Traineeship Funding Programme - Participant Terms and Conditions

Acceptance of an offer for Traineeship Funding signifies acceptance of the terms and conditions detailed in this document. The purpose of this document is to set out the framework within which the University's Traineeship Funding Programme operates and the obligations of participating students, all of which are essential to ensuring that students have a safe and successful experience abroad. It supplements information given to students during the pre- departure meetings and the academic requirements detailed in the undergraduate regulations.

The University of Aberdeen's Traineeship Funding Programme is managed by the Go Abroad Team.

1. Traineeship Funding Programme and Host Institutions

1. Traineeships abroad may be undertaken as part of a funded programme administered by the Go Abroad team or as independent placements (usually unfunded) administered by the relevant School.

2. All Go Abroad programmes are reviewed regularly to ensure that required standards are maintained, a process that includes the evaluation of student feedback. The chief concern is the welfare and academic experience of all students participating in the programme and host organisations may be deemed inappropriate if staff or students report serious issues.
3. Students are required to source traineeships themselves, although the School or Department may offer guidance to students undertaking compulsory traineeships.

4. Traineeships undertaken as part of the Traineeship Funding programme must have a minimum duration of 2 weeks (14 days) and a maximum duration of 12 months. The majority of the traineeship duration must take place between 1 September and 31 August.

5. Traineeships must not take place during any period of time a student is required to be on campus in Aberdeen or at another host institution, eg a Mode B Languages student should not start their Term 2 traineeship until after the Term 1 assessment period in Aberdeen.

2. Pre-departure requirements

1. All students undertaking funded traineeships are required to attend all pre-departure information sessions organised by the Go Abroad Team. Any student who does not engage with these mandatory sessions, without being excused in advance, may have their offer for funding withdrawn.

2. In addition, students are expected to attend any information sessions organised by their School/Department.

3. Students are responsible for ensuring that they understand the information given to them in the information sessions. Any questions or concerns should be raised with the Go Abroad Team before leaving Aberdeen.

4. Continued participation in the programme is conditional upon a student achieving the following:
   4.1. Sufficient credits, equivalent to 120 Aberdeen credit points per programme year, and the compulsory course requirements of the degree. Students going abroad for the full year, or first semester must not have any outstanding reassessments.

4.2. Continued support of the relevant Go Abroad Tutor(s).
4.3. Acceptance by the host organisation.
4.4. Completion of all necessary Go Abroad paperwork, submitted by the required deadlines.
4.5. Registration at the host organisation.

5. Students are responsible for ensuring that they have a passport which is valid for at least 6 months following the end of the programme.

6. Students are responsible for researching the entry requirements for their host country, applying for any appropriate visas and/or permits (if applicable) in good time, checking recommended processing times as indicated by the relevant host country embassy/consulate.

7. International students should seek advice from the International Student Advisors should they have any questions about returning to the UK at the end of their programme. International Students are also obliged to comply with continued UK Student Visa monitoring processes whilst abroad. Guidance will be provided by the Go Abroad Team and International Student Advisors.

3. Communication

1. The University maintains regular contact with students on traineeship, primarily via their University of Aberdeen email account. Students are therefore expected to check their Aberdeen email account regularly whilst abroad (at least twice per week), and to respond to the Go Abroad Team's communications as requested and in a timely manner.

2. Students are expected to read any communications from the host organisation diligently and regularly check their host organisation email account, if one is provided (at least twice per week). Students are expected to respond to the host organisation's communications as requested and in a timely manner.

3. Students are responsible for returning Go Abroad documentation by stipulated deadlines, retaining copies and providing replacement copies if requested by the Go Abroad Team or host organisation. Failure to meet the stipulated deadlines may result in students; being withdrawn from the programme, not being admitted/accepted by the host organisation, delayed payments/cancellation of funding (where applicable), the inability to transfer back credits/course recognition (where applicable).

4. Students must remain a registered University of Aberdeen student whilst overseas and must complete online registration at the University of Aberdeen by the University's stipulated deadlines.

5. Students must ensure that their Personal Details are updated with their overseas contact details via the Student Hub as soon as possible after their arrival at the host destination. This must include a contact telephone number (preferably both landline and mobile numbers). Students will also be asked to provide these details to the Go Abroad Team on their arrival documentation.

6. While the Go Abroad Team are in regular contact with students during their traineeship, it is expected that students will also be pro-active and contact the Go Abroad Team should they experience any problems while abroad. The primary University contacts are the Go Abroad Team (GoAbroad.Outgoing@abdn.ac.uk) and the relevant Go Abroad Tutor.

7. The University will provide students with full details for university contacts, including emergency contacts, at the pre-departure session and in the Go Abroad Handbook.

8. The University will only assist with enquiries relating to the programme from next of kin where the student has authorised this pre-departure.

9. Students will be required to provide emergency contact details for the duration of the programme prior to departure.

10. The University of Aberdeen and the host organisation will share information about a student as appropriate and relevant to the programme to assure students' personal safety and facilitate academic progress. (Please see the section on data sharing for more information)

11. Students will be required to provide feedback to the University of Aberdeen at the end of the programme.

4. Academic Matters

1. The transfer of credit and recognition for any achievements during the programme is entirely at the discretion of the appropriate authorities at the University of Aberdeen.

2. Students should consult with the named Go Abroad Tutor(s) for their degree subject(s) to complete a training plan listing any academic requirements to be undertaken during the programme.

3. Students are responsible for obtaining approval from the relevant Go Abroad Tutor(s) before making any changes to the traineeship plan noted in condition 4.2 above.

4. The University of Aberdeen applies a no credit award policy to non-compulsory Traineeship programmes. Students on compulsory Traineeships may be awarded the amount of credit detailed in the degree prescription on successful completion. Grades will not be awarded for Traineeship achievements but may be awarded for associated coursework marked in Aberdeen.

5. Students who fail to meet the academic requirements for their programme as detailed in the Training Plan (see condition 4.2) will not be deemed to have passed the traineeship and may be required to repeat all or part of the year of study on return to the University of Aberdeen. This may affect academic progression and/or graduation.

6. Students should familiarise themselves pre-departure with the General Regulations for First Degrees requirements for progression, Regulation 16. These regulations apply to all students undertaking Go Abroad programmes.

7. Students are responsible for ensuring the Go Abroad Team receive a traineeship certificate detailing their achievements during the programme. Students must provide this promptly at the end of the programme, to avoid any delay with recognition and academic progression.

5. Accommodation

1. Students are responsible for organising accommodation for the duration of their programme.

2. Many host organisations offer, but do not guarantee, accommodation. Where accommodation is available, students are responsible for ensuring they submit any application materials required by the host organisation by the stipulated deadlines.

3. The host organisation may, where it deems appropriate, require students to live in accommodation managed by the host organisation. Should students find issues with accommodation abroad, they should report this to the host organisation and the Go Abroad Team as early as possible. Any serious concerns should be raised with the host organisation immediately.

4. Where accommodation is not provided or not required by the host organisation, students are responsible for arranging private accommodation from a reputable source. If problems arise with private accommodation, the Go Abroad Team will seek to provide advice but cannot intervene in disputes with private property owners abroad.

6. Finance

1. Students undertaking a Go Abroad programme are still required to pay tuition fees to the University of Aberdeen at the rates detailed here: https://www.abdn.ac.uk/study/undergraduate/how-much-will-it-cost-3069.php#panel3259. There is no tuition fee paid to the host organisation.
    1.1. NB Students who fail to complete online registration on time will find that SAAS/Student Finance withdraws their tuition fee support. This is to be avoided at all costs.

2. Host organisations may charge students other fees, eg mandatory health insurance, fieldwork fees, facilities fees and it is the student's responsibility to confirm these fees pre-departure, and to pay these directly to the host institution. The University of Aberdeen is not responsible for and will not pay for any such expenses.

3. Students receiving student funding should continue to be eligible for grants/loans as normal.

4. Students are responsible for ensuring that they have sufficient funds available to cover the duration of the programme. We recommend the exchange budget calculation tool.

5. All other costs, including travel, accommodation and visas are the responsibility of the student. Students are responsible for the proper disbursement of any grant or scholarship funding awarded for the duration of the programme and may be liable to repay such sums as might be judged to have been misspent or paid in error.

6. While abroad, eligible students who have financial difficulties are entitled to apply to the University's Discretionary Fund as normal.

7. Students awarded Turing Scheme funding must additionally fulfil the conditions of a funding contract between the student and the University. This includes the timely return of all documentation as specified by the Go Abroad Team. Students who do not meet the requirements of the funding contract (eg who withdraw from the programme) will forfeit their mobility grant and may be required to return to the University any funds already received. Students with outstanding debts to the University of Aberdeen may not be permitted to register or graduate.

8. On completion of the programme, any outstanding debt at the host organisation may delay return of required documentation to the University of Aberdeen. This will, in turn, delay any recognition and impact academic progression.

9. Should students fail to meet the academic requirements for progression during programme. They may be required to repeat all or part of the year of study in Aberdeen, with no guarantee of tuition fee support from their funding body.

7. Health and Disabilities

1. Students must be aware that health services and student support arrangements will vary from destination to destination. Students are strongly encouraged to disclose any medical conditions and/or any additional support requirements to the host organisation, to ensure that their requirements can be accommodated.

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 or medical examinations prior to departure.

4. Students are strongly encouraged to notify the University of Aberdeen of any health concerns that arise during their programme, and that may influence negatively on their performance or experience.

5. Students will be required to register for Travel Insurance provided by the University of Aberdeen's Insurance underwriter, when advised to do so by the Go Abroad Team and are encouraged to sign up to receive the accompanying travel alerts. This Travel Insurance will be provided free of charge. Students traveling to Europe will be required to have a valid European Health Insurance Card/Global Health Insurance Card, as applicable. Students will also be required to meet any health insurance requirements at their host institution, including paying for insurance provided by the host, if applicable.

6. Students are responsible for ensuring that the travel insurance provided by the University of Aberdeen and any health insurance provided by the host institution are sufficient for individual health requirements. Students should obtain personal travel and health insurance for any travel outside of the host destination.

8. Student Wellbeing

1. The safety and wellbeing of students undertaking a Go Abroad programme are paramount. Any student who feels unsafe in a host destination should report this immediately to the Go Abroad Team and to the relevant authorities at the host organisation.

2. Students should be mindful of general personal safety precautions and be attentive to advice issued by the University of Aberdeen pre-departure. This includes advice given about safety in particular destinations.

3. Students must follow any safety guidance or instructions issued by the host organisation.

4. The University of Aberdeen strongly recommends that students sign up for travel alerts issued by the UK Foreign, Commonwealth & Development Office (FCDO) and the University travel insurance provider. Students should also check the location and contact details for their nearest embassy or consulate on arrival at their host destination.

5. Students are also encouraged to download the Safezone app, which can be used globally: SafeZone | Students | The University of Aberdeen

6. In the event of any international incident, the University of Aberdeen will follow UK FCDO travel advice. Instructions given by the Go Abroad Team in such situations will apply to all students, regardless of whether they are UK citizens.

7. Students who do not follow safety guidance issued by the University of Aberdeen or the host organisation do so at their own risk.

8. 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.

9. The University of Aberdeen's Student Support Services remain available to students while at their host destination.

9. Student Conduct

1. University of Aberdeen 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 organisation and the wider host community. While resident abroad, students should be mindful of the laws and customs of their host community. The University will view seriously any action by a student abroad that may bring the University of Aberdeen into disrepute.

2. While at the host organisation, students will be subject to the disciplinary codes and regulations of both the host organisation and the University of Aberdeen.

3. Serious disciplinary incidents abroad will be reported to the Go Abroad Team 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, the University of Aberdeen is not empowered to waive disciplinary action taken by the host organisation.

4. The University of Aberdeen and host organisation may request students' assistance in promoting Go Abroad programmes during or after the programme.

5. Students are expected to adhere to the conditions set out in this document, at all times.

10. Extensions or Cancellations

1. It is not normally possible to extend a student's period abroad.

2. Students may withdraw from the non-compulsory programmes at any time by notifying the Go Abroad Team. Students wishing to withdraw from compulsory programmes should discuss the available options within their degree requirements with the Go Abroad Team and the relevant Go Abroad Tutor.

3. Where a student wishes to withdraw from a programme before departure, the University of Aberdeen cannot reimburse the student for purchased flights, deposits, or visa expenses etc. These costs remain the student's own responsibility.

4. Where a student wishes to withdraw from a programme before or shortly after arrival at the host destination, re-joining teaching in Aberdeen will usually be possible only until the end of Week 2 of the Aberdeen term. It is extremely unlikely that permission to return to Aberdeen after Week 2 would be granted and consequently would entail a leave of absence from the University.

5. Students who withdraw from the host organisation without prior consultation with the Go Abroad team, will be deemed to have withdrawn from the University of Aberdeen and may be required to repay all, or part, of any student funding provided.

6. When a student in receipt of an exchange scholarship or mobility grant withdraws from the programme, the student will be required to return all or a proportion of the funding to the University or scholarship donor. The proportion of funding to be returned will be determined by the point in the programme which the student withdraws from the placement. Please note that funding bodies have their own terms and conditions, and students are subject to the conditions associated with their own funding contract.

7. Due to external factors (including, but not limited to, global pandemics, natural disasters or political instability in the host country) and the associated complications which may arise, the programme may be cancelled by either the University of Aberdeen or the host organisation at any point.

8. Neither the University of Aberdeen nor the host organisation are liable to cover any associated costs incurred by the student because of withdrawal or cancellation for any reason.

9. The Go Abroad Team reserve the right to cancel a Go Abroad programme at any time if the conditions in this document are not met.

11. Consent for Data Sharing

1. The University of Aberdeen may share personal data, provided in a student's application, or held within a student's record, with the host organisation and any funding bodies (eg when confirming programme details to student funding/scholarship organisations). Where the University shares personal data with countries outside of UK, we will ensure that there are appropriate safeguards in place to protect the sharing of personal data.