needs as soon as possible. studentsupport@nmite.ac.uk



Being an NMITE Student

Wherever you are working during your challenges/projects, you remain a student of NMITE. This means you always have a responsibility to act professionally to both the Partner and to NMITE. You are an ambassador. You are NMITE.

- Abide by all workplace regulations and practices of the Partner, including those related to Health and Safety, absence management and holidays, and confidentiality.
- Dress and behave appropriately for the workplace.
- Engage with all reasonable opportunities for development during your placement.
- Keep records of your work and achievements so that you can reflect upon the skills you develop and gain during future academic assignments.

NMITE maintains overall responsibility for, and continues to support, our students while away from campus and commits to preserve your safety and wellbeing at all times.

You remain enrolled at NMITE and are therefore subject to NMITE Regulations, (including disciplinary procedures). You will have continued access to services whilst you are working with Partner organisations (including the Library and Student Support Services), and you should not hesitate to contact us if you have any concerns at any time.

Support and Resources Provided by the Partner

The Partnerships Team will have ensured that your Partner organisation has appropriate support and resources for you during your work there.

If any problems arise, contact your Personal Tutor in the first instance who will be able to advise you on the best course of action.

Induction (including H&S)

At the beginning of your project, you will receive an induction covering your Partner's Health and Safety policies, amongst other regulations in the workplace.



These procedures will cover a wide scope of areas providing information on who to contact if you are ill, how to report an accident in the workplace, and what you may or may not do in the working environment.

A Risk Assessment must be conducted for each of your challenges/projects in conjunction with the host Partner organisation.

Access to the Canvas VLE

You will be required to continue accessing Canvas throughout your programme of study. Not only will it keep you updated on your Module, but you can also use it to communicate with the Module Lead.

Your Academic Supervisor

Your academic supervisor will normally be your Personal Tutor but may be another member of academic staff if more appropriate for your area of work – particularly during the Master's Project.

You will be required to communicate with your named supervisor on at least a weekly basis to ensure that your work is progressing as planned. This may be via the VLE, email, telephone or face to face. Your supervisor will record the dates of these communications and summarise what is communicated on the VLE.

Contact and Supervision with the Module Lead

Liaise with your Module Lead to arrange a suitable time for workplace visits or appropriate alternatives. You will receive clear information from your Module Lead about academic expectations related to any aspects of off-site working.

Communication Channels

You must continue to check your NMITE email account and Canvas notifications, responding to all communications from your Module Lead, Personal Tutor, and Student Support Services promptly. You must also notify your Module Lead and Partner of any problems that arise as soon as possible so that they can be addressed without delay.

Tools, Equipment & Materials

Any equipment, facilities and resources required for the challenge/project must be booked in advance. NMITE equipment will not normally be released for use off site. It is assumed that if the project is being completed with a Partner, that they will provide specialist equipment and resource materials as a part of their project engagement.

If you have additional needs that require specialist equipment to support your engagement with any challenge/project, please contact Student Support Services as soon as possible. studentsupport@nmite.ac.uk



Attendance and Engagement

You are expected to maintain full attendance wherever possible (in accordance with the approved project brief) and to take responsibility for notifying your host Partner of any absence as soon as possible, as you'd be expected to in the workplace.

You must be clear as to your whereabouts and intended time of return if going out independently during any activity.

You must follow the reasonable instructions of the person(s) leading any activity and take care of both yourself and others in these activities.

Prohibited Student Activities

Having the appropriate individual Risk Assessment(s) in place enables you to undertake work and activities that are necessary for your education and learning, whilst being properly supervised by a competent person.

You must not ever carry out any work which exceeds the Risk Assessment that is in place and/or is beyond your physical or psychological capacity.

If your host Partner organisation is considered to be a higher-risk environment, they will already have control measures in place to protect you and minimise risk for all of their employees and visitors; specific factors include exposure to radiation, noise and vibration, toxic substances, or extreme temperatures.

Any specific areas or work activities which you are not permitted to engage in, due to level of risk, will be clearly explained during their induction to your workplace and must be abided by, without exception.



Appendix 1 – Template Project Brief Agreement

