

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

An application form is available on the STFC web site for institutions to apply for LTAs for their students who are funded under Training Grants. A long term attachment is a single visit of 120 days up to a maximum of 730 days. No additional funding will be available for extending LTAs on any approved application.

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
CERN	£4,438.40 pa	£300	Paid by CERN and invoiced to STFC	£250	£300	£1,300
DESY	£2,930.95 pa	£300	€1000	£250	£300	£1,300
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	£300	N/A	£250	£300	£1,300
Canada	£216.00 ws	£600	N/A	N/A	£600	£3,800
Chile	£140.00 ws	£900	N/A	£250	£900	£3,800
Denmark	£152.00 ws	£300	N/A	£250	£300	£1,300
Finland	£222.00 ws	£300	N/A	£250	£300	£1,300
France	£152.00 ws	£300	N/A	£250	£300	£1,300
Germany	£152.00 ws	£300	N/A	£250	£300	£1,300
Italy	£152.00 ws	£300	N/A	£250	£300	£1,300
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	£400	N/A	£250	£400	£1,300
Portugal	£104.00 ws	£300	N/A	£250	£300	£1,300
Russia	£148.00 ws	£500	N/A	£250	£500	£3,800
Spain	£104.00 ws	£300	N/A	£250	£300	£1,300
Spain (Las Palmas)	£150.00 ws	£400	N/A	£250	£400	£1,300
Sweden	£222.00 ws	£300	N/A	£250	£300	£1,300
Switzerland	£152.00 ws	£300	N/A	£250	£300	£1,300
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					

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.

EXCESS BAGGAGE COSTS

For attachments longer than 6 months students may use a removal company to transport their personal belongings; excess baggage may be claimed for shorter trips. 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.

Removals will need to be arranged by the student with the removal company. Maximum amounts have been quoted above. 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.

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.

CERN

Supervisors should provide their plans for studentship attachments to the UK Liaison Office uk.admin@cern.ch at least 4 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 730 days. Due to the large number of students on LTA at CERN and the continued difficulties in finding accommodation extensions will not be permitted.

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 in January, April, July and October. 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.

FERMILAB

For students travelling to Fermilab accommodation costs up to the following maximums:-

Hotel - \$85 per day – room only

Apartment Rental - \$950 per month – room only

Receipts should reflect a “room only” rate. If the receipts submitted for reimbursement include meals, utilities or furniture rental the rent claimed should be reduced accordingly. Costs for meals, utilities, furniture etc are provided by the Science and Technology Facilities Council within the weekly rate allowed for these visits. Science and Technology Facilities Council would not normally expect students to stay in hotel accommodation for more than 4 weeks maximum before renting an apartment.

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

STFC will continue to provide travel and emergency accident and medical insurance cover for students on LTA <http://www.stfc.ac.uk/resources/pdf/InsPolicy.pdf>. Research Organisations will be responsible for providing STFC with the student names and LTA dates for insurance purposes. Failure to do so could result in claims being invalid.

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.

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.

INELIGIBLE COSTS OF LTAS

Excess insurance
Transporting household effects
Storage
Local transport costs
Passports and Visas
Text books for language courses

IF YOU HAVE ANY QUERIES, PLEASE CONTACT:

Education, Training and Careers
Science and Technology Facilities Council
Polaris House
North Star Avenue
Swindon
Wiltshire SN2 1SZ
Tel: 01793 413195
Fax: 01793 442036
Email: studentships@stfc.ac.uk