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.

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
E: outbound@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: http://bit.ly/sta-studyabroad

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

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 will provide students with essential information from Registry, Finance, the Proctor’s Office and Student Services. The 2017 Pre-Departure Briefing will take place on Wednesday 26 April at 2pm in the Buchanan Lecture Theatre. Please ensure that you sign the attendance list.

Please note: 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.

Documentation
CSA documents and agreements for students studying abroad:
• Pre-departure Agreement (acceptance of Terms & Conditions)
• Learning Agreement:
  o Draft agreed with your School before you leave St Andrews
  o Returned to CSA within four weeks of arrival at host institution
• Student Report (on completion of placement).
Please see our webpage for further information on completing this documentation: www.st-andrews.ac.uk/studyabroad/outgoingstudents/documentation

CSA documents and agreements for students on work placements:
• Pre-departure Agreement (acceptance of Terms & Conditions)
• Work Placement Agreement (8 weeks prior to your departure) OR Work Placement Agreement Language Assistant (no later than one month after arrival)
• St Andrews Student Report (on completion of placement).

Please see our webpages for further information on completing this documentation:
www.st-andrews.ac.uk/studyabroad/outgoingstudents/documentation

In addition to the above documentation, all students undertaking an Erasmus+ study or work placement must complete the following documentation:
• Erasmus+ Mobility Contract (issued via email)
• Erasmus+ Learning or Work Placement Agreement*
• Student Acknowledgement of Receipt of Grant (SARG) x 3
• Erasmus+ Student Report (Study/ Placement)
• Certificate of Attendance
• Erasmus+ Completion to Learning or Work Placement Agreement*
• Online Linguistic Support (OLS) Assessment (if applicable) X 2.

*You much complete the correct Erasmus+ Work Placement Agreement (there is a specific Work Placement form for British Council Language Assistantships).

All Erasmus+ forms can be downloaded from our webpages:
www.st-andrews.ac.uk/studyabroad/outgoingstudents/documentation
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 2017-2018 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: www.st-andrews.ac.uk/studyabroad/outgoingstudents/academicinformation
- 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 whether you require any vaccinations for travel to your host country. You can find helpful tips on the NHS Scotland website, Fit for Travel: [www.fitfortravel.nhs.uk/destinations](http://www.fitfortravel.nhs.uk/destinations)

If you are on regular medication, seek advice from your doctor and ask for a letter to take with you explaining your condition and 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](http://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.

Local laws and customs
It is important that you research local laws and customs carefully prior to departure, such as dress code or carrying identification. Daily life in your host country will be different from St Andrews and it is important that you prepare for this by speaking to students currently abroad via our Facebook group and researching your host country on the FCO webpages.
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

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 Health Insurance Card (EHIC)
• A European Health Insurance Card (EHIC) entitles you to reduced-cost, or sometimes free, medical treatment while you’re in a European Economic Area (EEA) country or Switzerland.
• 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: www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx
**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
Finance

Tuition fees
The University of St Andrews operates a credits-based tuition fee policy which is consistent across all programmes and cohorts and therefore also applies to students studying or working abroad.

It is your responsibility to ensure that you inform your funding body of your intention to go abroad. Please be aware that your funding body may not provide a tuition fee grant for full tuition fees. Whether or not you receive, or indeed are entitled to receive, funding support for tuition fees is a matter for you and the relevant funding body.

- 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.
- If you participate in an RLUS programme you will also liable for RLUS fees.

Please see our webpages for further information about tuition fees and funding for your programme: 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
Preparatory courses

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. See the UK Erasmus+ National Agency webpages for further 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.

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


Student societies

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, such as 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/accommodationinsuranceandlivingabroad/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 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 about assessments and deadlines: 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 Réunion, 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

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 Skills or Maths support appointment with them: 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
The Collaborations & Study Abroad team
The Collaborations & Study Abroad (CSA) team run student consultation hours from 2-4pm, Monday to Friday, during term time in St Katharine’s West, The Scores. During these hours, we invite you to drop-in with any questions you may have relating to your return to St Andrews, such as grade conversion.

The CSA team also runs Feedback Sessions for students to discuss their time abroad. We may invite you to take part in a feedback session for your host country or university but if you would like to provide feedback to us directly please email outbound@st-andrews.ac.uk.

Oslo, Norway, by Kirsty
Collaborations & Study Abroad

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