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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [**Student Placement Pre-Departure Checklist & Emergency Contacts Form**](http://www.imperial.ac.uk/placements/information-for-imperial-college-students/)  Approved external curriculum-based UG and PGT placements, PGR placements & UG Extra-ECTS Placements. **After discussion with their appropriate placement manager and the continual use throughout of an appropriate risk-based assessment process, the student must complete the details below ahead of travel.** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Upon completion a copy should be given to the student’s Placement Manager in their home department & their supervisor/co-ordinator at the Placement Provider. The student should retain a copy on their person throughout the placement and also alongside other relevant documentation required for the placement** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **(A) Personal Information: Student** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Family Name (Surname) | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| First Names | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| Title |  | | | | | | Date of Birth (DD/MM/YY) | | | | | | | |  | | | | | | | | | | | |
| Nationality | | |  | | | | | | | Religion | | | | | | | | | |  | | | | | | |
| Passport Number | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| Department at Imperial | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| Undergraduate or postgraduate | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| Qualification aimed for (e.g. MEng; MSc) | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| Imperial College Identifier Number (CID) | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| If you have a disability have you considered the advice provided by Imperial’s Disabilities Advice Service? | | | | | | | | | | | | | | | YES  NO  Not Applicable | | | | | | | | | | | |
| Have you read Imperial’s Emergency Procedure for Student Placements (page3)? | | | | | | | | | | | | | | | | | | | | | | | | | YES  NO | |
| **(B) Placements Abroad Checklist: Travel specific information required prior to departure** The questions below are a checklist to aid the student when planning their placement abroad and ensuring they have all the required documentation and information completed. For details consult [**Placements Abroad Handbook**](http://www.imperial.ac.uk/placements/information-for-imperial-college-students/). ***If your placement is not overseas please go directly to Part C*** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The student is required to answer the following questions. Have they: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A passport valid for 6 months beyond the expected date of return from placement | | | | | | | | | | | | | | | | | | | | | | | | YES  NO | | |
| If NO, when does your passport expire? | | | | | | | | | | | | | |  | | | | | | | | | | | | |
| Obtained a visa or other relevant entry permit? | | | | | | | | | | | | | | YES  NO  Not Applicable | | | | | | | | | | | | |
| Read [UK Gov FCDO advice regarding safety to travel](https://www.gov.uk/foreign-travel-advice)? | | | | | | | | | | | | | | YES  NO  Not Applicable | | | | | | | | | | | | |
| Imperial College Travel Insurance <https://www.imperial.ac.uk/finance/financial-services/insurance/travel-insurance/travel-and-personal-property-insurance-policy/> **You are advised to also consult the** [**Placements Abroad Handbook**](http://www.imperial.ac.uk/placements/information-for-imperial-college-students/)**.** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Downloaded the Travel Certificate, Travel App AND registered their trip with the Insurance Manager? Do this as near to your date of travel as possible.  *The student is advised to keep accessible a copy of the contact details for claims and emergencies (under this insurance cover) throughout their placement.* | | | | | | | | | | | | | | | | | | | | | | | | | YES  NO | |
| Obtained appropriate health insurance for the host country | | | | | | | | | | | | | | | | YES  NO  Not Applicable | | | | | | | | | | |
| <https://www.nhs.uk/using-the-nhs/healthcare-abroad/moving-abroad/studying-abroad/>  **Consult the Placements Abroad Handbook on GHICs and EHICs** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If instructed by your Dept: obtained health clearance for travel from Imperial’s Occupational Health Service? All tropical countries & placements 3 months/3 months+ | | | | | | | | | | | | | | | | | | | | | | | YES  NO | | | |
| <http://www.imperial.ac.uk/occupational-health/travel/> **Consult the Placements Abroad Handbook** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Read the advice on obtaining medical treatment in the host country? | | | | | | | | | | | | | | | | | | | YES  NO | | | | | | | |
| <https://www.nhs.uk/using-the-nhs/healthcare-abroad/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Obtained or know how to obtain insurance for activities not covered by Imperial’s Overseas Travel Insurance, e.g. motor insurance if you plan to take a car abroad. Remember that incidental travel to other countries other than your placement country (holiday trips) will require separate travel insurance. | | | | | | | | | | | | | | | | | YES  NO  Not Applicable | | | | | | | | | |
| **(C) Contact details while on Placement** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Student’s contact details while on Placement** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Email | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Telephone Number | | | | |  | | | | | | | | Mobile Number (if available) | | | | | | | |  | | | | | |
| **Supervisor’s contact details at the Placement Provider** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Position | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Email | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Telephone Number | | | | |  | | | | | | | | Mobile Number (if available) | | | | | | | |  | | | | | |
| **Additional contact at the Placement Provider (optional)** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Position | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Email | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Telephone Number | | | | |  | | | | | | | | Mobile Number (if available) | | | | | | | |  | | | | | |
| **At Imperial College London** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 Hour Security Telephone Number | | | | | | | | | +44 (0)20 7589 1000 | | | | | | | | | | | | | | | | | |
| Imperial’s student placement emergency procedure is available at: <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Placement Manager | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Position | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Email | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Telephone Number | | | | |  | | | | | | | | Mobile Number (if available) | | | | | | | |  | | | | | |
| 2nd Contact (Name and Number) | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| 3rd Contact (Name and Number) | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| **Next of Kin** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Relationship | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Address | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Email (if available) | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Telephone Number | | | | |  | | | | | | | | Mobile Number (if available) | | | | | | | |  | | | | | |
| **Other emergency contact details (optional)** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Relationship | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Address | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Email (if available) | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Telephone Number | | | | | |  | | | | | Mobile Number (if available) | | | | | | | | | | |  | | | | |
| **Embassy or Consulate Details (if appropriate)** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Address | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| Telephone Number | | | |  | | | | | | | | Website | | | | | |  | | | | | | | | |
| Confirmation of details (“I, the student named below, know these details to be true to the best of my knowledge”) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signed | |  | | | | | | Name |  | | | | | | | | | | Date | | | | | | |  |

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**Student placement pre-departure checklist and emergency contacts form**

**Notes**

1. All placement students must complete the attached emergency contacts form. This includes a pre-departure checklist for placements undertaken abroad.
2. If there are changes to contact details during the placement the student is required to inform their department (and amend their My Imperial account as appropriate).
3. Students are reminded to follow the procedures of the Placement Provider for responding to and reporting incidents and accidents, **and** to ensure that significant incidents or accidents involving themselves are reported back to Imperial according to normal procedure (see <http://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/> )
4. As far as the situation allows a student has a responsibility to make contact as soon as possible with their home department and Placement Provider in the event of being caught up in any incident (including natural disaster) in the location/region in which they are based, even if this has not affected them directly. Students are encouraged to seek support from Imperial if they feel in any way affected by incidents.
5. Imperial’s Student Placement Emergency Procedure is available alongside all Placement Learning Policy and Good Practice at: <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/>