

**STUDENTS LONG TERM ATTACHMENT (LTA) ARRANGEMENTS UNDER A TRAINING GRANT**

An application form is available on the [STFC web site](http://www.stfc.ac.uk/funding/studentships/studentship-terms-conditions-guidance/overseas-fieldwork/) for institutions to apply for LTAs for their students who are funded under Training Grants. A long-term attachment (LTA) is a single visit of 120 days up to a maximum of **365** days. Applications should be as realistic as possible when putting forward the number of days of LTA required.

The table below shows the current maximum contributions STFC will provide:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Facility/Country** | **COLA or Weekly Subsistence** | **Travel** | **Accommodation** | **Language Course** | **Personal Visit Home / Other Fieldwork** | **Removal Costs****(365 days)** |
| CERN | £4,438.40 pa | £200 | Paid by CERN and invoiced to STFC | £250 | £200 | £1,500 |
| DESY | £2,930.95 pa | £200 | €1000 | £250 | £200 | £1,500 |
| FERMILAB | £4,800.00 pa | £600 | $950 | N/A | £600 | £3,800 |
| Australia | £140.00 ws | £900 | N/A | N/A | £900 | £3,800 |
| Belgium | 104.00 ws | £200 | N/A | £250 | £200 | £,1,500 |
| Canada | £216.00 ws | £600 | N/A | N/A | £600 | £3,800 |
| Chile | £140.00 ws | £900 | N/A | £250 | £900 | £3,800 |
| Chile (Telescopes) | £280.00 ws | £900 | N/A | £250 | £900 | £3,800 |
| Denmark | £152.00 ws | £200 | N/A | £250 | £200 | £1,500 |
| Finland | £222.00 ws | £200 | N/A | £250 | £200 | £1,500 |
| France | £152.00 ws | £200 | N/A | £250 | £200 | £1,500 |
| Germany | £152.00 ws | £200 | N/A | £250 | £200 | £1,500 |
| Italy | £152.00 ws | £200 | N/A | £250 | £200 | £1,500 |
| Japan | £212.00 ws | £800 | N/A | £250 | £800 | £3,800 |
| Mexico | £100.00 ws | £500 | N/A | £250 | £500 | £3,800 |
| Norway | £220.00 ws | £300 | N/A | £250 | £300 | £1,500 |
| Portugal | £104.00 ws | £200 | N/A | £250 | £200 | £1,500 |
| Russia | £148.00 ws | £500 | N/A | £250 | £500 | £3,800 |
| Spain | £104.00 ws | £200 | N/A | £250 | £200 | £1,500 |
| Spain (Las Palmas) | £150.00 ws | £300 | N/A | £250 | £300 | £1,500 |
| South Africa | £146.00 ws | £600 | N/A | N/A | £600 | £3,800 |
| Sweden | £222.00 ws | £200 | N/A | £250 | £200 | £1,500 |
| Switzerland | £152.00 ws | £200 | N/A | £250 | £200 | £1,500 |
| USA | £218.00 ws | £500 | N/A | N/A | £500 | £3,800 |
| Hawaii | £214.00 ws | £700 | N/A | N/A | £700 | £3,800 |
| OTHER | Please contact STFC for rates for any other countries not listed |

RISK ASSESSMENTS

Research Organisations must ensure a risk assessment is completed prior to student travel. This is important to ensure students are aware of the implications of their travel and that all individual matters have been considered and mitigated to enable safe travel and stays overseas.

COLA

The COLA rates provided above are a per annum rate. When making an application, institutions will be required to provide the number of day’s duration to be spent on LTA so that STFC can calculate the amount due for the duration. This will be provided to institutions in the LTA approval letter. This will enable institutions to calculate the daily rate, if necessary, which will be the same for all students at those facilities. We would expect students to be paid their COLA with their maintenance. No receipts from the students would be required for COLA either by STFC or the institution.

For students at London institutions the COLA contribution will be reduced by STFC by the London Weighting rate of £2,000 per annum pro rata for the time spent on LTA.

Students who return to the UK during a period of LTA should have their COLA rate stopped for any period exceeding fourteen (14) days until return to LTA. For students who visit elsewhere COLA should be stopped for any period exceeding seven (7) days until return to LTA. This would be the responsibility of the institution.

REMOVAL COSTS

If removal costs are required, then LTA visits of a year will be awarded at the maximum rates quoted above. Students may use a removal company to transport their personal belongings. Removals will need to be arranged by the student with the removal company. The removal company STFC most commonly use are happy to invoice institutions direct for these costs. It will be necessary for universities to set up contracts with the removal company well in advance of the LTAs.

Excess baggage up to a maximum of £500 may be claimed for shorter trips i.e. less than a year. The cost of a reasonable amount of excess personal baggage (maximum 1 cubic metre/35 cubic feet) is an allowable cost including insurance cover for personal LTA baggage up to a value of £3,000.

Students can also drive to their LTA destinations and use the LTA removal costs to pay for fuel, sea crossings and any overnight accommodation required during the journey. However, it would be the responsibility of the student to insure their own vehicle.

OTHER FIELDWORK WHILST ON LTA

Funds can be requested to support additional fieldwork trips whilst a student is on LTA. These additional trips will need to be justified in the case for support. The maximum number of trips STFC will support is 4 per annum.

TRAVEL

The estimated costs of travel to a specific facility or site will be based on STFC rates for travel to Recognised International Facilities. Travel should be by the cheapest and most direct route. Receipts should be retained for all travel claims in line with the requirements of the university’s travel and subsistence rules.

You must continue to follow the Foreign Commonwealth and Development Office (FCDO) advice as this will affect the validity of travel insurance.

CERN

Supervisors should provide their plans for studentship attachments to the UK Liaison Office (UKLO) uk.admin@cern.ch at least 3 months in advance due to increasing difficulties in finding suitable accommodation. The duration of the LTA should be decided at the outset from 120 days to a maximum of **365** days.

Individuals requiring a visa should take the necessary steps to have these issued in advance of their expected arrival date. Individuals planning to bring private vehicles should contact the UKLO as transport can be an advantage in some areas.

On arrival at any of the site facilities, the students are required to register with the UK Liaison Office. The Liaison Office will advise on expected code of conduct and safety issues at the facility and will also assist, if necessary, with opening a local bank account.

The UKLO set [quarterly start and end dates](http://www.stfc.ac.uk/funding/studentships/studentship-terms-conditions-guidance/overseas-fieldwork/) in January, April, July and October with application deadlines three months before the arrival dates. However, with the delays in students taking up LTAs the arrangements may vary while the backlog of LTAs are accommodated. Accommodation costs for CERN will be paid direct by STFC. However, on vacating apartments any damage the students cause will be re-charged to the university department by STFC and deducted from the LTA payment.

All students on LTA must agree to follow the Housing Rules and the CERN Code of Conduct.

[Additional guidance and important information](https://www.ppd.stfc.ac.uk/Pages/For-Students-Only.aspx) for students concerning their LTA at CERN has been provided by the UKLO.

FERMILAB

For students travelling to Fermilab accommodation costs of $950 per month will be awarded.

LANGUAGE COURSES

Where it is necessary for a student to gain proficiency in a foreign language STFC will provide a contribution towards the cost of a short, concentrated language course which may be taken before or at the commencement of the LTA. Arrangements for attendance at such courses are the responsibility of the student/university.

PERSONAL HOME VISITS

The cost of one return journey, by the cheapest and most direct route, between the place of study and home in the UK may be requested for each approved year of an LTA. This is in addition to the initial outward journey and final journey home.

INSURANCE AND HEALTHCARE

The Research Organisation will be responsible for providing travel and emergency medical insurance cover for students on LTA. This insurance should include repatriation, personal accident and disability. If students require additional healthcare cover for some countries and/or facilities Research Organisations should also provide this cover.

**IMPORTANT: Healthcare cover is a requirement for students on LTA at CERN and we would recommend this is provided for other countries**.

COST OF HEALTHCARE

Research Organisations will be able to request additional costs for healthcare cover for students at the application stage in 2022. These costs should not exceed £2000 per student per annum.

HEALTHCARE CHECKS PRIOR TO ATTACHMENT

Depending on the nature of your travel and medical insurance some ongoing health conditions may not be covered. If students have an existing condition that requires regular medication it may be advisable to see their GP prior to their visit and take any medication required. Likewise, they should arrange any check-up dental and optician appointments etc prior to the attachment.

GHIC

Students travelling to the EU on LTA will need to apply for a GHIC for the time of LTA. Applications should be made [online](https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-uk-global-health-insurance-card-ghic/) and Research Organisations will need to provide students with a letter confirming the following:-

* name and address of the UK educational institution (if you’re going as part of a UK course)
* address of where you're studying in the EU
* details of the qualification you're studying for
* dates your course started and is due to finish

Please note the GHIC card does not currently apply to students staying in Norway, Iceland, Liechtenstein or Switzerland.

CHILDCARE

A student can claim costs under the awarded funds for extraordinary childcare expenses as a result of their LTA e.g. flights and additional accommodation for their child. Additional funds will not be awarded.

LTA PAYMENTS

Payments will be made directly to the university department in the quarterly payrun along with the other training grant payments. Once approved LTA payments will be profiled over the remainder of the training grant. Students starting their LTA before the additional funding for LTA is received should receive payment from existing training grant funds.

RECEIPTS

No receipts are required for COLA. Training Grants are included under the Funding Assurance Programme (FAP) and therefore receipts should be retained by the institution for travel, accommodation, removal costs and language courses.

VISA COSTS

Please note visa costs if required can be charged to the training grant.

INELIGIBLE COSTS OF LTAS

Excess insurance, for example dangerous sports

Transporting household effects

Storage

Local transport costs

Passports

Text books for language courses

IF YOU HAVE ANY QUERIES, PLEASE CONTACT STUDENTSHIPS:

Email: studentships@stfc.ukri.org