

Responsibilities of Supervisors/Universities for STFC funded students on LTA overseas

The following is a reminder of the responsibilities of supervisors and universities who aim to have students on placements abroad.

Registration Requirements:

- Make sure the pre-registration has been completed for the relevant institute.
- For CERN LTAs, students should initiate the [CERN registration form](#) for supervisor's approval in advance of arrival at least 3 months before the start date
- Liaise with [UKLO](#) if there are any queries regarding students going to CERN.
- Identify the student's supervisor onsite (or who they should report to in their experiment) and make sure the student has their contact details.
- Brief the student on what they need to do to conclude their registration on site.
- Put in place the required Health Insurance and Travel Insurance for the placement country and ensure the student has all the details.

Student welfare responsibilities:

- Consider if the placement will be appropriate for the student and their individual circumstances.
- Consider if the student has any additional needs or vulnerabilities that need to be taken into consideration. For any reasonable adjustments please see the [UKRI Disabled Student Allowance Framework](#).
- Make sure that any special requirements are notified to the student's supervisor or relevant support office. For CERN placements, the Student LTA form is submitted directly to the UKLO and requests this additional information.
- Ensure there is a support plan in place for the student should their individual circumstances require this (medical/physical/mental health) and the detail of this is shared with the relevant support office or supervisor.
- It is a requirement of the Research Organisation to collaborate with the students LTA facility to ensure that any safety measures have been taken and that relevant risk assessments are completed for example with equipment use and participating in night shifts.

Financial Information needed:

- Make the student aware of the grant they have been allocated to and how they will receive it (e.g., their stipend and COLA are paid directly from their RO).
- Tell the student what they are able and unable to claim for while on their LTA and how this should be done (please refer to the guidance notes and contact the studentships office studentships@stfc.ukri.org if there are any questions regarding this).

Travel essentials:

- Make the student aware that their passport must be valid for the **full duration** of their LTA to cover any return travel. Many countries require travellers to have at least **3 months of validity** remaining on their passport when traveling internationally and be **less than 10 years old on the date of entry**. Students are responsible for checking the entry requirements of the country in which they intend to undertake their LTA.
- Obtain the relevant visa for students where necessary.
- Book travel tickets or instruct the student to do so and give instructions on how to reclaim the cost.

Location specific responsibilities:

- Give the student details of the role, contact details and location of the UKLO (CERN) or support functions if applicable, at other destinations.
- Draw the student's attention to the responsibilities associated with UKLO accommodation and those of other locations if appropriate.
- Make sure the student has considered appropriate clothing and items that are not eligible to be funded for their location.
- Ask the student to familiarise themselves with the local policy on visitors during their LTA.
- Ask if the student has considered how they will travel while on placement (e.g. rental vehicles are not eligible for funding, parking may not be available).
- In exceptional circumstances, if it is felt that additional accommodation costs are required to carry out the students LTA, this should be included in the justification section of the LTA form with a breakdown of costs.

Responsibilities during the LTA:

- Through the support plan in place, provide duty of care to students.
- Act on swiftly and provide duty of care in situations escalated by UKLO or other support functions.
- Continue to follow up with student/s on a regular basis and ensure that the host keeps the supervisor up to date with the students' progress.