These terms and conditions set out the obligations of Glasgow Caledonian University (“The University”) and registered students studying on the Master of Science (International Human Resource Management) programme in addition to the University’s standard student terms and conditions, and where applicable, the University’s International Terms and Conditions, which set out your rights and obligations, as well as the University’s obligations to you.

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1. **Tuition Fees**

1.1 The tuition fee payable for this programme includes the costs, as detailed in paragraph 2.2, in relation to the overseas study trip.

1.2 No tuition fee refund or reduction will be made by the University to students who either elect not to, or who are unable to, participate in the overseas study trip.

2. **Overseas Study Trip**

2.1 Arrangements

2.1.a During their period of study, students have the opportunity to participate in an overseas study trip as outlined in the Students’ programme handbook.

2.1.b The process of reserving your place on the overseas study trip will be provided by the Programme Leader in accordance with the process outlined in the Students’ Programme Handbook. Students should not make any related arrangements until the details of the overseas study have been confirmed and provided by the Programme Leader.

2.1.c During the overseas study trip, students will continue to be subject to the University’s regulations and policies including the Student Code of Conduct.
2.1.d All travel and accommodation arrangements will be made by the university on behalf of students on the programme.

2.2 Costs

2.2.a In relation to the overseas study trip, GCU will arrange and pay for travel and accommodation for the duration of the overseas study trip.

2.2.b Students will be responsible for all other related costs including, but not limited to, meals and costs associated with applying for any necessary immigration clearance visa required to travel to and undertake the overseas study trip.

2.2.c Accommodation will be arranged on the basis of any relevant information provided by the student for the purpose of those arrangements. The University will not be responsible for any disruption or cancellation of accommodation arrangements caused as a result of incorrect information provided by the student.

2.3 Insurance

2.3.a Students must complete the necessary travel risk form and provide details of emergency contacts prior to any travel being booked by the University.

[http://www.gcu.ac.uk/healthandsafety/travel/](http://www.gcu.ac.uk/healthandsafety/travel/)

2.3.b All students travelling on official University activity are covered by the University’s Travel Insurance Scheme, details available at [https://www.gcu.ac.uk/financeoffice/travel/insurance/](https://www.gcu.ac.uk/financeoffice/travel/insurance/)

Students must fully read the information including details of coverage prior to travel.

2.3.c Students will be responsible for their own travel insurance covering but not limited to insurance for medical expenses, personal belongings and travel disruption.

2.3.d The University will not be liable for the costs of any travel insurance purchased by a student.

2.3.e Students must provide evidence of their own travel insurance policy to the University before they travel.

2.4 Passport & Entry Visas

2.4.a It is the responsibility of each student to apply for any necessary immigration clearance visa required to travel to and undertake the overseas study trip.

2.4.b The University will not be liable for any costs incurred due to a student being
refused any necessary immigration visa clearance or if they are refused entry into a country.

2.4.c The University VISA advice team can provide advice and guidance. Please visit http://www.gcu.ac.uk/student/international/ for further information. It is the responsibility for each student to ensure that they have a valid passport that meets the entry requirements to the country being visited.

2.5 Student Obligations during the Overseas Study Trip

2.5.a Each student participating in the overseas study trip must:

(a) obey the laws of the host country;
(b) obey the rules and regulations of the host venue(s);
(c) comply with any rules or regulations applying to GCU students, including the Code of Student Conduct;
(d) notify GCU of any change in travel or accommodation arrangements or other material change of circumstances during the overseas study trip;
(e) keep their personal and emergency contact details up to date.