
UNIVERSITY OF ST ANDREWS POSTGRADUATE STUDENT HANDBOOK 2006 - 2007

This Handbook is designed as a reference guide for both new and returning Postgraduate students. Please refer to the online Handbook for the most up-to-date information:
www.st-andrews.ac.uk/publications/pghandbook

**SHOULD YOU REQUIRE THIS HANDBOOK IN
AN ALTERNATIVE FORMAT PLEASE CONTACT
PUBLICATIONS**

Please note for Undergraduate students there is a separate Handbook, also available online at:
www.st-andrews.ac.uk/publications/ughandbook

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To all postgraduate students, whether new or returning, welcome to Scotland's premier university.

Students entering postgraduate study at St Andrews arrive with a well-earned university qualification in their briefcases, and a solid understanding of university life. To those of us concerned with postgraduate affairs in St Andrews this means that you are already professionally qualified in your subject area. Pursuing a postgraduate programme means that you want to use your existing knowledge and skills to broaden your academic base and horizons and to extend the skills that you already have.

Pursuing a postgraduate programme also means that you are excited by the challenge of pushing back the frontiers of human knowledge. Enjoy this challenge during your time here. We have world-class research facilities, an excellent Library and some of the world's leading scholars and researchers who will guide you through your course of study.

The teacher-student relationship at postgraduate level is different and more personal than at undergraduate level. You will be allocated a supervisor for the research component of your degree. Much of the teaching here will be done on a one-to-one basis in which your supervisor will guide you through your project and assist you to acquire the new skills and knowledge that you will need.

This handbook is meant to provide you with the basic information to enable you to use the full range of university facilities available to you. Use it to benefit as fully as possible from your postgraduate degree programme. Above all enjoy and benefit from your time here.

Dr Brian Lang. Principal and Vice-Chancellor.

Academic Information

Assessment

Postgraduate modules are assessed using a variety of methods appropriate to the subject of study. Assessment requirements for each module can be found in the Course Catalogue www.st-andrews.ac.uk/registry/course_catalogue and in the handbooks and guidelines produced by the Academic Schools.

The final outcome of each module is reported to Faculty using a 0-20 reporting scale (the scale allows for increments of 0.1). This scale may not be the same as the marking scale used by your School for interim pieces of assessment. Where an alternative scale is used (e.g. 20-80) your School handbooks should make clear what translation is used to map the interim marks to the final reporting scale.

Course Catalogue

The Course Catalogue contains information on all the programmes offered by the University. It also provides full details of all modules available, including content, credit level and value and assessment requirements.

The catalogue can be accessed at:

www.st-andrews.ac.uk/registry/course_catalogue

A limited number of hardcopy versions of the Course Catalogue are produced once each year and are available on request from the Academic Management & Support Office. To enquire about paper copies or alternative formats:

Contact:

Wilma Pogorzelec, Supervisor, Academic Management & Support Office,
Registry, Old Union Building, 79 North Street.

T: 01334 462137

E: ams-pg@st-andrews.ac.uk

Examinations

Information is available in the Examination section of the Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes, at <http://foi.st-andrews.ac.uk/doc.jsp?id=489>

Contact:

Academic Management & Support Office, Registry, Old Union Building, 79 North Street, or Students' Union.

T: 01334 462136

E: ams-pg@st-andrews.ac.uk

W: www.st-andrews.ac.uk/registry/examinations/important_examination_information_for_students

(See also: Absence from Classes or Examinations page 16)

Extension of Studies

You may discover that you require more time to complete your work than is allowed for in the regulations of your degree programme. In this case you should contact your supervisor, who may be able to arrange for an extension to be approved by the Faculty. It is very important that you negotiate periods of extension well in advance of your anticipated end date.

For information on obtaining a continuation period or an extension of time limit please refer to the Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes, at: <http://foi.st-andrews.ac.uk/doc.jsp?id=489>

Graduation

Most students choose to graduate in person, at either the June ceremonies or the St Andrew's Day ceremony. However, a facility also exists to graduate *in absentia*. For more details, contact the Registry Office. Students who are potentially eligible to graduate will be contacted well in advance by the Student Academic Administration Office via the University email system and asked to submit a request to be included in the relevant ceremonies.

For information about graduation arrangements, including gown hire and garden parties, see www.st-andrews.ac.uk/registry/events

Contact:

Student Academic Administration Office, Registry, Old Union Building,
79 North Street.

T: 01334 462119

E: student_academic_administration@st-andrews.ac.uk

Identity Cards

Procedure for the issue of ID cards.

Business Improvements (BI) are responsible for the production and distribution of student ID cards. New students are issued with an ID card at the beginning of their first academic year, usually at registration in the Younger Hall. The information on the card is extracted from the Student Record system. If you have not submitted a correct on-line personal details form (see <http://portal.st-andrews.ac.uk/postgraduates.shtml>) the information in the Student Record system, and therefore on your ID card will be incorrect. Cards are valid for the entire duration of study and serve a number of functions:

1. Personal identification and confirmation that you are a student at the University of St Andrews for purposes of voting in student elections, access to the Library, Union etc.
2. Swipe card for access to many University buildings, for example, 24 hour computer classrooms.
3. Library card. The barcode and 10 digit number on the rear of the card is used solely by the Library for maintaining your Library record and issuing books.

Please note that:

- ID Cards remain the property of the University of St Andrews.
- if a student leaves the University before the course end date on their card (valid until date), (s)he must return the card to: ID Cards, Business Improvements, College Gate, North Street, marking the envelope as ' returned ID card'.
- students must be in possession of a valid ID card for the duration of their study.

For information about problems with swipe card access, lost and stolen cards, damaged or incorrect cards and changes to photographs please see www.st-andrews.ac.uk/business-improvements/idcards/students

Induction

The University offers a special induction programme for all postgraduate students at the beginning of the academic year, at which many of the basic issues concerned with postgraduate study are addressed. These issues include an introduction to postgraduate skills training. All postgraduate students are strongly encouraged to attend this event. Individual Schools will often also have induction programmes that will address issues specific to the programmes they offer.

(See also: Skills Development Programme page 13)

Matriculation

All Taught Postgraduate students are required to matriculate at the start of their first semester of study in each academic year. This is a two-step process, involving first a meeting with your Supervisor or Programme Co-ordinator who will issue you with your letter of registration and agree with you your programme of study and, where applicable, module choices. You will then be directed to bring the letter with you to the Younger Hall where registration will take place.

All Research Postgraduate students are required to matriculate at the start of their studies and annually thereafter. Your matriculation form will be sent to your Supervisor for signing. He or she will then either send the form on to you or ask you to call into the Department to collect it. To complete the matriculation process, you need to sign the form and return it to the Student Academic Administration Office, Registry, 79 North Street,

St Andrews, KY16 9AJ. You should retain the second copy for your own records. Should it be required a new ID card will then be sent to you. This means that you will not be required to attend the matriculation process at the Younger Hall.

Please note that it is your responsibility both to make changes to your personal details file whenever necessary and to ensure that you have explicitly consented, or not, to the use of your contact details. Your matriculation will not be complete until your form has been returned and your personal details have been set to 'Complete'. To do so go to https://portal.st-andrews.ac.uk/personal_details/ For more information, see the Registry web pages in the first instance at [www.st-andrews.ac.uk/registry/](http://www.st-andrews.ac.uk/registry/events) and <http://www.st-andrews.ac.uk/registry/postgraduates>

Late Matriculation. There is a fee of £35 which applies to any student (undergraduate or postgraduate) who fails to complete the matriculation process (Advising and payment of fees) before Monday 2nd October 2006. Students will be reminded of this and automatically charged. Evidence of genuine reasons for late matriculation (late entrant, travel difficulties, illness etc) must be confirmed by your Adviser to allow consideration of the waiving of the late fee:

Contact:

Student Academic Administration Office

E: student_academic_administration@st-andrews.ac.uk

(See also: Identity Cards page 10)

Session Dates 2006/2007

Pre-Sessional Week:	Week commencing Monday 18th September 2006
Martinmas Semester:	Monday 25th September 2006 – Friday 19th January 2007
Reading Week:	Week commencing Monday 6th November 2006
Raisin Monday:	Monday 20th November 2006
Graduation:	Thursday 30th November 2006 (no teaching from 1pm)
Christmas Vacation:	Saturday 16th December 2006 – Wednesday 3rd January 2007

Revision Period:	Commences Thursday 4th January 2007
Examinations:	Wednesday 10th January 2007 – Friday 19th January 2007
Candlemas Semester:	Monday 5th February 2007 – Friday 25th May 2007
Spring Vacation:	Saturday 24th March 2007 – Sunday 8th April 2007
May Day Holiday:	Monday 7th May 2007
Revision Period:	Commences Saturday 5th May 2007
Examinations:	Saturday 12th May 2007 – Wednesday 23rd May 2007
Graduation:	Tuesday 19th June 2007 – Friday 22nd June 2007
Re-Assessment Diet:	Medicine Monday 27th August 2007 – Friday 31st August 2007 Others Monday 3rd September 2007 – Thursday 6th September 2007

Further information on Session dates:

www.st-andrews.ac.uk/registry/semester_dates

Skills Development Programme

The Generic Skills Development Programme for Postgraduate Researchers, 'GRADskills' was set up in 2004 for the benefit of all PhD and MPhil students studying at the University of St Andrews. It aims to help postgraduates achieve their research and career goals by providing opportunities to enhance their general research and personal development skills, and improve their employability after graduation. Topics included in the Programme have been recommended by national research authorities such as Research Councils UK, and by staff and students at St Andrews.

GRADskills includes a wide range of training courses, workshops, seminars, conferences, study visits and other development activities. Some events are offered in collaboration with UK GRAD, Britain's highly-regarded postgraduate training organisation, while others utilise professional trainers, consultants and academics who are experts in their own fields. Students are kept up to date with on-going programme developments and opportunities throughout the year via the dedicated GRADskills website, and more information on how students can participate in the programme is given at the Postgraduate Researcher Induction.

(See also: Induction page 11)

Contact:

Dr Ruth Neiland, Postgraduate Skills Coordinator,
OR

Ms Carina Evans, Postgraduate Skills Secretary
GRADskills, 91 North Street, St Andrews.

T: 01334 462340

E: gradskills@st-andrews.ac.uk

W: www.st-andrews.ac.uk/GRADskills

(See also: Induction page 11)

Studying Part-time

The opportunity for part-time study is available in all Faculties. To qualify for part-time status candidates must show that they have insufficient time available to pursue studies full-time (e.g. by having a job).

In addition students who do not already possess a degree from the University of St Andrews are normally required to be resident in St Andrews for a specific period. Requirements vary according to the degree in view and candidates for part-time study are advised to seek the advice of the appropriate Head of School in the first instance.

Transcripts of Academic Records

Registry can supply a transcript of your academic record showing the following details:

- degree programme for which you were enrolled at the end of each year of study;
- classes/modules which have been taken in each year of study;
- assessment and reassessment grades for each class/module;
- number of credits gained in each module and in each year;
- degree awarded and class (where applicable);
- details of prizes and medals awarded.

Additionally, we can supply a sheet explaining the grading system. Summary details of credits transferred in and/or gained as part of an exchange programme will be shown. Details of non-St Andrews courses will not be shown - these should be obtained from the relevant institution.

There is a charge for this service: first 20 copies ordered are free, thereafter a charge of £1 per transcript.

Orders for transcripts should be logged by letter, fax, or email, or in person to the Old Union Reception, and will usually be dispatched within three to five working days in term time (turnaround during major events e.g. Matriculation, Exams and Graduation and in holiday periods may be slower).

When ordering, please provide as many of the following details as you can: Full Name, Student Number, Date of Birth, Date of Leaving St Andrews, address to which the transcript should be sent, any special instructions from the intended recipient.

Contact:

Student Academic Administration Office, Registry, Old Union Building,
79 North Street.

T: 01334 463097

F: 01334 462144

E: student_academic_administration@st-andrews.ac.uk

W: www.st-andrews.ac.uk/registry/academic_transcripts

University Government

For more information about the University's policy making committees and officers, see: www.st-andrews.ac.uk/university.shtml#government

Student Participation. There is plenty of scope for student participation in University government. The participation of all students is actively encouraged, feeding into the audit of academic courses. You should be provided with a student feedback form at the end of each taught module; please take time to fill this in and return it as indicated.

All matriculated students of the University have the right to vote in the election of a Rector who holds office for a three-year period and may preside at meetings of the University Court - the highest governing body of the University. The Rector is elected by students to ensure that the views of that body can be properly articulated at the highest level of the University. The current Rector is Mr Simon Pepper OBE. The Rector appoints an Assessor who is also a member of the University Court and is usually a student. The role of the Assessor is to act as a permanent point of contact within the town to the Rector to highlight problems when they arise. (This position is currently held by Ben Nicholson, whose email address is ban5@st-andrews.ac.uk).

In addition, the University Court also includes among its membership two other students - the President and the Director of Representation of the Students' Association. These two sabbaticals can be found in the Students' Association building, The Union, on Market Street, and are also there to represent you at the highest echelons of University Government. Members of the SRC (Students' Representative Council) also sit on the Senate and the Academic Council. Students also have representatives on a wide range of University committees, and School/Departmental consultative committees. The SRC itself exists to represent students on all matters and is the principal recognised channel of communication between students and the University authorities. Students also have representatives on a wide range of University committees, and School/Departmental consultative committees. Should you wish to be involved, the elections occur every semester.

For more information see the Students' Association web page at: www.yourunion.net

When you graduate: the General Council. Instituted in 1858 by the Universities (Scotland) Act, the General Council is a body whose members include graduates of the University, members of the University Court and teaching staff. The business of the Council is to take into consideration all questions affecting the well-being and prosperity of the University and to make representation thereon to the University Court. The Chancellor of the University is elected by the General Council and is President of the Council.

Meetings of the General Council are normally held on the last Saturday in June and around St Andrew's Day, the latter often furth of St Andrews.

General Council web page: www.st-andrews.ac.uk/generalcouncil

Academic Regulations & Codes of Practice

Absence from Classes or Examinations

Attendance is a basic assessment requirement for credit award, and failure to attend classes or meetings with supervisors may result in your losing the right to be assessed in that module. Please ensure that you are familiar with the 'Permission to Proceed' regulations as stated in the School handbooks.

If you have missed any classes, you must complete a Self Certificate of Absence form as soon as possible. A Word version of this form is available via the Student Portal <https://portal.st-andrews.ac.uk/postgraduates.shtml> and the completed form may thereafter be emailed (E: absence.reporting@st-andrews.ac.uk) from your University email account.

The forms are also available from the Old Union Reception at 79 North Street. The completed form can be handed in there or sent directly to the Academic Registrar, Old Union Building, 79 North Street.

If your absence was due to illness, extends beyond five working days, and you request a medical certificate from your GP, you should be aware that as a student you may be charged for this. Any certificates obtained should be submitted to the Academic Registrar in the same way as for Self-Certificates of Absence. If your School requires further medical corroboration, you are advised to contact Dr Nicky Haxell, Academic Support Adviser, Student Support Services, who will normally make the request on your behalf.

Monitoring of absences will be undertaken in accordance with the regulations on Permission to Proceed and students who submit more than two Self-Certificates in a semester will be referred to Dr Nicky Haxell.

Absence from Examinations due to illness should be reported IMMEDIATELY that you know you will be unable to sit an examination to the Academic Registrar's Office by telephone 01334 462596. This should then be followed up by an appropriate Self-Certificate of Absence form.

Contact:

Academic Registrar, Registry, Old Union Building, 79 North Street.

T: 01334 462596

F: 01334 462144

E: absence.reporting@st-andrews.ac.uk

Academic Fraud

The University awards degrees and other qualifications as a recognition of a student's own performance during a programme of studies. All work submitted for assessment, therefore, must be the product solely of the student concerned except when clearly stated otherwise.

Advice on how to avoid academic fraud and inappropriate use of sources can be found at: www.st-andrews.ac.uk/registry/academic_policy/acpol_state.shtml Details of how the University deals with allegations of Academic Fraud, i.e. the School and University level investigatory and adjudication processes, the range of possible penalties, and details of the appeals procedure, can also be found at the above website.

See also: <http://foi.st-andrews.ac.uk/doc.jsp?id=1121>

Academic Progress Difficulties

- Refer to the Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes for procedures and further guidance: <http://foi.st-andrews.ac.uk/doc.jsp?id=489>
- If problems are encountered which affect academic progress then Nicky Haxell, Academic Support Adviser, can be contacted for an informal discussion. However, it must be emphasised that any final decisions would lie with the relevant School(s) and/or Faculty Business Committee.

Contact:

Dr Nicky Haxell, 1st Floor, Students' Union Building, 9 St Mary's Place
T: 01334 462133/2042
E: nah3@st-andrews.ac.uk
W: www.st-andrews.ac.uk/sss

Students' Association. The Students' Association's Education Researcher and the Director of Representation handle representational and educational issues.

Iain Cupples, the Education Researcher, provides strictly confidential advice on academic issues on behalf of the Association. As an employee of the Association, rather than the University, Iain can offer an independent

perspective and student-centred advice on a range of issues and provide support for students with academic problems. In particular, he can provide practical support and advice for students who need to use formal University procedures such as appeals and complaints. Iain can also be used as a point of contact for general enquiries about academic issues. There is also an advocate for accommodation matters, who can offer similar help to students experiencing problems in this area.

Contact:

Education Researcher and Accommodation Advocates

T: 01334 462700

E: sahelp@st-andrews.ac.uk

The Director of Representation of the Students' Association is available to give advice in confidence to individual students on all areas of representation including education, accommodation, and welfare. The Director of Representation is also a point of contact regarding Class Representatives.

Contact:

Director of Representation.

T: 01334 462700

E: dorep@st-andrews.ac.uk

Change of Supervisor: see Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes for procedures and further guidance: <http://foi.st-andrews.ac.uk/doc.jsp?id=489>

(See also: Complaints, Appeals & Discipline (page 20))

Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes

See: <http://foi.st-andrews.ac.uk/doc.jsp?id=489>

Complaints, Appeals & Discipline

The University is committed to ensuring as high a quality student experience as possible while studying at St Andrews. Occasionally things may go wrong and if you are experiencing a difficulty or are dissatisfied with your academic experience, you should raise concerns as soon as possible. This allows effective resolutions to be worked out quickly.

Difficulties or dissatisfaction normally fall into one of three categories: **Appeals against academic judgements** - where, for example, the University has made a judgement about a student's assessed work or academic progression;

Complaints - where a student is dissatisfied with the provision, whether academic or non-academic, that they have received from any part of the University;

Disciplinary cases - where the University has grounds to believe that a student has conducted himself or herself in an unacceptable manner in an academic or non-academic context.

Complaints should be raised in the first instance at local level with the appropriate member of staff, Head of School/Department/Unit. There are occasions when an amicable solution is not possible, and in these circumstances you should refer to, and follow, the procedures outlined in the University's Code of Practice on Student Appeals, Complaints and Discipline.

If there are personal circumstances that may affect your academic performance and subsequently may result in an Academic Appeal, please bring these to the attention of an appropriate member of staff as soon as possible, for example your academic Adviser or an appropriate Pro Dean.

If you wish for further information, consult the University's Code of Practice on Student Appeals, Complaints and Discipline, available online at: http://www.st-andrews.ac.uk/registry/procedures/general_procedures/cp_student_complaint_appeals_discipline

Students can obtain guidance on the procedures relating to any of the sections of the Code from the Students' Association, the Academic Registrar, the Academic Support Adviser, or Student Support Services.

The Students' Association provides independent and confidential help and advice for students who are contemplating a complaint or appeal or are having discipline proceedings taken against them. The Students' Association

employs Iain Cupples, the Education Researcher, whose job it is to ensure that you receive help with writing and submitting your complaint/appeal and will even accompany you to any hearing. He should be your first point of contact as soon as you feel you need help.

Contact:

Iain Cupples

T: 01334 462700

E: inc@st-andrews.ac.uk

For advice on the process and alternative formats:

Contact:

Lorraine Fraser, Academic Registrar, Registry, Old Union Building,
79 North Street.

T: 01334 462596

E: lef1@st-andrews.ac.uk

Confidentiality - Code of Practice

The Code is available online at <http://foi.st-andrews.ac.uk/doc.jsp?id=1097>

For further information, contact the University's Data Protection Officer
(see **Data Protection below**).

Data Protection Information

Information for students is available at: www.st-andrews.ac.uk/dataprot

If you need advice on a specific issue:

Contact:

University Data Protection Co-ordinator.

T: 01334 463528

E: dataprot@st-andrews.ac.uk

Degree Regulations

A regulatory structure determined by Senate and Court governs the award of all degrees.

Regulations are online at

www.st-andrews.ac.uk/registry/academic_policy/sen_reg.shtml

For alternative formats:

Contact:

Nicola Milton, Registry Officer, Old Union Building, 79 North Street.

T: 01334 462131

E: facclerk@st-andrews.ac.uk

Equality

The University's aim is that all staff and students, both existing and potential, should receive equal and fair treatment in all aspects of University life. The University seeks to ensure that a suitable working and studying environment is provided which is free from discrimination and where all members of the University community are treated with dignity and respect and are valued as individuals.

To meet this aim, the University Court established an Equal Opportunities Committee with a remit for both staff and student issues.

The Student Support Forum which identifies and discusses issues of welfare, equal opportunities and support affecting students can, through the Student Services Committee, raise matters for consideration by the Equal Opportunities Committee.

Details of the Forum can be found on the Student Support Services web pages along with other networks, the aim of which is to encourage a diversity of support systems and social inclusion in our community.

If you believe any of the policies have been breached by a student, report the matter to:

Director of Student Support Services, 2nd Floor, Students' Union.

T: 01334 462171

E: sss@st-andrews.ac.uk

If you believe any of the policies has been breached by a member of staff, report the matter to: Human Resources, College Gate.

T: 01334 463096

E: humres@st-andrews.ac.uk

For more information see the following web pages:
Student Support Services: www.st-andrews.ac.uk/sss

Race Equality Policy, Equal Opportunities Policy, Harassment & Bullying Policy and Relationships between Staff and Students:
www.st-andrews.ac.uk/hr/equal-opps

The University operates a network of Harassment Contacts, who can be contacted by anyone - staff or students. They are there to listen, help and support

Contact:

T: 01334 463002

Leave of Absence (See: **Withdrawal from Study page 25**)

Programme Requirements

The Course Catalogue provides information on the module requirements for particular degree programmes. See www.st-andrews.ac.uk/registry/course_catalogue

(See also: Course Catalogue page 8)

Public Interest Disclosure Code

See online at <http://foi.st-andrews.ac.uk/PublicationScheme/servlet/core.generator.globserv?id=390>

Relationships between Staff and Students

The University's Code of Practice governing relationships between staff and students can be found online at <http://foi.st-andrews.ac.uk/PublicationScheme/servlet/core.generator.globserv?id=701>

For more information contact Human Resources:

T: 01334 463096

E: humres@st-andrews.ac.uk

Student Records: Student Access

The University keeps records on every student. Each record contains data of two sorts - personal information (e.g. next of kin, term address) and course information (e.g. module grades already awarded, modules currently being taken). Every student has had access to their own personal information record and is asked to take responsibility for keeping this

correct and up-to-date. Students also have access to their current electronic “record cards” and are able to print these out. If hard-copy transcripts are required (on official stationery), students should continue to contact Student Academic Administration Office.

Access is provided through any web browser, so that during the summer and from anywhere in the world you will, for example, be able to view the grades awarded for modules you have taken. This self-access facility is available to all students at <https://portal.st-andrews.ac.uk/students.shtml>. On entering username and password, you are directed to your personal details for correcting or updating and to a module choices page. There are links provided both to the student record card and to the Course Catalogue to facilitate the selection of modules. On submission of both forms an automatic email is sent to you recording your personal details record and provisional module choices. An email is also sent each time an amendment is made to either the personal or the pre-advising pages. Entrant students should also complete online forms.

All students are able to view their personal details records, pre-advising records and record cards at any time and from any Internet-connected computer. All student information is held on a secure server, so that only the student and appropriate University officers have access to it.

Contact:

Transcripts:

Student Academic Administration Office, Registry, Old Union Building, 79 North Street.

T: 01334 463097

E: student_academic_administration@st-andrews.ac.uk

W: www.st-andrews.ac.uk/registry

Personal Details and General Records Issues:

Academic Management & Support Office, Registry, Old Union Building, 79 North Street.

T: 01334 462143

E: ams-ug@st-andrews.ac.uk

W: www.st-andrews.ac.uk/registry

(See also:

Course Catalogue page 8

Transcripts of Academic Records page 14)

Supervision of Study

A member of staff is allocated to you who acts as your supervisor. They should be your first contact for advice about administrative procedures as well as matters related to your programme of study. Each School also has a Postgraduate Convener and/or Committee. If there are issues which cannot be resolved at these levels, you should contact the Academic Management & Support Office, in Registry, where there are dedicated Registry Assistants and a number of Faculty Officers with special responsibility for postgraduate matters.

For more information see the Supervision section of the Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes, at <http://foi.st-andrews.ac.uk/doc.jsp?id=489>

Contact:

Academic Management & Support Office, Registry, Old Union Building,
79 North Street.

T: 01334 462138

E: ams-pg@st-andrews.ac.uk

Withdrawal from Study

You may decide that you wish to withdraw from your studies either temporarily or permanently. You must consult the Academic Management & Support Office where you will be given an appointment with the relevant Pro Dean who will advise you and ultimately approve your withdrawal. This formal approval will be particularly important for your sponsor or grant awarding body.

For more information, see the Withdrawal from Study section of the Code of Practice for Supervisors & Students in Taught and Research Postgraduate Programmes, at <http://foi.st-andrews.ac.uk/doc.jsp?id=489>

Contacts:

Academic Management & Support Office, Registry, Old Union Building,
79 North Street.

T: 01334 462136

E: ams-pg@st-andrews.ac.uk

Opportunities after your Course

Careers Centre

The Careers Centre provides a range of services to help you make an informed decision about your future. Career choices and implications can be explored in detail on a one-to-one basis with the careers advisers who are available for consultation throughout the year, including vacations. The Service supplies advice and detailed information about occupations, jobs and employers, advanced study, professional training, self-employment and voluntary work, in both the UK and overseas.

Postgraduate students are welcome and encouraged to use the facilities at any time, for example to attend information sessions, careers fairs and workshops; to investigate vacation opportunities; to access the extensive careers resources; and to use the facilities of the Careers Computing Centre. The Careers Centre also runs the Job Shop, which aims to help students find part-time, temporary and casual work in the St Andrews area.

The website provides an excellent overview of the Centre's offering as well as a great range of resources including innumerable helpful web links.

Contact:

Careers Centre, 6 St Mary's Place, opposite the Students' Union

T: 01334 462688

E: cas@st-andrews.ac.uk

W: www.st-andrews.ac.uk/careers

(See also: Job Shop (below))

Job Shop

The Job Shop actively seeks out part-time, temporary and casual work in the St Andrews area that is suitable for students. It covers a wide variety of vacancies, including administration, bar work, labouring, childcare, cleaning, retail and much more.

To become members of the Job Shop, you simply complete a short registration form available at the Careers Centre. Vacancies can be viewed on a searchable database on the Careers Centre website, and full details are displayed in the Centre. The Job Shop informs members of all new vacancies by email.

The Careers Centre can also help with CVs and application forms, employment rights, speculative applications, vacation work and internships.

International students who are unsure about whether or not they are allowed to work in the UK should seek advice from Wendy Houldsworth in Student Support Services.

Contact:

Job Shop within Careers Centre, 6 St Mary's Place (opposite Students' Union)

T: 01334 462688

E: careers@st-andrews.ac.uk

W: www.st-andrews.ac.uk/careers

Student Support Services, Students' Union, 9 St Mary's Place.

T: 01334 462720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss

(See also:

Careers Centre (page 26)

Student Support Services page 58)

Financial Information

Advice on Money

As a student you may have a restricted amount to live on, therefore it is important that you understand your finances and know exactly what your income is and how much you have to spend whilst here in St Andrews. Students' incomes vary depending on where their funding comes from. It is important that you know what yours is - so, for example, if you do get a bursary or scholarship then ensure you know exactly how much it is and when you will receive it. Establish what costs you will have- tuition fees,

accommodation, food etc. What is important is that you create a budget for yourself so that you know what your financial position is.

See www.st-andrews.ac.uk/sss/finance/budgetting

If you need assistance in budgeting or advice on living costs in St Andrews, then do contact Student Support Services.

Bank Accounts. Opening a student account with a branch in St Andrews - can be important so that you can easily speak with the student advisor in the branch and can make transactions to your account easily. All customers are required to provide forms of identification ie passport; Student Support Services can provide a letter confirming your student status and your term-time address. Shop around for the best deal that suits you - interest free overdrafts are important but read the small print before you join up. Keep a check on your balance and ensure that you check and keep your bank statements when you get them - they are a tool for budgeting. For further information see www.st-andrews.ac.uk/sss/international/money.htm (the Section on Opening an Account).

Payment of Tuition and Residence Fees. Prior to the start of the academic session, payment should be made in full or an instalment plan should be agreed with the Finance Department at the Old Union Reception. Students wishing to pay by instalment can do so either by direct debit or credit/debit card. Students paying in full can do so by a variety of ways, e.g cheque, wire transfer, online. Full details can be found on the University's Finance webpage at: www.st-andrews.ac.uk/finance/studenthome.html

Financial Difficulties. If you run into financial difficulties of any sort then do go to Student Support Services for help. It is important not to ignore correspondence from the University, as this may only make things worse. Student Support Services can give you advice about financial matters, provide a short-term loan service and also have Hardship Funds which may be allocated depending on your circumstances.

Drop-in Money Clinics.

These are held during term-time (no appointments necessary) at: Student Support Services, Students' Union 11.00 - 13.00 Tuesdays. Student Support Services Office, 79 North Street 13.30 - 16.00 Mondays & Wednesdays.

However, if you would prefer an appointment contact Student Support Services.

Contacts:

Student Support Services, Students' Union, 9 St Mary's Place.

T: 01334 462720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/ssss

Old Union Reception, Old Union Building, 79 North Street.

T: 01334 462585/6/7

E: ourecep@st-andrews.ac.uk

See also: Student Accommodation Information page 48, Tuition Fees page 31)

Bursaries, Prizes & Awards

A number of bursaries, prizes and awards are available to current postgraduate students. Further details and application forms (where applicable) can be found at:

[Bursaries/Scholarships](#). Contact your local School and/or the Scholarship Support Office: Admissions, St Katharine's West, 16 The Scores.

E: scholarships@st-andrews.ac.uk

[Prizes](#). Contact your local School and/or Joyce Scott in the Student Academic Administration Office, Registry, Old Union Building, 79 North Street.

E: student_academic_administration@st-andrews.ac.uk

Examples of two current awards:-

[Russell Trust Awards](#). Russell Trust Awards may be made to students of St Leonard's College who require funds in order to further a project connected with their research. The projects must be 'active' ones: for example, participation in scientific expeditions overseas has in the past been made possible by an award from the Trust, but attendance at a meeting or conference are not eligible for support. Awards are not made to assist with the payment of matriculation or other fees or with ordinary living expenses. To be considered for an Award students must be registered for a research degree at the University.

A project must have the support of the student's supervisor and of the appropriate Head of School/Chairman of Department, whose permission must be sought before application is made. The approval must also be

obtained of the public grant giving body, if any, responsible for financing the applicant's research. Since the funds available each year are limited, competition for the money is quite intense, and you need to be able to demonstrate:

- (a) that you have a really exciting and innovative piece of research to pursue outside St Andrews;
- (b) that this has the full backing of your supervisor; and
- (c) that you need money from this fund to enable you to go.

Very often the Trust provides a 'topup' grant, i.e. the student obtains money from another source, but it is insufficient to enable the trip to take place without a little more from the Russell Trust. The Trust prefer not to prescribe limits for the level of award sought, but applicants may find it helpful to know that normally awards range between £300 and £1,500. Unfortunately, former Award holders are not eligible to apply.

Information will be circulated annually to all postgraduate students by e-mail in December; the closing date will be mid-February.

The Gray Prize. This originates from an endowment first provided by Dr John Gray of Paddington, London, in 1808. A Gray Prize is awarded annually and carries a cash award of £200 and there may additionally be up to two runner-up prizes of £50 each.

Candidates are invited to submit a paper on their research or an aspect of their research. As well as providing evidence of the quality of the research, the essays should give an idea of the motivations, methods and intended ends of the research in such a way as to be accessible to a non-specialist. Quality of presentation will be taken into account. Precise word limits are not prescribed, since different subjects require exposition at different lengths. However, in general terms, it is anticipated that any presentation under 2,000 words might be rather short, and anything much over 4,000 words is likely to irritate the assessors. Submissions will normally be in the form of written papers (with or without illustrations, tables, or graphs). Anyone considering an alternative submission (e.g. piece of computer software) should seek permission via Susan Beaumont in Postgraduate Admissions.

Information will be circulated annually to all postgraduate students by email in May.

Contact:

Susan Beaumont, Postgraduate Admissions, St Katharine's West, 16 The Scores.

T: 01334 462135

Council Tax

Full-time students are exempt from Council Tax and are not obliged to pay. However, if you share a flat with non-students this may change; it is your responsibility to find out if you are liable. Also, if you withdraw from University for a period of time a liability may be incurred. The Registry will regularly send an electronic list to Fife Council Tax Office containing the student name, home and term address, start and end dates. If you wish your name to be included in this list you must give your permission by ticking the appropriate box within your personal details screen on the Student Portal. If you have any doubts contact either Student Support Services or telephone Fife Council (01592 414141) and ask for the Council Tax Section.

Contacts:

Student Support Services, 1st Floor, Students' Union.

T: 01334 462720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss

Student Academic Administration, Old Union Building, 79 North Street.

T: 01334 463097

E: student_academic_administration@st-andrews.ac.uk

Insurance in Student Residences

(See: Student Accommodation Information page 48)

Tuition Fees

Information about fees, including current rates, can be found on the Registry website at www.st-andrews.ac.uk/registry/fees and on the Finance FAQs web page at www.st-andrews.ac.uk/finance/StudentFAQ.shtml#Tuition

Definition of Overseas Students for fee-paying purposes can be found at www.st-andrews.ac.uk/registry/fees

Tuition fees can be paid online. Please see www.st-andrews.ac.uk/finance/ecomm/Tut

Each student admitted to the University is liable for their tuition fees and is responsible for ensuring that they are paid. Arrangements must be confirmed at the start of each academic session. Students who are in receipt of tuition fee support from any external agency, outwith the U.K., will be expected to show each year at Matriculation written evidence of the level of support they will receive.

If you are a returning student and are eligible for any kind of external support, do not wait for the results of your examinations before applying for renewal of funding. New students eligible for funding should apply as soon as they receive an offer of a place. No-one should assume that this will happen automatically.

Students funding themselves, either wholly or in part, must make payment arrangements during registration. If you believe you are being funded by anyone other than yourself (i.e. an awards body, research council, scholarship, charity, University department), you should ensure that you have written evidence that you have applied for funding in advance of each year of study, that the amount of funding is clearly agreed, and that the way in which the University will receive the money is clearly understood. If the University is not able to establish whom to invoice for your fees, the bill will be sent to you directly.

The web page www.st-andrews.ac.uk/registry/fees provides:

General guidance on the structure of public tuition fee support in the UK and useful contact addresses;

Guidance note for students who wish to withdraw after the start of the session as to how it might affect their fee liability;

Information for students regarding the Senate Regulations concerning debt to the University.

Contact:

Mrs Margaret Minick, Registry Officer, Student Academic Administration Office, Registry, Old Union Building, 79 North Street.

E: student_academic_administration@st-andrews.ac.uk

W: www.st-andrews.ac.uk/registry

Health

Carbon Monoxide Information

(Text in this section courtesy of Scottish Gas Leaflet)

The Silent Killer - be prepared.

Warning signs. Yellow and/or brown stains, soot or discolouring around fire. Your gas fire or heater should not burn with yellow or orange flame. There should not be a strange unusual smell when the gas appliance is on.

Four main symptoms. Unexplained headaches; sleepiness; streaming eyes; general lethargy. (Symptoms can be confused with other ailments, e.g. flu or hangovers.)

If anyone in your house has any of the above symptoms after using a gas appliance, he or she should go to a doctor.

What to do if you suspect a faulty appliance:

- Switch off and stop using the appliance straight away;
- Leave the room
- Contact National Grid (Transco) 24-hour emergency service immediately (0800 111 999);
- Contact the Landlord and notify them of the problem.

(Remember, if National Grid (Transco) disconnect your appliance it is your landlord's responsibility to provide you with emergency heating.)

It is recommended that you have a carbon monoxide detector in your accommodation.

Useful web pages:

British Gas: www.britishgassafety.co.uk

Health and Safety Executive: www.hse.gov.uk/gas/domestic/co.htm

Student Support Services General Safety Advice and Fire Safety Advice: www.st-andrews.ac.uk/ss

Health and Safety Advice at the University: www.st-andrews.ac.uk/safety/webpages/Pagea.html

Fife Police: www.fife.police.uk

Drug Abuse Policy

The University's policy on the Abuse of Drugs can be found at www.st-andrews.ac.uk/ss

Health Centre

All students are registered with the Health Centre in St. Andrews. In your Entrant's Pack you receive prior to arriving at the University, you will find a Medical Questionnaire which should be completed and taken with you to Matriculation (the process by which you become a registered student). Representatives from the three medical practices at the Health Centre will be at Matriculation and by the time you have completed the process, you will be registered with one of the practices. The three practices are:-

Dr Tait and Partners

T: 01334 476840

Dr Morris and Partners

T: 01334 477477

Dr Randall and Partners

T: 01334 473441

To see a doctor, you should telephone the appropriate Practice to make an appointment. If you require to see a GP outwith normal working hours contact the Practice telephone number which is automatically transferred to NHS 24 for triage and a visit by a GP where necessary. Other facilities are available but the Health Centre is considered the "gateway" to all other health provisions in North East Fife. For more information see www.st-andrews.ac.uk/admissions/3sup_health

Health and Safety Issues

Your Health and Safety Responsibilities as a Student. It is important that you take appropriate steps to minimise risks to yourself and to others by acting in a safe and responsible manner. In particular you should:

- comply with all relevant health and safety rules published by the University, and your School/Unit/Residence follow instructions from University staff with regard to specific health and safety matters;
- work safely, for your own sake and that of others;
- report any accident/near-miss you are involved in (report forms are available in all buildings and on the EHSS Website at: www.st-andrews.ac.uk/safety/webpages/Accident-Rep-Form.rtf);
- immediately report any significant hazard you discover to a member of staff;
- know the Fire Action Procedures (notices are posted in all buildings);
- know the First Aid Procedures (notices are posted in all buildings).

Your Health and Safety Concerns. You should raise any health or safety concerns you may have with your Supervisor in the first instance. If the matter is not resolved, you should bring the matter to the attention of the School/Unit Safety Co-ordinator. If the matter is still not resolved or attended to within a reasonable period of time or if you are still worried contact the Director of Environmental, Health and Safety Services..

Contact:

Environmental Health and Safety Services, 65 North Street.

T: 01334 462750

E: ehss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/safety/webpages/Page.html

Pregnancy, New Mothers and Nursing Mothers. Under health and safety law pregnant women, new mothers and nursing mothers are identified as being a higher risk group who may require additional protection from an identifiable hazard(s). If you fall into any of these groups it is essential that you inform your Head of School/Unit/Residence so that any necessary precautions can be taken.

Evacuation of University Buildings. The University has a legal obligation to ensure that emergency evacuation plans take account of all persons using the premises. It is essential that special needs of any employees or students be taken into account when planning fire safety arrangements and evacuation procedures. The University will, so far as is reasonably practical, implement measures which take account of the difficulties people with a wide range of physical and/or mental impairment may have in evacuating a building (particularly in an emergency).

Any person who, for whatever reason, will require assistance (this may include persons who may not be aware that a fire alarm system has been actuated because of a hearing impairment) to evacuate a building during an emergency situation should:

- make contact with relevant management staff within each building they use;
- agree an appropriate personal evacuation procedure within building management;
- follow the agreed procedure on each occasion they use the building.

Note: Appropriate evacuation procedures can only be put in place if the necessary information is provided to the head of the building concerned.

Meningitis Information

For comprehensive information regarding meningitis see the following web sites:

University Protocol on Meningitis: www.st-andrews.ac.uk/safety/webpages/Meningitis/meningitis

Meningitis Trust: www.meningitis-trust.org.uk

Meningitis Research Foundation: www.meningitis.org.uk

(See also: Health and Safety issues page 34)

Sexual Advice & Contraception

At present, there are three ways in which students can access sexual advice and contraception:-

There is a Sexual Health Clinic for students. This friendly, confidential and professional service is held every Wednesday afternoon 14.00-17.00 and Friday 12.30-14.30pm (term time only), on the 2nd floor of the Students' Union. You should go to Student Support Services on the 2nd floor for reception to this Clinic

You can contact the Practice Nurse at to the Medical Practice with which you are registered

There is a Family Planning Clinic at St. Andrews Memorial Hospital on Friday mornings, 09.15 – 11.15

Both Student Support Services and the Students' Association provide sexual health advice, free contraception and pregnancy testing. There are also Condom Distributors in the Halls of Residence.

Library & Information Services

Bindery

The universities of St Andrews and Dundee Joint Library Bindery provides a range of services to staff and students for binding theses, dissertations and personal material. It offers fast efficient binding at competitive rates.

Hours: Monday - Friday 09:00 - 17.00

Contact:

Unit 8, Tom Stewart Lane, St Andrews, KY16 8YB (off Largo Road, behind Somerfield).

Bindery Manager: Mr James Wilkinson.

T: 01334 470825

E: bindery@st-andrews.ac.uk

W: www-library.st-andrews.ac.uk/Services/bindery

Codes of Practice

Library & Information Services publishes on its web pages information on the conditions governing the use of the library and computer facilities in the University. See: www.st-andrews.ac.uk/its

Computer Facilities

Large numbers of networked PCs are available in the Library and in computer classrooms throughout the University, many of which are open 24 hours, seven days a week. All computer rooms have laser printing facilities. You have a username and password, which allow you to use the networked computers and the University's email system, and will also give you access to online information relevant to your studies in St Andrews. If you have your own computer you can connect to the University network either via dial-up and modem (which will incur telephone charges) or via the residence network: www.st-andrews.ac.uk/its

Email Accounts

All students are required to use their University email account. If you do not read your University email you will miss Library recall notices and key information about your courses. Year Abroad students are urged to remember this and to check their University email regularly. Your University email can be accessed via a web browser from anywhere in the world, using WebMail. See <https://www.st-andrews.ac.uk/its>

If you have a Hotmail or other external email account you must check both your external account and your University account. You can arrange to have your University email forwarded to your external account. Although this is one way of ensuring that you read your University email, there are problems associated with it, and if you set up a forwarding arrangement you must check to make sure it is working.

**(See also:
Email Communication with Staff (below)
Wednesday Memo page 50)**

Email Communication with Staff

E-mail is the usual way in which official University messages will reach you, and you must read your University e-mail frequently. University staff will expect to be able to make arrangements by email and are likely to act on the assumption that you will read your email within 48 hours.

(See also: Email Accounts (opposite))

IT Helpdesk

The IT Helpdesk in the Main Library is the first point of contact for anyone with computer-related queries or difficulties with passwords, email, printing or the like. You can also buy computer consumables such as printer cartridges and disks from the Helpdesk.

Opening Hours:

Semester

Monday - Friday 08.45 - 18.00

Vacation

Monday - Friday 09.00 - 17.00

Contact:

IT Helpdesk

E: helpdesk@st-andrews.ac.uk (email contact preferred)

T: 01334 463333

W: www.st-andrews.ac.uk/its

(See also:

Computer Facilities page 37

Email Accounts page 37)

Library Facilities

The University Library contains a wide variety of print and electronic resources to help you with your studies - over one million books, several thousand print and electronic journals, a video/DVD collection, as well as over 100 online information databases and a growing collection of full-text e-books. The Special Collections Department houses the Library's significant collections of rare printed books, manuscripts and photographs.

A large number of PCs allow you to find books in the Library catalogue, reserve material for later use, and access the many electronic information resources subscribed to by the Library. All these services can be accessed from anywhere on campus, and many of them from off-campus. Library staff are available to help you find information for your studies.

Generous loan periods, many three-day Loan books and a bookable Short Loan collection of recommended texts ensure you have easy access to material. Self-issue machines allow you self-service borrowing during opening hours.

There are more than 700 study spaces in the Main Library and a large computer cluster for database access, email and word-processing. Other services include photocopiers on each floor; lockers for rent, and the Bindery offering fast binding at reasonable rates.

You are welcome to use the smaller Departmental libraries for Divinity/Mediaeval History; Modern/Scottish History; Chemistry; and Physics/Mathematics.

The Main Library opening hours are (closed over the Christmas and New Year period):

Semester:

Monday-Friday 08.45 - 00.00

Saturday 09.00 - 17.00 / Sunday 13.00 - 00.00

Vacation:

Monday-Friday 09.00 - 20.00

Saturday 09.00 - 13.00

Contact:

Library & Information Services

T: 01334 462283 - Reader Services

T: 01334 462281 - General Library Enquiries

E: lis.library@st-andrews.ac.uk

W: www.st-andrews.ac.uk/lis

(See also:

Bindery page 37

Computer Facilities page 37)

Training Courses

Basic IT training courses sessions are available, and will be advertised at the start of the semester.

Telephone Service

All residence study-bedrooms have telephones. Internal calls are free. External calls are charged at competitive rates. The service is prepaid and you will need to set up an account with ResTel.

Further information: www.st-andrews.ac.uk/services/telephone/restel

Student Organisations

Athletic Union

(See: **Sport and Exercise Opportunities page 46**)

Students' Association (The Union)

As a student of the University you automatically become a member of the Students' Association or The Union as it is more commonly known. Located within the centre of the town it is the hub of student life in St Andrews, providing entertainment (two venues, three bars and games room), a publications office, a recording studio, catering, a bookstore, stationery shop, and the cheapest photocopying in town. You cannot call yourself a St Andrews student until you have experienced at least once a Friday Night at the Bop – the disco within the Union! Also attached to the Students' Association is the Old Union Café on North Street - an old favourite of many St Andrews' students where one can enjoy a hot chocolate and watch the world go by, and the bar and shop in David Russell Apartments.

The Union funds a plethora of clubs and societies – now well over 100. Whether your interests be debating or Doctor Who, radio DJ ing, or charity work, you will find that there is almost certainly a society which will accommodate your needs and interests – and indeed, even if there is not, it is very simple to create a new one! Additionally, the Union also houses the SRC which represents the students' views to the University and the wider world, and they too are always keen to get new members involved. Should you have any problems with either accommodation or education during your time in St Andrews there are also two full time advocates working to help resolve your problems who are employed by the Students' Association who are independent from the University. Lastly, the Union also houses the University's Student Support Services, which can offer help on almost any issue. For more information about the Association:

Contact:

Students' Association, 9 St Mary's Place

T: 01334 462700

E: union@st-andrews.ac.uk

W: www.yourunion.net

(See also: **Student Support Services page 58**)

Student Services

English Language Teaching Centre

ELT provides high quality English language training for international students. We are a friendly department, staffed by well-qualified language teaching professionals from all over the UK most of whom have experience of teaching in other countries and are therefore very sympathetic to the needs of international students.

We provide year long foundation programmes and pre-sessional courses, as well as vacation courses during the summer, and we also offer:

- 1000 level modules in English as a Foreign Language (for non-native speakers of English)
- 2000 level modules in English for Academic Purposes
- 1000 level modules in Foundations of Language (introductory Linguistics modules, open to all students)
- week-long introductory teacher training courses in TEFL for anyone thinking of teaching English in another country
- weekly proofreading and writing advice workshops - just bring along your essay (email ELT to book your slot)

Contact:

ELT, Kinnessburn, Kennedy Gardens.

T: 01334 462255 / 2265

E: elt@st-andrews.ac.uk

W: www.st-andrews.ac.uk/elt

(See also: Language Courses page 43)

International Students

Student Support Services provides information on Immigration, 'Leave to Remain', employment, health benefits and entitlements, Income Tax, National Insurance, Council Tax, and anything else that presents a difficulty:

Contact:

Student Support Services, 1st Floor, Students' Union

T: 01334 46) 2720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss

(See also:

English Language Teaching Centre page 42

Language Courses (page 43))

Language Courses

Evening Language Teaching provides foreign language courses for staff and students, the general public and the business community. We offer different courses at different levels from complete beginners to competent users. Teaching is communicative, with the emphasis on speaking and listening, so that learners can use the language as much as possible.

Available languages currently include:

French, German, Greek, Spanish, Italian, Chinese, Japanese, Gaelic, Russian, Arabic.

Contact:

ELT, Kinnessburn Kennedy Gardens.

T: 01334 462255/2265

E: elt@st-andrews.ac.uk

W: www.st-andrews.ac.uk/elt

(See also: English Language Teaching Centre page 42)

Music Centre

The University Music Centre, based in the impressive Younger Graduation Hall in North Street, provides a very wide range of facilities open to students, staff and the local community. As well as a large concert auditorium which seats 900 people, there are seven individual practice and teaching rooms, two group rehearsal rooms, a harpsichord room and a music workshop.

The Centre also possesses a large and varied selection of instruments - pianos, both grand and upright, 2 harpsichords, woodwind, string and brass orchestral instruments, acoustic guitars and classical pipe organ - for composing, practising, rehearsing and performing music of every kind. Of special interest to composers is the high technology music workshop, which is fitted out with computers, recording facilities, midi system, keyboards, wind synthesiser and a wide range of software, including the latest Sibelius 4 composition package.

Individual tuition by accredited teachers is available from beginner to advanced levels in voice, piano, organ, harpsichord, guitar, saxophone, and a large number of orchestral instruments. All users of the Centre are eligible to take individual tuition. Most people pay for their lessons themselves, but the Music Centre has a number of scholarships and bursaries available to University students.

Contact:

Music Centre, Younger Hall, North Street.

T: 01334 462226

E: music@st-andrews.ac.uk

W: www.st-andrews.ac.uk/music

Reprographics Unit

The Reprographics Unit provides a complete design and printing service which includes dissertation and thesis printing, soft binding, poster printing up to A0, laminating and encapsulating also up to A0, Exhibition Stands, colour copying and digital printing, A3 and A4, either from disk or hard copy.

Contact:

Reprographics Unit, St Katharine's West, 16 The Scores

T: 01334 463020

E: repro@st-andrews.ac.uk

W: www.st-andrews.ac.uk/reprographic/latestrepro

Research Centres and Institutes

The majority of the research at St Andrews takes place within the individual academic schools. However, large projects can form as research centres or institutes.

See: www.st-andrews.ac.uk/research.shtml

**See also: Research & Enterprise Services page 44,
Student Enterprise page 51)**

Research and Enterprise Services

RES support research bids and applications from University staff and postgraduates through to award by:

- Providing advice on funding bodies
- Advising on completing application details
- Negotiating contract terms and conditions with research sponsors
- Handling and protecting intellectual property rights (IPR)

RES aims to provide assistance to all researchers and protect their individual interests whilst also ensuring that research applications & awards comply with institutional policies and benefit the academic research mission of the University and its Schools.

For further information on RES, on the University's external work policy and for information on funding bodies which sponsor research see:

www.st-andrews.ac.uk/research-enterprise/

(See also: Student Enterprise page 51, Research Centres & Institutes page 44)

St Leonard's College

St Leonard's College, one of the three mediaeval colleges on which the University was based, was re-established in 1972 as a non-statutory college for postgraduate students and postdoctoral fellows/research staff in the University. As a postgraduate student you are automatically a member of St Leonard's College. St Leonard's could be called a 'virtual college' because it has no buildings of its own. It does however work for the greater good of the postgraduate student body.

College functions include: an orientation reception held at the beginning of each session to welcome new postgraduates; regular Ceilidhs, barbeques and other social events; occasional lectures by eminent speakers; and other events intended to complement the general programme on offer to all University students. Events are usually sponsored jointly by the College and the Postgraduate Society of the Students' Association, are open to all postgraduates and research staff, and are advertised through postgraduate-specific web sites and other sources.

SIPs (Student Information Points)

SIPs provide an alternative method of delivering information via either a large computer monitor or TV screen. These are in several buildings around the University: the Library, the Buchanan Building, the Physics & Astronomy Building, the Bute Medical Building, the Butts Wynd Building and New Hall. Messages every ten seconds carry a wide variety of information about everything from events in the Union to Library opening hours to announcements about lectures.

Sport and Exercise Opportunities

The University has an incredibly active sporting community and excellent opportunities for participation at various levels. Central to this community are the Department of Sport and Exercise and the Athletic Union. The Athletic Union oversees 52 student sports clubs, offering a diverse range of competitive, recreational and instructional sport. The Department of Sport and Exercise administers the Sports Centre and offers exercise classes, fitness consultancy, instructional programmes, recreational sport sessions and intra-mural leagues.

The Sports Centre contains an extensive range of indoor and outdoor sports facilities. Outdoor facilities include an athletics track, tennis courts, an astropitch, 17 grass pitches, and an outdoor multi-ball court. Indoor facilities include a body workshop, cardio-vascular and strength and conditioning fitness suites, squash courts, a sports hall, a gymnasium, and an activities room. In addition to being available for use by student sports clubs, the sports centre is available for use by all students and student groups. Enquiries can be directed to the AU or DSE offices at the contact details listed below.

Classes and activities offered by the Department of Sport and Exercise:

- Core Conditioning
- Yoga
- Step (various levels)
- Aerocombat
- Golf Instruction
- Recreational Basketball
- Recreational Soccer
- Pilates
- Tai Chi
- Energiser Aerobics
- Boxacise
- Squash Coaching
- Recreational Tennis
- Recreational Badminton

Intra-Mural Leagues organised by the Department of Sport and Exercise and the Athletic Union:

- Super 8's Cricket League
- Mixed Hockey Leagues
- Inter-Residence Sport
- Squash League
- Sunday League Soccer
- Community Soccer 6's
- Open Grass Soccer Tournament
- Basketball League

Student sports clubs affiliated to the Athletic Union:

- Aikido
- Archery
- Athletics
- Badminton
- Basketball (Men's and Women's)
- Boat
- Boxing
- Canoe
- Clay Pigeon
- Cricket (Men's and Women's)
- Cross Country
- Cycling
- Dance
- Fencing
- Football (Men's and Women's)
- Golf (Men's and Women's)
- Hockey (Men's and Women's)
- In-Line Hockey
- Judo
- Ju-Jitsu
- Karate
- Korfball
- Lacrosse
- Life Saving
- Mountaineering
- Netball
- Polo
- Riding
- Rifle
- Rugby (Men's and Women's)
- Sailing
- Shinty (Men's and Women's)
- Ski & Snowboard
- Sky Diving
- Squash
- Sub Aqua
- Swimming
- Table Tennis
- Tennis
- Taekwondo
- Trampolineing
- Ultimate
- Volleyball
- Water Polo
- Windsurfing

Contact Details:

Department of Sport and Exercise
Sports Centre, St Leonards Road.
T: 01334 462190
E: sport@st-andrews.ac.uk
W: www.st-andrews.ac.uk/sport

Athletic Union
Sports Centre, St Leonards Road.
T: 01334 462183
E: au@st-andrews.ac.uk
W: www.st-andrews.ac.uk/students/au

Student Accommodation Information

Who is who in the residence system?:

The Warden is a member of staff or postgraduate student in charge of allocations of rooms, discipline and student welfare within his/her residence. They work with a team comprising Deputy Warden and Subwardens or Resident Assistants who are senior undergraduates/postgraduates who live within the residence and are the first point of contact for students with difficulties, problems or questions. The Warden is in charge of pastoral care and discipline within his/her residence. They report to the Director of Student Services.

The Residence Manager is a member of staff of Residential & Business Services who is responsible for services provided in the Residence, i.e. catering, cleaning, facilities, safety issues, maintenance, and repairs. They are supported by a team comprising deputy managers, assistant managers, reception staff, chefs, porters, house service and catering assistants. They report to the Director of Residential & Business Services.

The Head of Student Accommodation Services is responsible for the overall administration of the allocation system and allocation for student houses and postgraduate accommodation including issuing accommodation contracts and dealing with contractual issues. She works with a team of four staff on administration. She also deals with disciplinary matters involving breaches of Health and Safety Regulations. She reports to the Director of Residential & Business Services (except disciplinary matters reported to the University Secretary and Registrar).

Who do you contact about problems?

Problems with room mate:

- talk to room mate
- talk to subwarden/Resident Assistant/Warden/Student Accommodation Services

Problems with catering/cleaning:

- fill in suggestion slip
- talk to Residence Manager/Catering Manager/Housekeeping Manager

Problems with food allergies:

- talk to Residence Manager/Catering Manager when you arrive or as soon as possible if an allergy flairs up

Problems with noisy neighbours:

- talk to neighbour
- contact duty Subwarden/Resident Assistant

Problems with residence fee payment:

- temporary cash-flow problem, contact Old Union Reception, 79 North Street. T: (01334 46) 2576 / 2585 / 2586
E: ourecep@st-andrews.ac.uk
- need to move to less expensive accommodation, contact Head of Student Accommodation Services
- significant cash-flow problems, contact Student Support Services, Students' Union. T: 01334 462171 E: sss@st-andrews.ac.uk

Problems arising from Disability/Medical condition:

- see Warden/Subwarden or Resident Assistant
- see Head of Student Accommodation Services

(In either case be prepared to provide medical confirmation if you have not done so already.)

Complaints Procedure. Any complaints about service provision or facilities within residential services should be referred to the Residence Manager in the first instance. If the matter cannot be resolved it should be taken forward via the Residential & Business Services complaints procedure, available from the Warden, Residence Manager or Student Accommodation Services.

Housing/Private Sector Problems. Student Support Services can look over tenancy agreement documents, clarify the terminology used and identify any potential problems. They also produce, with the Students' Association, a booklet called 'How to Rent'. They offer help in situations where flatmates are having difficulties living together, and give general advice on accommodation rights, etc.

Legal Advice Clinic. A drop-in service is available to check out private leases and to discuss any other matter with a local solicitor. The clinic takes place every Tuesday during semester from 1-2pm at Student Support Services, 2nd Floor, Students' Union, 9 St Mary's Place.

For additional information on safety issues see the web pages of Student Support Services at www.st-andrews.ac.uk/sss

Also, see important information on carbon monoxide at www.carbonmonoxidekills.com

Contact:

Student Accommodation Services, Old Union, 79 North Street.

T: 01334 462510

E: studacc@st-andrews.ac.uk

W: www.st-andrews.ac.uk/resbus/studacc_index.shtml

(See also: Telephone Service page 40)

Insurance Scheme for Student Accommodation

Insurance Scheme: Students' Personal Effects in Residences

Property Insured/Leased	Personal effects/belongings of students in residence at properties provided by the University (including Direct Leased/managed properties)
Cover	Fire, lighting, explosion, aircraft, riot & civil commotion, malicious damage, earthquake, flood, burst pipes, storm/tempest, impact and theft (forcible entry).
Includes	Hired or rented household goods. Property in storage at University premises. University/Library books up to £250 limit. Computers/CD units up to £750 limit.
Number of Students	3,200
Sum Insured	£3,000 per student (limit any one item £750). The cover is on a Reinstatement New basis other than clothing which would be on an indemnity basis of settlement.
Exclusions	Money/Jewellery/Property outwith student accommodation. The first £25 of each and every claim. Bicycles.
Annual Premium	The premium is charged to the student in the invoicing for accommodation

For insurance deals outwith the Student Residence System contact the General Office, Students' Association, 1st Floor, Students' Union.
T: 01334 462700

Student Enterprise

The Student Enterprise Office within the Careers Centre aims to encourage students to build entrepreneurial skills and to promote business start-up as a viable employment alternative.

Student Enterprise runs 'Quantum Leap - Student Business Plan Competition' every year, with a total prize fund of over £7,000. As part of the Certificate in Career Development (CICD), they host a range of seminars on topics such as business planning, marketing, leadership and intellectual property matters, leading to a Certificate in Career Development. Funded in part by the Scottish Institute for Enterprise (SIE), there is access to a network of support, advice and events available from outside the University. SIE's Student Enterprise Conference is planned for 7 March 2007 at Caird Hall in Dundee, one of a range of free events available to all students.

Student Enterprise Interns, Holly Harvey and Ozkaras Ziferman, are responsible for liaising with their fellow students to promote and encourage participation in the wide range of events and activities on offer.

Contact:

Bonnie McKenzie

Student Enterprise Officer

Careers Centre

6 St Mary's Place

T: 01334 462688

E: bsm9@st-andrews.ac.uk or sieintern@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sie

(See also: Research & Enterprise Services page 44)

Student Portal

St Andrews Student Portal is a web page containing links to a number of useful information sources or services for students offered by the University. The Student Portal can be found either by going directly to <https://portal.st-andrews.ac.uk> or via the 'Student Portal' link on the Studying in St Andrews page. At present the page contains links to:

1. Advising: the online system used to choose the modules you are hoping to study.
2. Exam papers: online database of past papers.

3. Personal details: online facility to check/amend personal details.
 4. Student record card: facility to view your past and present module results.
 5. Registry: link to Registry's home page.
 6. Online payments: facility to make online payment for fees, etc.
 7. Web Mail: link to University email.
 8. Weekly Memos: online University messages.
- Links on the Student Portal change depending on the time of year.

(See also: Wednesday Memo page 52)

Travel Service

The University Travel Service is located in the Students' Union. All the staff are friendly, helpful and experienced in saving you money whenever and wherever you travel. They can make reservations and issue tickets for all your rail, coach, ferry, Eurostar and Interail travel. With student coach and rail cards you can save a third off most journeys. They can book flights on Domestic, European and Worldwide routes, often at discounted rates if you have an ISIC or under-26 youth card. They are specialists in Adventure Travel, long-haul, and round-the-world itineraries. They will also book and offer advice on travel insurance, hotels, youth hostels, car-hire, airport transfers and visas if required.

Hours: 09.30 - 17.00 Monday to Friday.

Contact:

T: 01334 462345

E: travel@st-andrews.ac.uk

W: www.st-andrewstravel.com

Wednesday Memo

The Wednesday Memo is an email sent each Wednesday morning to all students alerting them to messages which have been posted on the Memos for Postgraduates web page over the past week.

These memos are of relevance and interest to all students providing information from administrative and academic staff, the Students' Association, and student societies. Anyone in those groups can send a

either by going directly to <https://portal.st-andrews.ac.uk> or via the 'Student Portal' link on the Studying in St Andrews page: www.st-andrews.ac.uk/study.shtml (The Memos for Postgraduates web page can also be accessed in this way).

Memos sent to Publications for consideration should:

- be relevant to the University and its business
- of relevance to postgraduate students;
- feature events which are held only on University premises
- be brief as possible as space is at a premium, sent in plain text only (not html or table format), and including a contact email address;
- have a short descriptive title, intended target audience, and an indication of the urgency of the message.

All non-date-specific memos are retained.

(See also: Student Portal page 51)

Support & Guidance

Chaplaincy

Situated in Mansefield, opposite the Students' Association, the Chaplaincy is used by a variety of students and staff for quiet and reflection, for various meetings, for meeting with friends and for social activities. There is a meeting and worship place for various major faiths. The Chaplaincy is a place for coffee, tea and relaxation, and has a garden and barbecue.

The University Chaplain, Jamie Walker, and his team, offer support and a sympathetic listening ear, practical care in a time of crisis, someone to talk to if you are worried or worried about a friend, a confidential chat with you in control, an opportunity to explore personal issues in depth, hospital visits, space to explore your own faith (whatever that may be), and support and care when all else fails. There is never any religious pressure and all students and staff are welcome. People come from various faith persuasions or none. The Chaplain is also an assistant director of Student Support Services and works closely with them, but the two roles of Chaplain and Director are quite separate.

There are Christian chapels, a dedicated Muslim prayer room and Jewish worship services, and also active Christian, Jewish, Muslim, and Pagan societies. An Orthodox rabbi from Glasgow visits on occasion. The Chaplaincy keeps details of where various faiths are meeting, and is always willing to put people in touch with, where possible, students sharing the same faith, or with the nearest faith group. Christian worship occurs in the University Chapel on Sundays during term time, with a splendid choir and with several visiting preachers.

Mansefield is open 09.00 to 17.00 on most weekdays in the year.
Disabled access is available.

Contact details:

Chaplaincy, 3 St Mary's Place.

T: 01334 462866

E: chaplaincy@st-andrews.ac.uk

W: www.st-andrews.ac.uk/chaplaincy

(See also: Faiths page 56)

Childcare

If you have children and need any information about schools, childcare, and babysitting, then contact Student Support Services. If you have any financial difficulties with regard to provision of childcare, Student Support Services can sometimes assist with such costs from the Hardship and/or other University funds.

Contact:

Student Support Services, 1st Floor, Students' Union, 9 St Mary's Place.

T: 01334 462720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss for contact details of all nurseries and schools in the St Andrews area.

Childminding. Childminding is available locally, although costs vary. For a list of childminders in the area contact Fife Childcare Information Service on 01592 414838.

Disabilities and Learning Difficulties (Equal Opportunities)

The Disabilities Team within Student Support Services is able to provide information and advice on all aspects of support for students with disabilities. This may include:

- Assisting you with applications for financial assistance;
- Helping you to identify technology and other support appropriate to their individual needs;
- Advising on study and arranging loan of equipment;
- Arranging appropriate teaching and examination accommodations;
- Assisting with the provision of personal assistants, readers, note takers or interpreters;
- Liaising with members of academic staff in relation to access to the curricula.

The booklet *Information for Students with Disabilities and Learning Difficulties* is available from Student Support Services in hardcopy or alternative formats or at www.st-andrews.ac.uk/sss

Car Parking. Students who hold a 'blue disabled badge' are eligible to apply for a University car parking permit from Estates:

W: www.st-andrews.ac.uk/estates

Contact:

Disabilities Team, Student Support Services, 2nd Floor, Students' Union, 9 St Mary's Place

T: 01334 462038

E: disabil@st-andrew.ac.uk

W: www.st-andrews.ac.uk/ssc

(See also: Student Support Services page 58)

Faiths

Some lively faith societies operate in the University: Christian, Jewish, Muslim and Pagan. All faiths (and those with no faith) are welcome, and we welcome the creation of new faith societies of the various world religions. When requested we try to put people in touch with those of their own faith. For details of faiths see both the Chaplaincy website and the Faiths website, or contact Chaplaincy by email.

Contact:

Chaplaincy, 3 St Mary's Place

T: 01334 462866

E: chaplaincy@st-andrews.ac.uk

W: www.st-andrews.ac.uk/chaplaincy/faiths

(See also: Chaplaincy page 54)

Harassment & Bullying Policy

(See: Equality page 22)

Nightline

Nightline is a telephone listening and information service that operates every night of semester from 8pm to 7am. The service is independent from the main Student Support Services, and is run entirely by students, so therefore is able to provide an alternative peer level support scheme. As well as providing a non-judgemental ear to the callers, Nightline also has information on topics ranging from support networks and University life, to bus times and take-away numbers.

Nightline holds two recruitment sessions a year, the first in September and the second after the Easter vacation in 2nd semester. All enquiries can be made through the main number (01334 46) 2266 speaking to one of our volunteers (8pm to 7am only), or you can leave a message at any other time.

Contact:

T: 01334 462266

W: www.st-andrews.ac.uk/nightline

(See also:

Out of Hours Emergency Service page 57
SupNet page 60)

Out of Hours Emergency Service

This is a University-wide service for emergencies only and operates from 5pm to 9am Monday to Friday and 24 hours at the weekend 01334 476161.

Please note that this service is operated by University Janitors who will undertake to try to contact a member of support staff at home. Although this contact cannot be guaranteed, many members of the Support Services Team have confirmed that they are willing to talk to someone over the phone when this is practicable.

(See also:

Nightline (above)
SupNet page 60)

Rector

(See: University Government page 15)

Student Support Services

Student Support Services is there to provide advice, assistance and support in all areas of a student's life including immigration, legal, disability, academic, financial, emotional. The main reception area of Student Support is on the first floor of the Students' Union building, where you can obtain information and/or be referred to the appropriate person (or persons) within the department to assist you. We encourage you to come in when any issue or difficulty arises – no need to let it escalate or let it get you down. No worry or issue too trivial or too difficult. Student Support Services is there for each and every student.

Contact: Student Support Services, 1st Floor, Students' Union.

T: 01334 462720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss

(See also:

Academic Progress Difficulties page 18

International Students page 42

Student Accommodation Information page 48

Financial Information section pages 27-31

Health section pages 33-36

Support & Guidance section pages 54-61)

Study Support (SALTIRE)

St Andrews Learning & Teaching: Innovation, Review & Enhancement (SALTIRE) encourages excellence and innovation in learning and teaching by providing support and guidance for students to develop key independent learning skills (study, IT, personal development), through provision of individual consultations, seminars small group workshops/courses, and learning resources (paper and electronic).

SALTIRE provides support in the following study skills areas:

- Academic Referencing
- Note taking
- Study organisation
- Essay writing
- Lab reports
- Research skills
- Avoiding Procrastination
- Study techniques
- Reading skills
- Report writing
- Presentation skills

If the area of study support is not on the list above, help may still be available, just ask!

Contact:

June Knowles, Learning Support Consultant

OR:

Carol Morris, Unit Administrator

SALTIRE, 91 North Street

T: 01334 462141

E: learning@st-andrews.ac.uk

W: www.st-andrews.ac.uk/saltire

Mathematics Support Centre. A Mathematics Support Centre has recently been opened within SALTIRE. The centre is a friendly and supportive place where students from any School can get one-to-one assistance with any mathematics-based problem. Areas people often need help with include domain specific topics such as Laplace transforms and Nash equilibrium as well as more generic skills such as:

- Basic maths (fractions, percentages, ratios)
- Logs, indices and the exponential function
- Integration and differentiation
- Mean, standard deviation, and variance
- Correlation and regression.

Contact:

Dr Christie Marr, Coordinator of Mathematics Support Centre.

OR:

Carol Morris, Unit Administrator

SALTIRE, 91 North Street

T: 01334 462141

E: learning@st-andrews.ac.uk, christie.marr@st-andrews.ac.uk

W: www.st-andrews.ac.uk/saltire

SupNet

The SupNet (Support Network) are a team of students who work unpaid for Student Support Services. It's their job to be confidential, trustworthy, and accessible. Perhaps you want first aid cover for an event? Maybe you would like to find out more about one of our self help groups or projects? Perhaps you'd just like to meet up with someone for a drink and a chat? These are the kinds of services the SupNet offer. If you'd like to find out more, if you've got an idea for a project, or you'd like to get involved, please do get in touch.

Contacts:

Support Network Co-ordinator, 1st Floor, Students' Union.

T: 01334 462248

E: supnet@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss

Useful Email Support Contacts:

Dyslexia Group: dysgroup@st-andrews.ac.uk

Eating Disorders: edn@st-andrews.ac.uk

ME Group: megroup@st-andrews.ac.uk

Self Injury Support: sis@st-andrews.ac.uk

Depression Support Network: dsn@st-andrews.ac.uk

Stressless: stress@st-andrews.ac.uk

SEMS: sems@st-andrews.ac.uk

(See also: Student Support Services page 58)

Support Team

Students sometimes encounter personal difficulties that can affect their studies and their ability to cope with University life. These difficulties can be social and personal. The Support Workers offer support and help on a confidential basis. The Team of six people is part of the Student Support Services, and can be accessed through their office in the Students' Union.

Support Workers are professionals trained in a variety of caring professions, including social work, medicine, psychology and counselling. They work to help users of the service see their situation more clearly, make decisions that are right for themselves, and develop more constructive ways of coping. The Support Workers meet with people one-to-one but some group work occurs.

Contact:

Student Support Services, 1st Floor, Students' Union, 9 St Mary's Place

T: 01334 462720

E: sss@st-andrews.ac.uk

W: www.st-andrews.ac.uk/sss

(See also:

Nightline page 57

SupNet page 60)
