



University of
St Andrews

Undergraduate and Postgraduate Student Handbook 2009 - 2010

University of St Andrews

UNIVERSITY OF ST ANDREWS UNDERGRADUATE AND POSTGRADUATE STUDENT HANDBOOK 2009-2010

This Handbook is designed as a reference guide for both new and returning Undergraduate and Postgraduate students. Please refer to the online pdf version of the Handbook for the most up to date information:

www.st-andrews.ac.uk/studenthandbook

Links to all student information and services can be found on the Current Students and Current Postgraduates web pages:

www.st-andrews.ac.uk/students

www.st-andrews.ac.uk/pgstudents

**THIS HANDBOOK IS AVAILABLE IN LARGE
PRINT, BRAILLE OR AUDIO ON REQUEST TO:**

PUBLICATIONS

T: 01334 463020

E: publications@st-andrews.ac.uk

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Academic Information

Accessing Your Records

The University keeps records on every student. Each record contains data of two sorts - personal details (e.g. next of kin, term address) and course information (e.g. pre-advising records, modules currently being taken, and grades awarded for past modules). Access to this self-service facility is available online to all students registered at the University and is provided via the internet over a secure server.

Personal Details

You are responsible for ensuring that your contact details are kept up to date. You may do this at anytime during the year via your E-vision account which can be accessed from the Current Students section of the University home page at https://e-vision.st-andrews.ac.uk/urd/sits.urd/run/siw_lgn

Course information

Students have access to their current electronic record cards and are able to print these out. If official paper transcripts are required students should contact the Registry at the address below. Student record cards can be accessed by following the appropriate link under Academic Matters at: www.st-andrews.ac.uk/students

Contact details:

To request transcripts:

Registry, The Old Burgh School, Abbey Walk

E: registry@st-andrews.ac.uk

T: 01334 463097

W: www.st-andrews.ac.uk/students/academic

For queries about personal details or record cards:

Registry, The Old Burgh School, Abbey Walk

E: Undergraduates should contact registry-ug@st-andrews.ac.uk

E: Postgraduates should contact registry-pg@st-andrews.ac.uk

T: 01334 462137

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

(See also: Advising of Studies page 8; Course Catalogue page 11; Transcripts of Academic Records page 27)

Advising of Studies

Undergraduate

At the beginning of each session, before matriculation in the University, undergraduate students must see, in person, their sub-honours or Honours Adviser of Studies, who will validate their choice of modules and who will be able to give help and guidance on matters relating to academic progress. In addition, students may contact their Adviser at any time in the Academic Year if they have anything they wish to discuss.

Postgraduate

At the beginning of each session, before matriculation in the University, taught postgraduate students will be advised into the appropriate modules for their programme by their Programme Co-ordinator to whom any queries regarding this process and the module selection should be addressed in the first instance.

Names of Advisers of Studies and Programme Co-ordinators can be obtained from each School.

Pre-Advising

Each April returning students are asked to submit their module choices online as part of the Pre-Advising process. Practices vary in some Schools and students should refer to specific instructions issued by their School for details. You should also at this point take the opportunity to update your personal details e.g. contact address. Students should contact their Advisers of Studies with any questions. Advisers also have access to Pre-Advising pages and will be able to amend or provisionally validate module choices.

Entrant students should pre-advise during April following the instructions sent out by email.

Readvising/Changing Modules

Students are ordinarily allowed to change modules only during the first two weeks of each semester. After two weeks your Adviser of Studies or Programme Co-ordinator must place a special request on your behalf to the appropriate Pro Dean. No matter what level of module you are studying, you must contact your Adviser of Studies or Programme Co-ordinator to obtain the necessary approval for any change.

You must not, in any circumstances, enrol yourself into a new module or simply start attending the classes for a new module, at any level, without being Readvised. Advising is one of the primary means by which your academic record is maintained and exam schedules are produced; and unless you ensure that this is kept up to date you may find you will not receive the credit for the modules you have taken or that you have a clash in your exam timetable.

Module Confirmation

Following Readvising students have a two-week period to check and confirm that their module choices are correct. Students will be contacted in Week 3 of each semester with details of how to complete this requirement.

(See also: Accessing Your Records page 8; Course Catalogue page 11; Matriculation page 23; Programme Requirements page 43)

Common Reporting Scale (20-Point)

The University uses a 20-point common reporting scale for grades (i.e. a 20 point basic scale reported to one decimal point for the reporting of final module grades). From the start of session 2009-2010 the pass grade will change from 5 to 7. This change has been introduced as one way of trying to raise the level of challenge to students. This does not mean that what previously was awarded 5 will now be awarded 7. Rather it means that what was previously awarded 5 will now fail. This change in the pass grade will not be accompanied by any changes in marking standards.

The change to a passing grade of 7 will apply to all students, i.e. to both continuing students as well as new entrants. Details of the Common Reporting Scale are overleaf or can be found under Assessment and Award at:

www.st-andrews.ac.uk/students/academic

Reporting scale	Honours classification
20	First class
19	"
18	"
17	"
16	Upper second class
15	"
14	"
13	Lower second class
12	"
11	"
10	Third class
9	"
8	"
7	Pass
6	Fail (with right to resit)
5	"
4	"
3	Fail (with no right to resit)
2	"
1	"
0	"

Taught Postgraduate Awards

Module grades are reported on the University 20 point Common Reporting Scale. The significance of a student's Grade Point Average (averaged across all taught elements of the programme) is as follows:

16.5 – 20.0	Distinction in the Diploma may be awarded
13.5 – 20.0	Right of progression to MLitt/MSc/MRes/MPhil if available
12.5 – 13.4	Discretionary progression to MLitt/MSc/MRes/MPhil if available
7.0 – 12.4	Postgraduate Diploma
0 – 6.9	Fail

Progression is only possible within a recognised degree programme.

Where a student fails the assessment for a module, the Board of Examiners may offer a re-assessment, the exact form of which must be approved by the External Examiner. Re-assessed work will be marked either Pass or Fail. It will not be graded on the 20-point Common Reporting Scale. A student who achieves a Pass may be eligible for the Postgraduate Certificate or Postgraduate Diploma but not for a Master's degree.

(See also: Feedback on Assessed Work page 19)

Course Catalogue

The Course Catalogues contain information on all the programmes offered by the University. They also provide full details of all modules available, including content, credit level and value and assessment requirements.

The catalogues can be accessed online at:

www.st-andrews.ac.uk/students/academic/Coursecatalogue

A limited number of hardcopy versions of the Course Catalogues are produced once each year and are available on request from Registry. To enquire about paper copies, or alternative formats:

Contact:

Wilma Pogorzelec, Supervisor
Registry, The Old Burgh School, Abbey Walk.
T: 01334 462137
E: registry-ug@st-andrews.ac.uk

Deans' List

An annual award for academic excellence, promoted by the four Deans of the University, was introduced in academic year 2007-2008. Undergraduate students who achieve an outstanding overall result in the course of an academic year have their names inscribed on the Deans' List, an honour which will also appear on your University transcript.

The criteria for the award are strict. Only students taking no fewer than 120 credits counting towards an approved degree programme over the course of an academic year will be eligible and all credits have to be taken within the four Faculties of the University of St Andrews.

Study abroad is excluded from the scheme, although incoming students from other universities will be eligible provided they meet all other criteria.

Any student who meets all the criteria and who obtains a credit-weighted mean grade of 16.5 or above for the year will be recorded on the Deans' List. The rules will be adapted for part-time students, who must achieve the minimum credit-weighted mean of 16.5 in 120 credits taken part-time over no more than three academic sessions.

Full details of all the criteria and conditions for the Deans List are available at: www.st-andrews.ac.uk/administration/deans/deanslist/

Degree Classification (UG)

The University applies a common formula for the calculation of the award of Honours classifications. Degrees are classified using a credit-weighted calculation of grades achieved for Honours level modules (3000 level and above). This ensures consistency, particularly if you are taking a joint degree. Full details of the University's Honours Classification algorithm can be found at: www.st-andrews.ac.uk/media/Honours%20Classification%20Algorithm%202007-8.pdf

Note in particular that in the case of loss of Permission to Proceed in a module at 3000 level and above, a grade of '0' (zero) will be entered into the calculation even though no credits are obtained for the module with respect to meeting the requirements of the Honours degree programme.

Procedures for assessing borderline degree classifications

The University Honours Classification Algorithm usually produces a clear outcome. However there are certain “borderline zones” where the classification outcome is not so clear (i.e. the mean and median Honours mark falls less than 0.5 below a classification boundary). In these cases the default classification will be the lower degree class. However the School Classification Board is permitted to make a case for the award of a higher degree class to the University Special Classifications Board. Such cases will be based on local School criteria which will be published in all School Honours handbooks.

You should be aware that the Special Classification Board has the authority to turn down any recommendation from the School. In the case of Joint Honours students the classification will be agreed by both the Schools. The Special Classification Board will adjudicate in the event that the two Schools fail to reach an agreement.

Contact:

Academic Registrar & Clerk
College Gate, North Street
T: 01334 462596
E: registrar@st-andrews.ac.uk

Evening Degree

If you are an Evening Degree student, for all information:

Contact:

Nicky Haxell, Evening Degree Co-ordinator, St Andrews Extension
Programmes: Evening Degree Office, St Katharine’s West, 16 The Scores
T: 01334 462203
E: parttime@st-andrews.ac.uk
W: www.st-andrews.ac.uk/Eveningdegreestudents

Evening Degree students requiring support contact:
Student Support Services, 1st Floor, Students’ Association.
T: 01334 462720
E: sss@st-andrews.ac.uk

Examinations - Timetables, Rules and Resits

Module Handbooks and the University Course Catalogues contain details of the percentage of the final module mark that will be derived from the formal examinations.

Information on the University's examination processes may be found at:
www.st-andrews.ac.uk/students/academic/Examinations/

Examination Regulations

All University examinations are governed by the University of St Andrews Examination Regulations.

The Examination Regulations are available online: www.st-andrews.ac.uk/students/academic/Examinations/ExaminationRulesandPolicy/

Each student must ensure that they have read and fully understand the Examination Regulations prior to sitting examinations.

Examination Diets

Students are required to make themselves available in St Andrews for the full duration of the January and May Examination Diets, dates of which are detailed under the Session Dates section of this University Handbook (see page 26).

When returning to St Andrews for an examination, you should ensure that you schedule your travel arrangements so as to arrive in good time. This is especially important in January, when bad weather can often delay public transport. Poor scheduling on a student's part will not be acceptable as a valid excuse for missing an examination. You should be aware that you should be present up until the last day of the semester.

Registration for Degree Examinations

All matriculated students are entered automatically for the January and May degree examination diets.

Reassessment Registration

If you are offered the opportunity to take resit examinations and/or deferred assessments at the September (Reassessment) Diet you must register individually in advance for the diet, via the online registration facility. In late June, you will be notified directly by email when this is available. All registrations must be submitted by the annually advised deadline in August. Registrations will not be confirmed until the appropriate re-entry fee has been paid in full. Failure to register fully by the due date may mean that you will not be able to sit your examination in the diet.

Where the examination is a reassessment, there is a fee payable at the time of registration. Similarly, those students who are out of time or whose studies have been terminated but who have been given permission by the relevant Faculty Business Committee to sit only the examination (via extended Permission to Proceed) in a particular semester, must also register individually for the diet in question and pay the appropriate fee. Students sitting deferred examinations must also register in advance, but will not be liable for a fee.

Examination Timetables

The provisional degree Examination Timetable is published for each examination diet no later than Week 8 of Semester 1 and Week 7 of Semester 2.

You are reminded of the importance of checking the provisional timetable carefully. Whilst every effort is made by Schools and Registry to prevent timetable clashes, they can on occasion occur. Where such a clash is identified, students should in the first instance alert the University Examinations Office (examoff@st-andrews.ac.uk) as a matter of urgency.

The confirmed degree Examination Timetable is published in Week 9 or 10 of each semester: in December for degree examinations in January, and in April for degree examinations in May. Students are strongly advised not to make any travel or other arrangements for the period of the examinations until the confirmed Timetable has been published. The Degree Examination Timetable for the September Reassessment diet is published in July of each year and students are expected to attend in St Andrews for any examinations scheduled during this diet.

All Examination Timetables are published only via the web at: www.st-andrews.ac.uk/students/academic/Examinations. Individual Personal Student Examination Timetables for the January and May diets only can also be downloaded from this webpage.

Anonymous Marking

All examination papers are marked anonymously. The examination script books are designed so that all your personal details are completed along a strip on the right hand side of the script book, which you seal before leaving the Examination Hall. You should ensure your matriculation number is completed on the front of the script book and that it remains clearly visible.

Your personal information will remain sealed while the internal marker(s) mark your script. Once a mark has been agreed by the internal marker(s)

and recorded on the front of your script book, the flap will be opened to reveal your personal details to ensure that the information is recorded on the correct student record.

Special Examination Arrangements

If you have a disability/learning difficulty/long term medical condition/Autistic Spectrum Disorder, and require special exam arrangements you must ensure that you have registered with the disability team by the end of November for the January exams or by the end of March for the May exams.

All examinations are arranged by the University's Examinations Office. Failure to register with the Disability Team may result in the Examinations Office being unable to provide you with the exam arrangements you require.

You can register with the disability team by arranging an appointment with Student Support Services - email sss@st-andrews.ac.uk or telephone: +44(0)1334 (46)2720.

Contact:

Amanda O'Connell, Examinations Officer

The Old Burgh School, Abbey Walk

T: 01334 462528

E: examoff@st-andrews.ac.uk

W: www.st-andrews.ac.uk/students/academic/Examinations

(See also: Absence Reporting page 31; Permission to Proceed page 42; Semester Dates page 26)

Exchanges and Study Abroad

Are you aware that you could spend up to a year of your St Andrews degree in another country? Study abroad is an exciting opportunity that could add an important dimension to your undergraduate studies and can help you focus on the history, culture, and political and social institutions of another country. In some cases your language proficiency will be advanced, and you will have developed lifelong friendships.

NB Study abroad for credit is only permitted on existing University approved programmes. The University has a range of exchange and study abroad programmes, all of which are carefully selected and monitored. We have good relations with our partners overseas and work closely with them to ensure our students enjoy a successful period abroad and a smooth return to St Andrews thereafter.

University Exchanges: North America

St Andrews has a number of exchange partners in the USA and Canada. These links are not subject specific but interested students should research exchange partners to ensure appropriate courses are available. Application for one of these exchange programmes is competitive and the main criterion is a strong academic record. All North American exchanges involve a full year of study at a partner institution.

Department/ School Exchanges

Europe

Several schools have Erasmus links with other European institutions. In total, we currently have almost 30 student exchanges with institutions in 11 EU countries. While many of these are for students of Modern Languages, a number of opportunities exist for students in other Schools, and several of our exchange partners offer courses in English as well as the host language.

The Erasmus programme is sponsored by the European Commission. To take part in this programme, students must hold citizenship of a member state of the European Union. Erasmus tuition fee funding has been made available to our eligible 2009-2010 outgoing students, as well as Erasmus grants (not means tested).

If you do not qualify for Erasmus, it may still be possible to study at one of our European partners. Please contact us at the address below for further details.

Outside Europe

A few schools have established exchange programmes with partners outside Europe, and as a result there are also opportunities to study in Egypt, Hong Kong, Russia, Syria and Uruguay.

Further Information

Students are sent further information on all of our study abroad programmes in their second year. In the meantime, please take a look at our online information (see below) or contact your School to enquire about the opportunities available for your programme of study.

Contact:

Exchanges and Study Abroad Team

Admissions, St Katharine's West, 16 The Scores

T: 01334 462245/3310

E: studyabroad@st-andrews.ac.uk

W: www.st-andrews.ac.uk/admissions/Exchangestudents/

Extension of Studies - PG

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 Postgraduate Programmes or the Code of Practice for Supervisors and Students in Research Postgraduate Programmes at:

www.st-andrews.ac.uk/pgstudents/rules

Feedback on Assessed Work

Students should be able to receive routine feedback on any work that they have submitted. Feedback will give you advice that will guide you in improving your learning and future performance. Feedback opportunities vary from School to School but can include individual face-to-face discussion, written commentaries on work or electronic feedback for example through WebCT.

Feedback on examination performance can be given to a class as a whole or if you wish detailed feedback from a member of academic staff on an examination script, you should contact your School to arrange a suitable time. No fee is charged for this type of feedback.

Students are however also entitled to request a hard copy of any of their own completed examination scripts. If a photocopy of the script is required for personal reference, please contact your School and on payment of a fee of £10 per examination script a photocopy will be provided to you within five working days. Such requests should be made by the end of Week 3 of the semester that follows the examination diet.

General Degree students

General Degree students are entitled to be awarded the Degree with Distinction if they meet the criteria set out in Senate Regulation 26.

If a student narrowly misses meeting these criteria due to adverse personal or medical circumstances, s/he should write with a full explanation and documentary support to the Special Classification Board, c/o the Academic Registrar. The Board usually meets only a few days after the release of module results in May/June: students should therefore make their application to the Board very promptly.

Although 'S' Coding of modules does not normally apply to General Degree students, the Special Classification Board may be guided by the rules regarding 'S' Coding in considering any application for the award of a Distinction from a General Degree student.

(See also: Special Circumstances - 'S' coding page 44)

GRADskills Programme - PG

The GRADskills Programme was launched in 2005 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 generic personal and professional 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 'Vitae', Britain's highly-regarded researcher training organisation, while others utilise professional trainers, consultants and academics, all of whom 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 Postgraduate Induction.

Contact:

GRADskills, The Gateway, North Haugh, St Andrews

T: 01334 462340

E: gradskills@st-andrews.ac.uk

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

(See also: Induction page 22)

Graduation

Most students choose to graduate at either the June ceremonies or the St Andrew's Day ceremony, in person or in absentia. For more details, contact Registry.

Students who are potentially eligible to graduate will be contacted well in advance by the Registry 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/graduation

Contact:

Registry, The Old Burgh School, Abbey Walk

T: 01334 462119

E: registry@st-andrews.ac.uk

Identity (Matric) 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/matriculation in the Younger Hall. Outwith the start of session registered students can collect their cards from the IT Helpdesk in the Library or from the Library Service desk when the Helpdesk is closed. The information on the card is extracted from the central student record system. If you have not submitted a correct personal details form via e-Vision (www.st-andrews.ac.uk/students/ and look under Academic Matters) the information in the central 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, Students' Association 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:

- Cards remain the property of the University of St Andrews.
- Cards are not transferable and should not be lent to others.
- If a student leaves the University before the course end date on the card (valid until date), they 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.
- The University routinely collects data on swipe access to buildings and this may be used for security or disciplinary purposes.

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/graduation and look under Tech and Administrative services.

Induction - PG

The University provides induction programmes specifically for postgraduate students at the beginning of the academic year - one for Master's students, another for MPhil and PhD students. The Induction informs new postgraduates about the structures and systems of the University and gives an introduction to research and skills training at St Andrews. All postgraduate students are strongly encouraged to attend Induction, details of which are given on the new postgraduate web pages: www.st-andrews.ac.uk/newpgstudents. Many individual Schools also provide an additional induction to welcome their new postgraduates and to address discipline-specific topics and regulations related to postgraduate study and research. In addition, all new students at St Andrews can attend optional Orientation Week events.

(See also: GRADskills Programme page 20; Orientation/Pre-sessional Week page 24)

Matriculation

All students must matriculate each academic session to allow them to continue with their studies and attend classes. Research students who commence part way through the academic session will matriculate at the appropriate point during the year.

All students will be expected to matriculate using the Online Matriculation system available through e-Vision. All students will be sent full details of how and when this should be completed to their University of St Andrews email address. Entrant students will also be expected to attend Matriculation in person and details will be sent to all entrant students during August and September of each year.

Undergraduate and Taught Postgraduate students are expected to matriculate during Orientation/Pre-Sessional Week before Semester commences and any student who has not matriculated by the end of Monday of Week 1 (without prior permission to matriculate late from the University) will be charged a £100 late matriculation fee. Permission to matriculate late can only be given by Registry and permission must be sought before the start of Orientation/Pre-Sessional Week. For 2009/2010 this means you must request permission to matriculate late by Friday 18 September 2009. Full details of the Late Matriculation Policy can be accessed at:

www.st-andrews.ac.uk/students/academic/Advising/Overview

Undergraduate students should note that they must also attend their advising appointment. Failure to complete the advising process will mean that you are not a matriculated student and you may be liable for a late matriculation fine.

Year Abroad. If you are going on a study year abroad you should have attended the compulsory pre-departure meeting held in April of each year. You will have received information on how to matriculate whilst you are abroad and you will be able to use the Online Matriculation system in September. Full details will be sent to your University of St Andrews email account over the summer and you should ensure that you complete the matriculation process even though you are abroad. You will still be liable for a late fee if you do not matriculate by the stated deadline.

For any additional questions:

Contact:

Registry, The Old Burgh School, Abbey Walk

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

(See also: Advising of Studies page 8, and Exchanges and Study Abroad page 17; Orientation/Pre-sessional Week page 24)

Orientation/Pre-sessional Week

Students are reminded that Orientation /Pre-sessional Week is an integral part of the University semester, even though no classes are scheduled during that time. It offers students an opportunity to prepare for classes by purchasing and beginning work on course material, and some Schools hold induction meetings during this time.

www.st-andrews.ac.uk/students/orientation

Postgraduate Students

All Taught Postgraduate students are required to matriculate at the start of their first semester of study in each academic year. You will be required to use the Online Matriculation process to confirm your details and make any payment arrangements. You will also need to meet with your Programme Co-ordinator who will arrange for you to be advised into the relevant module choices. You should collect your Matriculation Form from your Programme Co-ordinator at this meeting, which you then bring to the Entrant Matriculation event. Full details of the event will be sent to all Entrant Postgraduate students during September.

Returning Taught Postgraduate students will only need to matriculate using the Online Matriculation system.

Any queries regarding meeting with your Programme Co-ordinator should be addressed to the relevant School/Department who will have details of how to make appointments.

All Research Postgraduate students are required to matriculate at the start of their studies and annually thereafter. You will be expected to complete the Online Matriculation process, providing personal information and completing any payment requirements. Entrant students will also be required to complete and sign a matriculation form which can be collected when you see your Supervisor during Orientation week to discuss your studies. To complete the matriculation process, you need to sign the form and attend the Entrant matriculation event, where you will be able to collect your student ID card.

Research students are expected to matriculate and pay fees annually and Registry will contact students to let them know when to matriculate. All research students are expected to matriculate within four weeks of their matriculation date, and students who do not matriculate by this deadline without prior approval from the relevant Pro Dean will be assumed to have withdrawn from their studies. It is, therefore, essential that you matriculate as soon as you have been informed by Registry, and if you anticipate you will have difficulties meeting this deadline (if you will be away undertaking field work, for instance) you must contact your supervisor to discuss your situation.

Personal details

Please note that it is your responsibility both to make changes to your personal details record 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 online matriculation has been completed and your personal details have been updated. To update your personal details go www.st-andrews.ac.uk/pgstudents/ and click the View and Amend Personal Details option.

Further information:

www.st-andrews.ac.uk/students/academic/Advising/Overview

Contact:

Registry, The Old Burgh School, Abbey Walk

E: registry@st-andrews.ac.uk

(See also: Identity 'Matric' Cards page 21; Matriculation page 23)

Progression Thresholds

The requirements for progression from one module to another, for progression to Honours, or from one part of a degree programme to another, will be clearly published by Schools. You are not permitted to resit your second year examinations in order to improve your mark or gain a better mark and progress to Honours. Students studying for a General degree are not currently allowed to progress to Honours.

Reading Weeks

These are integral parts of the University semester, even though no classes are scheduled during that time. Reading Week is intended as an opportunity for staff and students to catch up on academic work and to deepen their understanding of their subject(s). All students are expected to devote these parts of the semester to their studies.

Session Dates 2009/2010

Pre-Sessional Week:	Week commencing Monday 21st September 2009
Martinmas Semester:	Monday 28th September 2009 – Friday 22nd January 2010
Reading Week:	Week commencing Monday 9th November 2009
Raisin Monday:	Monday 23rd November 2009
Graduation:	Monday 30th November 2009 (no teaching all day)
Christmas Vacation:	Saturday 19th December 2009 – Monday 4th January 2010
Revision Period:	Commences Tuesday 5th January 2010
Examinations:	Monday 11th January – Wednesday 20th January 2010
Candlemas Semester:	Monday 8th February – Friday 28th May 2010
Spring Vacation:	Saturday 27th March – Sunday 11th April 2010
May Day Holiday:	Monday 3rd May 2010
Revision Period:	Commences Saturday 8th May 2010
Examinations:	Saturday 15th May – Wednesday 26th May 2010
Graduation:	Tuesday 22nd June – Friday 25th June 2010
Re-Assessment Diet	
Medicine:	Monday 30th August – Friday 3rd September 2010
Others:	Monday 6th September – Thursday 9th September 2010
Further Session dates are available at:	
	www.st-andrews.ac.uk/semesterdates

Note that Orientation Week and Reading Week are integral parts of the University semester, and students are expected to devote these periods to their studies. Students are also expected to be available for the entire examination period.

Study Abroad (See: Exchanges and Study Abroad page 17)

Studying Part-time

The opportunity for part-time study is available in all Faculties except Medicine. 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. Under the Immigration Rules there is no provision for International Students to study part-time. If you are in the UK with a student visa you must be registered full-time, regardless of level of study.

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:

Registry, The Old Burgh School, Abbey Walk

T: 01334 463097

F: 01334 462144

E: registry@st-andrews.ac.uk

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

Undergraduate Research Internship Programme (URIP)

This programme was recently introduced with the intention of giving undergraduate students the opportunity to experience research during the summer vacation. The URIP is open to students who are matriculated at the University of St Andrews and who will typically have completed their penultimate year of studies. URIP funding (currently at £180 per week for up to 10 weeks) cannot be used to support research for a credit-bearing programme. Details of the scheme, including information about the application procedures, are published during the academic year. The programme is administered by the Deans of Arts and Science.

For full details of the application process visit:

www.st-andrews.ac.uk/students/academic/internships/

University Government

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

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 will 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 Kevin Dunion OBE, a graduate of the University and the current Scottish Information Commissioner, who was elected to a three-year term in November 2008. 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. For more information check www.kevindunion.org.uk or contact rector@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 Sabbatical Officers can be found in the Students' Association building on St Mary's Place, 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 SRC elections occur every March, with postgraduate positions elected in October.

For more information on these and the other services the Students' Association offers, view their 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 Saturday following the June Graduation Ceremonies and the Saturday following the St Andrew's Day Graduation Ceremonies, the latter normally being held outwith St Andrews.

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

Academic Regulations & Codes of Practice

Absence Reporting

Absence from Classes

Attendance is a basic assessment requirement for credit award, and failure to attend classes or meetings with academic staff 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 elsewhere in this handbook.

If you have missed timetabled classes/events or any other compulsory elements of the module due to illness or an unavoidable pre-arranged event or appointment, you must complete a Self Certificate of Absence form (through e-Vision) as soon as possible. This is available at:

https://e-vision.st-andrews.ac.uk/urd/sits.urd/run/siw_lgn

Under certain circumstances, Schools may request further documentation in addition to the Self Certificate. In this case, students should contact Student Support Services in order to organise the appropriate documentation.

If you submit more than three Self Certificates in a single semester, or if the period of absence extends to fifteen working days, you may be contacted by Student Support, the relevant Pro Dean, or by an appropriate member of staff in your School.

Completion of a Self Certificate is not an acceptable substitute for contacting your tutors well in advance if you have to be absent. Advance notice of absence is acceptable only for good reason (for example, a hospital appointment or job interview). It is your responsibility to contact the appropriate member of staff to complete any remedial work necessary.

If you are an international student (non-EEA nationals only), you will be affected by recent changes introduced by the UK in relation to immigration rules and visas. The University is now legally bound to report to the United Kingdom Borders Agency any student who fails to enrol on a module or programme of study or who fails to attend or who discontinues their studies.

Further information is available from the following links:-
[www.st-andrews.ac.uk/students/advice/InternationalStudents/
PointsBasedSystem/](http://www.st-andrews.ac.uk/students/advice/InternationalStudents/PointsBasedSystem/)

www.st-andrews.ac.uk/admissions/int/Immigrationadvice/

Absence from Examinations

Absence from Examinations due to illness or any other unavoidable reason should be reported IMMEDIATELY or as soon as you know you will be unable to sit an examination to the University Examinations Office by telephone (01334 46) 2124/2528. This should then be followed up by completion of a Self Certification of Absence form (through e-Vision https://e-vision.st-andrews.ac.uk/urd/sits.urd/run/siw_lgn).

As soon as you are well enough you should contact your School(s) to make arrangements for an alternative or deferred assessment to be completed at the earliest opportunity.

Contact:

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

T: 01334 462720

E: sss@st-andrews.ac.uk

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

Amanda O'Connell, Examinations Officer

The Old Burgh School, Abbey Walk

T: 01334 462528

E: examoff@st-andrews.ac.uk

(See also: Permission to Proceed page 42)

Academic Misconduct

Academic integrity is fundamental to the values promoted by the University. It is important that all students are judged on their ability, and no student will be allowed unfairly to take an advantage over others, to affect the security and integrity of the assessment process, or to diminish the reliability and quality of a University of St Andrews degree.

Academic misconduct includes the presentation of material as one's own when it is not one's own; the presentation of material whose provenance is academically inappropriate; and academically inappropriate behaviour in an examination or class test. Any work that is submitted for feedback and evaluation is liable for consideration under the University's Academic Misconduct policy irrespective of whether it carries credit towards your degree. All work submitted by students is expected to represent good academic practice.

You should be aware that the University takes academic misconduct offences extremely seriously and any student found guilty of a repeat offence may be expelled from the University either temporarily or on a permanent basis.

The University's Academic Misconduct policy covers the behaviour of both undergraduate and postgraduate students.

All students are advised to familiarise themselves with the University's Guide to students called "Avoiding Academic Misconduct" and also the full University policy and procedure, both of which may be accessed from: www.st-andrews.ac.uk/students/policy/academicmisconduct

Students are also referred to the Students Association's publication *Don't Get it Wrong*: (http://yourunion.net/files/dont_get_it_wrong.pdf).

Students who are unsure about the correct presentation of academic material should approach their tutors, and may also contact SALTIRE (June.Knowles@st-andrews.ac.uk) for training.

Academic Progress Difficulties - UG

If you are encountering difficulties which are affecting your academic progress (e.g. attendance at classes, completing assessments, preparing for or attending examinations, withdrawal of Permission to Proceed, Termination of Studies, withdrawal from the University), you should in the first instance contact either the Module Co-ordinator, your Adviser of Studies or the Director of Teaching. Otherwise, the Academic Support Adviser at Student Support Services should be contacted. They are responsible for giving advice on how to proceed, and for informing Schools and Departments of circumstances which are affecting a student; such circumstances may be taken into account by way of assessment extensions or alternative assessment. It is important that all circumstances that may have affected performance are brought to the attention of the appropriate School(s) as early as possible and certainly before the examination diet for the semester affected. The Academic Support Adviser can also be contacted about any other academic concerns, e.g. degree structures, prerequisites for entry to modules or to Honours, dissatisfaction with grades, etc., but any final decision will lie with the appropriate Faculty or School Officer.

Contact:

Academic Support Adviser

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

T: 01334 462042

E: sss@st-andrews.ac.uk

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

Students' Association. The Director of Representation and the Student Advocate (Education) together handle representational and educational issues at the Students' Association. Iain Cupples, the Student Advocate (Education), 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 difficulties. 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 and student representation, particularly the class representative system.

In addition to Iain, there is also a Student Advocate (Accommodation). Eleanor Feltham is available to give advice and support on any accommodation issues you may be facing.

Contact:

Iain Cupples, Student Advocate (Education) and Eleanor Feltham, Student Advocate (Accommodation).

T: 01334 462700

E: inc@st-andrews.ac.uk or ef41@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 the main point of contact regarding Class Representatives and student representation in general.

Contact:

T: 01334 462700

E: dorep@st-andrews.ac.uk

Medical Students. Because the Medicine Course is part of a professional training, students in the Faculty of Medicine are required to fulfil Fitness to Practise requirements which are fully explained to them by Bute Medical School Staff. In this connection medical students are required each session to sign the Bute Medical School Agreement. Further details of the Agreement and Fitness to Practise issues can be found at <http://medicine.st-andrews.ac.uk/prospectus/fitness.aspx>

Evening Degree Students. Students should contact Dr Nicky Haxell, Co-ordinator of the Part-Time Evening Degree Programme (**see Evening Degree page 13**).

Common Undergraduate Problems. Once you have registered, you should see your tutors or module co-ordinators for information on particular module or programme requirements. However, you should contact Registry, The Old Burgh School, Abbey Walk, E: registry-ug@st-andrews.ac.uk in the following circumstances:

I want to change my course or module choice. You cannot change your programme or module choice without having this approved by an Adviser of Studies or Supervisor. Changes must be approved by the end of week 2. All students should see their Adviser in his/her Department.

I want to change my Faculty. You are admitted to a specific Faculty on the basis of your stated degree choice and entrance qualifications. Changing Faculties

requires the permission of both the Pro Dean Arts (Advising) and the Pro Dean Science (Undergraduate). Arts and Divinity students should first see the Pro Dean Arts (Advising), and Science students the Pro Dean Science (Advising). Appointments are to be made through the Registry.

[I want to change my status from full-time to part-time \(or vice versa\)](#). Arts and Divinity students should see the Pro Dean Arts (Advising); Science Students should see the Pro Dean Science (Undergraduate). Changes for the current semester must be approved by the end of week 2. Appointments may be made through Registry.

[I want to change my status from non-graduating to graduating](#). If you are an Overseas non-graduating student and wish to stay for more than one year in the Faculty you should apply for graduating status, usually towards the end of your non-graduating year. Non-graduating students will be contacted by Registry in March and May, who will email a copy of the application form to your University of St Andrews email account. Those wishing to change status should complete the form as required and return to Registry. Please note you should also include an up to date transcript from your previous institution. Non-graduating students from within the European Union (EU) should apply through UCAS if they wish to undertake a graduating programme. Details of the Admissions procedure are available on the Admissions website at www.st-andrews.ac.uk/admissions/ug/ for Undergraduates and www.st-andrews.ac.uk/pg/ for Postgraduates

[I wish to withdraw either temporarily or permanently from my studies](#). If you wish to withdraw from your studies you may wish to consult with the Academic Support Adviser in Student Support Services. You will then need formal permission from the appropriate Pro Dean to withdraw and must, save in exceptional circumstances, seek this permission in person. Appointments with the Pro Deans can be made through Registry.

Contact:

Registry Student Office

Registry, The Old Burgh School, Abbey Walk.

E: registry-ug@st-andrews.ac.uk (Undergraduates)

(See also: Advising of Studies page 8; Complaints, Appeals & Discipline page 38; Permission to Proceed page 42; Termination of Studies page 45)

Academic Progress Difficulties - PG

- Refer to the Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes for procedures and further guidance: www.st-andrews.ac.uk/pgstudents/rules
- If problems are encountered which affect academic progress then the Academic Support Adviser in Student Support Services, 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:

Academic Support Adviser

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

T: 01334 462720

E: sss@st-andrews.ac.uk

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

Change of Supervisor: see Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes for procedures and further guidance: www.st-andrews.ac.uk/students/rules

(See also: Complaints, Appeals & Discipline page 38)

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

See Postgraduates policy section at:

www.st-andrews.ac.uk/pgstudents/rules

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 your assessed work or academic progression;

Complaints - where you are dissatisfied with the provision, whether academic or non-academic, that you have received from any part of the University;

Disciplinary cases - where the University has grounds to believe that you have conducted yourself in an unacceptable manner in an academic or non-academic context.

More information on the procedures to follow are outlined in the University's Code of Practice on Student Appeals, Complaints and Discipline linked from this web page: www.st-andrews.ac.uk/students/rules

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 the appropriate Pro Dean.

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

Further Guidance and Support

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 Student Advocate (Education), 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

Academic Support Adviser

Student Support Services

T: 01334 462042

E: inc@st-andrews.ac.uk

For advice on the process and alternative formats:

Contact:

Academic Registrar & Clerk

College Gate, North Street.

T: 01334 462596

E: registrar@st-andrews.ac.uk

In addition support is available from the appropriate Pro Dean and Student Support Services who may be contacted by emailing:

Undergraduate Arts and Divinity: prodean.arts@st-andrews.ac.uk

Undergraduate Arts & Divinity (Advising) pdaadv@st-andrews.ac.uk

Undergraduate Medicine: dws1@st-andrews.ac.uk

Undergraduate Science: prodeansci@st-andrews.ac.uk

Undergraduate Science (Advising) prodeansci@st-andrews.ac.uk

Postgraduate Arts and Divinity: sl50@st-andrews.ac.uk

Postgraduate Medicine: csh2@st-andrews.ac.uk

Postgraduate Science: aaf1@st-andrews.ac.uk

Academic Support Adviser: sss.academic@st-andrews.ac.uk

Confidentiality - Code of Practice

The Code is available online at www.st-andrews.ac.uk/students/rules under Most Requested Documents.

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. Undergraduate and Postgraduate Resolutions and Regulations are online at: www.st-andrews.ac.uk/students/rules/ or www.st-andrews.ac.uk/pgstudents/rules/

For alternative formats:

Contact:

Nicola Milton

Deans' Office, College Gate, North Street.

T: 01334 462131

E: nam6@st-andrews.ac.uk

Enrolment in Classes - UG

When you first attend your classes in Week 1, you will be required to 'sign in', allowing Schools to allocate you to tutorial groups, and to distribute teaching material for each module, for example reading lists. Enrolment usually takes place at the lecture hour of the module in the School which teaches it. However, you should check details carefully on School noticeboards. At enrolment, you will receive additional module information such as book lists, tutorial and laboratory arrangements, etc.

Please note that you cannot enrol for a module unless your Adviser of Studies has confirmed your registration for it.

(See also: Advising of Studies page 8)

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 has established an Equalities Monitoring Group which has the explicit goal to manage the transition towards effectively embedding equal opportunities activities in all appropriate University Committees within a period of three years.

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

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

Director of Student Support Services
2nd Floor, Students' Association.
T: 01334 462252
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, The Old Burgh School, Abbey Walk
T: 01334 462557
E: humres@st-andrews.ac.uk

The University operates a Harassment and Bullying at Work and Study policy for staff and students. As part of this policy, a network of Harassment Contacts has been established who can be contacted by staff and students. They are there to listen, help and support.

For more information on the University's equality policies, see the following web page: www.st-andrews.ac.uk/foi/equality/policies/

Ethics (UTREC)

It is a requirement that any Honours or Masters dissertation or PhD thesis that required ethical approval from UTREC, should have the letter or email of ethical approval bound into an appendix before submission. For information about research that is likely to require ethical approval, please see the UTREC website: www.st-andrews.ac.uk/utrec/

Leave of Absence (See: **Withdrawal from Studies page 46**)

Permission to Proceed

Permission to Proceed is a system for regulating student attendance and/or performance. It gives Schools a mechanism to ensure attendance at modules, the submission of work, and an acceptable quality of work.

You will automatically proceed in a module if you attend all the required classes and complete and submit all the required assessments on time and to the required minimum standards as specified by the School. Permission to Proceed in the module will however be withdrawn by the School if you fail to fulfil any of the above requirements without good cause. If you fail to retain your Permission to Proceed you will not be permitted to sit the module examination at the end of the semester. Thereafter, in order to complete the requirements of the programme, you will have to take an additional module to make up the required credits. The loss of Permission to Proceed in more than one module in any semester may result in your studies at the University being terminated.

You will also lose Permission to Proceed for any module for which you have been registered but have not attended. This will result in no credits for that module, and a grade of '0' (zero) on your record, with no possibility of re-assessment. You may also find problems with your examination schedule.

Full details of the University's regulations relating to Permission to Proceed are available at: www.st-andrews.ac.uk/students/advice/AcademicMatters/Permissiontoproceed

(See also: Course Catalogue page 11; Termination of Studies page 45)

Programme Requirements

The Course Catalogue provides information on the module requirements for particular degree programmes. See

www.st-andrews.ac.uk/students/academic/Coursecatalogue

For information regarding requirements for specific degree programmes you may also speak to your Adviser of Studies.

(See also: Advising of Studies page 8; Course Catalogue page 11)

Public Interest Disclosure Code

See online at: www.st-andrews.ac.uk/media/hr_codeonpublicinterestdisclosure.pdf

Relationships between Staff and Students

The University's Code of Practice governing relationships between staff and students can be found online at

www.st-andrews.ac.uk/media/policy_relations_staff_students.pdf

For more information contact:

Human Resources

The Old Burgh School, Abbey Walk

T: 01334 463096

E: humres@st-andrews.ac.uk

Senate Regulations

You should make yourself aware of the Senate Regulations and the key Codes of Practice and Rules that govern your studies and behaviour in St Andrews.

These are all available on the University website under the sections on Academic Matters and Rules and Regulations. www.st-andrews.ac.uk/students or www.st-andrews.ac.uk/pgstudents

Special Circumstances – ‘S’ Coding

‘S’ Coding is the method the University uses to recognise that special circumstances have affected performance in the modules concerned. ‘S’ coding may only be applied to Honours or taught postgraduate modules, except for taught postgraduate project or dissertation modules which are excluded. ‘S’ coding may only be applied with the explicit consent of the student and with the approval of the School. The final decision to ‘S’ code a module grade rests with the School. You should be aware that a maximum of 25% of the overall Honours credits required or 50% of the taught element of a postgraduate award may be ‘S’ coded. Taught Postgraduate Master’s dissertations may not be ‘S’ coded.

If you feel that most or all of the work of a module has been adversely affected by personal circumstances during your final junior and senior Honours years or during the taught modules of a taught postgraduate programme you should contact your School in the first instance indicating the circumstances of the difficulty experienced. This may relate to ongoing illness, close family bereavement or other significant personal difficulties.

You must bring this information to the attention of the School as soon as possible as there are a number of ways to deal with such situations, ‘S’ coding being the final option. It may be possible (and it is viewed as preferable) to arrange deferred assessments or extended submission dates rather than applying ‘S’ to the entire module. However it should be noted that if such arrangements are made, (extensions or deferred assessments etc.), it is unlikely that you will also be entitled to have the module ‘S’ coded as well.

Further information on the University’s Policy and Procedures on Special Circumstances may be obtained from

www.st-andrews.ac.uk/media/S-coding-guide.pdf

Submission of work

Where written work requires to be submitted for marking, a deadline will be specified well in advance. If work is submitted after the specified deadline local School penalties will apply.

Supervision of Study - PG

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 Registry, where there are dedicated Registry Assistants and a number of Faculty Officers with special responsibility for postgraduate matters.

For more information see the Code of Practice for Supervisors and Students in Taught and Research Postgraduate Programmes, at www.st-andrews.ac.uk/students/policy under Postgraduates.

Contact:

Registry, The Old Burgh School, Abbey Walk

T: 01334 462138

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

Termination of Studies - UG

If your performance is unsatisfactory and you have gained insufficient credits to progress to the next stage of your programme, your studies may be terminated. This decision is taken by the Faculty Business Committee not the School but usually following a recommendation from the School.

If you are in this situation you will be notified that your studies are being terminated and you will have ten working days within which to submit a request for the decision to be reviewed by the Faculty. This should be supported by appropriate documentary evidence specifying the reasons. If this request is unsuccessful and the Faculty proceeds to terminate your studies you will have one further right to an appeal to the Senate of the University. In this case appeals should be submitted to the Academic Registrar within one calendar month of receiving the outcome of the Review request to the School. Students who do not appeal against Termination of Studies will have their studies automatically discontinued.

Full details on the acceptable grounds for appeal and the processes involved are outlined in the University's Code of Practice on Student Appeals, Complaints and Discipline at: www.st-andrews.ac.uk/students/rules

T: 01334 462720

E: sss@st-andrews.ac.uk

(See also: Academic Progress Difficulties page 34, Complaints Appeals & Discipline page 38; Course Catalogue page 11; Permission to Proceed page 42)

Withdrawal from Studies

Withdrawal from a Module

If you wish to withdraw from a module after the second week of a semester, you should discuss the matter with your Adviser of Studies who will then contact the Pro Dean (Advising) to seek the appropriate approval.

Withdrawal from Studies

If you are considering withdrawing from your studies at the University you should discuss the matter with your Adviser of Studies in the first instance. You should arrange to do this as early as possible as there are often alternative options open to you that would not require the final step of permanent withdrawal from the University. If you do decide you wish to withdraw from your studies you must contact the appropriate Pro Dean who will be able to offer guidance on your options and who will ensure that the process is completed correctly.

You should be aware that there are fee implications when you withdraw from your studies part of the way through an academic year. You should therefore ensure you contact the Fees Officer in the Registry to obtain early advice on the final implications of your decision before you complete your withdrawal.

Contact:

Registry, The Old Burgh School, Abbey Walk

T: 01334 462139 (Undergraduate - Arts and Divinity);

01334 462134 (Undergraduate - Science);

01334 462137 (Undergraduate - Medicine);

01334 462136 (Postgraduate)

E: prodean.arts@st-andrews.ac.uk (Undergraduate - Arts) OR

prodeansci@st-andrews.ac.uk (Undergraduate - Science) OR

registry-pg@st-andrews.ac.uk (Postgraduate)

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

Evening Degree students please contact Co-ordinator of the Programme

(See: Evening Degree page 13)

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 Centre 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.

Graduate employers contribute annually to a wide range of events: fairs, presentations, seminars and workshops giving career insights, skills training, and practical advice about career planning and job hunting. Participation in these can lead to the award of the Certificate in Career Development (CCD).

Undergraduate and 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 Computer Centre. The Centre is also available on a lifelong basis to graduates of the University of St Andrews.

The Careers Centre website contains a wealth of useful information to support students and graduates. Services include the Careers Wiki, an extensive searchable database of career-related material and the Alumni Network, useful for finding graduates of the University working in specific career areas who are willing to offer career advice and tips to other St Andrews students and graduates.

The Careers Centre can also help with CVs and application forms, 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 Student Support Services.

Contact:

Careers Centre, 6 St Mary's Place (opposite Students' Association)

T: 01334 462688

E: careers@st-andrews.ac.uk

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

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

T: 01334 462720

E: sss@st-andrews.ac.uk

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

(See also: Job Shop below)

Job Shop

The Job Shop, situated within the Careers Centre, 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 a member 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.

Contact:

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

T: 01334 462688

E: careers@st-andrews.ac.uk

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

Student Support Services, Students' Association, 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 47; Student Support Services page 92)

Financial Information

Advice on Money and Expenses

As a student you may get a restricted amount to live on, therefore it is important that you understand your finances, know exactly what your income is and how much you have to spend. You will get your income from different sources depending on whether you are an undergraduate, postgraduate, home or overseas student. It is important that you know what yours is - so, for example, if you do get a parental contribution then ensure you know how much it is and when you will receive it. What is important is that you create a budget for yourself. See www.st-andrews.ac.uk/students/money/Budgeting

If you need assistance in budgeting or advice on living costs, 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 i.e. passport. The Old Union Reception, 79 North Street E: studentfinance@st-andrews.ac.uk can provide a letter confirming your student status and your term-time address etc. 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 the section on **Opening a Bank Account**

www.st-andrews.ac.uk/students/money/Internationalstudents

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 set up from one of the options offered below. Students wishing to pay by instalment can do so either by international transfer, bank giro credit (BGC) or credit/UK debit card. Please note that there is no instalment option available for one-semester students.

Full details can be found online at

www.st-andrews.ac.uk/students/money/Tuitionfees/Payingfees

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 Discretionary Funds which may be allocated depending on your circumstances.

Contacts:

Student Support Services, Students' Association, 9 St Mary's Place

T: 01334 462720

E: sss@st-andrews.ac.uk

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

Old Union Reception, Old Union Building, 79 North Street

T: 01334 462585/6/7

E: studentfinance@st-andrews.ac.uk

Essential Text Books

The Library houses over one million volumes to support teaching, learning and research. However it is not possible for the Library to stock enough multiple copies of books to provide copies for each student, therefore you will be expected to purchase some books for your courses. Each University department will issue a recommended reading list, if not prior to arrival, then within the first week with core, compulsory texts highlighted. You are strongly advised to invest in these essential text books since they are the resources that underpin our curriculum and your learning.

Printing and Photocopying Costs

Students are responsible for the costs associated with printing or photocopying material for their coursework.

Scientific Equipment

Students studying a science subject may need to buy a laboratory white coat. These are available from the BESS shop beside the Students' Union Building priced at £18.50. In some subjects it is necessary to pay a laboratory deposit on arrival. You will be advised in the Biology modules if you are needing a dissection kit, but only if you take certain modules so it is best to wait before you buy one. Safety Spectacles will be provided whenever required.

Field Trips

Some subjects may have compulsory field trip costs. Bursaries are available to assist those on low income, but competition is fierce and available funds are very limited.

Details can be found in all of the School's Handbooks. It would be advisable to check if your department incorporates a field trip in future years, especially if you are embarking on a language, Biology or Geography course.

Where and when to buy your books

Blackwells bookshop in the Students' Union supplies academic books to the University; and if they do not have a book you require in stock they can order them quickly for you.

Contact:

Blackwells

T: 01334 476367

F: 01334 476367

E: St.Andrews@blackwell.co.uk

Red Gowns

These are NOT compulsory but are popular with those wishing to demonstrate University tradition. The official Red Gown Sale is organised by the Students' Association in Orientation Week on the top floor of the Union Building. New gown prices start around £135 while second-hand gowns are from about £85.

(See also: Residence Fees page 53; Student Accommodation Information page 81; Tuition Fees page 57)

Bursaries (See: Scholarships & Prizes page 54)

Council Tax

Full-time students are exempt from the Council Tax. However, students who withdraw from the University for a period of time may incur a liability. It is your responsibility to find out if you are liable for Council Tax payments. This exemption does not extend to owner occupiers who let to a non-student. Students who are enrolled for a standard full academic year beginning in September will be exempt up to the final day of the academic session. For the avoidance of doubt, this normally excludes graduation week.

See www.st-andrews.ac.uk/semesterdates

Supply of Electronic Data

Certificates of exemption are not routinely issued by the University Registry. Instead, the Registry has a statutory obligation to submit an electronic list of registered students to Fife Council for the purpose of validating Council Tax exemptions. This list contains personal details including the student's name, full term-time address and the start and end dates of the course.

Students who do not wish to have their details included in this list must request this in writing at the start of each academic session and no later than 15 October of any given year. Requests must be made to the University's Data Protection Officer at the address below. It is your responsibility to ensure that you have informed the relevant Council of your student status if you indicate that you do not wish your details to be included in the University's routine supply of electronic data to Fife Council.

If you have any doubts contact either Student Support Services or telephone Fife Council (08451 551 155) and ask for the Student Council Tax Section.

Contacts:

Student Support Services, 1st Floor, Students' Association

T: 01334 462720

E: sss@st-andrews.ac.uk

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

Registry, The Old Burgh School, Abbey Walk
T: 01334 463097
E: saa.registry@st-andrews.ac.uk

Data Protection Officer
Business Improvements, Butts Wynd
T: 01334 463528
E: dataprot@st-andrews.ac.uk
W: www.st-andrews.ac.uk/dataprot/

Insurance in Student Residences (See: page 84)

Residence Fees

Over half of the student population live in University accommodation. The cost of board and lodging in a hall of residence (with meals, room cleaning, heating and laundry included) varies according to the type of accommodation required. Residence fees for undergraduate and postgraduate students include a house subscription which is used by the student committee in the residence to cover general charges such as newspapers, library subscriptions, and social events. The house subscription is set by the Student Committee who decide how it should be spent.

Accommodation fees are subject to annual review. For details on the current fees for each Residence see:

www.st-andrews.ac.uk/students/accommodation/Residences

Contact:

Student Accommodation Services, Butts Wynd, North Street
T: 01334 462510
E: studacc@st-andrews.ac.uk
W: www.st-andrews.ac.uk/students/accommodation

(See also: Advice on Money and Expenses page 49; Tuition Fees page 57)

Scholarships & Prizes - UG

The Undergraduate Research Internship Programme (URIP) see full entry on page 28.

Vacation Travel and Drama. A number of scholarships are available to current students, including vacation travel and drama scholarships. Further details and application forms can be found at: www.st-andrews.ac.uk/students/money/

Contact:

Aileen Colford
Registry, The Old Burgh School, Abbey Walk
T: 01334 462121
E: registry@st-andrews.ac.uk

Other Funding/Financial Assistance. The Money Adviser at Student Support Services can help with a range of additional loans and grants. This includes assisting students with issues arising from application to Funding Bodies for Home students i.e. Student Finance England/LEAs, SAAS, Education Library Boards (NI). Please contact Student Support Services for further information or assistance.

Contact:

Money Adviser, Student Support Services, 1st Floor, Students' Association.
T: 01334 462720
E: sss@st-andrews.ac.uk
W: www.st-andrews.ac.uk/ss

General information about undergraduate entrant scholarships is at:
www.st-andrews.ac.uk/admissions/scholarships

Some awards may also be available through specific Schools and Halls of Residence. For information about these contact your School Office or the warden of your Hall of Residence.

Prizes. Prizes are awarded for achievement in a wide number of different subject areas. For information about these contact your School Office.

Scholarships & Prizes - PG

A number of bursaries, prizes and awards are available to current postgraduate students. Further information and application forms (where applicable):

Bursaries/Scholarships. Contact your School. Information on entrant scholarships is at: www.st-andrews.ac.uk/admissions/scholarships

Prizes. Contact your School and/or Joyce Scott in the Registry, The Old Burgh School, Abbey Walk.

E: registry@st-andrews.ac.uk

Examples of two current awards:-

Russell Trust Awards. These may be made to students of St Leonard's College who require funds for travel 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;
- (c) that you need money from this fund to enable you to go.

Very often the Trust provides a 'top up' 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. Applicants may find it helpful to know that the maximum amount that can be awarded to any one student is £1,500 and only the costs of travel will be covered. Unfortunately, former Award holders are not eligible to apply. Information will be circulated annually to all postgraduate students via the Wednesday Memo email in February and March each year; the closing date will be 1 April.

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 Postgraduate Admissions.

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

Contact:

Helen Chapman,
Development, Crawford Building, 91 North Street
T: 01334 462030

(See also: Wednesday Memo page 86)

Student Loans - UG

University of St Andrews' guidance on loans is at:
www.st-andrews.ac.uk/students/money/Undergraduatefunding/

UK Students. Loans are available to most home (UK) students, providing they can demonstrate their eligibility. These loans are intended to assist with the maintenance costs of students and are not intended to cover the cost of tuition.

The University is required to certify to the loans company that the student is in attendance on an eligible course. Please note this cannot be done until after students have registered for the academic session.

Useful Contact Points:

[Student Loan Company](#) for eligibility criteria, loan rates, timing of payments and repayment arrangements: www.slc.co.uk

[Student Awards Agency for Scotland](#) for further information on Young Student Bursaries, Mature Student Bursaries, Supplementary Grants and Part-time and Distance Learning Loans and Support: www.saas.gov.uk

[Island Students](#). Channel Islands and Isle of Man students are NOT eligible for Income Contingent Loans.

[Overseas Students and EU Students](#). These students are NOT eligible for Student Loans. However, for US students the University is recognised for the purposes of US Federal Loans under the terms and conditions of that scheme. Federal Loan forms should be passed to the Cash Office for processing.

For more information on US Federal Loans follow these links:

W: www.ed.gov/DirectLoan/

W: www.iefc.com

Tuition Fees

Information about fees, including current rates, can be found at:

www.st-andrews.ac.uk/students/money/Tuitionfees/

Undergraduates should also refer to the Student Finance Guide at:

www.st-andrews.ac.uk/students/money

Tuition fees can be paid online. Please see:

<http://onlinepayments.st-andrews.ac.uk/pay/step1.asp>

Each student admitted to the University is liable for his or her 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 UK, will be expected to show each year at Matriculation written evidence of the level of support they will receive. The definition of Undergraduate Overseas Students for fee-paying purposes is at:

www.st-andrews.ac.uk/admissions/ug/Financialinformation/Feestatus

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 fully 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. Students will not be able to complete the full matriculation process until they have either provided written evidence of the support they will receive or made appropriate payment arrangements.

The Money Matters and Rules and Regulations pages: www.st-andrews.ac.uk/students/money and www.st-andrews.ac.uk/students/rules provide: general guidance on the structure of public tuition fee support in the UK and useful contact addresses. Also provided are guidance notes for students who wish to withdraw after the start of the session and how it might affect their fee liability; and information for students regarding the Senate Regulations concerning debt to the University.

Contact:

Fees Officer

Registry, The Old Burgh School, Abbey Walk

E: registry@st-andrews.ac.uk

W: www.st-andrews.ac.uk/students/money

(See also: Advice on Money and Expenses page 49; Residence Fees page 53)

Health

Drug Abuse Policy

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

Flu (See: Pandemic Influenza, page 62)

Health Centre

All students living in St. Andrews, whether UK students or International must register with the local Health Centre. In the online information for Entrants, you will find a Medical Questionnaire and an application form to register with a medical practitioner 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:-

Feddinch Practice
T: 01334 476840

Strathcairn Practice
T: 01334 477477

Blackfriars Practice
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 further help and advice. Other facilities are available but the Health Centre is considered the 'gateway' to all other health provisions in North East Fife.

For more information about health services, please see the Advice and Support web page: www.st-andrews.ac.uk/students/safety

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 follow instructions from your School/Unit/Residence 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;
- immediately report any significant hazard you discover to a member of staff.

Notices are posted throughout Schools indicating who the current First-Aiders are and how to contact them. The location of the first-aid box will be clearly marked within each building.

Notices are also displayed detailing your exit routes and assembly points in the event of fire. All students should familiarise themselves with this information.

Each School has a Safety Co-ordinator. Any hazards or safety-related incidents should be reported to them or the School Office immediately.

Students are reminded that the misuse of any Safety, Fire or First Aid equipment will result in disciplinary action.

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

Pregnancy, New Mothers and Nursing Mothers. Under health and safety law pregnant women, new mothers and nursing mothers are identified as possibly requiring additional protection from certain hazards. If you fall into any of these groups it is essential that you inform your Head of School/Unit/Residence so that any necessary risk assessment can be undertaken.

Evacuation of University Buildings. The University has a legal obligation to ensure that emergency evacuation plans take account of all persons using the premises. Staff/students who may need specific arrangements for fire safety and emergency evacuation should notify their Safety Co-ordinator as soon as practicable. The University will then, so far as is reasonably practical, implement measures which take account of any specific requirements people may need 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:

Meningitis Trust: www.meningitis-trust.org

Meningitis Research Foundation: www.meningitis.org

(See also: Health and Safety Issues page 60)

Pandemic Influenza

For several years the UK and Scottish governments have been preparing for a pandemic, and advising organisations to make appropriate plans. Both governments are very well prepared and the University has developed its own contingency plans.

We are monitoring the situation closely and are taking all necessary steps to ensure that we are in a position to offer our students and staff appropriate and ongoing support, advice and guidance.

A group of key staff and student representatives has been meeting regularly to review the situation and recommend or take appropriate actions.

It is our aim to continue working as normally as possible, to keep you fully informed and supported and to make sure you have the information and guidance you may need to protect your own health and the health of your family, friends, class-mates and fellow residents.

We have set up a website at www.st-andrews.ac.uk/flu and, if necessary, will update these pages regularly with news and advice relevant to St Andrews. We may also place information and updates on the University homepage. Posters and leaflets will also be available in all Schools, Units and Residences.

If you are concerned at all about flu or the possible spread of infection, please familiarise yourself with the advice and guidance on these pages.

University Flu Helpline: 01334 462039

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

Safety of Gas Appliances and Carbon Monoxide Information

British Gas has produced the following guidance on carbon monoxide in domestic premises (see their website at the following URL:

www.britishgassafety.co.uk/SafetyIssues.aspx and see link under FAQs)

Carbon monoxide is a highly poisonous gas with no taste, no colour and no smell. It can be produced when any fossil fuel such as coal, wood or natural gas is burned and there is not enough air supply. Carbon monoxide kills up to 30 people each year and many more are seriously injured. It can escape into your room if a gas appliance is not installed correctly or serviced regularly. That is why the law insists on a safety check every year. However, it is also a good idea to look for signs that carbon monoxide might be present.

- Check for signs of staining, sooting or discolouration on or around gas boilers, fires and water heaters.
- Check pilot lights and other gas flames that normally burn blue. If the flame changes to yellow or orange, it could mean that carbon monoxide is present.
- Symptoms of carbon monoxide poisoning can often be confused with other ailments like flu or a hangover. They are:
 - persistent headaches
 - dizziness
 - extreme tiredness
 - sickness
- If these symptoms occur, particularly when using a gas heater or hot water appliance, stop using the appliance immediately and open doors and windows.
- Get the appliance checked by a British Gas engineer or another Gas Safe Registered Engineer. Alternatively, call National Grid Gas Emergency line on 0800 111 999.
- It might be an idea to consult a doctor as well.
- Ideally your landlord would have fitted carbon monoxide detectors in rooms with gas appliances. If you buy one yourself, make sure it's an audible British Standard approved one.

The Health and Safety Executive has also produced guidance on the safety of domestic gas appliances for residents (www.hse.gov.uk/pubns/indg238.pdf) and the legal duties of landlords with regard to domestic gas appliances, www.hse.gov.uk/pubns/indg285.pdf

Under the Gas Safety (Installation and Use) Regulations 1998, landlords must have an annual gas safety check carried out on all gas appliances by a Gas Safe Registered Engineer. A copy of the current gas safety certificate must be provided to the licensing authority, and to every tenant. (See www.hse.gov.uk/pubns/indg285.pdf)

The Gas Safe Register has also produced a website with a useful section for students: www.gassaferegister.co.uk/default.aspx

Other Useful web pages:

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

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

Sexual Health and Contraception

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

There is a Sexual Health Clinic for students. This confidential and professional service is run by NHS Services every Wednesday afternoon 13.30 - 16.30 and Friday 13.00 - 15.00 (term time only). You should go to Student Support Services on the second floor of the Students' Association for reception to this Clinic.

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

www.st-andrews.ac.uk/students/advice/HealthIssues/Doctors/

There is also a Family Planning Clinic at St Andrews Community Hospital

[www.st-andrews.ac.uk/students/advice/HealthIssues/](http://www.st-andrews.ac.uk/students/advice/HealthIssues/HospitalsandEmergencyCare/)

[HospitalsandEmergencyCare/](http://www.st-andrews.ac.uk/students/advice/HealthIssues/HospitalsandEmergencyCare/)

Friday mornings, 09.15 – 11.15.

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

IT Services

Codes of Practice

Conditions governing the use of the computer facilities in the University can be found via: www.st-andrews.ac.uk/students/itsupport

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, directly via the residence network (or via dial-up connection using SARA) or indirectly using your internet service provider.

Further detailed information on all aspects of computers and IT support is at www.st-andrews.ac.uk/students/itsupport

Current Students Web Page

This is a web page containing links to all of the information sources or services for students offered by the University. The Current Students Page can be found either by going directly to www.st-andrews.ac.uk/students or via the University's home page www.st-andrews.ac.uk

At present the page contains links to and further information on:

- Academic Matters
- Accommodation
- Advice and Support
- Career Matters
- Computer and IT Support
- Involve Yourself
- Library

- Money Matters
- Rules and Regulations
- Sport and Exercise
- Tech and Administrative Services
- The Town and Beyond

(See also: Wednesday Memo page 86)

Current Postgraduates Web Page

There is now also a dedicated page for Postgraduate students which can be found either by going directly to www.st-andrews.ac.uk/pgstudents or via the the Current Postgraduates link at the top of the University's home page www.st-andrews.ac.uk

At present the page contains links to:

- Academic Matters
- Accommodation
- Advice and Support
- Career Matters
- Computer and IT Support
- Library
- Money Matters
- Recreation
- Research
- Rules and Regulations
- Tech and Administrative Services
- The Town and Beyond

(See also: Wednesday Memo page 86)

Email Communication

All students are required to use their University email account. Email is the means by which all official University messages will reach you, and you must read your email at least every 48 hours. If you do not read your University email you will miss important information about your courses and requirements. 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. You will find it efficient to arrange appointments with your Tutor, Lecturer and Adviser by email when necessary. 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.

Even if you have another external email account, you must still check your University account.

(See also: Wednesday Memo page 86)

IT Helpdesk

The IT Helpdesk 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 memory sticks, printer cartridges and disks from the Helpdesk, located in the Main Library.

Opening Hours:

Monday - Friday 08.45 (vacation 09.00) - 18.00

Contact:

IT Helpdesk

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

T: 01334 463333

W: www.st-andrews.ac.uk/students/itsupport

(See also: Computer Facilities page 65; Email Communication page 66)

Training Courses

Basic IT training courses sessions are available, and will be advertised at the start of each semester, via www.st-andrews.ac.uk/students/itsupport

Library

Library Facilities

The University Library contains a wide variety of print and electronic resources to help you with your studies and research - over one million books, several thousand print and electronic journals, an extensive video/DVD collection, as well as over 100 online information databases, and growing collections 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, 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 multiple copies of books and a 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, vending machines in the Library foyer and frequent book sales.

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 (closed over the Christmas and New Year period):

Semester:

Monday - Thursday 08.00 - 00.00

Friday 08.00 - 22.00

Saturday 09.00 - 21.00

Sunday 13.00 - 00.00

Vacation:

Monday - Friday 09.00 - 20.00

Saturday - 09.00 - 13.00

Sunday - Closed

Contact:

University Library

T: 01334 462283 - Reader Services

T: 01334 462281 - General Library Enquiries

E: library@st-andrews.ac.uk

W: www.st-andrews.ac.uk/students/library

(See also: Binding and Printing page 72; Computer Facilities page 65)

Student Organisations

Athletic Union (See: **Sport and Exercise Opportunities page 79**)

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 in the centre of town, it is the hub of student life in St Andrews, providing entertainment (two venues, three bars, pool, games room and several other spaces), 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 in the Main Bar, the longest and cheapest in town, or at the Bop – the infamous disco within the Union! Also part of the Students' Association is the Old Union Café on North Street - a favourite of many St Andrews students where you can enjoy a hot chocolate and watch the world go by. There is also a bar in David Russell Apartments, and the recently-opened Barron Theatre on North Street – St Andrews' first venue dedicated to student drama. Through its event management arm, the Union also puts on major events such as the Christmas Ball and Starfields music festivals – all run by student volunteers.

The Association funds a plethora of clubs and societies – now well over 120, and counting. Whether your interests be debating or Doctor Who, radio DJing, charity work, watching Neighbours or putting on a play, 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 Association also houses the Students' Representative Council (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 dedicated advocates employed by the Association, who work independently of the University to help solve your problems. Lastly, the Union Building 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 92)

Student Services

Binding and Printing

Print & Design, at the University, provides a complete design and printing service which includes dissertation and thesis printing, hard case and soft binding, poster printing up to A0, laminating and encapsulating also up to A0, exhibition stands, mounting onto card and foam board, colour and black and white printing and copying, A3 and A4, either from disk or hard copy.

Contact:

Print & Design, St Katharine's West, 16 The Scores/65 North Street

T: 01334 463020

E: printanddesign@st-andrews.ac.uk

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

Car Parking and the Environment

Car parking and travel by car around St Andrews is becoming increasingly difficult. As part of the University's commitment to the environment and in an effort to positively address this issue, the University has decided to actively encourage alternative forms of transport by staff and students rather than the car.

St Andrews is a small and compact place so it is relatively easy to get from one part to the other on foot or by bike.

If You Must Bring a Car

- The University will ask you to register your car by completing the application form at: www.st-andrews.ac.uk/students/tech/Carparkingpermits/Carparkingform/ A student permit will then be issued to you which will entitle you to park in the areas below.
- Because University car parks are becoming congested, students will only be entitled to park in three designated University car parks (David Russell/Fife Park, New Hall, and Albany Park). The University car parks are patrolled by Parking Wardens and any infringement of the University Parking Regulations will be recorded and warnings issued. If two warnings have been issued during a six month period, and a further infringement occurs, this may result in a Civil Penalty being issued to the holder of the permit.
- If you are a 'blue badge' holder (disabled/mobility impaired), you will be issued with a pass and access to disabled spaces in all University car parks.

You should apply in the first instance to Student Support Services Email: sss@st-andrews.ac.uk

- You must comply with the University's parking regulations.

Please see the following links to more information on car parking:

W: www.st-andrews.ac.uk/students/tech/Carparkingpermits/

W: www.st-andrews.ac.uk/students/town/Travelplan/studentcars

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, almost all of whom have experience of teaching overseas and who are therefore very sympathetic to the needs of international students.

As well as providing year long foundation programmes and pre-sessional courses, we offer the following taught courses:

- 1000 level modules in English as a Foreign Language (for non-native speakers of English)
- 2000 level modules in English for Academic Purposes (for non-native speakers of English)
- 1000 level modules in Foundations of Language (introductory Linguistics modules, open to all students with an interest in language and linguistics)
- week-long introductory teacher training courses in TEFL for anyone thinking of teaching English in another country (for example, as part of a degree in Modern Languages)

In addition, the ELT Centre offers language support to international students throughout the year, which includes writing workshops, one to one tutorials, exam preparation workshops and dedicated discipline-specific support classes. Information is available at www.st-andrews.ac.uk/elt/support/ so please contact us to test your language ability or to sign up for a support session.

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 76)

Events Online Calendar

The online University Events Calendar allows staff, students and the general public to see at a glance the range of lectures, seminars, conferences and events taking place across the institution throughout the year. It can be found at www.st-andrews.ac.uk/events or via the News and Events tab on the University home page and Events are also listed on the Current Students web page. To submit information for the Events Calendar please fill out the online form which is at: www.st-andrews.ac.uk/events/submit

(See also: Current Students Web Page page 65)

International Students

International Students can access all University Services, but also have specific issues especially immigration. Therefore, Student Support Services has an International Student Adviser who has expert knowledge about Immigration but also can provide advice and information on any issue that may arise during your course of study in St Andrews. Advice can also be sought on remaining in the UK after study.

Student Support Services provides information on immigration, visa issues, employment, health benefits and entitlements, Income Tax, National Insurance, Council Tax, and anything else that may seem challenging.

Contact:

Student Support Services, 2nd Floor, Students' Association

T: 01334 462038

E: sss@st-andrews.ac.uk

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

(See also: English Language Teaching Centre page 73)

Knowledge Transfer Centre (KTC) - PG

Knowledge Transfer (KT) is the term used to define a wide range of activities that promote economic development, the provision of policy and other advice to private and public bodies, and supports cultural engagement between the University and a wide range of parties, including the general public.

Whilst the KTC's major task is supporting those University activities that promote economic development and provide economic impact, the KTC can also provide encouragement, advice and support to all staff involved in or designing KT activities, and the Centre coordinates a range of KT activities and responses for the University.

The majority of staff time and effort is spent receiving invention disclosures from St Andrews' researchers and in undertaking the expansion, management and protection of the University's intellectual property through the patent system. KTC staff are active in supporting technology development through a range of externally funded schemes, and in the consequent commercial transfer of St Andrews inventions and research results to industry. Commercial knowledge transfer (often referred to as Technology Transfer or TT) is usually effected through either licensing technology to an existing company or through the formation of a new 'spin-out' company, and KTC staff have a wealth of good experience in both routes.

Where the opportunity arises the KTC will formulate bids for external funding with researchers for specific KT activities.

Contact:

Knowledge Transfer Centre, The Gateway, North Haugh, KY16 9SS

T: 01334 462163

F 01334 462386

E: kctdesk@st-andrews.ac.uk

(See also: Research Centres & Institutes page 77; Research Funding Office page 78; Student Enterprise page 85)

Language Courses

St Andrews Extension Programmes provides tuition in modern foreign languages. These classes are open to all, offering outstanding professional tuition, support and value for money. We offer a wide variety of courses at a complete range of levels from Beginner to Advanced.

We offer tuition in Arabic, Chinese, French, Gaelic, German, Italian, Japanese, Russian and Spanish. We are committed to meeting the needs of our customers and students; therefore if you would like to study a language we do not advertise please contact us – if sufficient demand exists for a language we will endeavour to source a tutor.

Tuition is available on a selection of evenings Monday – Friday, and at varied times between 18:00 – 22:00.

Successful completion of courses leads to an official certificate from the University of St Andrews recognising the participation of the individual. For advice regarding courses without any obligation, please contact us and we will be delighted to help.

Contact:

The University of St Andrews, St Andrews Extension Programmes,
Extension Language Programmes, St Katharine's West, 16 The Scores

T: 01334 462206

F: 01334 463330

E: saep@st-andrews.ac.uk

W: [www.st-andrews.ac.uk/admissions/Non-degree/courses/
OpenAssociation/Eveninglanguagecourses/](http://www.st-andrews.ac.uk/admissions/Non-degree/courses/OpenAssociation/Eveninglanguagecourses/)

(See also: English Language Teaching Centre page 74)

Music Centre

The University's Music Centre, based in the impressive Younger Hall in North Street, offers a warm welcome to all students interested in any branch of music whether as performers or listeners. The Centre provides a wide range of facilities open to students, staff and the local community, in return for a modest registration fee. As well as a large concert auditorium which seats 900 people, there are eight individual practice and teaching rooms, three group rehearsal rooms and a music technology studio.

The Centre possesses a large and varied selection of instruments which may be used or borrowed - pianos (both grand and upright) a harpsichord, woodwind, string and brass orchestral instruments, acoustic guitars and classical pipe organs - for composing, practising, rehearsing and performing music of every kind. Of special interest to composers is the music technology studio, which is equipped with computers, recording facilities, midi system, keyboards, wind synthesiser and a wide range of software, including the Sibelius composition package.

Individual tuition by accredited teachers is available from beginner to advanced levels in voice, piano, organ, guitar, saxophone, drums and a large number of orchestral instruments. The Centre awards a number of scholarships to University students, covering the cost of music tuition for one academic year.

The Centre also hosts a range of groups, from orchestras, choirs and an opera company, to big bands and barbershop singers, and presents a varied programme of concerts throughout the year.

Contact:

Music Centre, Younger Hall, North Street.

T: 01334 462226

E: music@st-andrews.ac.uk

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

Research Centres and Institutes - PG

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/CentresandInstitutes

Research Funding Office - PG

The Research Funding Office (RFO) supports the University research community in all financial and contractual aspects of research grants and contracts. It provides costing and pricing advice for grant applications and tenders and administers the resulting awards. The Research Funding Office also provides financial data on research applications and awards to the Executive and Research Policy Office.

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

(See also: Knowledge Transfer Centre page 75)

St Leonard's College - PG

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. It 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. Each and every member of the postgraduate community is a member of the Postgraduate Society of St Leonard's College.

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, and are open to all postgraduates and research staff, and they are advertised through postgraduate-specific web sites and other sources. such as the Wednesday memo email.

This year saw the launch of dedicated postgraduate pages within the University website, which offer a one-stop comprehensive information point.

www.st-andrews.ac.uk/pgstudents

(See also: Wednesday Memo page 86)

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

We strongly believe that sport, exercise and recreation in all forms play a vital part in the well-being of the individual and the University community. The University has a very active sporting community and excellent opportunities for participation and achievement at various levels. Central to this community are the Department of Sport and Exercise (DSE) and the Athletic Union (AU). The Athletic Union oversees 52 student sports clubs, offering a diverse range of competitive, recreational and coached sport. The Department of Sport and Exercise manages all University sports facilities and also provides exercise classes, a fitness and exercise consultancy service, instructional programmes in a number of sports, recreational sport sessions and intra-mural leagues.

The Sports Centre contains an extensive range of indoor sports facilities including body workshop, cardiovascular and strength and conditioning fitness suites, squash courts, a sports hall, a gymnasium, and an activities room/dance studio. Outdoor facilities include an athletics track, 6 floodlit tennis courts, an all-weather floodlit pitch, 17 grass pitches, and an outdoor multi-ball court. In addition to being available for use by student sports clubs, the Sports Centre is available for use by all students and student groups on payment of an annual or day membership.

For talented athletes who have already achieved national representation and those with promising potential (Scottish Universities Level) there are opportunities to be part of the Talented Athletes Programme offering free membership of the Sports Centre, free access to the fitness suites plus strength and conditioning programmes. A number of sports bursaries are also available including golf bursaries part funded by a generous grant from the Royal and Ancient Golf Club as part of the R & A Golf Bursary Programme.

Enquiries can be directed to the AU or DSE offices at the contact details listed below or visit the web site below for more details.

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

- Tone Conditioning
- Circuits
- Yoga
- Step
- Golf Instruction
- Squash Coaching
- Recreational Basketball
- Pilates
- Tai Chi
- Aerobics
- Recreational Soccer
- Recreational Badminton
- Recreational Tennis

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

- Super Eights Cricket League
- Mixed Hockey Leagues
- Inter-Residence Sport
- Squash Leagues/Tournaments
- Sunday League Soccer
- Community Soccer Sixes
- 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 (Rowing)
- 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)
- Inline
- Judo
- Jujitsu
- Karate
- Korfball
- Lacrosse (Men's and Women's)
- Life Saving
- Mountaineering
- Netball
- Polo
- Riding
- Rifle
- Rugby (Men's and Women's)
- Sailing
- Shinty (Men's and Women's)
- Ski & Snowboard
- Squash
- Sub Aqua
- Swimming
- Table Tennis
- Taekwondo
- Tennis
- Trampoline
- Ultimate
- Volleyball
- Waterpolo
- Windsurfing

Contact:

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/sport/au

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 discipline and student welfare within the residence. Each Warden works with a team of Assistant Wardens who are members of staff or postgraduates who live within the residence and are the first point of contact for students with difficulties, problems or questions. The Warden will support the Student Committee in its responsibility for community-building. Wardens report to the Wardens' Manager who, in turn, reports to the Director of Student Services.

The **Residence Manager** is a member of staff of Residential & Business Services who is responsible for health and safety and services provided in the Residence, i.e. catering, cleaning, facilities, safety issues, maintenance, and repairs. Each Residence Manager is supported by a team comprising deputy managers, assistant managers, reception staff, chefs, porters, house service and catering assistants. They report to the Deputy Director of Residential & Business Services who reports 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 all accommodation. This includes issuing accommodation contracts (now e-contracts) and dealing with contractual issues. The Head of Student Accommodation Services works with a team of four staff on administration and also deals with disciplinary matters involving breaches of Health and Safety Regulations. The Head of

Student Accommodation Services reports to the Director of Residential & Business Services (except disciplinary matters which are the remit of the Director of Student Services).

Who do you contact about problems?

Problems with room mate:

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

Problems with catering/cleaning:

- talk to Residence Manager/Catering Manager/Housekeeping Manager
- talk to food representative on Hall Committee
- complete a suggestion slip

Problems with food allergies:

- talk to Residence Manager/Catering Manager when you arrive or as soon as you become aware of the allergy

Problems with noisy neighbours:

- talk to neighbour
- contact duty Warden

Problems with residence fee payment:

- temporary cash-flow problem, contact Old Union Reception, 79 North Street. T: 01334 462576 / 2585 / 2586
E: studentfinance@st-andrews.ac.uk
- need to move to less expensive accommodation, contact Head of Student Accommodation Services. T: 01334 462510
E: studacc@st-andrews.ac.uk
- significant cash-flow problems, contact Student Support Services, Students' Association. T: 01334 462171 E: sss@st-andrews.ac.uk

Accommodation problems arising from disability/medical condition:

- see Head of Student Accommodation Services
(In either case be prepared to provide medical confirmation if you have not done so already.)
- see Disability Team, Student Support Services

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. The Student Advocate (Private Accommodation) can look over tenancy agreement documents, clarify the terminology used and identify any potential problems. They also produce, with the Students' Association, a web page called 'How to Rent' www.yourunion.net/howtorent They also offer advice on accommodation rights. Contact the Student Advocate (Private Accommodation) in the Students' Association. Student Support Services can also provide advice and help where flatmates are having difficulties living together.

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.

For additional information on safety issues see:

www.st-andrews.ac.uk/students/safety

Contact:

Student Accommodation Services

Butts Wynd, North Street.

T: 01334 462510

E: studacc@st-andrews.ac.uk

W: www.st-andrews.ac.uk/students/accommodation

Student Support Services

1st Floor, Students' Association

T: 01334 462720

E: sss@st-andrews.ac.uk

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

(See also: Advice on Money and Expenses page 49; Safety of Gas Appliances and Carbon Monoxide information page 62; Student Accommodation Insurance Scheme page 84; Telephone Service page 85)

Student Accommodation Insurance Scheme

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	3,500
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. Bicycles. The first £25 of each and every claim.
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, 1st Floor, Students' Association. T: 01334 462700

Student Enterprise

If you are good at coming up with ideas, enjoy making things happen or want to learn to be more creative and enterprising, we've got something for you! Student Enterprise runs enterprising competitions, with great prizes and a range of opportunities to meet entrepreneurs and learn new skills. We host a range of seminars on topics such as business planning, marketing, leadership and intellectual property matters to help you learn the skills you'll need to start your own business or be enterprising in any job you undertake. 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 too.

The Student Enterprise Office is located in the Careers Centre and aims to encourage students to build entrepreneurial skills and to promote self employment or business start-up as viable career options. Student Enterprise Interns, Ry Morgan and Zis Souflas, 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 Hacking

Enterprise & Employability Adviser

Careers Centre

6 St Mary's Place

T: 01334 462688

E: bonnie.hacking@st-andrews.ac.uk or sieintern@st-andrews.ac.uk

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

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/students/accommodation/ResTel

Travel Service

The University of St Andrews Travel Service is your personal travel agency, located on the first floor of the Students' Association. We can book anything and everything, from a quick train ticket to Edinburgh to round the world ticket. We are the cheapest in town for your airport transfers, hotels and travel insurance, and all UK rail tickets. No Booking Fees!!

All staff are very friendly and are extremely experienced in getting you the best deal and giving you the best advice. Don't book online support your travel agency!

Contact:

T: 01334 462345

E: travel@st-andrews.ac.uk

W: www.st-andrewstravel.com

Hours: Mon-Fri 10.00 -16.30

Wednesday Memo

The Wednesday Memo is an email sent each Wednesday lunchtime separately to undergraduate and postgraduate students alerting them to messages which have been posted over the past week on the Undergraduate Memos www.st-andrews.ac.uk/Memos/ustudents and Postgraduate Memos www.st-andrews.ac.uk/Memos/pstudents

These memos are of relevance and interest to all students providing information from administrative and academic staff, the Students' Association and student societies.

To view the memos please go to the Current Students web page www.st-andrews.ac.uk/students or Current Postgraduate students web page www.st-andrews.ac.uk/pgstudents and find the links at the end of the pages under Announcements.

Submitting Memos:

Any student within the groups listed above can email a memo for consideration to: publications@st-andrews.ac.uk

The memos information should:

1. Be relevant to the University and its business
2. Be of relevance to staff and/or students
3. Be as brief as possible, as space is at a premium, sent in plain text (not html or table format), and include the sender's name and contact email address, both of which will be posted online with the message.
4. Include a short descriptive title, and the intended target audience (staff, and/or undergraduate or postgraduate students).

Memos are posted by Publications on the Undergraduate Memos and Postgraduate Memos web pages usually on the day that they are emailed to us, and you will receive confirmation by email.

A Wednesday Memos email is sent from Publications to undergraduate and postgraduate students at around 12.30pm providing a list of, and links to, the memos which have been posted over the past week. To ensure your memo is listed in that week's email, please supply information by 11am Wednesdays.

All messages are retained in a monthly archive, apart from date-specific ones.

(See also: Current Students Web Page page 65; Events Online Calendar page 74; SIPs page 79)

Support & Guidance

Chaplaincy

The Chaplaincy, situated in Mansefield, opposite the Students' Association, is a place students of all faiths and cultures can come for quiet time, prayer and reflection. There are facilities for making tea and coffee, and a garden to sit in with a barbecue when the weather is suitable.

The University Chaplain, Jamie Walker, and his team, provide support and a sympathetic listening ear. We offer practical care in a time of crisis, someone to talk to if you are worried about something 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). 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 Associate Director of Student Support Services and works closely with them, but the two roles of Chaplain and Associate 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. There is an honorary Muslim Chaplain and an Orthodox Christian service takes place once a month. An honorary Jewish Chaplain will be appointed in September 2009, serving all Scottish universities. 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, in the University Chapel on Sundays during term time, is led by the Chaplain with the Chapel Choir. Distinguished visiting Preachers from diverse Christian backgrounds and traditions preach throughout the academic year.

Contact:

Mansefield, 3 St Mary's Place.

Open 09.00 to 17.00 on most weekdays in the year.

Disabled access is available.

T: 01334 462866

E: chaplaincy@st-andrews.ac.uk

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

(See also Faiths page 90)

Childcare

If you have children and need any practical 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 Childcare fund See: www.st-andrews.ac.uk/students/money/Financialsupport/Childcarefund

Childminding. Childminding is available locally, although costs vary. For a list of childminders in the area contact Fife Childcare Information Service on 01592 414838 or log onto: www.childcarelink.gov.uk

For contact details of all nurseries and schools in the St Andrews area see: W: www.st-andrews.ac.uk/students/advice/Familymatters/Childcare/

Disabilities & 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 and long term medical conditions. This may include:

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

Further information is available at www.st-andrews.ac.uk/students/safety

In addition, students who have a temporary or permanent mobility problem but do not hold a 'blue badge' for their vehicle, can apply to Student Support Services to be considered for a staff permit. This can be issued for a limited period if necessary in the case of a temporary mobility problem. The issuing of a staff permit entitles the holder to park in any of the designated University car parks.

Contact:

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

T: 01334 462038

E: disabil@st-andrew.ac.uk

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

(See also: Car Parking and the Environment page 72)

Faiths

St Andrews has various vibrant faith societies; Christian, Jewish, Muslim, Pagan. An Interfaith Society is developing. All faiths (and those with no faith) are welcome to the Chaplaincy, situated in Mansefield. We also welcome the creation of new faith societies. We can put people in touch with those of their own faith. For details of faiths see both the Chaplaincy website, or contact the Chaplaincy by email.

Contact:

Mansefield, 3 St Mary's Place

Open 09.00 to 17.00 weekdays.

Disabled access is available.

T: 01334 462866

E: chaplaincy@st-andrews.ac.uk

W: www.st-andrews.ac.uk/students/safety

(See also: Chaplaincy page 88)

Harassment & Bullying

The University of St Andrews is committed to equality of opportunity and will not tolerate harassment and/or bullying of one individual or group in the University community by another. All members of the University community have the right to work and study in an environment that encourages harmonious relationships; all individuals should be treated with dignity and respect so that they can fulfil their personal potential in a professional working and learning environment.

Should you be the victim of harassment or bullying then you can contact any of the following people for confidential advice and support. They can also advise you on the procedures for pursuing a formal complaint:

- Head of School or department
- Student Support Services T: 01334 462720 E: sss@st-andrews.ac.uk
- Students' Association Director of Representation T: 01334 462700 E: dorep@st-andrews.ac.uk
- Students' Association Advocate (Education) T: 01334 462700 E: inc@st-andrews.ac.uk
- Nightline T: 01334 462266 E: nightline@st-andrews.ac.uk
- Chaplain T: 01334 462865 E: jbwl@st-andrews.ac.uk

(See also: Equality page 41)

Nightline

Nightline is a telephone listening and information service that operates every night of semester from 20.00 to 07.00. The service is independent from the main Student Support Services, and is run entirely by students, 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 second semester. All enquiries can be made through the main number 01334 462266 speaking to one of our volunteers (20.00 to 07.00), or you can leave a message at any other time. E-listening is also available by emailing nightline@st-andrews.ac.uk

Contact:

T: 01334 462266

W: www.st-andrews.ac.uk/students/advice/Nightline/

(See also: Out of Hours Emergency Service page 92; SupNet page 94)

Out of Hours Emergency Service

This is a University-wide service for emergencies only and operates from 17.00 to 09.00 Monday to Friday and 24 hours at the weekend 01334 476161.

(See also: **Nightline page 91, SupNet page 94**)

Rector (See: **University Government page 29**)

Student Support Services

Student Support Services is available to provide advice, assistance and support in all areas of your life which may affect your academic studies. You can seek help and advice in many areas including immigration, legal, disability, academic, financial, emotional. The main reception area of Student Support is on the first floor of the Students' Association building, where you can obtain information and/or be referred to the appropriate person within the department to assist you. You are encouraged to come in when any issue or difficulty arises and it is very easy to access our services – simply email, call or drop in and you will be able to speak to someone as soon as possible.

Please be assured that personal matters will be dealt with confidentially and information will only be passed on to other members of staff in accordance with the University Student Confidentiality Policy:

www.st-andrews.ac.uk/media/StudentConfidentialityCode.pdf

Contact:

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

T: 01334 462720

E: sss@st-andrews.ac.uk

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

(See also: Academic Progress Difficulties page 34; International Students page 74; Student Accommodation Information page 81; Financial Information section pages 49-58; Health section pages 59-64; Support & Guidance section pages 88-94)

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

Study Support (SALTIRE)

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
- Exam preparation

Contact:

June Knowles, Learning Support Consultant OR:

SALTIRE's Unit Administrator

SALTIRE, Hebdomadar's Block, St Salvator's Quadrangle, 75 North Street
T: 01334 462141

E: learning@st-andrews.ac.uk

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

Mathematics Support Centre (SALTIRE).

A Mathematics Support Centre is available within SALTIRE. The Centre is a friendly and supportive place where students from any School can get free one-to-one assistance with any mathematics-based problem. The areas where people often need help 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, Head of Mathematics Support Centre. OR:

SALTIRE's Unit Administrator

SALTIRE, Hebdomadar's Block, St Salvator's Quadrangle, 75 North Street
T: 01334 462141

E: learning@st-andrews.ac.uk, or 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 is 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 offers.

If you would like to find out more, if you have got an idea for a project, or you would like to get involved, please do get in touch.

Contact:

Student Support Services, 1st Floor, Students' Association

T: 01334 462248

E: sss@st-andrews.ac.uk

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

(See also: Student Support Services page 92)

Support Team

Students sometimes encounter personal difficulties that can affect their studies and their ability to cope with University life. These difficulties can be either social or personal, including problems with mood or anxiety, relationship difficulties, family issues, bereavement or just adjusting to University life. Our team of Support Advisers offer a listening ear and help to address the difficulties students experience. Support Advisers 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 constructive ways of coping. They are part of Student Support Services, and can be accessed through their office in the Students' Association. The Support Advisers meet with students on a one-to-one basis during office hours and it is easy to make an appointment by emailing, telephoning or calling in to our offices.

Contact: Student Support Services, 1st Floor, Students' Association,
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 91; SupNet above)

Undergraduate and Postgraduate Student Handbook



University of
St Andrews

Key Contacts:

University of St Andrews

College Gate, St Andrews, Fife, KY16 9AJ.
Main switchboard: 01334 476161
W: www.st-andrews.ac.uk

Careers Centre

6 St Mary's Place.
T: 01334 462688
E: careers@st-andrews.ac.uk
W: www.st-andrews.ac.uk/careers

Finance

Old Union Reception.
T: 01334 462585/ 2586/ 2587
E: studentfinance@st-andrews.ac.uk
W: www.st-andrews.ac.uk/students/money

Registry

The Old Burgh School, Abbey Walk.
T: 01334 463097
E: registry@st-andrews.ac.uk
W: www.st-andrews.ac.uk/registry

Student Accommodation Services

Butts Wynd, North Street.
T: 01334 462510
E: studacc@st-andrews.ac.uk
W: www.st-andrews.ac.uk/students/accommodation

Student Support Services

1st Floor, Students' Association
9 St Mary's Place.
T: 01334 462720
E: sss@st-andrews.ac.uk
W: www.st-andrews.ac.uk/ssss

Students' Association (The Union)

9 St Mary's Place.
T: 01334 462700
W: www.yourunion.net

Map of the University at:
www.st-andrews.ac.uk/media/wwwmap.pdf

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T: 01334 463020 E: publications@st-andrews.ac.uk W: www.st-andrews.ac.uk/publications