

STUDENT OFF CAMPUS POLICY

ORGANISATION: FALMOUTH UNIVERSITY

APPLIES TO: STAFF & STUDENTS

POLICY OWNED BY: Deputy Vice Chancellor

REQUIRED CONSULTEES: DVC; ACADEMIC DEANS; HEAD OF EMPLOYABILITY; HEAD OF STUDENT RECORDS; CORPORATE LAWYER; STUDENTS UNION REPRESENTATIVE.

APPROVED BY: TO BE APPROVED VIA ACADEMIC BOARD.

DATE APPROVED: THURSDAY, 08 JUNE 2023

REVIEW DATE: WEDNESDAY, 10 JUNE 2026

STUDENT OFF CAMPUS POLICY

1 PURPOSE

1.1 This policy outlines the requirements and responsibilities relating to students undertaking learning off-campus. The policy also applies to any University arranged or commissioned co-curricular activity.

1.2 This policy is based on UK (United Kingdom) legal definitions, but should those definitions change before this policy is updated, then the UK legal position shall prevail.

2 SCOPE

a. This policy is in place for all campus-based Falmouth University students but does not apply to online and distance students or students studying awards with partners in other locations.

- **Staff** – All staff involved in delivering and/or supporting any student off-campus activity
- **Students** – covers all campus-based students studying at a Falmouth University Campus

2.2 The University at its absolute discretion reserves the right to:

a. cancel any part of or all learning off-campus activity; and

b. stop any individual student or group of students from undertaking part of or all off-campus activity.

3 RELATED INFORMATION

a. This policy should be read alongside of the following related policies, guidance, and procedures:

Audience	Links to guidance
Students	<ul style="list-style-type: none"> • Regulations, Policies & Procedures for Students • Student Off Campus Guidance
Staff	<ul style="list-style-type: none"> • Staff Intranet guidance

4 KEY DEFINITIONS

4.1 The following definitions are used throughout this policy:

Learning Off-campus: Relates to all campus-based students undertaking learning in an environment not on-campus. This includes, but is not limited to, field learning, study trips,

work-based learning, placements, work/study abroad, simulated environments, internships, and other forms of industry engagement activity.

Learning off campus may be:

- **Supervised** – Where a member of staff supervises this activity and is present with the student(s); or where this is supervised by a third-party but organised or commissioned through the University.
- **Independent** – This is where a student or students are responsible for themselves undertaking this type of learning off-campus.

4.2 Types of Off-Campus Activity

4.2.1 Academic-field learning: Experience gained through off-campus activities (supervised or independent) as part of the curricular learning.

- **Study Trips:** Where students are undertaking scholarly activity away from campus, either through directed activity or self-directed learning. Students are not employed and remain under the supervision of the academic member of staff for a substantial period of the time.
- **Authentic Practice:** Students undertake learning activities in a ‘real-world’ environment – e.g., Filming or photography.

4.2.2 Work-based learning: Experience gained through off-campus roles with third party employers and organisations as part of the curriculum.

- **Work-shadowing:** Where a student observes work being undertaken by a third party but is not undertaking a job of work for that employer.
- **Placements:** Work-Placements with a third-party; where the university, employer and student sign an agreement and the student has a status of an employee with the employer for the duration of the placement. Includes volunteering.
- **Live-briefs/consultancy:** Students alone or in groups work to solve a brief from a third-party supplier, is part of a credit-bearing module and is unpaid.
- **University Managed Employment Scheme:** Students are employed by university employment schemes for example: funded internships, student ambassadors, knowledge exchange, paid work or agency work.
- **Student Entrepreneurship:** Where a student is undertaking business start-up or freelance activity – including through University businesses or start-ups.

4.2.3 International – Where study/activity takes place outside of the UK (academic or student led).

- **Work Abroad:** International placements and graduate internships and trainee opportunities activated with Turing or Erasmus+ funding.

- **Study Abroad:** Study exchange opportunities with designated study abroad partners organised with Turing or Erasmus+ funding.
- **Cultural Immersion:** One month field study abroad, academically led, provided through Turing funding.

5 STUDENT OFF-CAMPUS PRINCIPLES

5.1 Students undertaking learning off-campus as part of their course should record, and where required seek approval for this activity.

5.2 Staff responsible for organising off-campus learning will be required to follow defined University processes.

5.3 The University will support students to understand common risks associated with off-campus activity.

5.4 Where required, appropriate staff will assume responsibility for off-campus learning – either as a curricular activity or co/extra-curricular activity.

5.5 Student learning off-campus will be recorded in a central register.

6 STAFF RESPONSIBILITIES

6.1 Staff who are responsible for arranging learning off-campus for students to undertake have responsibility to follow the correct processes and policies in advance of the activity being undertaken.

6.2 Staff have a responsibility to inform students of their responsibilities and to ensure that any relevant student-training is undertaken.

6.3 Staff are required to undertake all relevant training if there is an aspect of their role which organises or supports students off-campus.

6.4 Staff have a responsibility to escalate any concerns before, during and/or after students are off-campus to their line-manager.

6.5 Staff are responsible for completing a risk-assessment for all off-campus activity they are organising, prior to the activity taking place.

6.6 Staff who are traveling to support any off-campus student activity are required to complete internal staff travel processes.

6.7 Academic Staff are responsible for ensuring that students complete the University placement experience requests (including work-shadowing and internships) and that staff review these experiences to approve or reject these experiences.

6.8 Deans hold responsibility for ensuring faculty staff complete appropriate risk-assessments prior to any supervised activity arranged by academic staff.

7 STUDENT RESPONSIBILITIES

7.1 Students undertaking learning off-campus are expected to follow the student Code of Conduct and all other student policies and regulations during off-campus activity.

7.2 Students are responsible for ensuring that they have followed the correct process in advance of any off-campus learning, informing the university of their planned activity.

7.3 Students are responsible for undertaking any relevant training as directed by course teams and professional services staff in relation to off-campus learning.

7.4 Students are required to take out suitable travel insurance policies for off-campus learning, where required.

7.5 Students (with the exception of those under the age of 18) responsible for completing risk-assessments for relevant student-led learning, prior to the learning taking place, where required.

7.6 If you have an ILP or any other accessibility or health concerns you should speak to an accessibility adviser and/or your course team to ensure that you are prepared to undertake off-campus activity.

7.7 It is recommended that you disclose any disabilities to your placement provider in advance of a work placement, so they are able to support you with any adjustments in the workplace.

8 OTHER PARTIES' RESPONSIBILITIES

8.1 Other parties (for example, employers) are required to follow processes detailed in the relevant processes.

8.2 Other parties are required to hold the correct insurances (e.g., Public Liability and/or Employers liability insurances) pertinent to the activity being undertaken.

9 INTERNATIONAL STUDENTS

9.1 Due to UK Visa regulations, International Students undertaking off-campus learning may need to maintain contact with the University more regularly to ensure that we adhere to the rules in place as a visa sponsor.

9.2 If International students who hold a student visa are learning off-campus for more than 7 days, this activity must be approved by their Course Leader and Student Records team in advance of the activity taking place.

9.3 If International students who hold a student visa are learning off-campus in another country, this activity must be approved by their Course Leader and the Student Records team in advance of that activity taking place.

9.4 The University will usually continue sponsoring a student that requires a Student or Tier 4 visa during any off-campus activity. In some circumstances this will not be possible, and the University will inform you if we are required to cancel your Student or Tier 4 visa in the event that we are unable to continue sponsorship.

10 GUIDANCE

- a. The University has a number of processes in-place to manage student learning off-campus. Broadly these fall under three main categories of activity. It is possible for an activity to fall into multiple categories, or be staff or student led.

Academic-field learning Activity

- This category includes field and study trips organised by a course or department and 'Authentic Practice' where students may be undertaking course-related activity off campus, for-example filming or photographing.
- This is not an exhaustive list, and activity types may change over the lifespan of this policy.

Work-Based Learning

- This category includes work-placements and volunteering as part of an academic course, it also includes students involved in entrepreneurship, for example trading or performing.

International Activity

- This category includes study-abroad; cultural-immersion and work-abroad schemes.

11 SUSTAINABILITY

11.1 Students and staff are strongly recommended to carefully consider sustainability and adopt sustainable approaches to all off-campus activities. This could include your itinerary, choice of transport, purchase of consumables including food, disposal of waste and other relevant factors.

12 CONTACT FOR FURTHER INFORMATION

12.1 The Vice-Chancellors Office.