

Global Office

# Postgraduate Research Study Abroad: Terms and Conditions

This document applies to all postgraduate research students undertaking Study Abroad or research through an approved St Andrews programme. Approved programmes are semester long, or full-year exchanges offered either by the Global Office or through an academic School or Department with an institutional partner, or short-term research placements provided through the Global Office. Opportunities currently available which fall under the purview of this document can be viewed on our [webpages](#).

The Global Office updates offerings in collaboration with academic Schools and international university partners, and new opportunities will be advertised and added to the list of available options online as they arise. Any such new Study (or research) Abroad programmes will also be subject to these terms and conditions. For clarity, these terms and conditions do not intend to apply to individually arranged research trips, for example to visit archives, libraries, labs, or research centres, etc., nor do they apply to fieldwork activity. They are also not relevant to periods spent at partner institutions within a Global PhD or other joint programme when the terms of a specific contract between the Parties will pertain usually alongside the rules and regulations of each institution. Reference to Study Abroad programme/s throughout this document is to study or research programme activity as defined here.

Study or research 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 for PGR students 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 which is given to students pre-departure. [Postgraduate Senate Regulations](#) pertain during any period of University-endorsed study abroad.

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## 2. Programmes and Partner Institutions

1. A partner institution is typically another Higher Education Institution with which the University of St Andrews has a contractual relationship to support Study Abroad programme activity. A partner institution may also be a research centre or institute (whether independent or part of a university).
2. Postgraduate Research Study Abroad Terms and Conditions apply to all PGR exchange or outbound Study Abroad programme activity co-ordinated by academic Schools/Departments or the Global Office as defined at the outset of this document. Study or research periods abroad within this definition must be approved by the School, through endorsement via the student's supervisor and Director of Postgraduate Research.
3. 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.
4. 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.
5. 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.
6. Students should read the [University privacy notice: exchange of student personal data with partner institutions and other educational collaborations](#) prior to departure.

### 3. Application requirements

To apply for a Study Abroad programme postgraduate research students must satisfy the following initial criteria:

1. Be enrolled and fully-registered on a full-time St Andrews postgraduate research programme which is of two or more years' duration. PGR students on co-tutelles or whose principal supervisor is at another institution are not eligible, nor are students on one-year research programmes.
2. Have completed at least one full year of your programme and have satisfied progress requirements set out in the [Progress Review Policy](#).
3. Not be within your continuation period either at point of application, or during the period of planned mobility.
4. Have the support of your supervisor/s and the School's Director of Postgraduate Research.

Students in receipt of funding should ensure that they have researched any regulations from the appropriate research council or funder in relation to Study Abroad before applying. It is the student's responsibility to ensure any period abroad is compatible with these regulations.

### 4. Pre-departure Orientation

1. All postgraduate research students undertaking Study Abroad on School or Global Office programmes are required to review the Pre-Departure information provided by the Global Office prior to departure.
2. In addition, students are required to attend any briefing sessions which may be organised by their School.
3. Students are responsible for ensuring that they understand information given to them pre-departure. Support and guidance are available to assist with practical and academic arrangements related to Study Abroad programmes. Any questions or concerns should be raised with the School or the Global Office before leaving St Andrews.
4. 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.
5. Students must [register their travel](#) with the University at least two weeks prior to departure: The Global Office will send a reminder email to students with a link to the travel registration tool.

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## 5. 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 and relevant Study Abroad documentation by stipulated deadlines and continuing to engage with supervisor and School communications.
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 (preferably both landline and mobile numbers).
4. While University staff are in regular contact with students during participation in Study Abroad programmes, 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 ([outbound@st-andrews.ac.uk](mailto:outbound@st-andrews.ac.uk)) and the student's School Study Abroad Co-ordinator, but contact should also be maintained with the St Andrews supervisor/s.
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. Postgraduate research students will be invited to authorise next of kin contact via Pre-departure Agreement co-ordinated through the Global Office.
9. St Andrews and the partner institution involved in a Study Abroad programme will share information about a student as appropriate and relevant to the programme to assure students' personal safety and facilitate academic progress and will do so in compliance with UK Data Protection regulations through pre-agreed arrangements with each partner institution.

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## 6. Academic Matters

1. While studying or researching at a partner institution on a Study Abroad programme, students shall be subject to the academic regulations of the partner institution. Students also remain subject to the rules and regulations of St Andrews whilst on Study Abroad programmes.
2. Postgraduate research students should make arrangements with the partner institution prior to application for Study Abroad to ensure that there is appropriate supervisory support or academic contact during their Study Abroad programme, and arrangements must have the approval of the St Andrews supervisor and Director of Postgraduate Research.
3. Postgraduate research Study Abroad programmes will not normally carry credit, but partner institutions may require attendance at mandatory courses or modules during the programme. It is the student's responsibility to ensure that they comply with any such requirements. Performance in such courses or modules may be taken into account during a student's annual progress review at St Andrews; any research undertaken during the student's Study Abroad programme would normally fall within the scope of such annual progress reviews.

## 7. 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 period.

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5. Students are responsible for making any arrangements for private accommodation, but the University may be able to offer some assistance with sourcing estate agents and checking contracts. 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.

## 8. 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.
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 subject to submission of their travel arrangements to the University's Travel Tool. Details will be provided to students at the pre-departure briefing. Students should note the pandemic exclusion within the insurance policy. Please note that students' partners and/or families are not covered by university travel insurance when accompanying the student abroad. We recommend taking out an appropriate insurance policy to cover them where necessary.
4. All other costs, including travel, accommodation and visas are the responsibility of the participating student.
5. While studying abroad, eligible students who have financial difficulties are entitled to apply to the University's Discretionary Fund as normal.
6. Students awarded a Mobility Grant through the Turing scheme or any other funding programme, must fulfil the conditions of their mobility contract. This includes the timely return of all documentation as specified by the Global Office or funding body. Students supported by the Turing scheme 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. External funding body provision is subject to the rules and regulations of that funding body, and it is the student's responsibility to check and comply with any such rules and regulations.
7. On completion of the Study Abroad programme, any outstanding debt at the host institution must be met.
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 fee of £25, plus any bank charges incurred, would have to be paid by the student to St Andrews within 14 days.

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## 9. 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. The Global Office conducts due diligence assessment of all Study Abroad programme partners, including an assessment of local health provision, but it is not always possible to maintain complete information relevant to every potential individual need. It is recommended, therefore, that the participating student researches the provision at the Study Abroad programme destination partner institution and in the host country prior to departure.
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. 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.
5. Where a student is supported by Turing scheme funding, Mobility Grant payments may be increased from the norm depending on specific categories defined by the scheme related to disadvantaged status or special educational needs or disabilities. The Global Office will communicate with all participants who are in receipt of Turing scheme funding where it may be possible to provide this additional funding and will be required to share information with the National Agency for the scheme to facilitate any such additional funding. Additional funding within these areas is not guaranteed.
6. 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.



## 10. 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 partner institution at which the Study Abroad programme takes place.
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.

## 11. Student Conduct

1. St Andrews students who Study Abroad act as ambassadors for the University and consequently the University expects students to conduct themselves appropriately, with consideration and respect for the partner 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. While engaged in a Study Abroad programme at a partner institution, students will be subject to the disciplinary regulations of the partner institution.
3. While studying at a partner institution, students will continue to be subject also to the [non-academic misconduct policy](#) at St Andrews.
4. 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.
5. 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 Study Abroad programme
  - Expulsion from the Study Abroad programme
  - Any disciplinary action as described in the non-academic misconduct policy

## 12. Requests for Extending or Curtailing Study Abroad

1. Students who wish to extend their period on a Study Abroad programme must seek the permission of their School(s) and the Global Office as well as any external funding body, where relevant. Extensions will only be granted where students receive academic approval and the Agreement with the partner institution permits an extension. Students are responsible for ensuring any such extension complies with the rules and regulations of any external funding body and that they record any changes to Study Abroad activity with them as appropriate.
2. Students who have committed themselves to spending a period abroad but wish to return to St Andrews early should consult their School and supervisors and the Student Mobility Officer (Global Office).

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3. When a student in receipt of a scholarship attached to the Study Abroad programme 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.
4. Requests to extend a placement funded by a Mobility Grant should be agreed at least one month in advance of the end date of the original mobility period with the Collaborations 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. Increased funding cannot be guaranteed.
5. When a student in receipt of mobility funding (e.g. Turing scheme funding) attached to the Study Abroad programme 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 is calculated on a case-by-case basis and depends on multiple factors, such as the funding programme regulations and the point in the academic year at which the student withdraws from the placement. Students in receipt of funding are responsible for undertaking the necessary consultation with their School and with the Global Office before withdrawing from the programme. Students are responsible for checking financial impacts with their funding provider if they are externally funded.

## 13. 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](mailto: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 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.**

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## 14. Data Sharing

1. Students participating in a Study Abroad programme, 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.