



MSc Art Psychotherapy (International)

Checking student identity and attendance monitoring by Placement Practice Placement Educator

Identity Check

To enable an identity check with respect to the University's requirement to monitor the attendance of international students who hold student visas, we have asked these students to show their placement provider their **QMU Matriculation card** on their first day on placement. This card shows the photograph and name of the student. All placement providers are asked to sign the declaration below, to indicate that the photograph matches the student who has arrived on placement.

Please contact us immediately if there is a discrepancy.

Attendance

We require that all students inform both their placement provider and the University should they be unable to attend their placement on any given day. Where the student has an agreed absence from placement, we ask that the placement provider informs the University of this arrangement within a 48 hour period.

In the event that a student has an unauthorised/unexpected absence from placement, we ask that the placement provider informs the University of this absence immediately and certainly within 48 hours.

Contact

Please email PGAdmin@gmu.ac.uk stating the student's name, course and the date and the nature of the absence. If you prefer to telephone, the Health Sciences School Office may be contacted on 0131 474 0000 by asking for 'Health Sciences'.

Placement Provider Declaration:

I have seen _____'s QMU matriculation card and can confirm that the photograph on the card matches the student on placement. I also understand the action I should take in the event of any student absence from placement.

Signature: _____

Date: _____

Print Name: _____

Organisation: _____

Please sign this form and return it to Aideen McCormack PGAdmin@gmu.ac.uk or post to Aideen McCormack , School Office – School of Health Sciences, Queen Margaret University, Musselburgh EH21 6UU