

Postgraduate Taught Study Abroad: Terms and Conditions

This document applies to all postgraduate taught students undertaking Study Abroad for credit as part of an approved programme.

Study Abroad is a valuable academic experience that the University encourages and supports. The purpose of this document is to set out the framework within which the University's Study Abroad programmes operate and the obligations of participating students, all of which are essential to ensuring that students have a safe and successful Study Abroad experience. It supplements information given to students pre-departure and the academic requirements detailed in the *Policy on Credits and Grade Conversions for Study Abroad*.

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Programmes and Partner Institutions

1. Study Abroad for credit is permitted only on existing University approved programmes.
2. All Study Abroad programmes are reviewed annually to ensure that required standards are maintained, a process that includes evaluation of student feedback. All partners are carefully selected and the University maintains good relations with them. The chief concern is the welfare and academic experience of all St Andrews students participating in Study Abroad and programmes may be withdrawn if staff or students report serious problems.
3. Most partner institutions will require students to complete an application process once they have been nominated to participate in the Study Abroad programme by St Andrews. The final decision on admission will be made by the partner institution, not St Andrews.
4. The Global Office will assist students with the application process to the partner institution. However, students are responsible for ensuring that they meet the partner institution's deadlines and application requirements.
5. Students should read [the University privacy notice: exchange of student personal data with partner institutions and other educational collaborations](#) prior to departure.

UK Student Visas

1. If you have a visa to study at St Andrews and have any questions about the implications of undertaking a study abroad placement whilst matriculated at St Andrews, you should consult the Student Immigration Service International Advice Team (email advint@st-andrews.ac.uk).
2. If your study abroad placement is an integral and assessed part of your degree programme, the University will normally continue to sponsor your visa while you are abroad. Where we continue to sponsor your visa, we will inform the UKVI that you are on an external placement. You must ensure that you engage fully with the modules outlined in your Learning Agreement, and maintain regular contact with the University of St Andrews during your time abroad.
3. **Please note: if you have a Student Visa, this will not cover you for study or work in other countries. You should investigate what visa you require for your host country as soon as possible.**

Pre-departure Orientation

1. All postgraduate taught students undertaking study abroad for credit are required to attend a Pre-departure briefing run by either the Global Office and the Postgraduate Placement Coordinator for their School. Further information will be sent to students via email.
2. Students are responsible for ensuring that they understand information given to them pre-departure. Any questions or concerns should be raised with the School or the Global Office before leaving St Andrews.
3. Students are responsible for ensuring that they have valid passports and visas for their Study Abroad destination. International students should seek advice from Student Services should they have any questions about returning to the UK at the end of a Study Abroad programme.
4. Students must [register their travel](#) with the University prior to departure. The Global Office will send a reminder email to students with a link to the travel registration tool.

Communication

1. The University maintains regular contact with students on Study Abroad programmes, primarily via their St Andrews email account. **Students are therefore expected to check their St Andrews email account regularly whilst abroad (at least twice per week), and to respond to University communications as requested and in a timely manner.** This includes returning Study Abroad documentation by stipulated deadlines.
2. Students must complete Online Matriculation at St Andrews by the University's stipulated deadlines.
3. Students must ensure that their Personal Details are updated with their overseas contact details via MySaint as soon as possible after their arrival at the host destination. This must include a contact telephone number and overseas address.
4. While University staff are in regular contact with students during Study Abroad placements, it is expected that students will also be pro-active and contact the University should they experience any problems while abroad.
5. For Study Abroad matters, the primary University contacts are the Global Office (studyabroad@st-andrews.ac.uk) and the student's School Study Abroad Coordinator.
6. In an emergency out of office hours, students should contact the University switchboard: +44 (0) 1334 468999.

7. The University will provide students with full details for University contacts, including emergency contacts, pre-departure.
8. The University will only assist with enquiries relating to the Study Abroad programme from next of kin where the student has authorised this pre-departure. Students can do this via the Pre-departure Agreement task in MySaint.
9. St Andrews and the partner institution will share information about a student as appropriate and relevant to the Study Abroad programme to assure students' personal safety and facilitate academic progress.

Academic Matters

1. While studying at a partner institution, students shall be subject to the academic regulations of the partner institution.
2. Students should familiarise themselves pre-departure with the [Policy on Credits and Grade Conversions for Study Abroad](#), which details the University's requirements in relation to credit and grade transfer. This policy applies to all Study Abroad programmes.
3. Some partner institutions will not release transcripts to St Andrews until students sign a transcript release form. Students should ensure they do this promptly as requested by the partner institution, so as to avoid any delay with credit and grade transfer.

Accommodation

1. Students are responsible for organising accommodation on most Study Abroad programmes.
2. Many partner institutions offer, but do not guarantee, student accommodation. Where student accommodation is available, students are responsible for ensuring they submit any application materials required by the partner institution by the stipulated deadlines.
3. Where accommodation is provided by the partner institution, the University will monitor its suitability as part of any Study Abroad programme review. However, should students find issues with accommodation abroad, they should report this to the University as early as possible. Any serious concerns will be raised with the partner institution immediately.
4. The University may, where it deems appropriate, require students to live in accommodation managed by the host institution. Where this condition is applicable, it will remain in effect for the duration of the Study Abroad semester/ year.

5. Students are responsible for making any arrangements for private accommodation. Where problems arise with private accommodation, the University may be able to help in some circumstances, but cannot intervene in disputes with private landlords abroad.

Finance

1. The majority of Study Abroad programmes involve payment of standard tuition fees to St Andrews and no tuition fee liability at the host institution. Full details and exceptions will be provided to students at the pre-departure briefing.
2. Partner institutions may charge students other fees e.g. obligatory campus insurance, fieldwork fees, and it is the participating student's responsibility to pay these directly to the host institution.
3. While they are on a University approved Study Abroad programme, students will be covered by the University's travel insurance policy. Details will be provided to students at the pre-departure briefing.
4. All other costs, including travel, accommodation and visas are the responsibility of the participating student.
5. Students awarded a Turing Mobility Grant must fulfil the conditions of their mobility contract. This includes the timely return of all documentation as specified by the Global Office. Students who do not meet the requirements of their mobility contract will forfeit their Turing Mobility Grant and may be required to return to the University any funds already received so that these funds can be refunded to the National Agency for the programme.
6. The University offers a range of scholarships to support students who will be studying abroad as part of their degree programme through the Saints Abroad scholarship portfolio. The Global Office will promote scholarship opportunities widely but it is the responsibility of students to apply for funding by the stipulated deadlines each year.
7. While studying abroad, eligible students who have financial difficulties are entitled to apply to the University's Discretionary Fund as normal.
8. On completion of the Study Abroad semester/ year, any outstanding debt at the host institution may delay return of a student's transcript to St Andrews. This will, in turn, delay credit and grade transfer.
9. Where a partner institution reports an outstanding debt to St Andrews, the University may, in exceptional circumstances, settle the debt on behalf of the student. In such circumstances, the full debt, an administration fee, plus any bank charges incurred, would have to be paid by the student to St Andrews within 14 days.

Health and Disabilities

1. Students must be aware that health services and student support arrangements will vary from destination to destination. It is vital to the success of the Study Abroad experience that students disclose any medical conditions and/or any additional support requirements pre-departure, so that the University can confirm that appropriate support will be available at the partner institution.
2. Students with medical concerns should discuss these with their GP prior to departure.
3. Students can download a copy of their current support plan in St Andrews from MySaint to share with the partner institution. However, students should be aware that the support available abroad will differ to that available in St Andrews and the partner may not be able to provide the same accommodations e.g. flexible absences, extra time for examinations.
4. Students should consider what wellbeing support may be required during the placement and contact Student Services at the University to discuss this prior to departure.
5. Students should contact the University should any wellbeing concerns arise during the placement by emailing outbound@st-andrews.ac.uk.
6. Students are responsible for ensuring that they have any necessary vaccinations prior to departure.
7. Where appropriate, and in consultation with the student, the University may share information about medical conditions or disabilities with key contacts at the partner institution.
8. Students are strongly encouraged to notify St Andrews of any health concerns that arise during their Study Abroad period, and that may impact negatively on their academic programme or Study Abroad experience.

Safety

1. Safety and the welfare of students undertaking Study Abroad programmes are paramount. Any student who feels unsafe in a Study Abroad destination should report this immediately to St Andrews and to the relevant authorities at the partner institution.
2. Students should be mindful of general personal safety precautions and attentive to advice issued by the University pre-departure. This includes advice given about safety in particular destinations.
3. Students must follow any safety guidance or instructions issued by the host institution.
4. The University strongly recommends that students register with their embassy or consulate on arrival at their host destination.

5. In the event of any international incident, the University will follow UK Foreign, Commonwealth & Development Office travel advice and will take account of any sanctions imposed by the UK government on the host destination. Instructions given by St Andrews staff in such situations will apply to all students, regardless of whether or not they are UK citizens.
6. Students who do not follow the University's guidance do so at their own risk.
7. In the unlikely event of an evacuation from a Study Abroad destination, the University will make every reasonable effort to assist students with travel back to the UK or their home country.
8. Students should refer to [UK Foreign, Commonwealth and Development Office travel advice webpages](#) for their destination country prior to departure.

Student Conduct

1. St Andrews students who study or work abroad act as ambassadors for the University and consequently the University expects students to conduct themselves appropriately, with consideration and respect for the host institution and the wider host community. While resident abroad, students should be mindful of the customs and laws of their host community. The University will view seriously any action by a student abroad that may bring St Andrews into disrepute.
2. The Student Conduct Team may inform the Global Office of any serious non-academic misconduct issues which arise between the point of application to study abroad and before the commencement of the overseas placement. The Global Office reserves the right to withdraw an application or a study abroad offer when serious non-academic misconduct issues with an applicant come to light prior to the start of the placement
3. If a student is subject to or witnesses behaviour from another student which constitutes non-academic misconduct whilst studying abroad, the reporting student will refer to and be led by the disciplinary process and regulation of the partner institution when making a report.
4. While studying at a partner institution, students will be subject to the disciplinary regulations of the partner institution.
5. While studying at a partner institution, students will continue to be subject also to the [Student Conduct Policy](#) at St Andrews.
6. Serious disciplinary incidents abroad will be reported to the Global Office by the partner institution. Depending on the nature of the incident, the University may be consulted about an appropriate course of action. However, students should be aware that, ultimately, St Andrews is not empowered to waive disciplinary action by a partner institution.

7. The University may take additional disciplinary action where it deems appropriate. Such action may include:
- Conditions set on further participation in the Study Abroad programme.
 - Expulsion from the Study Abroad programme.
 - Any disciplinary action as described in the Student Conduct Policy.
 - The above is not an exhaustive list.

Requests for Extending or Curtailing Study Abroad

1. At postgraduate taught level, study abroad is normally only permitted for one semester and requests to extend the study abroad period to the full academic year are not usually possible.
2. Where a student wishes to withdraw from a Study Abroad programme shortly after arrival at the host destination, re-joining the St Andrews semester will usually be possible only until the end of Week 1 of the St Andrews semester. Permission to return to St Andrews after Week 1 of the St Andrews semester would be required from the Associate Provost Education. It is extremely unlikely that permission to return to St Andrews after Week 2 would be granted and consequently would entail a leave of absence from St Andrews for either a semester or a full academic year. Depending on the programme of study at St Andrews, rejoining the St Andrews semester may not be possible e.g. if a study and work placement are required as part of the programme of study.
3. When a student in receipt of a scholarship or other funding (e.g. Turing Mobility Grant) attached to the Study Abroad placement withdraws from the programme, the student will be required to return all or a proportion of the scholarship to the University, scholarship donor or funding body. The proportion of the scholarship to be returned will be determined by the point in the academic year at which the student withdraws from the placement.
4. Requests to extend a placement funded by a Turing Mobility Grant should be agreed at least one month in advance of the end date of the original mobility period with the Student Mobility Officer (Global Office). A change of placement dates must be agreed in advance in accordance with mobility regulations in order to be eligible for additional mobility funding.

Data Sharing

1. If you are studying or working abroad, you should read the [University privacy notice: exchange of student personal data with partner institutions and other educational collaborations](#) which outlines the University's policy in relation to the transfer of personal data to collaborative partnerships in the UK and overseas.

