Civil Engineering Enhanced Summer Placement Scheme

This scheme offers you the chance to gain experience with leading civil engineering employers throughout your time at university and beyond.

Bringing talented students and successful companies together

Applications for bursaries are invited on an annual basis for students in first, second (BEng and MEng) and MEng for the 2018-2019 Summer Placement Scheme.

It is an ideal opportunity for you to get to know leading civil engineering companies from the inside gaining valuable experience. The scheme is intended to be flexible, so that employers can ask you to agree to their standard conditions for bursaries, provided this is made clear.

What do you need to know about the scheme?

Each company will:
- offer a bursary of at least £1,000 per year for up to three years of their course
- offer paid vacation employment for at least six weeks per year

The Careers and Employability Service will:
- publicise the scheme
- facilitate the initial applications procedures, including on-site interviews

The student will:
- undertake paid vacation employment for at least six weeks per year

Hopefully, this will ultimately result in permanent employment upon graduation. However, there doesn’t have to be an obligation on either party in this respect – where there is, this must be clearly stated to applicants. The contract of sponsorship will be directly between the student and company.
### Key dates for your diary

**2018**

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>October and November</td>
<td>The Scheme will be published to all civil engineering students through the Civil Engineering career bulletin on Friday 19 October and 23 November 2018.</td>
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<tr>
<td>Wednesday 17 October – 1pm – ESLC C01</td>
<td>Introductory session for undergraduate students. Come and learn at first hand all about the Scheme – and gain value hints and tips on the application process. Company profiles for all employer participants will also be available ahead of the Civil Engineering fairs – come and gain a valuable insight.</td>
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<td>23 October and 25 October – 11.30am – 2.30pm – Atrium ESLC</td>
<td>It is essential to attend the two Civil Engineering fairs and talk to participating companies. Bursary packs will be available for collection by students on 23 and 25 October 2018.</td>
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<td>23 November 2018</td>
<td>Closing date for receipt of applications from students – 5pm to <a href="mailto:enhancedcivilplacements@nottingham.ac.uk">enhancedcivilplacements@nottingham.ac.uk</a>.</td>
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<tr>
<td>w/c 3 December 2018</td>
<td>Applications forwarded to the Company participants.</td>
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**2019**

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<th>Date</th>
<th>Event Description</th>
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<tr>
<td>25 January</td>
<td>Deadline for rejection notifications by your company.</td>
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<td>22 March</td>
<td>Deadline for completion of the interview process.</td>
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<td>22 April</td>
<td>Deadline for response to interviewed students.</td>
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<td>July, August and September</td>
<td>Probationary summer placement.</td>
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<td>October</td>
<td>Bursary begins if both parties are happy.</td>
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### The fine print (students)

**Before**

- First, do some research into the companies that are offering placements. Read their profile and the description of the placement opportunity, and have a look on
their website to understand who they are and what they do. All of the companies will be attending one of the civil engineering careers fairs on 23 and 25 October, so do take the opportunity to go and speak to them in person as well.

- Once you have decided which companies you would be most interested in applying to, it's time to complete the application form. Take your time over this and make sure that you answer the questions fully, providing evidence of your skills, motivation and achievements. Be sure to avoid any spelling or grammatical errors! For advice about completing application forms, have a look on our website, and remember that you can book an appointment with the careers team to get advice and feedback on our application via My Career.

- Your application will be sent to all of the companies you have expressed an interest in applying to. Successful candidates will then be invited to an interview with the company/ies, usually on campus. Think about how you can prepare for interview and present yourself professionally. You could have a look at the interview advice on our website, make an appointment with one of the careers team for further support, or speak to one of the students who applied for the scheme last year.

- If you are successful at interview, you will be notified directly by the company. Ensure that you respond promptly and professionally to any offers. If you have any questions or concerns about the placement, please either discuss these with the company directly, or come and talk to the careers team if you need further advice. Once you have accepted an offer you should professionally withdraw any other applications.

- Once you have accepted the offer of a placement, make sure you complete any paperwork or provide any information required by the company. Also check you are clear about what will be expected of you on placement, where and when you will be working, and any other practical information you need to know.

During

- You should receive an appropriate induction, including an explanation of health and safety procedures, and should have adequate supervision, especially during the first few weeks of work.

- Whilst on placement you must adhere to the health and safety arrangements, policies and procedures of your provider. If you have any concerns about these arrangements please raise these with your employer in the first instance. If you require further advice or support about these or any other issues whilst on your placement, please contact enhancedcivilplacements@nottingham.ac.uk
In order to make the most of the placement, ensure that you behave professionally and that your attendance, punctuality and behaviour all reflect well on you (and the university!). Your first placement with the company will be a ‘probationary’ period – i.e. a try out. If it goes well and you and the company are both happy, the bursary payment will be made during the following academic year(s) of your course and you should expect to be offered summer placements during subsequent summer(s) of your course.

After

- If you have any concerns about how your placement went and are unsure about continuing a relationship with the company, you should seek advice from the careers team and discuss this with the employer before accepting the bursary payment.

- Following your summer placement, you will be asked to:
  - provide a short report on your placement experience
  - prepare and deliver a short presentation about your placement experience to an audience of other students during the Autumn term
  - be available to talk about the placement / company / application process with students interested in applying for the scheme

- Undertaking these activities will also help you to reflect on what you learnt from the placement and the skills you have developed. This is a good habit to get into, and will provide some helpful evidence of your professional skills for future applications!

- If your placements and relationship with the company continue to go well, you may be offered a graduate position when you have been graduated, although this is not guaranteed.

Good luck!

Any questions, please contact enhancedcivilplacements@nottingham.ac.uk