The Collaborations & Study Abroad (CSA) team

Our team is part of the Registry Unit based in St Katharine’s West on The Scores. The team provides central administration for University exchange and study abroad programmes, and programmes delivered collaboratively with other institutions, both in the UK and overseas. We are here to support you through your study abroad experience, allowing you to make the most of your time overseas.

From left to right:
Jennie Parkinson, Registry Officer (Student Support)
Sam Dixon, Registry Senior Administrator
Brenda Marin, Registry Senior Administrator (Erasmus+)
Bronagh Crosse, Collaborations and Study Abroad Officer
Morag Mayes, Registry Senior Administrator
Samantha Lister, Head of Academic Partnerships and International Experience
For further information about the team please see: www.st-andrews.ac.uk/studyabroad/team/

Our contact details
Office hours: Monday to Friday, 9am to 5pm

Collaborations & Study Abroad
Registry
University of St Andrews
St Katharine’s West
16 The Scores
St Andrews
Fife, KY16 9AX
Scotland, UK

Tel: +44 (0)1334 462245
Fax: +44 (0)1334 463330
www.st-andrews.ac.uk/studyabroad/outgoingstudents/
studyabroad@st-andrews.ac.uk

You can also contact the main University switchboard at any time on +44 (0) 1334 476161.

Use our Facebook group (University of St Andrews Collaborations & Study Abroad) to get in contact with us and other students who are going on their year abroad. www.facebook.com/AtHomeAndAbroadSocietyahaSocStAndrews

The Collaborations and Study Abroad Team also run student consultation hours from 2-4pm, Monday to Friday, during term time in St Katharine’s West, The Scores. You should also ensure that you have the contact details for your School and Study Abroad Coordinator.
Before you go

Permission
Permission to participate in your external programme is conditional upon:
• Successful completion of modules this year and progression to Honours (plus any additional School requirements);
• Your attendance at the Pre-departure briefing;
• Your agreement of the CSA Terms & Conditions.

Study Abroad and WIYA/ External Placement Terms & Conditions
All students who are studying or working abroad should ensure that they read the Collaborations & Study Abroad Terms & Conditions for their programme. 
www.st-andrews.ac.uk/studyabroad/outgoingstudents/documentation

Documentation
• All students: it is important that you return all of the relevant CSA documentation. You may have various forms to return throughout the course of your placement so please check our webpages carefully. www.st-andrews.ac.uk/studyabroad/outgoingstudents/documentation/
• Study Abroad students: you should ensure that you enrol for modules and return your signed Learning Agreement to CSA within four weeks of arrival. All courses must be approved by your Study Abroad Coordinator in St Andrews.
• Erasmus+ students: you should ensure that you return all necessary Erasmus+ documentation by the relevant deadlines throughout the academic year. www.st-andrews.ac.uk/studyabroad/outgoingstudents/documentation/

Pre-departure briefing
All students studying or working abroad (or in the UK) for credit will be required to attend a Study Abroad Pre-Departure Briefing. This meeting is held in April each year and will provide students with essential information from Registry, Finance, the Proctor’s Office and Student Services. Attendance at the pre-departure meeting is compulsory – students who do not attend and do not provide an adequate explanation as to why they cannot attend will have their permission to participate in their external programme withdrawn.
Advising and matriculation

• Students who are studying or working abroad as part of a St Andrews degree programme must matriculate at St Andrews. You will be contacted via email when online matriculation opens.
• The Online Matriculation facility will be available from mid-August and will close in early September.
• All students will be contacted via their University email account when the online system opens.
• All Study Abroad/ Work Placement students will be expected to register for 2016-2017 using the Online Matriculation facility.
• Once the online matriculation process has been completed you will receive a confirmation email. If you experience any problems please email: matriculation@st-andrews.ac.uk
• NB students who do not complete online matriculation on time will fall under the Failure to Register policy.
• As part of online matriculation you will be asked to:
  – Confirm your placement details (including start and end date).
  – Update your contact details – ensuring that you include a local telephone number.
• It is extremely important that you complete both of these steps and ensure your placement dates are accurate.

Personal details

• It is essential that you update your personal details online if these change after online matriculation. Please ensure that you add your overseas address and contact details.
• Please ensure that your bank details are up to date and accurate in e-vision. This is particularly important if you will be receiving funding or scholarships from the University.
**Academic information**

- Spend time researching modules/courses at your host institution and agree a programme of study with your Study Abroad Coordinator. For more information about choosing modules, please refer to the Academic Information section of our webpages.
- In consultation with your Study Abroad Coordinator, you will complete a Learning Agreement. This document is vital and details the overseas modules for which you will receive credit on your return to St Andrews. Failure to return this document within your first four weeks of your placement could have severe financial and academic consequences.
Health and safety

Health
Prior to departure, you should check with your GP in the UK whether you require any vaccinations. You can also find helpful tips on the NHS Scotland website, Fit For Travel (www.fitfortravel.nhs.uk/destinations). You may also wish to refer to the NHS travel guidance (www.nhs.uk/livewell/travelhealth/Pages/Travelhealthhome.aspx). It is advisable to visit your GP, dentist and optician before you leave to receive a general check-up. If you are on regular medication, seek the advice of your doctor and ask for a letter to take with you explaining your medication. You may also wish to take sufficient supplies with you to ensure that you have enough medication to last you for the first couple of months. Check with your host institution about medical facilities and registering with a doctor on arrival.

Please note that some host institutions will require you to undergo a health examination which you may need to pay for. You will be informed by your host institution if a health check is required.

Foreign Commonwealth Overseas (FCO)
You should check the FCO website regularly for updates regarding changes to the security situation, visas and health matters in your host country. You can also register for travel alerts for specific countries from the FCO website. www.gov.uk/foreign-travel-advice

Safety
Be mindful of general safety precautions no matter where you are e.g.
• Walking home at night.
• Letting friends know where you are.

You may also wish to register with the local consulate or embassy. If you feel unsafe in your host destination, report this to the relevant authorities abroad and to St Andrews immediately.
Travel and insurance

Insurance
St Andrews students authorised to study or work abroad as part of their degree programme will be covered by the University’s travel insurance policy. www.st-andrews.ac.uk/studyabroad/outgoingstudents/accommodationandlivingabroad/insurance/

The University’s insurance provider is currently AIG Insurance – Globe Cover. Policy number: 0015901761.

Booking flights
You are advised not to book flights until you receive official acceptance from your host institution and have secured your visa, if necessary.

European Heath Insurance Card (EHIC)
• A European Health Insurance Card (EHIC) entitles you to reduced-cost, sometimes free, medical treatment if it becomes necessary while you’re in a European Economic Area (EEA) country or Switzerland. www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx
• As well as the EHIC card the NHS provides general information about health care abroad (www.nhs.uk/NHSEngland/Healthcareabroad/Pages/Healthcareabroad.aspx). Please refer to the EHIC website for application information and eligibility criteria.
Passport and visas

• If you are participating in a study or work abroad programme, you should ensure that your passport is valid for the duration of your trip, and for at least six months after you return to the UK. Remember that some host institutions may request a copy of your passport as part of their application process.

• We recommend that you scan your passport and send the scan to your own email address.

• If you have a visa to study at St Andrews, and have any questions about the implications of studying or working abroad, you should consult Student Services.

• Visas are likely to be required if you are studying outside the EU, or if you are a St Andrews student from outside the EU. We recommend checking requirements with the relevant embassy early on. It is your responsibility to make sure you have the necessary visa documentation.

• We also recommend that you ensure your student visa allows multiple entry if you are planning to travel outside your host country. For more information on visas please refer to our Passports and Visas webpage. www.st-andrews.ac.uk/studyabroad/outgoingstudents/passportsandvisas
Lake Atitlan, Guatemala, by Zoe
Tuition fees

• If you participate in an undergraduate Study Abroad programme you will be charged your normal tuition fee for a full academic year, whether you spend a full year abroad or one semester in St Andrews and one semester abroad.
• If you participate in a 60-credit WIYA (Integrated Year Abroad) programme you will be charged half your normal tuition fee for the academic year.
• If you participate in a Biology or Chemistry External Placement programme, you will be charged your normal tuition fee for a full academic year.
• It is your responsibility to ensure that you inform your funding body of your intention to go abroad. For more information regarding tuition fees, please refer to our webpages. www.st-andrews.ac.uk/studyabroad/outgoingstudents/financeandscholarships/tuitionfees/

Banking

• Notify your bank that you are going abroad and seek advice on banking while you are away.
• You may also wish to set up a bank account abroad. Please refer to our webpages for further details. www.st-andrews.ac.uk/studyabroad/outgoingstudents/financeandscholarships/banking/
**Erasmus+ Intensive Language Courses**
These courses are open to Erasmus+ students travelling to a country with a language other than French, German or Spanish. EILCs gives you the opportunity to study the language of the host country for three to eight weeks, prior to the start of an exchange programme. For further information, please contact the CSA team. See also the UK Erasmus+ National Agency site for details.
www.erasmusplus.org.uk

**Evening Language courses at St Andrews**
Within the University, the Evening language courses offers classes in a variety of languages. There is a fee attached to these courses, which last for ten weeks and, depending on resources and demand, may be available from beginners to advanced level.

**Centre for Academic, Professional and Organisational Development (CAPOD)**
CAPOD provide short programmes for students helping them to enhance their workplace skills. This could be highly beneficial if you are about to embark on a British Council or Independent Work Placement. There are over 30 skill topics on offer, from how to be a team leader to time management skills and they are all completely free. The courses come in the form of online workshops to lunchtime/evening workshops, to fit around your timetable. There is no need to book, just come along to a session that interests you.
www.st-andrews.ac.uk/capod/students/studentdevelopment/

**Teach First**
Teach First is constantly looking to promote and support students who are interested in teaching. They offer skills labs across universities in the UK which may appeal to those of you who are undertaking Language Assistantships or Work Placements next year. If you are interested in attending a skills lab, please contact the graduate recruiter for St Andrews: iharrison@teachfirst.org.uk
At Home and Abroad Society

AHA (At Home And Abroad Society) is made up of students from a wide variety of countries, most of whom have worked or studied abroad. They are there to act as a supportive and friendly network for study and work abroad students. They plan a variety of sociable events throughout the semester, which you can find out about though their Facebook page.

www.facebook.com/AtHomeAndAbroadSocietyahaSocStAndrews

Dylan, who studied in Iceland
While you are away

Keep in touch
• Confirm your safe arrival with CSA.
• **Check your St Andrews email regularly** and keep in touch with CSA; notify us immediately if you have any problems.
• **Please respond immediately to any emails which CSA send regarding your health and safety.**
• Keep in touch with your Honours Adviser about module choice for your return.
• If you buy a local SIM card, please update your contact telephone number in e-vision.

In cases of emergency
In the unlikely event of an emergency in your country, such as a natural disaster, follow the steps:
• UK citizens should register with the British Embassy, giving them your contact details.
• Follow any advice given by the Foreign and Commonwealth Office. [www.gov.uk/government/organisations/foreign-commonwealth-office](http://www.gov.uk/government/organisations/foreign-commonwealth-office)
• Keep checking your [University email account](#) for any updates from the CSA team. It is important that you respond to messages from the team in a timely manner.
• The University will follow FCO advice and students must follow any instructions given in this context.
• Follow any local advice by provide by the host institution or your employer
Accommodation
- Ensure that you meet any application deadlines set by the partner institution.
- If you are unable to arrange accommodation for your full stay abroad, arrange temporary accommodation for your arrival, for example in a hostel.
- We advise that you use any contacts you may have in the area to find out more about accommodation including your university or workplace.
- Be mindful of your safety; never go to house viewings on your own and beware of scams.
- If applying for accommodation in St Andrews for your return, ensure you meet the St Andrews returning student deadline.
- You may wish to refer to our accommodation guides on our webpages: www.st-andrews.ac.uk/studyabroad/outgoingstudents/accommodationandlivingabroad/accommodationabroad/

Adjusting to a new academic culture
- Teaching and learning styles at your host institutions may be very different from St Andrews. Try and prepare for this before you leave by talking to St Andrews students who have studied there and by researching academic guidance on the host institution website.
- Remember to use office hours where available and any academic support services offered. Bear in mind is that your host University's policies may be different from St Andrews; you should therefore not make assumptions.
- Read our Academic Culture guides for North America, Singapore and Australia. www.st-andrews.ac.uk/studyabroad/outgoingstudents/academicinformation/academicculture
Working abroad

Working abroad provides an exciting opportunity to gain some valuable work experience in a different cultural environment, while also developing your language skills. However, before you go, it is helpful consider what it will be like to transition from a university to a work place environment. You will be faced with new challenges that you might not have encountered before. Considering what some of these challenges might be will help to prepare you for the experience. You should consider:

- The work place environment
- Your commute to work
- Dress code
- Dealing with difficult colleagues
- Managing your workload

Please see our webpages for further advice on transitioning to the work place. www.st-andrews.ac.uk/studyabroad/outgoingstudents/opportunitiesabroadandhowtoapply/workingabroad/modernlanguages/topstipsforworkingabroad

The French volcanic island of Reunion, by Ellen
Grade conversion

• If you are studying at an institution overseas as part of a St Andrews degree programme, you will be awarded credits and grades at the partner institution, which will be converted into St Andrews credits and grades. Should you have any questions about your academic programme abroad, please contact your Study Abroad Coordinator.

• At the end of your exchange, your host university will prepare a transcript of your results. Some partners send this to the Collaborations & Study Abroad team; others may issue it to you. It is vital that the University of St Andrews obtains the original transcript as soon as possible, so please ensure you follow any host university procedure to enable this (some institutions will require you to sign a release form). Submit any evidence you wish your School to consider in the grade conversion process to your Study Abroad Coordinator by the end of Week 2 in the semester immediately following your Study Abroad period. Please note that additional supporting evidence is normally only considered when the grade awarded by the host institution spans more than one numeric grade on the St Andrews scale.

• If you have any outstanding debts at the host institution, it is unlikely that your transcript will be released until these have been cleared.

• Grades are converted in Schools, using the standard Conversion Tables. The conversions are then submitted to the Deans for approval of the methodology used. Please contact your Study Abroad Coordinator should you have any questions about the grade conversion process. www.st-andrews.ac.uk/studyabroad/outgoingstudents/academicinformation/creditandgradeconversion

• Please refer to the CSA webpages for full details on the grade conversion process. www.st-andrews.ac.uk/studyabroad/outgoingstudents/academicinformation
**Student Services**
Student Services is there for you to support you through any worries and concerns you may have when returning to St Andrews, whether academic or personal. They offer a confidential, professional service, ensuring that you receive individual and high quality support. If you contact them, they will offer you support quickly, initially via their Support Advice Team who, as first responders, can discuss your difficulty, and agree with you the best way forward. [www.st-andrews.ac.uk/studentservices](http://www.st-andrews.ac.uk/studentservices)

**Centre for Academic, Professional and Organisational Development (CAPOD)**
CAPOD provides a comprehensive range of opportunities to support personal, professional and academic development for you. If you are worried about entering Honours, your writing style or simply adjusting back to academia at St Andrews then CAPOD can help you. They run courses throughout the semester such as academic and study skills and you can also book a one-on-one Study Skill or Maths support appointment with them. [www.st-andrews.ac.uk/capod/](http://www.st-andrews.ac.uk/capod/)

**Photo competition**
The Collaborations & Study Abroad Office hold a photo competition each year for our outbound St Andrews students. We are always amazed at the creativity and imagination of our students and we look forward to receiving your entries to the current competition! [www.st-andrews.ac.uk/studyabroad/outgoingstudents/returningtostandrews/outboundphotocompetition/](http://www.st-andrews.ac.uk/studyabroad/outgoingstudents/returningtostandrews/outboundphotocompetition/)
CSA team
Collaborations and Study Abroad offers Drop In Sessions from 2-4pm Monday-Fridays in term time in St Katharine’s West, The Scores (www.st-andrews.ac.uk/studyabroad/outgoingstudents/opportunitiesabroadandhowtoapply/studentconsultationhours). You can come here to discuss any questions and queries. If it is a more complex issue relating to study abroad we will be able to make an appointment at the drop in session. Collaborations and Study Abroad also provides feedback sessions for students to discuss their time abroad. You might be contacted to take part in a feedback session but if you would like to give feedback please contact our CSA Intern: csaintern@st-andrews.ac.uk
The CSA team will also invite you to help with our promotional events, including our annual study abroad fair and academic culture sessions. As ambassadors for study abroad, we value your assistance at these events.

The French volcanic island of Reunion, by Ellen
Collaborations & Study Abroad

St Katharine’s West, 16 The Scores
St Andrews, Fife, KY16 9AX, Scotland (UK)

T: +44 (0)1334 462245
F: +44 (0)1334 463330
E: studyabroad@st-andrews.ac.uk
W: www.st-andrews.ac.uk/studyabroad

This project has been funded with support from the European Commission. This publication reflects the views only of the University, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Cover photography: Venice by Hope, who worked in Naples

Produced by Print & Design, University of St Andrews, May 2016.

All the information in this publication was correct at time of going to press.

The University of St Andrews is a charity registered in Scotland. No: SC013532