



University of St Andrews  
*Scotland's first university*

| 600 YEARS |  
| 1413 – 2013 |

# Student Terms and Conditions

as at April 2012

## Contents

<b>Sponsio Academica</b> .....	<b>3</b>
Translation .....	3
<b>The Honour Code</b> .....	<b>4</b>
<b>Terms and Conditions</b> .....	<b>5</b>
Access to the University Computer Network.....	6
Attendance .....	6
Documentation Checks .....	6
Email .....	6
Examinations .....	7
Final Year Students.....	7
Personal Information.....	7
Privacy.....	7
Sharing of images and data .....	7
Terms of Re-Engagement.....	7

## **Sponsio Academica**

Nos ingenui adolescentes, nomina subscribentes, sancte pollicemur nos preceptoribus obsequium debitum exhibituros in omnibus rebus ad disciplinam et bonos mores pertinentibus, Senatus Academici auctorati obtemperaturos, et hujus Academiae Andreanae emolumentum et commodum, quantum in nobis sit, procuraturos, ad quemcunque viate statum pervenerimus. Item agnoscimus si quis nostrum indecore turbulenterve se gesserit vel si parum diligentem in studiis suis se praebuerit neque admonitus se in melius correxerit eum licere Senatui Academico vel poena congruenti adficere vel etiam ex Universitate expellare.

## **Translation**

We students who set down our names hereunder in all good faith make a solemn promise that we shall show due deference to our teachers in all matters relating to order and good conduct, that we shall be subject to the authority of the Senatus Academicus and shall, whatever be the position we attain hereafter, promote, so far as lies in our power, the profit and the interest in our University of St Andrews. Further, we recognise that, if any of us conducts ourselves in an unbecoming or disorderly manner or shows insufficient diligence in their studies and, though admonished, does not improve, it is within the power of the Senatus Academicus to inflict on such students a fitting penalty or even expel them from the University.

## The Honour Code

- I agree to abide by the [terms and conditions](#) governing matriculated students of the University of St Andrews for the duration of my studies on this programme and I accept liability for my tuition fees.
- I will be honest in submitting coursework for assessment. My work will be my own and completed without the unacknowledged help of any other person. All quotations, or facts and ideas, taken from printed, internet or other public sources, including recorded material, will be explicitly acknowledged in my text, endnotes or footnotes and bibliography. I will not contravene the University's [Academic Misconduct](#) regulations.
- I will take responsibility for my own learning and reflect on feedback about my performance and achievements.
- I accept that the University supports diversity and promotes equality of opportunity for all staff and students.
- In addition, I accept that in all interactions my behaviour reflects upon the University of St Andrews and I will behave responsibly and appropriately on all occasions in and around the town of St Andrews and when representing the University elsewhere.

## Terms and Conditions

- (i) All students will be required as a condition of matriculation to abide by, and submit to the procedures of, the University's Rules and Regulations, as amended from time to time. A copy of the Rules and Regulations is available on request from the University Registry, The Old Burgh School, Abbey Walk, St Andrews, KY16 9LB or via the University Web Page at <http://www.st-andrews.ac.uk/students/rules/ugsenateregulations/> and <http://www.st-andrews.ac.uk/pgstudents/rules/pgsenateregulations/>
- (ii) The University will use all reasonable endeavours to deliver courses, as outlined in the Prospectus. However, the University is a Charity registered in Scotland (No SC013532) and is very largely dependent upon charitable and public funds, which the University has to manage in a way which is efficient and cost-effective, in the context of the provision of a diverse range of courses to a large number of students. The University therefore:
- (a) reserves the right to make variations to the contents or methods of delivery of courses to discontinue courses and to merge or combine courses, if such action is reasonably considered to be necessary by the University in the context of its wider purposes. If the University discontinues any course it will use its reasonable endeavours to provide a suitable alternative course.
- (iii) The University's tuition fees are set out at: <http://www.st-andrews.ac.uk/students/money//Tuitionfees/>
- (a) The University shall be entitled to require any UK student to pay a supplementary tuition fee in each academic year (or any part of an academic year) of the student's course of study, which fee shall be in addition to any standard tuition fee which has been set by Government legislation. The payment of such a fee will be the personal responsibility of the student. The maximum amount of any such fee shall be set out in the University web page: <http://www.st-andrews.ac.uk/students/money//Tuitionfees/>
- (b) If the University is obliged or decides in its sole discretion that payment of a supplementary tuition fee as referred to in clause (iii) (a) is necessary, it will inform all students. Any student from whom payment is required will be notified in writing.
- (c) Prior to the start of the academic session, payment should be made in full or an instalment plan should be agreed with the ASC, 79 North Street, St Andrews, KY16 9AJ.
- (iv) The University reserves the right to schedule non-teaching days in the academic calendar during the semesters. Such days are carefully planned within the academic timetable and should not affect learning outcomes. The University shall not be liable for non-performance of its obligation to its students where performance is prevented by unforeseen acts, events, omissions or accidents beyond the reasonable control of the University including, but not limited to: strikes or other industrial disputes; failure of a utility service or transport network; act of God; compliance with any law or governmental order. The University will not refund tuition fees in either of the above situations.

The University will take all reasonable measures to ensure that teaching is delivered, that students are assessed and that any disruption to its business is minimal.

- (v) A note of the rate for accommodation in University Halls of Residence and University owned flats is available from Student Accommodation Services, Residential and Business Services, Butts Wynd, North Street, St Andrews, KY16 9AL. Accommodation fees are reviewed annually in May. <http://www.st-andrews.ac.uk/students/accommodation/>
- (vi) By order of Senate, no student owing money to the University will be permitted to graduate at the June or November ceremonies and students are not normally allowed to matriculate for a subsequent year of study, if they are in debt to the University.

### **Access to the University Computer Network**

The University allocates to you a username and password for access to its computer and network facilities and to the Internet, for academic and administrative purposes: to enable you to handle your email, search for information and write essays, etc, and maintain contact with home. You must keep your password secret and take precautions against spreading viruses. You hereby agree to abide by the regulations governing computer use in the University. See: <http://www.st-andrews.ac.uk/students/itsupport/PoliciesandProcedures/>

### **Attendance**

All students must ensure that they are available to attend all lectures, tutorials/practicals and examinations for the full duration of each academic semester and each exam diet; and should not leave before the official end of the diet, to allow for a re-sit session to be arranged during this time in case of unexpected absence. Students should check the academic calendar (semester dates) at: <http://www.st-andrews.ac.uk/semesterdates/> and ensure that all leisure time and travel is arranged in such a way that they do not miss any of the required elements of their programme (this may include lectures, workshops, labs, practicals, class tests, oral assessments, exams etc.),

If the duration of a student's taught programme of study is longer than one year, they are expected to matriculate (register) during Orientation Week each academic year. All travel arrangements should be made to allow completion of matriculation (registration) and all academic preparations including Academic Advising by the end of Orientation Week in time of the first day of teaching. From academic year 2011/12 onwards, permission to matriculate late will not be readily granted but will be given only in extreme/exceptional circumstances.

### **Documentation Checks**

Students have a legal obligation to adhere to any visa conditions set down by the UK Borders Agency. All students with visas should present themselves for passport and visa checks as part of the matriculation process each academic year. It is the student's responsibility to produce the appropriate documentation for this purpose. Failure to produce the appropriate documentary evidence by the matriculation deadline may prevent a student from registering for that academic year.

The University has a duty to report any unauthorised long term non-attendance to the UK Borders Agency.

### **Email**

Email is an official form of university communication. All students are therefore expected to check their university email account every 48 hours. Failure to do so may result in you not receiving important information at the appropriate time.

## **Examinations**

All candidates are automatically entered as appropriate for the appropriate diets of degree examinations. Candidates for the re-sit diet are required to register and pay appropriate examination fees using the online application facility by the advertised deadline. Full details of the application process are available from the Registry webpage from June.

## **Final Year Students**

All students who may be eligible to graduate in June will receive notice of procedures by March. Applications to graduate must be received by Registry by the published deadline. The relevant Regulations are available from the University web page: <http://www.st-andrews.ac.uk/students/academic/>

## **Intellectual Property**

By matriculating, postgraduate students agree to keep the University's data and information confidential and to assign ownership of intellectual property generated as part of any FUNDED research project or programme to the University.

## **Personal Information**

It is the responsibility of students to keep their personal details up to date by making the appropriate changes online via the student portal, which may be accessed at: <http://www.st-andrews.ac.uk/students/>

## **Privacy**

The University is committed to managing student data in accordance with the provisions of the Data Protection Act 1998. Information about the University's procedures may be found at <http://www.st-andrews.ac.uk/dataprot/> and the Code of Practice (personal information about students) at <http://www.st-andrews.ac.uk/students/rules/dataprotection/studentconfidentialitycode/>

## **Sharing of images and data**

Where a course is delivered collaboratively or jointly between the University and a partner institution, we will share personal student data, including images, to the extent that is necessary for the administration of the course. We will only transfer personal data to countries outside the European Economic area, where adequate levels of protection are in place.

## **Terms of Re-Engagement**

Students who re-engage at the University following a leave of absence will need to indicate that the circumstances for which they were granted the leave of absence have now been resolved. They must supply the Pro Dean with evidence that any medical or personal grounds for which the leave of absence was granted have been addressed (and are now no longer a concern) and that they are fit to return to study and re-integrate into university life as a whole.

This evidence can be in the form of, for example, a doctor's note, a financial statement, evidence of employment or proof that the activity undertaken has been completed. The evidence will be forwarded to Student Services by the Pro Dean. Matriculation may be conditional upon making an appointment to meet a student adviser in Student Services (email: [theasc@st-andrews.ac.uk](mailto:theasc@st-andrews.ac.uk)). Students will also be expected to follow the advice of, and meet with, Student Services over the course of the academic year if advised to do so.

There is no guarantee that the degree programme for which the student originally enrolled will be available in the year of their re-engagement.