

Summer Programs - Terra Dotta Application Instructions

Congratulations on either securing your place on a short term/summer programme, or for taking the first steps into exploring your options.

It's **essential that you register your participation** in a global short-term/summer experience with Global Opportunities (GO), even if you are not receiving the GO Global Scholarship.

Registering your placement means you can:

- Request to have your participation recorded in your **HEAR** (Higher Education Achievement Report)
- Benefit from **insurance cover** provided by Newcastle University
- Access **Pre-departure and ongoing support** while on placement

To register your global experience, GO uses '[Terra Dotta](#)', an online placement management portal, which covers all stages of your global experience, including:

- **Getting started** - These are the processes and documents that you will need to complete prior to the GO Team/partner confirming your place on a particular opportunity. This stage includes your application for the GO Global Scholarship if you are eligible.
- **Before you go** - These are the documents and processes you will need to complete before you travel abroad/undertake your chosen placement. This stage of the process is often referred to as 'Pre-departure'.

Please note: All 'pre-departure' question items need to be completed before you commence your placement or travel abroad. This is a pre-requisite of the programme and non-negotiable

- **While Abroad** - These are the documents and processes you will need to complete while you are undertaking your placement.
- **On return** - These are the documents and processes you will need to complete at the end of your placement and on return to Newcastle University.

Terra Dotta is an easy system to use and will take you logically through the different stages. As an information-based application, it uses questionnaires, forms and practical exercises (like watching short videos or asking you to review a power point presentation), to guide you through the process.

Getting Started:

There are two stages to **this** section in Terra Dotta

- **1. Applying for the GO Global Scholarship** - Eligible candidates only.

If you are unsure if you are eligible, then please check the criteria on our [website](#) before submitting an application.

- **2. Registering your details/global placement with Newcastle University.**

All students, regardless of whether they have applied for a scholarship, need to register their programme details.

Step by step guide to completing sections 1 and 2:

1. Applying for the GO Global Scholarship:

If you would like to apply for the GO Global Scholarship, please follow the instructions and links on our [scholarship webpages](#).

2. Registering your global placement with Newcastle University:

2.1 Navigate to the short term/summer programme on Terra Dotta. You can do this by following the [this link](#).

2.2 Once you have navigated to the landing page in Terra Dotta, please log in using your existing Newcastle university details

2.3 Navigate to the 'Apply' tab along the top banner > then press the 'Apply Now' button. This will bring up a page asking for your basic details (name, address etc), please complete this section first and ensure you save your application as you move through the process.

2.4 Please complete the '*Short Term Mobility – Scholarship Application*' question item. If you are not applying for the scholarship, please answer 'no' to this. (**NB:** If you would like to apply for the scholarship, please go back to Step 1)

2.5 Please complete the '*Short Term Mobility – Programme Confirmation*' question. (**NB:** You will only be able to do this once you have your place on your chosen programme confirmed).

2.6 If you are not applying for the scholarship, you can ignore/disregard the '*Short Term Mobility – Bank Details*' and '*Short Term Mobility – Grant Agreement*' questions.

Once you have successfully completed the stages outlined above, the GO team will review your details and then move you into the 'Before you go' section in Terra Dotta. You will notice your application status will change to 'Accepted'.

Before you go:

This section requires you to complete question items which relate directly to your travel arrangements, accommodation, contact details etc. You do not need to complete them all at once – you can complete different sections as and when you have the required information.

Don't forget to save your answers as you move through the different questions.

The information contained in this section is extremely important and must be completed before you travel.

The requirements are:

Section title	What you need to do
Permission to travel	Please read and sign to confirm understanding
Travel advice and notifications	Please read and sign to confirm understanding
Travel Insurance	Please read and sign to confirm understanding
Student Wellbeing Guide	Please read, action appropriately and sign to confirm understanding
Risk Assessment 1: International Travel	Please read and sign to confirm understanding
Short Term Mobility – RA2: Travel Details	Input relevant details
Short Term Mobility – RA3: Accommodation Details	Input relevant details
Short Term Mobility – RA4: Contact Details Abroad	Input relevant details
Short Term Mobility – RA5: Placement Contact Details	Input relevant details
Short Term Mobility – RA6: Emergency Contact Details	Input relevant details
Sustainable Travel Grant	Input relevant details if you would like to take part in this scheme. Further details on your eligibility responsibilities for this scheme can be found on the website
Pre-Departure Course	You are required to take part in a Pre-Departure module before going abroad. This module can be found in Canvas and is linked from Terra Dotta. We will monitor your participation/completion of this module.

The GO team will review submissions on a rolling basis and may contact you if something is completed in-correctly, or we need further clarification.

You will remain in the 'Before you go' phase until you depart for your programme. This is based on the travel dates you enter, so please ensure these are inputted correctly.

While Abroad:

Your status will change to 'While Abroad' according to the dates you have inputted for your placement.

We want you to have the best time while on your global placement and there are a few tasks that you need to complete/be aware of during your visit.

- *Certificate of Attendance* – this is a confirmation of your participation on the programme. You can find the template in the 'Documents' section on Terra Dotta, please make sure this is signed by one of your host coordinators before you leave. This can be printed off and scanned/uploaded back into Terra Dotta or completed online.
- *Short Term Mobility – While Abroad Check In* – the GO team want to check you have arrived safely at your placement and are settling in. Please complete this question item to indicate if you need any additional support (**NB:** This task will need to-be completed on day 3 of your programme at the latest).

The GO team will send scheduled emails with reminders of support services available if you need to access them. There is no requirement to reply to these emails, but please keep them handy as they will contain important information you may need at a later date.

On return:

At the end of your placement, your status will change in the system to 'Returnee'.

On returning to Newcastle University, **you are required** to complete the following:

- *Short Term Mobility – Feedback* - The GO team want to ensure we are offering a great programme to future students, so please take the time to tell us about your experience.
- *Short Term Mobility – Global Experience Content Requirements* - We're asking all students to complete a short set of tasks to help the university better understand the benefits of undertaking a global experience as part of your degree. These include:
 - o Completing a 'personal profile' template
 - o At least one photograph that positively represents your time abroad
 - o Blog post

Further instructions, templates and guidelines on getting the most from your content submission are available in canvas. Please refer to these before making your submission