

## **Guidance for staff and students involved in external projects**

Sometimes members of staff working on outside projects ask students to be involved outside of their studies and not as a formal placement. While these activities can be beneficial to all involved, the College regards them as private arrangements between the member of staff and the student concerned, as they fall outside the student's formal programme of study. However, if you do enter into such an arrangement you may find the following guidance useful.

### **Students:**

Please consider the following:

- These are private arrangements and the College is not liable for any loss or injury sustained during these arrangements.
- Is there a fee for the work? If so, what does it cover? What are the tax implications for you?
- If there isn't a fee, is there a payment in lieu of a fee e.g. expenses, accommodation, travel arrangements, other costs?
- Are you being given a written agreement setting out what is being provided, and what is expected of you?
- As this is an extra-curricular activity have you got adequate insurance for travel, health, public liability insurance, and professional indemnity? The College's insurance only covers you for activities that are a formal part of your programme.

### **Staff:**

- These are private arrangements and the College is not liable for any loss or injury sustained during these arrangements.
- Have you considered what insurance might be necessary for you to take out – travel, health, public liability, employers' liability?
- What payment, if any, are you making to the student(s)?
- Is it clear what this covers?
- Are you providing accommodation or subsistence and if so on what terms?
- Are there any other matters that students need to be aware of?
- Are you giving the student(s) a written agreement setting out what is being provided?
- If a student is receiving payment for an external project then you should not be involved in any assessment process for that student for any part of a formal college programme, as this would be a conflict of interest.