

College of Engineering & Informatics

Professional Experience Programme (PEP) Handbook

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1. PEP Introduction

This handbook provides information on the College of Engineering & Informatics (CoEI) Professional Experience Programme (PEP) procedures and policies. The PEP process is supported by Placement Officers in the NUI Galway Career Development Centre (CDC). Academic PEP Co-ordinators within each CoEI discipline provide discipline-specific support.

The PEP is an 8 month work-based learning element of all NUI Galway CoEI primary degree programmes, with the exception of the BE Civil Engineering degree and BSc Project and Construction Management which includes a 5 month PEP. PEP takes place from January to August (inclusive) of third year for 8 month placements, or from April to August (inclusive) for 5 month placements. Official PEP/SEP/PoC dates are provided at the start of the placement process each year. A PEP leaflet [12] and poster [13] are available. A Blackboard resource for the PEP is provided by each discipline to inform on PEP related activities.

Host organisations from all sectors of engineering and ICT participate in the PEP programme. The host organisation provides supervision and (typically) financial support for the duration of the PEP. While the majority of students are placed within Irish companies and enterprises, overseas placement is possible (following an approval process). Students are employees of a host organisation/company for the duration of their PEP, and work on designated projects and duties assigned to them by the host organisation.

PEP gives students the opportunity to:

- Gain valuable work experience in a relevant technical and business area.
- Experience the workplace culture within a supported environment.
- Develop a range of work-related technical, business, organisational, team and management skills demanded by graduate employers.
- Apply skills developed during the first three years of the degree programme.
- Put theory into practice, working on practical industry and/or research projects.
- Develop technical skills.
- Build a network of industry contacts.
- Gain insights into future career opportunities and enable more informed career choices.
- Improve employability.
- Earn a salary as most placements are paid.
- Experience the working environment of specific employers.
- Develop both personally and professionally: gaining confidence, working individually and in a team, taking on positions of responsibility, making decisions, enhancing communications, reporting skills, and supporting others.
- Gain experience in CV preparation and job application interview skills.
- Consider ideas for subsequent final year project.

Through the formal PEP report and presentation, each student captures evidence of achievement of PEP Learning Outcomes (LOs), which contribute to the overall Degree Programme Outcomes (POs) defined by Engineers Ireland.

The Student Experience Programme (SEP) is organised for students who have been unsuccessful in securing a paid PEP work placement. The duration of the SEP placement is a minimum of 16 weeks, beginning in January (8 weeks beginning in April for Civil Engineering degree, and BSc Project and Construction Management). Students are placed where possible in host organisations. If a PEP is not secured by early November (for 8 month PEP) or March (for 5 month PEP), the CDC will work with the student and the CoEI to secure unpaid placement opportunities.

Students who do not secure either PEP or SEP external work placement are required to complete a 16 week Project on Campus (PoC) within NUI Galway, beginning in January (8 weeks beginning in April for Civil Engineering degree, and BSc Project and Construction Management). PoC students work on a research-based project, supervised by an academic supervisor. PEP, SEP and PoC students follow similar formal procedures and assessment process. Successful completion of PEP is required to progress to year 4 of the degree programmes. Students who do not engage fully in the placement process or comply with procedures, will be exempted from further University support for finding placement, and will have to source their own placement.

2. PEP Support Staff

Contact details for the PEP support staff are listed in Table 1. The Career Development Centre (CDC) supports students throughout the PEP process. A member of the CDC staff acts as Placement Officer for each degree programme. Academic PEP Co-ordinators within each discipline of the CoEI provide discipline-specific support, including the assignment of academic staff to visit and assess each PEP student, and the informing of students and staff. CDC Placement Officers liaise with the discipline-specific academic PEP co-ordinator for each programme. Placement Officers contact potential companies seeking placement opportunities relevant to the student's programme of study. Thereafter, all activities are processed through the Placement Application (PA) system. Discipline PEP co-ordinators and the CDC group formally meet to monitor student participation in the PEP process, and to review the PEP procedures.

The CDC deals with all queries students may have regarding placement. Students should submit general queries about PEP to placement@nuigalway.ie. Include student name, degree programme, and student number along with all enquiries. Information and deadlines that are relevant to PEP students are communicated via e-mail (from placement@nuigalway.ie) to students' nuigalway.ie email addresses. Information on PEP is also provided on the 'Student Information' section of the CDC Placement website [3]. Throughout the PEP process and the PEP period, students are required to respond promptly to correspondence from NUI Galway staff.

Degree Programme	Placement Officer/*Senior Placement Officer	Email (@nuigalway.ie)	Academic PEP Co-ordinator	Email (@nuigalway.ie)
Electrical & Electronic Eng	*Ms Annette Dolan	annette.dolan	Dr Fearghal Morgan	fearghal.morgan
Electronic & Computer Eng	*Ms Annette Dolan	annette.dolan	Dr Fearghal Morgan	fearghal.morgan
Mechanical Engineering	Mr Tom Fitzgerald	tom.fitzgerald	Mr Enda Fallon	enda.fallon
Civil Engineering	*Ms Annette Dolan	annette.dolan	Dr. Marcus Keane	marcus.keane
Construction & Project Management	*Ms Annette Dolan	annette.dolan	Dr. Marcus Keane	marcus.keane
Energy Systems Civil elective Electrical elective Mechanical elective	Mr Tom Fitzgerald	tom.fitzgerald	Dr Marcus Keane	marcus.keane
Biomedical Eng	Mr Tom Fitzgerald	tom.fitzgerald	Dr Manus Biggs	manus.biggs
Computer Science and Information Technology	*Ms Annette Dolan	annette.dolan	Dr Matthias Nickles	matthias.nickles@deri.org
PEP Administrators	Ms Mairead Ledwith Ms Dearbhla Nolan	placement@nuigalway.ie careers@nuigalway.ie		

Table 1. PEP Support Staff

3. Career Development Centre / Online Placement Application (PA) System

The Career Development Centre (CDC) (<http://www.nuigalway.ie/careers/placement/>) is located on the IT building side of the Arts / Science Building (1st floor) (Figure 1). There are signs on the walls of the corridors near the CDC. Opening hours are Monday - Thursday from 9:00 a.m. to 5:00 p.m, and Friday from 11:00 a.m. to 5:00 p.m.

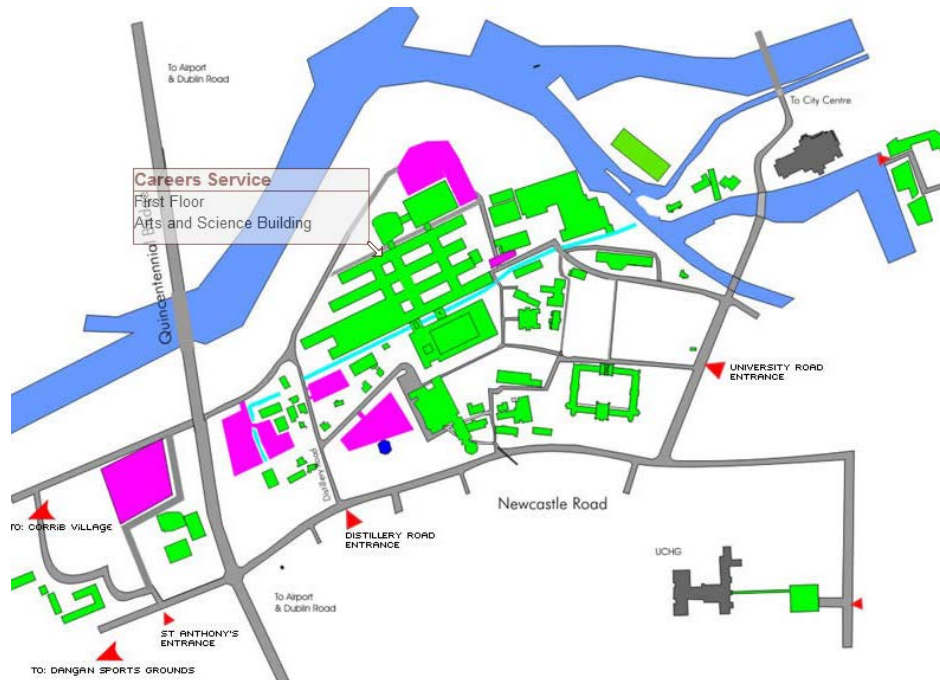


Figure 1 Location of Career Development Centre

The Career Development Centre (CDC) organises sessions on the PEP process, CV preparation and interview skills for groups of engineering students. Attendance is compulsory, and is recorded. These information sessions offer an opportunity to ask questions related to PEP. An interview skills booklet is available for download [2].

A 15 minute one-to-one review of your CV can also be booked via Careers Connect [11].

The web-based Placement Application (PA) system [9] facilitates and manages the interaction between the CDC, PEP companies and PEP students. The PA system supports the submission of student CVs, posting of external organisation PEP placements, student applications to posted PEP positions, external organisation access for CV review and interview shortlisting, administration and alerting of interview schedules, management of records, and posting of placement notification.

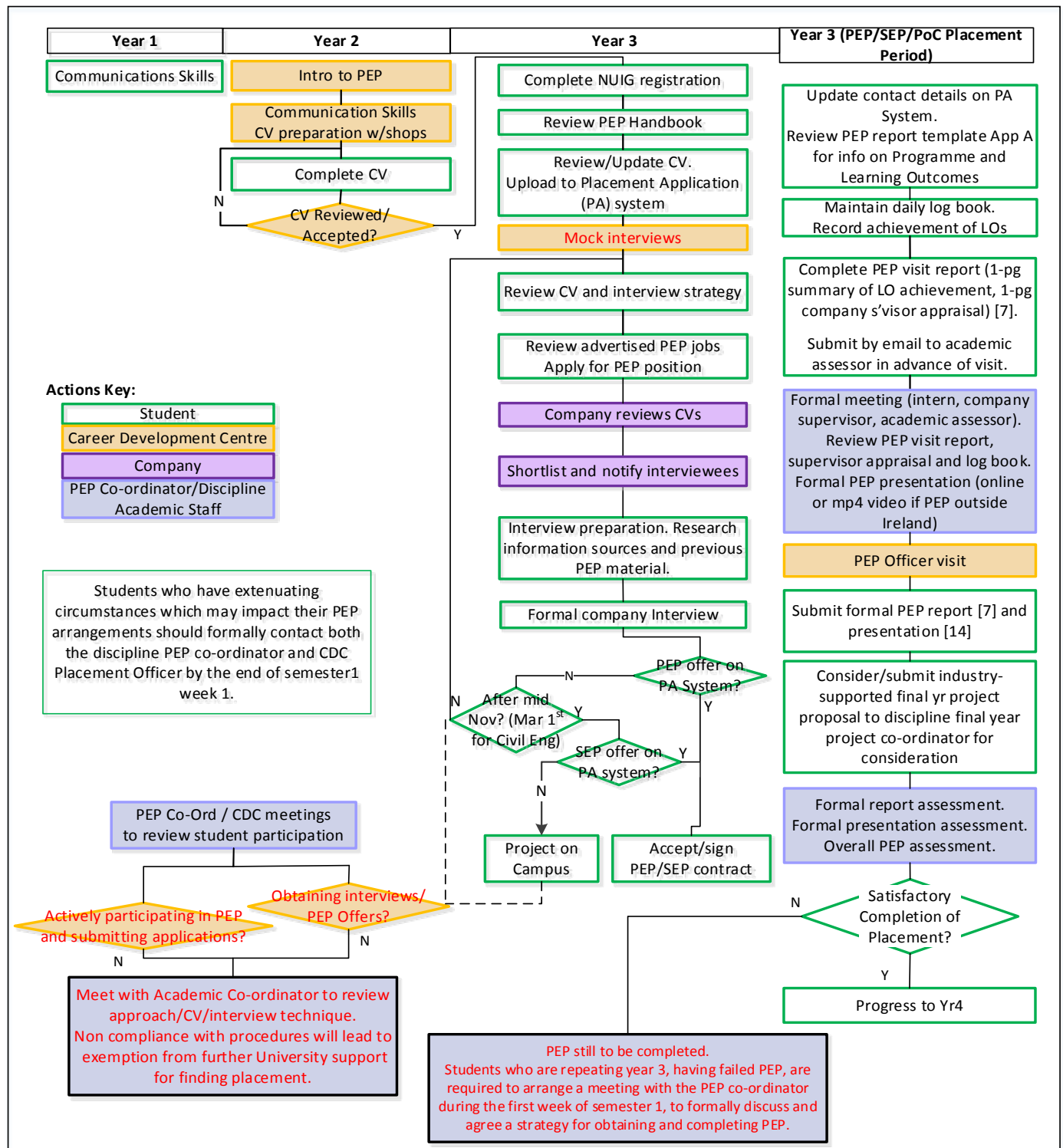
Students and employers access the PA system by logging in [9] with their unique username and password (student ID number and CASS Password). Access to PA is enabled following university registration. The primary methods of contact to/from PEP students is via PA system, e-mail and mobile phone. Students must ensure that their e-mail, mobile number and term address are correct on the student record system. All e-mail contact from the CDC and the PA system is directed to student NUI Galway (@nuigalway.ie) e-mail address. A professional phone voicemail is required and adequate space in nuigalway.ie email inbox to receive messages.

At the start of the PEP/SEP/PoC internship, students are required to update their contact details on the PA system, i.e, host organisation name, address, supervisor name, supervisor phone number, supervisor email and host organisation email and telephone number. Students are advised to continue to use (and regularly check) their NUI Galway email in all correspondence with the university during PEP. All correspondence from the university during PEP will use @nuigalway.ie email addresses. To change term address and mobile number, login to the NUI Galway Campus Account Self Service (CASS) system and change the details [10].

The PA system provides documents in the 'Help' area to assist students with PA system usage and CV preparation. A FAQ is also included.

4. PEP Process Flowchart

Figure 2 provides a flowchart of the various steps in the PEP process.



References: [7] PEP Process Documentation and Assessment Forms, NUI Galway PEP Blackboard Area

Figure 2 PEP Process Flowchart

5. Curriculum Vitae (CV)

A high quality CV is of critical importance to obtaining an interview. Students complete their CV on the PA system. CVs are provided to prospective employers via the PA system. The CDC co-ordinates the preparation of CVs during semester 2 of year 2, and provides “Your CV” booklet on CV preparation [5]. It is important to keep CVs up to date during the course of year 3, particularly to reflect on-going developing technical and project experience, and the role and achievement of the student in these activities. This information is of significant interest to employers during CV selection and interviews.

All PA CV fields must be completed by the student. Student personal details stored on the NUI Galway QuercusPlus student record system (including year 1 and 2 results) are automatically updated onto online CVs on the PA system.

The PA online CV form is arranged in the following sections:

- Personal Details
- Education and project experience
 - Academic History; third level institution(s) attended, title and year of any awards received, in chronological order with the most recent qualification first.
 - Summary of second level results. Include name/location of secondary school, examination completed/year e.g, Leaving Certificate 2012. Enter examination subject, level, grade e.g. Maths (H) B1
 - Describe all projects and significant practical course/lab assignments that you have worked on, giving some detail, e.g.
 - well-crafted project title (which should clearly highlight the project goal)
 - short (1-2 line) project technical summary
 - your role within the project
 - your achievements

It is important to put time and effort into the completion of this very important section of your CV and to update it as your project experience and achievements progress throughout the academic year. Employers tend to look at this section in particular very closely.
- Skills
 - Computer Literacy: programming languages, software applications, and your level of proficiency
 - Achievements/Awards, e.g, Student of the year, Scholarship, Certificate of Merit, or President’s Award
 - Additional Skills: include any other skills that you feel would enhance your CV
 - Language Proficiency: language (written or spoken) and level of proficiency
 - Hobbies & Interests—list some of your interests and hobbies
 - Personal achievements: e.g, in sport, music, etc (year, title, organisation)
- Employment History: enter up to three previous jobs in chronological order starting with your most recent. Include dates, employer/business name, address, duties/responsibilities (concise description)
- Additional information

Referees: seek permission from two referees in advance. Include name, position, full contact details. Referees are usually one previous employer and one academic referee. If you have no previous employment then give two academic referees.

Students can enter three counties of preference for their PEP. This information allows the employer to consider selecting interviewees based on their county of preference. There is no guarantee of placement in any preferred county.

In exceptional circumstances, a student can limit the potential PEP location. This should be communicated formally by email to the CDC Discipline PEP Co-ordinator and Placement Officer within the first week of year 3 Semester 1. The PEP Co-ordinator and CDC Placement Officer will consider the request. If justification is not considered adequate, the student is required to apply for positions throughout Ireland in order to obtain University support for finding placement.

6. Securing Your Own Placement Position

6.1. Procedure

Students who wish to secure their own PEP position may seek out suitable positions, prior to the beginning of the formal NUI Galway PEP process (September, Year 3). A suitable placement is a placement that provides you with the opportunity to work in a company that is engaged in work that is relevant to your course. Your Placement Officer will review the placement to ensure that it is suitable for you.

If a student wishes to propose their own PEP, it is their responsibility to communicate the following to placement@nuigalway.ie, for consideration:

1. Host organisation name and address
2. Host organisation representative contact details.
3. A brief job description.
4. Proposed placement dates
5. Any terms associated with the position, e.g, hours of work, weekly wage, and visa requirement.

Following the formal notification and authorisation of a placement, the student cannot apply for, or progress any other placement opportunity, including any placement which the student is seeking independently.

Recommendations on seeking your own placements include:

- Call into the CDC and browse through the information available which can assist you in targeting companies from various sectors. Grad Ireland and IDA Ireland websites are particularly useful in sourcing potential companies to contact.
- Keep an eye on the media to inform yourself about companies which are expanding and actively recruiting.
- Use personal contacts within companies that could assist you in securing a placement.
- Companies usually advertise their internships and work placements on the careers sections of their websites. Complete and submit online applications directly to companies. Alternatively, send a CV and cover letter directly to a company contact.

6.2. Seeking PEP Positions Outside of Ireland

The Erasmus Lifelong Learning Programme (LLP) for higher education is the EU's flagship education and training programme enabling students to study and work abroad each year. Further information is available [6]. A J1 Internship Visa is required for US-based placements. Further Information is available on www.usit.ie.

6.3. Reference to Previous PEP Host Organisation Database

The names of students placed in the previously year, and their host organisation, are available from the CDC on request. Students are recommended to consult with previously placed students, and to review previous PEP reports and presentations prior to interviews.

6.4. Work permits

Students who are non EU nationals and do not hold an EU passport require special work permits to participate in the PEP programme within Ireland. Such students must inform the Placement Officer of any issues in this regard.

7. PEP Interviews

Students are required to regularly check PA system alerts and PA emails for PEP interview schedule updates and new job postings. Students are required to attend all interviews for which they are short-listed. If, in exceptional circumstances, a student cannot attend for interview, they must provide timely notification (one day minimum) to the CDC (placement@nuigalway.ie), along with a valid reason for non-attendance and associated formal documentation, e.g. a medical certificate if they are ill. The CDC tries to arrange company interviews as quickly as possible, with reasonable notice. Companies have been known to give as little as 24 hour's notice in relation to attending interviews. Students therefore will need to make themselves available for interview at short notice in some cases. Non-availability to attend due to extenuating circumstances must be communicated early to the CDC (placement@nuigalway.ie). Failure to attend an interview will result in a student being removed from the placement process, and having to seek their own placement.

The CDC provides information on the interview process, along with interview skills and mock interviews (where resources allow) during semester 1 of year 3. Students are expected to thoroughly prepare for each interview. This involves researching the host organisation, its products, technology, and activities. This will help demonstrate (during the interview) an awareness of the host organisation activities, and an enthusiastic interest in obtaining a PEP position with the host organisation. Students should develop confidence in speaking about their technical experience, and achievements on specific engineering projects and assignments, and other significant personal achievements to date, as well as their broader interests and activities.

Academic staff may be able to provide technical advice to aid students in their preparation for a particular interview. Students are advised to provide adequate notice when requesting such advice, and to have already performed web-based research on the interviewing host organisation.

Students have a responsibility to positively and respectfully represent themselves and NUI Galway at interviews. Students must present at interviews in appropriate business attire.

All employers who interview students are encouraged to complete an 'Interview Comments' form or to give verbal feedback to the Placement Officer. Issues, if highlighted, will be referred formally to the College of Engineering and Informatics.

8. PEP Acceptance Procedure

Following the interview, the host organisation may provide an offer of placement to a student via the Placement Application (PA) system. The host organisation decides on the level of remuneration.

Following the formal notification of a placement, the student:

- Must accept the position.
- Must formally acknowledge the placement via the PA system.
- Cannot apply for, or progress any other placement opportunity, including any placement which the student is seeking independently.

In the case where more than one placement notification is received on the same day, a student may choose which placement to accept. If it is the case that the student has interviewed with different companies on different days then a first come first served system will apply.

The student and the PEP company should contact one another directly to clarify the placement details, and signing of contracts.

The student should ask the company to formally e-mail the CDC with confirmation of the offer of a placement. Request the inclusion of the following information:

- Name and address of the company
- Start date / end date
- Job description, Company supervisor contact details, phone, email
- Terms of the post: hours of work, salary

The Placement Officer will then check to make sure that the placement is suitable. When it is deemed suitable then the student is recorded as placed in the organisation.

9. PEP Learning Outcomes and Programme Outcomes

PEP is very beneficial to students in (i) the development of teamwork skills (ii) fostering a greater appreciation and understanding of high ethical standards (iii) improving communication skills. Host organisations create an environment that stimulates the practical application of knowledge to real-world situations and encourages Engineering & Informatics students to expand their learning experience. Through the PEP experience, students are encouraged to think, reflect, plan, act, grow and expand their Learning Outcomes (LOs). A significant number of LOs are possible, and it is likely that students will achieve a unique set of LOs, dependent on the particular type of experience gained during the PEP.

“Engineers Ireland Accreditation Criteria for Professional Titles”, Educational Standards for Bachelors Honours (Level 8) Programmes [4], specifies Programme Outcomes (POa – POg).

Programmes must enable graduates to demonstrate the following Programme Outcomes:

- PO(a) Knowledge and understanding of the mathematics, sciences, engineering sciences and technologies underpinning their branch of engineering.*
- PO(b) The ability to identify, formulate, analyse and solve engineering problems;*
- PO(c) The ability to design a system, component or process to meet specified needs.*
- PO(d) The ability to design and conduct experiments and to conduct guided research, or advanced technical activity.*
- PO(e) An understanding of the need for high ethical standards in the practice of engineering, including the responsibilities of the engineering profession towards people and the environment.*
- PO(f) The ability to work effectively as an individual, in teams and in multidisciplinary settings, together with the capacity to undertake lifelong learning.*
- PO(g) The ability to communicate effectively on specialised engineering activities with the engineering community and with society at large.*

[4] also provides LO descriptions which contribute to the achievement of the various POs.

PEP students are expected to:

- Be aware of POs and LOs.
- Consider and achieve a broad range of LOs throughout the PEP experience, influenced to an extent by the particular PEP activities.
- Reflect on how they are achieving the LOs during the PEP.
- Capture their LOs in their formal PEP report and formal PEP presentation
- Discuss achieved and planned LOs during academic assessor site visit

LO and PO guidelines are included in Appendix A of the PEP Report Template [7a]. This lists PEP LO examples which can be used as a reference framework for students to help optimise their PEP experience and to capture their achievements in the formal report. Students are advised to discuss and plan project goals with their external organisation supervisor early in the PEP period in order to maximise the benefits of the PEP. LOs achieved can be discussed during the on-site visit. The formal PEP report and presentation must clearly highlight and elaborate on the achievement of LOs during the PEP.

10. PEP Assessment

10.1.1. Introduction

Students complete formal online, assessed modules during the PEP period. The PEP experience and LO achievement are reported via a formal report and presentation. These are also assessed.

10.1.2. Formal Modules Completed During PEP Period

Formal, credited modules are completed during the PEP period, as follows:

- 8 month PEP: Two 5 ECTS credit modules
- 5 month PEP: One 5 ECTS credit module

Details are provided in the “NUI Galway College of Engineering & Informatics Year 3 online modules and PEP assessment” information sheet [8].

10.1.3. Formal PEP Report

Each PEP student is required to submit a formal PEP report and formal presentation. Assessment of successful completion of PEP placement is carried out through assessment of the PEP Report and formal PEP presentation. Satisfactory performance/pass requires a 40% minimum mark in the assessment of each of the formal PEP report and PEP presentation. A one page assessment form [7c] captures this mark. Feedback from industry partners/supervisors, in addition to the Academic Supervisor site visit report, may also be considered in the final determination of the PEP satisfactory/unsatisfactory results. Successful completion of the PEP or equivalent exercise is a pre-requisite of the award of a degree.

The PEP report must be a professional document, of high quality, concise and clear, summarising the work performed during PEP, and skills developed. The report is formally assessed. The PEP report is a reflective document highlighting the student’s achievement of LOs. Pay particular attention to highlighting the achievement of LOs, e.g, the development of skills such as planning, teamwork, decision making, technical skills developed, professional ethics etc, with clear examples from the PEP experience. Reflection on LOs and preparation of the report should begin early in the PEP process. LO and PO guidelines are included in Appendix A of the PEP Report Template [7a]. Students must follow the report template and adhere to the maximum word count indicated in each section of the report template. Suitably sized diagrams and illustrations are expected. Effective use of references, and a references section with correctly formatted references are expected.

All students are required to maintain a hardcopy project log book, as is the norm in industry. This should take the form of a diary, listing tasks completed, relevant technical data, and notes on goals and achievement on LOs. Students must have their log book available for review during the company visit, when it will be formally reviewed. The log book will assist in the writing of the PEP report.

The PEP report must be submitted to blackboard on or before the 15th July, following completion of 6.5 months of an 8 month PEP, or 3.5 months of a 5 month PEP. This is a strict deadline. Blackboard will not accept late submissions. Academic assessors will not pursue students for reports.

The report should include a signed company supervisor formal authorisation, so plan to ensure that you will obtain supervisor authorisation, and meet the strict deadline.

Name the PEP report file (pdf format only) and the blackboard submission title as “**SurnameFirstName_PEPReport_HostOrganisationName_Year.pdf**” in order to help the management of submitted documents. Individual disciplines may also request a hardcopy PEP report, which should be delivered/posted to the discipline administrator to arrive by the due date.

10.1.4. Formal PEP Presentation

Each student is required to present a formal PEP presentation (powerpoint format) to the visiting assessor during the on-site academic visit. This presentation must be submitted to blackboard on or before the 15th July. This is a strict deadline. The presentation should indicate company supervisor formal authorisation, so students should plan to ensure that supervisor authorisation has been obtained prior to the presentation during the onsite visit. If the placement is outside Ireland, the students should arrange an online presentation, or submit a video presentation to the assessor prior to the formal meeting.

Presentations are formally assessed [7d].

Name the presentation file (Powerpoint format) as

"SurnameFirstName_PEPPresentation_YourName_HostOrganisationName_Year.(ppt)" in order to help the management of submitted documents. Slides should be designed for a presentation duration of 10 minutes maximum. Presentation slides should be clear and uncluttered, and include good graphics. It is the responsibility of each student to ensure that no proprietary information is included in the PEP presentation, and to inform the assessors in writing if the presentation should not be made available to future PEP students for reference.

Individual disciplines may also request a hardcopy PEP presentation, which should be delivered/posted to the discipline administrator to arrive by the due date.

Recommended formal PEP presentation format:

Maximum of 6 slides describing experience gained during PEP

- Host organisation/company, products/services, technologies and markets
- Project(s) completed
- Role and achievement in project(s)
- Main Learning Outcomes achieved
- Host organisation/company project procedures: reporting, meetings, teamwork, ethics

11. Company and Research Project Confidentiality

It is the responsibility of each student to:

- Ensure that no company or research project confidential or proprietary information is included in the PEP/SEP/PoC report and presentation documents submitted to the university
- Arrange the formal signature approval (on cover page) of the hardcopy report and presentation by the PEP/SEP/PoC project supervisor in advance of their submission
- Inform the PEP coordinator in the discipline (in writing) if the report or presentation should not be made available to future PEP/SEP/PoC students for reference

Students must ensure that the authorisation process does not cause late submission of the report and presentation.

12. On-site Visits

12.1. On-site Academic Visit

Academic staff endeavour to visit (or call) every PEP student. If the external organisation is outside Ireland, a telephone or skype call may be arranged. If the external organisation is located outside Galway a telephone or skype call may be arranged. Shortly after the start of PEP, students are informed (by the discipline PEP co-ordinator) of the academic assessor who will conduct the visit/call, and assess the formal PEP report and presentation. Students should make early email contact with the allocated academic assessor to arrange the visit/call. The PEP student should co-ordinate the visit/call date, time, venue, to suit the availability of the host organisation supervisor.

The student must prepare/coordinate the PEP visit form [7b] and the company supervisor's appraisal [7b]) in advance of the visit/call, and email the completed document to the academic assessor prior to the visit/call. This provides a very useful and detailed reference to the academic assessor in advance of the visit/call. The company supervisor, academic assessor and student formally sign off the PEP visit form. A tour of external organisation facilities can (if practicable) often be very useful in informing the academic assessor of specific projects completed, and on the external organisation's environment, products and services.

12.2. On-site Placement Officer Visit

Placement Officers also endeavour to visit PEP students, host organisation supervisor and Human Resource staff in the host organisation during the placement period. The student must co-ordinate the visit to suit the availability of the host organisation supervisor.

13. Other Points on PEP Management

13.1. Dealing with Issues During the PEP period

The host organisation supervisor is the first point of contact for discussion and resolution of issues arising during the PEP period. If after discussing the issue with your company supervisor, the issue remains unresolved then you can contact your Placement Officer who will assist you. Your academic visitor and academic PEP co-ordinator are also available to discuss any issues which arise. Students should contact their academic PEP co-ordinator if they wish to discuss the level of technical experience which they are obtaining during the PEP.

13.2. End-of-PEP Survey

All students will be asked to complete an anonymous survey via NUI Galway Blackboard to capture feedback and suggestions for consideration to improve the PEP experience for the coming years.

13.3. Host Organisation Sponsored Final Year Project

Students are encouraged to seek a final year project, sponsored and supported by the host organisation, and to discuss possible projects with a member of academic staff as early as possible. The potential for such a project should be discussed during the company visit. Formal project proposals should be submitted to the student's discipline final year project co-ordinator or academic staff member by mid-August in order to be considered and approved prior to the start of the academic term. The logistics of access to equipment and host organisation supervisor support must be specified.

13.4. Repeat Examinations

Guidelines for student eligibility to complete repeat exams is detailed in the College of Engineering & Informatics Marks and Standards [1]. Students are obliged to comply with the host organisation leave entitlement policy. Holiday leave is typically 1.75 days per month, though may vary. Students who are sitting autumn repeat exams may wish to seek leave permission from their PEP host organisation, typically from their holiday leave entitlement. Following the completion of repeat examinations, students are obliged to complete the remainder of their PEP.

13.5. PEP for Repeating Third Year Students

Students who have successfully completed PEP and are repeating third year are not required to complete a second work placement. Students repeating third year are required to submit their formal PEP Report and presentation in the year they complete their work placement.

Students who are repeating year 3, having failed PEP, are required to arrange a meeting with the PEP co-ordinator during the first week of semester 1, to formally discuss and agree a strategy for obtaining and completing PEP.

13.6. Communication of Special PEP Requirements

Students who have extenuating circumstances which may impact their PEP arrangements are advised to contact the Head of Discipline at the earliest opportunity.

References (<http://tinyurl.com/onb48ap>)

- [1] Marks & Standards, College of Engineering & Informatics, NUI Galway, <http://www.nuigalway.ie/engineering-informatics/currentundergraduatestudents/marksstandards/>
- [2] Interview skills booklet, www.nuigalway.ie/administration_services/careers_service/pdfs/nuigcareers_interviewbooklet.pdf
- [3] NUI Galway Placement Website, <http://www.nuigalway.ie/careers/placement/>
- [4] “Engineers Ireland Accreditation Criteria for Professional Titles”, Educational Standards for Bachelors Honours (Level 8) Programmes”, pp 20-21, <http://tinyurl.com/qxyhlw8>, Apr 2014
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- [7] PEP Process Documentation and Assessment Forms
 - [7a] PEP report template, including Learning Outcome and Programme Outcome considerations, <http://tinyurl.com/q94srpz>
 - [7b] PEP visit form and supervisor’s appraisal, <http://tinyurl.com/qh6g4s8>
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- [8] Year 3 Online Modules and PEP Assessment, College of Engineering & Informatics, NUI Galway, <http://tinyurl.com/qcn48dj>
- [9] Placement Application (PA) System, www.nuigalway.ie/careers/placement/
- [10] NUI Galway Campus Account Self Service (CASS) system, www.nuigalway.ie/cs/students/cass/
- [11] NUI Galway Career Development Centre login, <https://nuig.gradireland.com/home.html>
- [12] NUI Galway PEP Leaflet, <http://www.nuigalway.ie/careers/placement/pep.html>
- [13] NUI Galway PEP Poster, http://www.nuigalway.ie/careers/pdfs/plct_pep_poster_2015.pdf

Appendix A PEP Work Placement Agreement

The following PEP rules and regulations are strictly enforced by the CDC and CoEI disciplines. They exist to ensure the smooth running of the placement process, and to ensure that students are given every opportunity to secure a PEP placement. PEP students are obliged to review, sign and submit this agreement.

General

- Read the PEP Handbook
- Successful completion of PEP is required to progress to year 4 of the degree programmes. Students who do not engage fully in the placement process or comply with procedures, will be exempted from further University support for finding placement, and will have to source their own placement.
- Register on your course of study in order to gain access to Placement Application system
- Update CV regularly during year 3 to include details of developing technical knowledge and engineering application experience.
- Complete and submit on time all PEP documentation that is required
- Activate voicemail on your phone, and include a professional voicemail message
- Ensure that your NUI Galway email inbox has enough of room to receive new messages from the CDC and Placement Application system
- Do not contact any company with regard to PEP when you have already secured a placement
- Check the Placement Application system and NUI Galway e-mail daily for interview schedule updates and to review new job postings
- Attend all PEP-related information sessions, presentations and workshops.
- Conduct yourself professionally in all dealings with employers

PEP Application Phase

- Apply for as many placements as possible, through Ireland and abroad. In exceptional circumstances, a student can limit the potential PEP location. This should be communicated formally by email to the CDC Discipline PEP Co-ordinator and Placement Officer within the first week of year 3 Semester 1. If justification is not considered adequate, the student is required to apply for positions throughout Ireland in order to obtain University support for finding placement.
- CVs of students who have not obtained a Placement offer by the end of September will be automatically provided to placement companies, throughout Ireland. The September deadline does not apply to Civil or Project & Construction Management students; a date will be confirmed each year, depending on when the process commences for this cohort of students. If selected for interview students are obliged to attend the interview. Application for a particular PEP position is not possible when the closing date has passed.

PEP Interview Phase

- “confirm interview” on the PA system when selected for interview
- Research the company prior to interview, e.g, view the company website or speak with a previous intern
- Attend all arranged interviews and present for interview in appropriate business attire.
- Be polite and courteous to interviewers at all times. Maintain a high standard representing both yourself and NUI Galway. Negative feedback from an interviewing company will lead to exemption from further University support for finding placement.
- Demonstrate interest and enthusiasm at the interview.
- If unable to attend interview due to illness, a medical certificate must be submitted to the CDC.

PEP Offer Phase

- When a company makes an offer the student is obliged to accept the position.
- The student should contact the company immediately on receipt of the placement offer, and provide information requested by the company to enable drawing up and finalising of contracts, e.g. medical information.
- If offered two PEP positions on the same day, the student can choose their preferred PEP offer.
- Further interviews with other companies are not possible once a placement offer has been made.
- A placement must be accepted for the duration of the placement period offered.

I understand and accept the rules and regulations regarding PEP placement

Student Name: _____ Student ID: _____ Course of Study: _____

Student Signature: _____ Date ____/____/____