

# Summer Programme Terms and Conditions

*This document applies to all students undertaking an approved non-credit bearing summer programme.*

The purpose of this document is to set out the framework within which the University's summer programmes operate and the obligations of participating students, all of which are essential to ensuring that students have a safe and successful experience. It supplements information given to students pre-departure.

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## Programmes and Partner Institutions

1. All summer 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welfare and academic experience of all St Andrews students participating in summer opportunities and programmes may be withdrawn if staff or students report serious problems.
2. Partner institutions will require students to complete an application process once they have been nominated to participate in the summer programme by St Andrews. The final decision on admission will be made by the partner institution, not St Andrews.
3. 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.

## Pre-departure Orientation

1. All students undertaking summer programmes are required to attend a pre-departure briefing session organised by the Global Office. Details 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 summer programme 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 participating in summer 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 summer programme documentation by stipulated deadlines.

2. 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 address in the host country.
3. While University staff are in regular contact with students during summer placements, it is expected that students will also be pro-active and contact the University should they experience any problems while abroad.
4. For summer programme matters, the primary University contact is the Global Office ([studyabroad@st-andrews.ac.uk](mailto:studyabroad@st-andrews.ac.uk)).
5. In an emergency out of office hours, students should contact the University switchboard: +44 (0) 1334 468999.
6. The University will provide students with full details for University contacts, including emergency contacts, pre-departure.
7. The University will only assist with enquiries relating to summer programmes from next of kin where the student has authorised this pre-departure. Students can do this via the Pre-departure Agreement.
8. St Andrews and the partner institution will share information about a student as appropriate and relevant to the summer 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 will not receive credit for summer programmes but may receive a completion certificate from the partner institution. Summer placements will also be recognised on students' Higher Education Achievement Report upon graduation.

## Accommodation

1. Students are responsible for organising accommodation on summer 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 summer 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.

## Finance

1. Students are responsible for paying the programme fees directly to the partner institution.
2. Students participating in approved summer programmes may be eligible for Turing Scheme funding or other University managed scholarships to offset some of the costs involved. Eligibility criteria will be sent to students via email. The University cannot guarantee Turing funding or scholarships in any given year.
3. 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.
4. While they are on a University approved summer programme, students will be covered by the University's travel insurance policy. Details will be provided to students at the pre-departure briefing. Students should note the pandemic exclusion within the insurance policy.
5. All other costs, including travel, accommodation and visas are the responsibility of the participating student.
6. While abroad, eligible students who have financial difficulties are entitled to apply to the University's Discretionary Fund as normal.
7. Students awarded a Mobility Grant (e.g. Turing Scheme funding) 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 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.

8. 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, 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 summer 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 are responsible for ensuring that they have any necessary vaccinations prior to departure.
4. 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.
5. 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.
6. Students should contact the University should any wellbeing concerns arise during the placement by emailing [outbound@st-andrews.ac.uk](mailto:outbound@st-andrews.ac.uk).
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.

## Safety

1. Safety and the welfare of students undertaking summer programmes are paramount. Any student who feels unsafe in a summer programme 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 summer programme 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 partake in summer programmes 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 participate in a summer programme and before the commencement of the overseas placement. The Global Office reserves the right to withdraw an application or a summer programme 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 to Curtail a Summer Programme

1. Where a student wishes to withdraw from a summer programme shortly after arrival at the host destination, they should inform the Global Office as soon as possible.
2. When a student in receipt of a scholarship attached to the summer placement withdraws from the programme, the student will be required to return all or a proportion of the scholarship to the University or scholarship donor. 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.
3. When a student in receipt of mobility funding (e.g. Turing funding) attached to the summer placement withdraws from the programme, the student will be required to return all or a proportion of the funding to the University or mobility funding provider. The proportion of the funding to be returned will be determined by the point in the academic year at which the student withdraws from the placement.

## 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.

## UK Student Visas

1. If you have a visa to study at St Andrews and have any questions about the implications of undertaking a summer placement whilst matriculated at St Andrews, you should consult the Student Immigration Service International Advice Team (email [advint@st-andrews.ac.uk](mailto:advint@st-andrews.ac.uk)).
2. **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.**