



COOPERATIVE EDUCATION – CODE OF PRACTICE

This document sets out a Code of Practice for the effective delivery of the Cooperative Education Placement Programme. It has been designed to inform students of the behaviours expected from them across the placement process. This ensures that the placement process runs as smoothly as possible.

All students undertaking a Cooperative Education placement are required to:

1. Abide by the University of Limerick Code of Conduct.
2. Act with increased self-responsibility whilst undertaking Coop placement and to be mindful of their role as a representative of and an ambassador for the University of Limerick.
3. Attend all advertised employability programmes, briefing sessions and workshops relating to their placement.
4. Access and read all material / information brought to their attention regarding their Coop placement.
5. Correctly complete and submit all Cooperative Education documentation (CV, Pre Coop assessment form and a signed copy of this document) by the specified deadline.
6. Attend all scheduled Cooperative Education interviews and accept the first placement offer received.
7. Adhere to submission deadlines in respect of Own Placement paperwork if opting to organise their own placement.
8. Comply with all procedures and deadlines regarding Garda Vetting requirements for placements.
9. Obtain relevant social insurance and tax details prior to the commencement of placement.
10. Be aware of the impact of the legislation on the Organisation of Working Time and its stipulations regarding double employment and its limits.
11. Purchase and produce evidence of insurance if undertaking Coop placement abroad. Insurance cover must be for the entire duration of the Coop placement.
12. Where required, organise an appropriate entry visa to the country where the placement organisation is located. Students must ensure that the type of visa obtained will entitle them to work and to remain in the host country for the entire duration of the Coop placement.
13. Organise accommodation for the duration of Coop placement, where necessary.
14. Familiarise themselves with the placement organisation's rules and regulations.
15. To follow with due care the working practices and rules and regulations set out by the placement organisation such as contract, medicals, health and safety, confidentiality, and any restrictions on the use of the internet, email and telephone.
16. Comply with any reasonable request and carry out the work programme directed by the placement organisation.
17. Complete the entire duration of the Cooperative Education placement.
18. Complete and submit the Cooperative Education Report on or before the due date.
19. Retain both the e-mail receipt obtained on submission and a copy of their Cooperative Education Report.

By signing this, I declare that I have read, understand and agree to all of the above.

Student Signature: _____ Student ID: _____ Date: _____



COOPERATIVE EDUCATION – CODE OF PRACTICE (CONT.)

By signing this I declare that:

1. I am aware of the contact details of the Cooperative Education & Careers Division (CECD) staff assigned to my placement.
2. I know how to alert the appropriate CECD staff of any concerns relating to my placement.
3. I understand that the detail provided on my CV will be circulated to employers.
4. I understand that my name and contact details will appear on circulated interview panels.
5. I understand that the evaluation processes attached to the Cooperative Education programme will involve input from CECD staff, UL faculty and employers. Anonymised material will be used to statistically represent and support research based measurements of placement outcomes.
6. I agree that a copy of my Coop Report can be published as reference material to future students, and to support other Coop-related activities including but not limited to, for example, quality and accreditation reviews.

Student Signature: _____ Student ID: _____ Date: _____