We are delighted to welcome you to the University of St Andrews, Scotland’s first university. International students and scholars have been drawn to St Andrews since our foundation in 1413 and today you are joining a thriving, cosmopolitan and close-knit academic community.

Our Exchange and International Study Abroad Programmes partner us with universities across Europe and worldwide. Every semester we welcome a new group of visiting students who explore their academic interests in a variety of disciplines and who enjoy a taste of St Andrews student life, while enriching our community with new ideas and different perspectives.

Whether you are joining us for a semester or a full academic year, we hope that you will enjoy your time with us, and return to your home institution with new intellectual interests and many happy memories of the unique educational experience offered here.

I look forward to meeting you during Orientation.

Professor Lorna Milne
Vice-Principal (Proctor)
President
Charlotte Andrew is your President. She is the official spokesperson for the student body, representing you to the University, the press and the local community. She also oversees matters relating to widening access, alumni, the environment and student accommodation.

Director of Representation
Jack Carr is your Director of Representation (DoRep). He is the main representative to the University on all matters affecting your education, as well as having responsibility within the Students’ Association for Wellbeing, Sexual Health, Equality and Internal Democracy.

Director of Student Development and Activities
Caroline Christie is your Director of Student Development and Activities (DoSDA). She oversees our wide array of student activities, societies, and subcommittees. Caroline is the primary contact for all societies, employability matters, and room bookings for student use.

Director of Events and Services
Taryn O’Connor is your Director of Events and Services (DoES). It is her job to make sure that you have the best time possible in the Union and she is responsible for planning all of the major events this year.

President, Athletic Union
Ben Peddie is your Athletic Union President, a sabbatical officer elected by the student body to represent and develop sport at St Andrews. There is a vast array of opportunities to get involved in Saints Sports with 60 clubs and over 100 competitive teams. There are also Hall Sport leagues, fitness classes and clubs open to everyone from complete beginners to seasoned pros.

To introduce you to the University and ensure that you are equipped with essential information to make the most of your time at St Andrews we have prepared a short orientation programme for all our new students. Please make sure that you come along to all the events. There is spare time factored in as well so that you can explore the town and ensure that you are ready to start your classes on Monday 23 January.

Wednesday 18 January
Halls of Residence Open
10.00am
Soup and sandwiches in Halls
5.30-6.00pm

Thursday 19 January
Information Event
Buchanan Lecture Theatre.
Find out more about the University and the town.
10.00-11.00am
Library and Walking Tours
11.00-12.30pm
Introduction to Academic Culture
Buchanan Lecture Theatre
1.30-3.00pm

Welcome Reception
Room 601, Students’ Association.
Official welcome to the University. Meet academic staff and other new students over a glass of wine or soft drink.
(Please bring your passport or other photographic ID).
3.00-5.00pm

Friday 20 January
Advising and Matriculation
Gateway Building
9.00am-2.00pm

Sunday 22 January
First University Service of Candlemas Semester
St Salvator’s Chapel, North Street
Preacher – Revd Dr Donald MacEwan
University Chaplain
Ecumenical service – all welcome.
11.00am
Followed by optional service of communion, refreshments and Pier Walk.
This will take place in the Gateway Building, North Haugh on Friday 20 January from 9.00am - 2.00pm.

Matriculation
Matriculation is the formal process of joining the University and involves online matriculation and other elements that must be done in person, such as Advising and passport and visa checks. To become a matriculated student you must complete all the elements.

You will have been able to complete some of the online elements of matriculation, which opened on Thursday 5 January. However there are some stages which you cannot complete until you are here in person. One of these is advising – the selection of your modules.

You will be emailed an appointment in advance to meet with your Adviser of studies on 20 January. At this appointment you will have your module choices confirmed and you can then proceed with any outstanding matters relating to the Matriculation process. Staff from Registry and Finance will be there to assist with any element of this that you have had any difficulties with.

Please make sure that you bring your passport, visa or biometric ID (if applicable) and details of who is paying for your fees.

ID Cards
You will be issued with your University ID card at the Matriculation event. If you have already uploaded your photo this will be ready for you. If not then you can get your photo taken and the ID card will be produced.

Student Services
Student Services provides a range of professional services and our team is committed to guiding and advising students, while offering strategies, skills and techniques to empower them to cope with any difficulties and challenges they face.

Students can drop into the ASC (the Advice and Support Centre) – our one-stop shop for any information – to be referred on to our teams of specialists, who advise on international visa, money and disability issues.

The ASC is open 9.30am to 4.30pm Monday to Friday – do drop in and someone will be able to give you the information you need. Can’t make it in person? You can also reach the ASC by phone (01334 462020) and email (theasc@st-andrews.ac.uk).

Student Services is also the core unit providing wellbeing, personal advice, counselling and life coaching, so if you are looking for more than a quick answer from the ASC, and would rather sit down and chat with someone, please call 01334 462720 or email support.advice@st-andrews.ac.uk. One of our Support Advisers will contact you with a time to come in for a half-hour appointment.

Our friendly specialist, counselling and support advising services are based in Eden Court, a building on the Scores opposite the St Andrews Aquarium. We are open 9.00am to 7.00pm in term time and 9.00am to 5.00pm during vacations. We look forward to meeting you soon!

Further information is available at: www.st-andrews.ac.uk/studentservices
Supporting your Study Abroad in St Andrews
As a registered Exchange or Study Abroad student, you will have access to the same facilities and services that are available to other registered students of St Andrews.

In addition, the Collaborations & Study Abroad team runs daily Student Consultation Sessions during term time (2.00-4.00 pm, Monday to Friday), which are designed to provide an extra resource for Exchange and Study Abroad students while in St Andrews. Whether you have a form that needs a signature, would like advice about your programme, or just want to have a chat about your Study Abroad experience, the CSA team will be happy to see you! We are located in St Katharine’s West on The Scores, just next to the Arts Building.

Our Study Abroad Intern, Laura Connaway, plays an important role in the CSA office, and will be in touch with you during your time in St Andrews, via email and through our Facebook page, to share with you updates about our Buddy Scheme, CSA events and our annual Study Abroad photo competition. E: studyabroad@st-andrews.ac.uk

Studying away from your home university may seem like a daunting prospect but familiarising yourself with the academic practice and culture at St Andrews before you leave home will help you to settle more quickly into your studies upon arrival. We want your experience at St Andrews to be positive and intellectually stimulating. To help you prepare for our academic culture, please visit our webpages to view our Top Ten Tips to Maximise Your Study Abroad Experience at St Andrews: www.st-andrews.ac.uk/studyabroad/incomingstudents/academicinformation/maximiseyouracademicexperience

The Buddy Scheme pairs a visiting student from an overseas university with a student from St Andrews who has recently returned from their year abroad. The scheme operates for both semesters. For visiting students the Buddy Scheme is a terrific opportunity to meet somebody who has had a similar experience of studying or working abroad, who knows St Andrews and you can practice your language skills together. It’s also a good way to meet people and make friends.
If you are staying in University accommodation the Halls open at 10 am on **Wednesday 18 January**. On that day for those of you in catered Halls there will be food provided between 5.30 pm and 6.00 pm. Thereafter in catered Halls normal mealtimes will be adhered to which you will be informed about on arrival.

When you are in the hall there is warden staff available during the evenings and weekends to help you with any problems or concerns that you may have. During weekdays you can contact The ASC for any help (see page 5). Information will be given to you about how to contact them and please make sure that you find this out. They are there to help you settle in.

**Buying food**
St Andrews is not large and you can easily locate individual food shops in the town centre. There are also five supermarkets in St Andrews which stock a wide range of food and other goods.

- **Tesco** and **Sainsbury’s** are the most central and both located Market Street
- **Morrison’s** is the biggest supermarket and is opposite the Community Hospital on Largo Road
- **Aldi’s** is a low cost convenience store also on Largo Road just before the Community Hospital.
- **Marks & Spencer foodhall** is on Largo Road
When must I do my TGAP?
You must complete TGAP before completing matriculation.

Where can I find my TGAP?
The Training in Good Academic Practice is on your Moodle page: Current Students/Moodle/Show My Courses. Complete each section in any order and then complete the final assessment – keep trying until you pass.

How long will it take?
Depending on your prior knowledge, the compulsory training should take you no more than two hours.

What if I am still not sure?
The University offers additional support through CAPOD (www.st-andrews.ac.uk/capod) for any student not sure of what Good Academic Practice means. In addition you can seek advice from academic staff in your School.

What is Good Academic Practice?
Good academic practice is about approaching and completing your academic work with integrity. Fundamental values of academic integrity include: honesty, responsibility, fairness, justice, respect for your work, learning and ultimately your degree. These are the values promoted by the University of St Andrews, the academic community you are now joining.

TGAP (Training in Good Academic Practice)

CAPOD, the University’s Centre for Academic, Professional and Organisational Development, offers a range of services and support for students.

Students can come to us for help with academic skills (e.g. essay writing, time management and note-taking) and mathematics and statistics support. There is information on the CAPOD website about how to book one-to-one appointments with our experienced tutors or find out when drop-in sessions are happening. Many Schools also take part in the Academic Skills Project, where postgraduate students run a series of co-curricular, subject-specific workshops for undergraduate students. You can find out more about which Schools are involved, and further details, via the CAPOD website: www.st-andrews.ac.uk/capod

You can also develop your professional skills by taking part in the Professional Skills Curriculum (PSC). The PSC is open to all students and involves workshops, online resources and practical skill sessions to develop the types of skills employers value. There are over 30 topics in the PSC, including professional conduct, time management, leadership, resilience, cross-cultural working and presentation skills. www.st-andrews.ac.uk/students/careermetrics/professionalskills

M skills
Taught postgraduates also have access to the M-Skills programme to help support them through their Masters degree, and research postgraduate students can access the GRADskills programme of transferable skills training and other opportunities. Both programmes include support for skills such as academic writing, research and IT skills.

www.st-andrews.ac.uk/pgstudents/academic/advice/mskills
www.st-andrews.ac.uk/capod/students/pgresearch/gradskills

As a member of this community you will be accessing, sharing and discussing others’ works, concepts and ideas, from which you will develop your own knowledge.

Why is it important
It is important that within this community all members are judged on their individual academic abilities, and that no student is allowed unfairly to take advantage over others, to affect the security and integrity of the assessment process, or to diminish the reliability and quality of a St Andrews’ degree. In short, it is important that no student participates in any form of academic misconduct but that, instead, they develop good academic practices that promote integrity, character and a work ethic worthy of the awarded degree.

Surely I know about this already
For many of you, especially postgraduates, this training will contain information already familiar to you; however, there may be some conventions (and rules) particular to the University of St Andrews that you have not encountered in your previous studies. For others, the information regarding good academic practice and academic misconduct in this course will be new and exceedingly important for you to learn.
**What is iELS?**
The in-sessional English Language Service (iELS) works with students who are users of English as an additional language to help them communicate with confidence and success. We welcome undergraduate and postgraduate students of all language proficiencies.

We work with students on a wide range of areas, including:
- communicating argument in writing and speech
- interacting effectively with others when:
  - working in groups
  - communicating with staff
  - conversing with flatmates
- improving pronunciation, presentation speaking, grammar and vocabulary

**How do I access the service?**
Arrange an introductory tutorial. You can do this online: www.st-andrews.ac.uk/elt/iels/yourfirsttutorial

**Do I have to pay?**
No! iELS is a completely free service.

ELT, Kinnessburn, Kennedy Gardens
St Andrews, KY16 9DJ
E: iels@st-andrews.ac.uk
www.st-andrews.ac.uk/elt/iels

**Testimonials**
Here’s what our students say:

“It made me a far more confident and competent user of English. The tutors are very friendly, approachable, encouraging and professional, focusing on your needs, so it’s less about making mistakes and more about empowering you.”

“I really love the teaching methods.”

“The tutorials have helped me immensely. I became much more aware of how I use language which is so important because as a scholar language is my main tool. I became much more confident, much more aware.”

“iELS tutors are very good at communicating and encouraging students.”

“It’s specific to you, it’s tailored to you.”

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**MUSIC CENTRE**

The Music Centre offers a warm welcome to all students interested in any branch of music, whether as performers or listeners. We are open to everyone, from absolute beginners to experienced musicians, whether you want to take lessons, play in groups, practise or just come and listen. We have a team of around 30 professional instrumental and vocal teachers, and a wide range of instruments available. There is a Music Technology Studio, a well-stocked library and instrument lockers for those who require them. We present a regular series of lunchtime and evening concerts throughout the year. Membership of the Centre is open to all students and costs just £30 a year: follow the membership link at www.st-andrews.ac.uk/music

**MusicCard**
St Andrews students may purchase a MusicCard for £50 which entitles them to all the benefits of Music Centre membership plus free admission to many concerts presented by the Music Centre, Music Society, the St Andrews Concert Series and the St Andrews Chorus – this represents exceptional value.

**Instrumental/Vocal Tuition and Scholarships**
If you would like to take lessons while you are studying at St Andrews, visit the office in the Younger Hall for details and to sign up. Lessons cost £15 for 30 minutes, and are payable in advance for each semester.

**Groups**
We run a wide variety of ensembles, from opera to saxophone and baroque to modern jazz. Some of these groups are open to all without audition; others require auditions. There are also numerous student-run groups, many of which also hold auditions at the start of term. Full details from the Music Centre office.
Pastoral care (for all, regardless of faith):
• Confidential listening
• Support in your particular circumstances
• Confidential discussion of issues relating to your research, and your experience as a postgraduate student
• Help in searching for meaning
• Hospital visiting

Enquirers Group – exploration of the basics of the Christian faith (Semester 2).

International Students Bible Studies

Ministry Discernment Group
– for those exploring ministry

Support for student faith societies:
• Jewish, Islamic, Buddhist, Pagan, Christian, LGBT
• Honorary Chaplains: Christian, Muslim, Jewish, Pagan Faith Contact and Humanist Contact
• Space for prayer and meditation, at Mansfield, 3 St Mary’s Place, and Agnes Blackadder Hall

International Students Befriending Scheme
Putting students, for whom English is not their first language, in contact with local families.

Christian worship (during term-time)
University Service – St Salvator’s Chapel Sunday, 11 am, followed by Communion, Pier Walk and Refreshments
Morning Prayer – St Salvator’s Chapel Monday-Friday 8:45-8:55am
Evensong – St Salvator’s Chapel Wednesday 5:30pm and Sunday 4:00pm
Compline – St Leonard’s Chapel Thursday 10.00pm

Orthodox
Every month, on second and third Sunday 10:30am
St Leonard’s Chapel:
www.st-andrews.ac.uk/chaplaincy/chaplaincyandfaiths/orthodoxliturgies

Other services
Bell-ringers, Chapel Choirs, Christmas Carol Services, Graduation Days, Memorial Services, Readers, Remembrance, Ushers and Weddings

CHAPLAINCY

UPCOMING STUDENTS’ ASSOCIATION EVENTS

Monday 23 January
Welcome Back Ceilidh (£6)
7:00-9:00pm

Tuesday 24 January
Spicy Girls (£7)
Club 601, Students’ Association
10:30pm

Wednesday 25 January
Rodeo Night
in partnership with Hockey Club
10:30pm-2:00am

Thursday 26 January
Cascada (£10)
Club 601, Students’ Association
10:30pm

Sunday 29 January
Refresers Fayre
Students’ Association
Come along to the annual Refreshers Fayre! It is the culmination of Refreshers Week and a great chance to explore the vast range of activities that St Andrews has to offer. Come by to sign up or just join a few mailing lists; we have everything from Dr Who to Law to Ultimate Frisbee. Hosted by the Students’ Association and Athletic Union.
11.00am-4.30pm
CONTENTS

Student Services
The ASC
79 North Street
St Andrews
KY16 9AL

T: 01334 462020
E: theasc@st-andrews.ac.uk
www.st-andrews.ac.uk/students/advice

USEFUL TELEPHONE NUMBERS

In the University
Main University Number and contact for urgent matters outside normal working hours 01334 476161

The ASC 01334 462020
Collaborations & Study Abroad 01334 462245
IT Helpdesk 01334 463333
University Library 01334 462283

External numbers
Emergency Services 999
Health Centre 01334 477477
NHS 24 (for any health problem) 0845 4242424

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For the latest information please check the University of St Andrews App:
www.st-andrews.ac.uk/orientation