



Postgraduate External Placement Programmes: Terms & Conditions

This document applies to students undertaking an *External Placement* as part of their taught postgraduate programme.

Participation in an *External Placement (EP)* programme is a valuable academic experience that is an integral part of some postgraduate taught degree programme. The purpose of this document is to set out the framework within which the University's external programmes operate and the obligations of participating students, all of which are essential to ensuring that students have a safe and successful EP experience. It supplements information given to students pre-departure by Schools and the Global Office.

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1 Programmes and Host Organisations

1. Students and host organisations are expected to complete relevant health and safety documents and return these to the relevant School at St Andrews by stipulated deadlines. The School will review these as part of the Placement monitoring process.
2. During the External Placement programme, students must complete all academic requirements as stipulated by their School in St Andrews.
3. The School will undertake a risk assessment prior to final approval and commencement of the programme. This may be an individual risk assessment or adaptation of a generic one to suit a particular Placement and participating student.
4. Where a student wishes to withdraw from an External Placement programme after arrival at the host destination, this should be discussed with the Global Office, Associate Provost Education and the School External Placement Coordinator as soon as possible. Depending on the programme of study at St Andrews, it may not be possible to re-join the St Andrews semester and consequently would entail a leave of absence from St Andrews for either a semester or a full academic year.
5. Requests to extend a placement should be agreed at least one month in advance of the end date of the original mobility period with the School's Placement Coordinator and the Global Office. A change of placement dates must be agreed in advance, particularly if the student is in receipt of a scholarship or external funding.
6. Students should read the [University privacy notice: exchange of student personal data with partner institutions and other educational collaborations](#) prior to departure.

2 Pre-departure Orientation

1. All postgraduate taught students undertaking an external placement for credit are required to attend a Pre-departure session run by the Global Office and their Placement Coordinator. 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. If participating in a Placement abroad, students are responsible for ensuring that they have valid passports and visas for their destination. International students should seek advice from Student Services should they have any questions about returning to the UK at the end of an External Placement programme abroad.
4. Students must [register their travel](#) with the University prior to departure. An email reminder will be sent to students by the Global Office. This also applies to students undertaking placements within the UK.

3 Communication

1. The University maintains regular contact with students on External Placement programmes, primarily via their St Andrews email account. **Students therefore have a responsibility to check their St Andrews email account regularly (at least twice per week), and to respond to University communications as requested and in a timely manner.** This includes returning External Placement 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 contact details via MySaint as soon as possible after their arrival at the host destination. This must include a contact telephone number (preferably both landline and mobile numbers).
4. While University staff are in regular contact with students during External Placements, it is expected that students will also be pro-active and contact the University should they experience any problems while away from St Andrews.
5. While away from St Andrews, the primary University contacts are the student's Placement Coordinator and the Global Office (studyabroad@st-andrews.ac.uk).
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 External Placement programme from next of kin where the student has authorised this pre-departure.
9. St Andrews and the host organisation may share information about a student as appropriate and relevant to the External Placement programme to assure students' personal safety and facilitate academic progress.

4 Accommodation

1. Students are responsible for organising accommodation on External Placement programmes. The Global Office may be able to offer some assistance with sourcing estate agents and checking contracts. The University recommends that students research options thoroughly, and seek advice from the host organisation. Where problems arise with private accommodation, the University may be able to help in some circumstances, but cannot intervene in disputes with private landlords.

5 Finance

1. Students who participate in an External Placement programme will be liable for their normal tuition fee for the academic year.
2. Participating students are responsible for informing their funding body of their intention to undertake an External Placement and clarifying with their funding body the support available for Placements. Students should note that some funding bodies may not provide full tuition fee funding for Placement programmes.
3. While on an approved External Placement 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.
4. All other costs, including travel, accommodation, visas and vaccinations are the responsibility of the participating student.
5. While on an External Placement programme, eligible students who have financial difficulties are entitled to apply to the University's Discretionary Fund as normal.
6. Students in receipt of an external placement scholarship or Mobility Grant, such as Turing Scheme funding, who withdraw from the programme prior to the agreed end date, will be required to return all or a proportion of the scholarship or funding 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.
7. Students awarded a 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 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 Health and Disabilities

1. Students must be aware that health services and support arrangements will vary from destination to destination. It is vital to the success of the Placement experience that students disclose any medical conditions and/or additional support requirements pre-departure, so that the University can confirm that appropriate support will be available at the host organisation.
2. Students with medical concerns should discuss these with their GP prior to departure.
3. If undertaking a placement outside the UK, students are responsible for ensuring that they have any necessary vaccinations prior to departure.
4. Where appropriate, and in consultation with the student, the University may share information about medical conditions or disabilities with key contacts at the host organisation.
5. Students are strongly encouraged to notify St Andrews of any health concerns that arise during their Placement period, and that may impact negatively on their academic programme or experience.

7 Safety

1. Students undertaking External Placements must comply with all workplace health and safety guidance issued by the School and by the host organisation.
2. Any student who feels unsafe in a host destination should report this immediately to St Andrews, and to the relevant authorities at the host organisation.
3. 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.
4. If undertaking a Placement abroad, the University strongly recommends that students register with their embassy or consulate on arrival at their host destination. In the event of any international incident, the University will follow UK Foreign, Commonwealth and Development Office travel advice and will take account of UK government sanctions which may be imposed on a 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. In the unlikely event of an evacuation from a host destination, the University will make every reasonable effort to assist students with travel back to the UK or their home country.
5. Students who do not follow the University's guidance do so at their own risk.
6. Students should refer to [UK Foreign, Commonwealth and Development Office travel advice webpages](#) for their destination country prior to departure.

8 Student Conduct

1. St Andrews students who study or work abroad (or in the UK) act as ambassadors for the University and consequently the University expects students to conduct themselves appropriately, with consideration and respect for the host organisation and the wider host community. While resident away from St Andrews, students should be mindful of the customs and laws of their host community. The University will view seriously any action by a student abroad, or elsewhere in the UK, that may bring St Andrews into disrepute.
2. The Student Conduct Officer 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. While working at a host organisation, students will be subject to the disciplinary regulations of the host organisation.

4. While working at a host organisation, students will continue to be subject also to the [non-academic](#) and [academic](#) misconduct policies at St Andrews.
5. Serious disciplinary incidents may be reported to the University by the host organisation. 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 host organisation.
6. The University may take additional disciplinary action where it deems appropriate. Such action may include:
 - A written warning
 - Conditions set on further participation in the programme
 - Expulsion from the Placement programme
 - Any disciplinary action as described in the non-academic misconduct policy.

9 UK Student Visas

1. If you have a visa to study at St Andrews and have any questions about the implications of undertaking an external 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 external 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 courses/ activities stipulated in your Work Placement 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.**

10 Data Sharing

2. 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: