

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

An application form is available on the STFC website: [Applying for overseas fieldwork costs – UKRI](#) 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.

A review process whereby a panel led assessment will take place to assess each application. Please ensure that all questions within the LTA Application Form are answered with clear justification.

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

Facility/Country	COLA or Daily Subsistence	Travel to and from facility	Accommodation	Language Course	Personal Visit Home	Other Fieldwork
CERN	£12.16 ds	£210	Paid by CERN and invoiced to STFC	£250	£210	£210
DESY	£8.03 ds	£210	€1000pm	£250	£210	£210
FERMILAB	£13.15 ds	£660	\$950pm	N/A	£660	£660
SLAC USA	£12.33 ds	£770	\$1700pm	N/A	£770	£770
Australia	£20.00 ds	£990	N/A	N/A	£990	£990
Belgium	£14.86 ds	£210	N/A	£250	£210	£210
Canada	£30.86 ds	£660	N/A	N/A	£660	£660
Chile	£20.00 ds	£990	N/A	£250	£990	£990
Chile (Telescopes)		£990	N/A	£250	£990	£990
Denmark	£21.71 ds	£210	N/A	£250	£210	£210
Finland	£31.71 ds	£210	N/A	£250	£210	£210
France	£21.71 ds	£210	N/A	£250	£210	£210
Germany	£21.71 ds	£210	N/A	£250	£210	£210
Italy	£21.71 ds	£210	N/A	£250	£210	£210
Japan	£30.29 ds	£880	N/A	£250	£880	£880
Mexico	£14.29 ds	£550	N/A	£250	£550	£550
Norway	£31.43 ds	£315	N/A	£250	£315	£315
Portugal	£14.86 ds	£210	N/A	£250	£210	£210
Russia	£21.14 ds	£550	N/A	£250	£550	£550
Spain	£14.86 ds	£210	N/A	£250	£210	£210
Spain (Las Palmas)	£21.43 ds	£315	N/A	£250	£315	£315
South Africa	£20.86 ds	£660	N/A	N/A	£660	£660
Sweden	£31.71 ds	£210	N/A	£250	£210	£210
Switzerland	£21.71 ds	£220	N/A	£250	£210	£210
USA	£31.14 ds	£550	N/A	N/A	£550	£550

Hawaii	£30.57 ds	£770	N/A	N/A	£770	£770
OTHER	Please contact STFC for rates for any other countries not listed					

MULTIPLE LTAs

We will consider more than one LTA where there is a strong case. However, we will not award more than three per student.

LTA DURATION

We will only consider LTA durations of less than 120 days for trips where there are issues gaining a visa for longer than this period. STFC would not award more than three LTAs per student any requests for extensions will only be considered if supported by a clear and sufficient justification.

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. This includes checking the visa requirements for those students considering travelling with a partner or family (please see further guidance in this document).

Please see the LTA checklist for supervisors at [Appendix 1](#) when completing risk assessment.

COST OF LIVING ALLOWANCE (COLA)

The COLA rates provided above are a daily rate which is calculated from the per annum rate. When making an application, institutions will be required to provide the number of days the student will spend 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 to either STFC or the institution.

Although the COLA can be used towards accommodation costs when on LTA, funding will not be provided to cover living costs in the UK while students are undertaking their LTA.

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.

USE OF LTA FUNDING

Funding awarded for COLA must be paid to students at the rate awarded. The LTA funding that is provided although allocated under specific categories may be used flexibly, when necessary, across all eligible LTA related costs, for example fieldwork, travel and COLA rates.

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 necessary, LTA visits for a year will be approved up to the maximum rate of £500. ***However, students are encouraged to request only the amount needed for their actual removal expenses.*** Students may use either excess baggage services or a removal company to transport their personal belongings. It is the student's responsibility to coordinate with a removal company and obtain quotes before submitting an LTA application. Universities must establish contracts with the removal company well in advance of the LTA.

Please note that STFC accommodation at CERN is fully furnished and includes furniture and kitchen items, please note, it does not include bedding, this can be purchased separately from CERN if required. It is therefore anticipated that stays at CERN will require minimal removal costs that can be covered under excess baggage. The cost of transporting household effects is not covered, as stated in the section below **'Ineligible costs of LTAs'**.

Students can drive to their LTA destinations (it is the responsibility of the student to ensure their own vehicle) and use the LTA removal costs to pay for fuel, sea crossings and any overnight accommodation required during the journey (accommodation is limited to £170.00 per night).

Students taking a vehicle on LTA at CERN will need to contact the UK Liaison Office in advance as accommodation parking may be limited or unavailable.

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. Any fieldwork trips must be directly related to the student's research and contribute meaningfully to its objectives. Fieldwork trips should not be used for general networking, non-essential workshops or activities that could be completed remotely. The maximum number of trips STFC will support is 4 per annum per student and not per LTA.

Please see section 'Use of LTA Funding' for advice on when a COLA rate should be stopped when a student is away from their LTA for a period.

TRAVEL

Travel to a specific site/facility should be in accordance with the [UKRI travel policy](#). 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.

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.

CERN

An [LTA registration form](#) must be completed 3 months before the start of the LTA. The duration of the LTA should be decided at the outset from a minimum of **120** days to a maximum of **357** days.

Individuals requiring a visa should take the necessary steps to have these issued in advance of their expected arrival date. The UKLO will want to meet individually with students on arrival and will agree the arrangements for this with the student directly in advance of their arrival. Please note that arrival times at CERN must be within **office hours, Monday to Friday**.

Accommodation costs for CERN will be paid directly 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.

[Additional guidance for students](#) concerning their LTA at CERN has been provided by the UKLO.

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

Personal home visits are only eligible for those students whose LTA is 365 days. 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. This is in addition to the initial outward journey and final journey home.

INSURANCE AND HEALTHCARE

IMPORTANT: For all students on LTA, it is the Research Organisation's responsibility to provide travel and emergency medical insurance cover. Research Organisations will be able to claim towards Healthcare Insurance Cover for students at the application stage up to a maximum of £2500 per annum (pro rata). It is the RO's responsibility to apply for Healthcare Insurance through the [STFC Insurance Portal](#) once the LTA is approved. Any additional healthcare insurance required should be provided through the flexibility of the LTA funds.

CERN Insurance and Healthcare:

IMPORTANT: By Swiss Law, Institutes will have to provide health cover for all students that is in line with CERN requirements, extract below.

STFC have been provided with the following information regarding the requirements for cover specifically at CERN. For more information go to [Health insurance requirements applicable to CERN](#).

- Coverage must be both in France and Switzerland (as required by the Home Institution Declaration HID. Some insurances do not cover Switzerland)
- Coverage must include protection against occupational illnesses and occupational accidents (as required by the HID, needs business or work option for travel insurances)
- Coverage must cover all types of illnesses and accidents (some insurances exclude certain types)
- Coverage must be provided whether an emergency case or not (some travel insurances only cover emergency treatment)
- Coverage must include maternity (for females)
- Coverage must include treatment in case of epidemics and pandemics
- Coverage must include mental health issues (psychologist support)

- Limit for maximum medical expenses per case must be sufficiently high, i.e., at least 500,000 EUR per case (some insurances have a rather low limit, e.g., 50,000 EUR per case, which is insufficient)

Please note that the EHIC/GHIC cards are not sufficient to meet the Healthcare Insurance Cover requirements for CERN.

PARTNERS/SPOUSES

Students considering traveling on their LTA with a partner or spouse are to be aware that STFC will not fund any additional costs associated with this (including the required Healthcare Insurance Cover at CERN). Students will need to be aware of the VISA requirements for their intended place of travel before requesting a partner on an LTA as these vary between locations and it may not always be possible to travel with a partner.

Please note that accommodation priority will be given to students at CERN on LTA in the first instance and therefore it may not always be possible for STFC to accommodate a request even once applied for. Those who intend to travel with their spouse or family will need to contact studentships@stfc.ukri.org and uklo.team@cern.ch to discuss this request.

CHILDCARE

A student can claim costs under the awarded funds for extraordinary childcare expenses because of their LTA e.g., flights and additional accommodation for their child. Please refer to the UKRI Training Grant guidance [UKRI training grant guidance – UKRI](#)

Any accompanying child on LTA at CERN will need to have adequate healthcare cover (as detailed above) which will not be claimable from the awarded funds.

EXTENSIONS

Any extensions to an LTA need to be agreed by STFC in advance once a written supporting statement has been provided by the student's supervisor. Please note that no additional funding will be provided above what was allocated at the application stage. For CERN LTAs, students will need to enquire with UKLO.

LTA PAYMENTS

Payments will be made directly to the university department in the quarterly pay run 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.

VISAs and VISA COSTS

A visa may be required depending on the purpose, length and destination of the trip. It is the responsibility of the students and supervisors to check visa requirements for the relevant country. Foreign travel advice can be found [here](#). All Visa costs should be charged to the relevant training grant and are not included in the funding awarded for the LTA.

PASSPORTS

Please make sure that all students have a valid passport for the full duration of their LTA to avoid disruption. Students are responsible for checking the entry requirements of the country in which they intend to undertake their LTA.

INELIGIBLE COSTS OF LTAS

Transporting household effects
Storage
Local transport costs
Passports
Textbooks for language courses
Clothing
Rental vehicles
Home visits for an LTA less than 365 days

CHECKLIST

Please refer to the [additional checklist for supervisors](#) and students before submitting LTA application.

SUPERVISOR/UNIVERSITY RESPONSIBILITIES

Please read the [responsibilities of supervisors and universities document](#) provided to ensure all considerations have been taken into account for before and during students go on their long-term attachment overseas.

CONTACT

If you have any queries please contact studentships, email: studentships@stfc.ukri.org.

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LTA CHECKLIST FOR SUPERVISORS:

When applying for funding for an LTA it is important to consider the following:

Student welfare:

- Is the LTA appropriate for the student and their individual circumstances?
- Does the student require any additional support while on placement? (medical/physical/mental health)
- Does the student have any additional needs or vulnerabilities that need to be taken into consideration?
- Is the student aware of their Health Insurance and Travel Insurance details provided by their Research Organisation should the need to claim arise?
- Does the student understand that their additional COLA allowance while on placement is paid directly from their RO in addition to their stipend?
- Is the student aware of what they are able and unable to claim for while on their LTA?
- Is the student aware of any expectations of personal conduct on their placement? (Please see additional CERN specific information)

Before the student departs on LTA:

- Does the student have a passport valid for the **full duration** of their LTA?
- Does the student have the correct VISA in place if required?
- If the student is considering traveling with a partner or child (to CERN), has this been discussed with the UKLO in advance?
- Is the student aware of who to contact on arrival on LTA and where to register?
- Does the student have their supervisors contact details?
- Is the student aware of any specific arrival requirements at their LTA (office hours etc?)

Location specific information:

- Is the student aware of the UKLO opening hours for arrival (CERN)?
- Is the student aware of the need for health insurance that the RO must provide in addition to travel insurance and what the implications of traveling without this are?
- Has the student considered appropriate clothing and items that are not eligible to be funded for their location?
- Is the student comfortable with their Living arrangements (apartment sharing etc)?
- Is the student aware who will be responsible for booking their travel (will the Research Organisation be booking this on the student's behalf, or will the student book and claim these costs directly from their RO)?
- Does the student acknowledge the rules about visitors to their placement (specific to their location)?
- Does the student understand the role of STFC office staff and the UKLO (CERN)?
- Has the student considered how they will travel while on placement? (e.g., rental vehicles are not eligible for funding, parking may not be available).