

Study Abroad - Terms and Conditions 2015-16

This document applies to all 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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1. 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is the welfare and academic experience of all St Andrews students participating in Study Abroad and programmes may be withdrawn if staff or students report serious problems.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.

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4. The Collaborations & Study Abroad team 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.

2. Pre-departure Orientation

1. All students undertaking study or work abroad (or in the UK) for credit are required to attend a pre-departure briefing session organised by the Collaborations & Study Abroad team. Any student who fails to attend, without being excused in advance, may have their permission to study abroad withdrawn by the Dean.
2. In addition, students are expected to attend any briefing sessions organised by their School.
3. 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 CSA team before leaving St Andrews.
4. Participation in all Junior Honours Study Abroad programmes will be conditional upon module results at the end of sub-honours. Honours entry is the minimum requirement for Study Abroad. Where programmes have higher entry requirements, this will be clarified to students at the application stage.
5. 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.

3. 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.



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3. Students must ensure that their Personal Details are updated with their overseas contact details via iSaint 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 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 Collaborations & Study Abroad team (studyabroad@st-andrews.ac.uk) and the student's School Study Abroad Co-ordinator.
6. In an emergency out of office hours, students should contact the University switchboard: +44 (0) 1334 476161.
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.
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.

4. 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*, available at: www.st-andrews.ac.uk/studyabroad/outgoingstudents/AcademicInformation/, 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.

5. 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, 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.

6. 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.

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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 an Erasmus Mobility Grant must fulfil the conditions of their Erasmus contract. This includes the timely return of all documentation as specified by the CSA team. Students who do not meet the requirements of their Erasmus contract will forfeit their Mobility Grant and may be required to return to the University any funds already received.
7. 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.
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.

7. 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 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. 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.

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8. 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 Office travel advice. 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.

9. 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. While studying at a partner institution, students will be subject to the disciplinary regulations of the partner institution.

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3. While studying at a partner institution, students will continue to be subject also to the non-academic misconduct policy at St Andrews (www.st-andrews.ac.uk/students/rules/appeals/non-academicmisconduct/).
4. Serious disciplinary incidents abroad will be reported to the Collaborations & Study Abroad 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

10. Requests for Extending or Curtailing Study Abroad

1. Students who spend Semester One abroad and wish to extend their stay to a full academic year must seek the permission of their School(s) and the Registry Manager (CSA). Extensions will only be granted where students receive academic approval and the agreement with the partner institution permits an extension.
2. It will not normally be possible to extend a Semester Two Study Abroad into the following academic year.
3. Students who have committed themselves to spending a full academic year abroad but wish to return to St Andrews for Semester Two should consult their Study Abroad Co-ordinator. This may not be possible on some programmes (e.g. if semester dates conflict), but where it is possible, the University would expect a student to have a good reason for requesting a withdrawal.
4. 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 Pro Dean (Advising). 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