



Study Abroad and WIYA Application User Guide

This document provides an overview of how to submit your application for the following programmes:

- *St Andrews Abroad*
- School Abroad programmes, including Modern Languages study abroad options
- WIYA programmes in Modern Languages

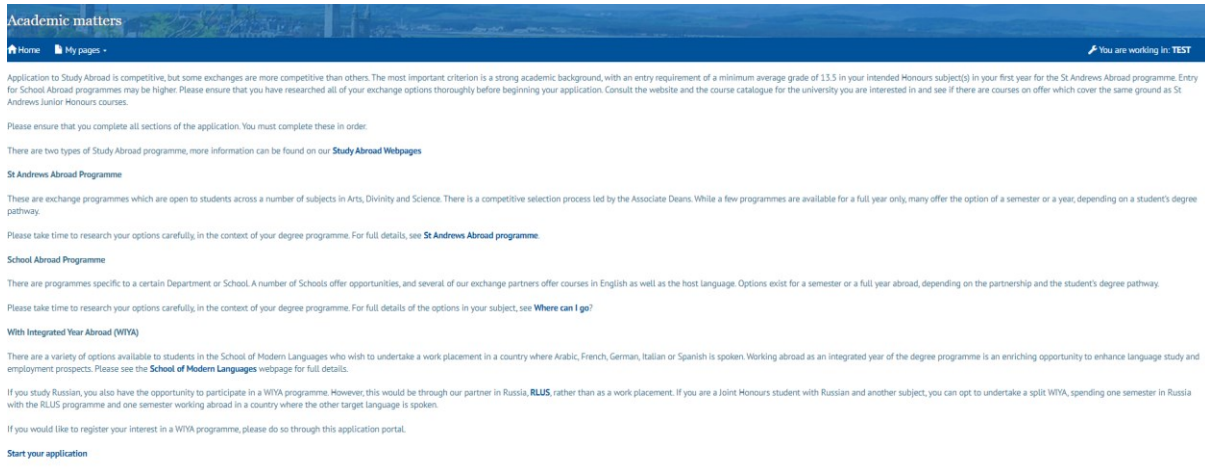
NB: if you are planning to undertake an external placement in Biology or Chemistry, you do **not** need to complete this application form.

Starting your application

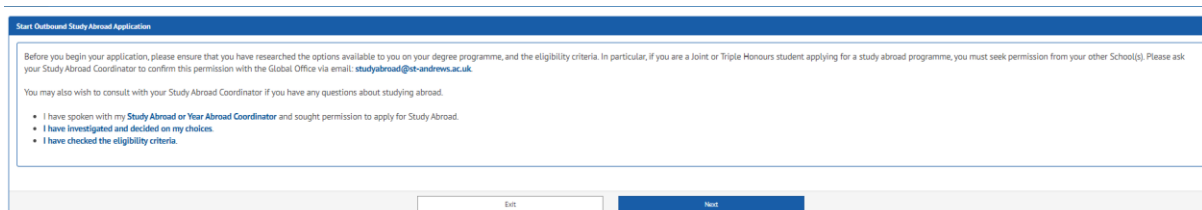
Go into [MySaint](#) and navigate to the Outbound Study Abroad Application container:



You will then be taken to the landing page below to start your application. Please ensure that you read all of the information on this page carefully **before** starting your application. It is important that you understand the difference between the study abroad programmes and the eligibility criteria.



You will then be taken to the screen below:





Before you begin your application, please ensure that you have researched the options available to you on your degree programme, and the eligibility criteria. In particular, if you are a Joint or Triple Honours student applying for a study abroad programme, you must seek permission from your other School(s). Please ask your Study Abroad Coordinator to confirm this permission with the Global Office via email: studyabroad@st-andrews.ac.uk

Student Summary

On this screen, you will see your name, ID number, degree intention, GPA and current year of study displayed. These details cannot be edited.

- **GPA** -The application system will calculate your first year GPA for you. You must have an average of 13.5 in the subject(s) you intend to take to Honours. NB: the system will count all modules within a particular subject area and not only core requirements. For example, if your degree intention is in Sustainable Development but you have also taken Geography modules in first year, these modules will be taken into consideration as part of the GPA calculation. However, all applications will be considered by the Associate Deans who will look at your academic record to determine your GPA.
- **Degree intention** - If you are Joint Honours but only wish to study one subject abroad, please choose this subject from the drop-down list. Please note that this would be for one semester only. This will not affect your degree intention. If you intend to change your degree programme, please select your new degree intention from the drop-down list. Please note that you should contact your Adviser regarding a change of degree programme.

WIYA Placements – Modern Languages students only

This screen will be displayed to all students who are currently on a **Modern Languages route** or who opt to switch to a Modern Languages route on the previous screen.



If you are interested in applying for a WIYA placement, you should indicate your intentions on this screen. You should select the language of the intended WIYA and the placement type:

- British Council – not for Arabic or Russian students
- Independent placement – not for Russian students
- A split WIYA placement between an RLUS programme and a work placement in another country (you should only use this space to add information about your work placement, not your RLUS placement)

If you intend on applying for two WIYA programmes, please note this on the application. There is also a space to provide any further information relevant to your WIYA selection e.g. if you would like to do a split WIYA across two or countries or if you are trying to find your own placement but applying to the British Council as a backup.

If you do not wish to apply to study abroad as well, you will be taken directly to the Health and Disabilities screen.

If you also wish to apply to study abroad, please select this option and you will be taken to the Choices screen.

Russian language students participating in an RLUS WIYA

If you study Russian, you also have the opportunity to participate in a WIYA programme. However, this would be through our partner in Russia, RLUS, rather than as a work placement. If you are a Joint Honours student with Russian and another subject, you can opt to undertake a split WIYA, spending one semester in Russia with the RLUS programme and one semester working abroad in a country where the other target language is spoken. **Please indicate this in the notes box on the WIYA page of the application. If you would like to spend either one semester or the full academic year in Russia through the RLUS programme, please indicate this on the Study Abroad page of the application. As the RLUS programme involves a Study Abroad placement, it is important that you complete this part of the application to be considered for the programme.**

Choices

Choices

Please indicate your application choices by numbering the boxes below, where number 1 is your top choice. You will have the opportunity to explain your choice selection on the next page of the application form.

For programmes that are available for either one semester or a full academic year, please indicate your preferred duration and timing by clicking on the boxes below. Please check the web pages for the availability for your specific subject.

Please only select programmes that you are genuinely interested in. We may not be able to offer you your first or second choice.

SCL: SCL: this indicates a [School Abroad](#) programme. Decisions will be communicated in semester two.

STA: STA: this indicates a [St Andrews Abroad](#) programme. Decisions will be communicated prior to the winter break.

WP: WP: this indicates a WIYA option for Modern Languages students. If you intend to do a split WIYA year, please indicate this on the previous page of the application form in the notes box. Please note that if you wish to spend the full year in Russia on a WIYA programme, this is only possible through the RLUS programme. If you are a Joint Honours student with Russian and another subject, you can opt to undertake a split WIYA, spending one semester in Russia with the RLUS programme and one semester working abroad in a country where the other target language is spoken. If you intend to participate in a British Council programme, please first check the [eligibility criteria](#).

On this screen, you will be asked to indicate your application choices by numbering the boxes, where number 1 is your top choice. You will have the opportunity to explain your choice selection on the next page of the application form. You can apply for as many choices as are available for your degree programme.

For programmes that are available for either one semester or a full academic year, please indicate your preferred duration and timing by clicking on the boxes below. Please check the web pages for the availability for your specific subject.



Please only select programmes that you are genuinely interested in. We may not be able to offer you your first or second choice.

You will see the following types of placement listed:

- **SCL:** this indicates a [School Abroad](#) programme. Decisions will be communicated in semester two.
- **STA:** this indicates a [St Andrews Abroad](#) programme. Decisions will be communicated prior to the winter break.
- **Modern Languages only WP:** this indicates a WIYA option for Modern Languages students. If you intend to do a split WIYA year, please indicate this on the previous page of the application form in the notes box. Please note that if you wish to spend the full year in Russia on a WIYA programme, this is only possible through the RLUS programme. If you are a Joint Honours student with Russian and another subject, you can opt to undertake a split WIYA, spending one semester in Russia with the RLUS programme and one semester working abroad in a country where the other target language is spoken. If you intend to participate in a British Council programme, please first check the eligibility criteria.
- **RLUS programmes:** if you indicate that you would like to undertake a full year RLUS placement, please note that this will be part of a WIYA programme. If you only apply to participate in an RLUS programme for one semester, this would be part of the four year degree programme.

About you

The screenshot shows a web form titled 'About You'. The first field is 'About You' with a red asterisk and a note: 'This question is mandatory and cannot be left blank.' Below it are two optional fields: 'Your Extra Curricular Activities' and 'Other Supporting Information'. At the bottom, there are 'Back' and 'Store' buttons.

Please provide a short statement outlining your reasons for applying to the St Andrews Abroad or School Abroad programme, your reasons for selecting your top choices, and your reasons for your chosen ranking. You should also address how you expect to benefit from the academic opportunities the programme provides. (600 words max). This question is mandatory.

Please tell us about your extra-curricular activities and any other interests that you would like to pursue while abroad. (300 words max). This question is optional.

Please use this space to tell us any other information you feel is relevant to your application e.g. prior study abroad experience or travel related skills (300 words max). This question is optional.

Health and Disabilities

If you have a disability, learning difficulty or long-term medical condition, please provide details of any teaching, exam or practical arrangements in place for you in St Andrews. Please note that student support services vary across our partner institutions and partners may not always be able to



offer the same arrangements as you have here. It is important that you tell us of any requirements now, so that we can liaise with the partner as early as possible.

If you know of any special condition which might affect your eligibility for travel insurance, you must advise us, either in the space below, or in a confidential letter to the Global Office. This letter should be emailed to outbound@st-andrews.ac.uk.

Your Health & Disabilities

If you have a disability, learning difficulty or long-term medical condition, please provide details of any teaching, exam or practical arrangements in place for you in St Andrews. Please note that student support services vary across our partner institutions and partners may not always be able to offer the same arrangements as you have here. It is important that you tell us of any requirements now, so that we can liaise with the partner as early as possible.

If you know of any special condition which might affect your eligibility for travel insurance, you must advise us, either in the space below, or in a confidential letter to the Global Office. This letter should be emailed to outbound@st-andrews.ac.uk.

Health & Disabilities

Your personal circumstances

Your Personal Circumstances

Please provide information, if appropriate, about any personal circumstances that may impact on your Study Abroad experience. You must also use this space to detail any disciplinary action you have faced as a St Andrews student. As part of the selection process, the Global Office may consult with Student Services.

Do you have any personal circumstances which may impact negatively on your Study Abroad experience?

Have you been subject to any disciplinary action while registered at St Andrews?

Please provide information, if appropriate, about any personal circumstances that may impact on your Study Abroad experience. You must also use this space to detail any disciplinary action you have faced as a St Andrews student. As part of the selection process, the Global Office may consult with Student Services.

Application Summary

Finally, you will reach the Application Summary. Please check all the information entered is correct before submitting your application.

NB: we cannot edit your application once it has been submitted.

After you submit your application, you will receive an email confirming that your application has been submitted successfully.



Application Summary (Click to Expand)

Student ID: 190027700
 Name: Georgia Dougherty
 Degree Intention: Master of Arts (Honours) Art History and English
 Planned Change of Degree Intention: Master of Arts (Honours) Arabic and International Relations
 Credit Weighted Mean Grade: None

Choice	Placement Name	Placement Type	Semester 1	Semester 2	Year
1	College of William and Mary	St Andrews Abroad Programme	✓		
2	National University of Singapore	St Andrews Abroad Programme	✓		
3	Purdue University	St Andrews Abroad Programme	✓		

About You: test
 Your Extra Curricular Activities: None
 Other Supporting Information: None
 Your Health & Disabilities: None
 Your Disciplinary Statement: None
 Your Personal Circumstances Statement: None

Statement

I declare that the information given on my application form is correct and complete. I understand that the University reserves the right to withdraw an offer of study abroad if the information given by me is inaccurate or misleading.

Please read the University's [Data Code](#), which outlines the University's policies in relation to the transfer of personal data to collaborative partnerships overseas. By submitting your application, you agree to us sharing information with our partners, should you be selected for Study Abroad.

I have read the above statements and I agree with them

Back Submit

You will then be taken to the screen below:

Outbound Study Abroad Application

190027700 - Georgia Dougherty

Application Status

Thank you for submitting your application.

If you have applied for a placement under the St Andrews Abroad programme, you will hear your decision by the end of semester one. You will normally only be made one offer for a St Andrews Abroad programme. Although we try to offer students their first-choice placement or period, it is not always possible to do so, and you may be offered an alternative. You may either accept or decline any offer which you may be made at this point and should respond by the specified deadline in your offer email. If you change your mind, you may enter the system again to decline the offer.

Whether you receive an offer for a St Andrews Abroad placement or not, you may be made multiple offers for School Abroad programmes if you have also applied for those. You may only accept one of these per semester (or one full year offer). If you already hold a St Andrews Abroad offer for the same period, and you subsequently accept a School Abroad offer for that period this will automatically be declined as will any other School Abroad offers for the same period(s).

If you have applied for a School Abroad or Modern Languages programme, you will be notified of the outcome early in semester two.

End

If you have applied for a placement under the St Andrews Abroad programme, you will hear your decision by the end of semester one. You will normally only be made one offer for a St Andrews Abroad programme. Although we try to offer students their first-choice placement or period, it is not always possible to do so, and you may be offered an alternative. You may either accept or decline any offer which you may be made at this point and should respond by the specified deadline in your offer email. If you change your mind, you may enter the system again to decline the offer.

Whether you receive an offer for a St Andrews Abroad placement or not, you may be made multiple offers for School Abroad programmes if you have also applied for those. You may only accept one of these per semester (or one full year offer). If you already hold a St Andrews Abroad offer for the same period, and you subsequently accept a School Abroad offer for that period this will automatically be declined as will any other School Abroad offers for the same period(s).

If you have applied for a School Abroad or Modern Languages programme, you will be notified of the outcome early in semester two.

Resetting your application

If you require the Global Office to reset your study abroad application prior to submitting it, please email outbound@st-andrews.ac.uk

Please note that we cannot reset applications which have already been submitted.

Last updated July 2021 by Bronagh Masterson, Student Mobility Officer (Outbound)

Please email outbound@st-andrews.ac.uk should you have further questions about the application process.