University of St Andrews

Regulations for the Graduate Apprenticeship Programme

1.1. Introduction

The purpose of this document is to detail the arrangements and regulations unique to the BSc (Hons) Data Science Graduate Apprenticeship programme, which is offered by the University of St Andrews and PwC. Students complete a four-year Honours programme including a number of integrated periods of work placement delivered by PwC, which incorporate learning within a work environment.

Students on the programme are fully St Andrews students, and thus have access to the same services and facilities at the University of St Andrews and are governed by the same policies as all other students at St Andrews. The students are also engaged by PwC as apprentices, and therefore are subject to PwC terms and conditions, and relevant PwC policies as outlined to them by PwC.

Information and communication

The University makes every effort to ensure that the information it provides is accurate at the time of publication. All information that is subject to change after publication, such as course content, selection criteria, University processes and financial matters, is available and kept up-to-date on our website and communicated as appropriate.

Applicants to the programme, entrants and students should note that information, communications and decisions will be shared with PwC as appropriate to support study and progression.

The security of all information held at St Andrews is covered by Data Protection legislation, a guide to which can be found at:

www.st-andrews.ac.uk/students/rules/dataprotection/

Monitoring and review

These regulations are reviewed annually to ensure any changes in legislation, University regulations, or partnership arrangements are reflected and communicated.

Related documents and information

Information about applying to the programme:

www.st-andrews.ac.uk/subjects/computer-science/computer-science-bsc/data-science/

Undergraduate Course Catalogue:

www.st-andrews.ac.uk/coursecatalogue/ug/
Policy on Work Placements:
/www.st-andrews.ac.uk/media/teaching-and-
learning/policies/Work_Placements.pdf

1.2. Admission and registration

Application and admission

For September 2018 entry, applications for the programme will be considered from students already holding a Firm offer for a St Andrews programme in Computer Science, Mathematics or Statistics, and meeting the eligibility requirement of having the right to work full-time in Scotland. Short-listed candidates will be invited for interview with PwC.

Applicants should note that once an offer for the programme has been accepted, this decision is final, and students will not be permitted to change their degree programme once they have confirmed their acceptance of a place. Please see Transfers for more information.

Direct entry to second year is possible subject to acceptance by both St Andrews and PwC.

Full information about applying to St Andrews is available at:
www.st-andrews.ac.uk/study/

Registration

Students on the programme are subject to matriculation requirements in the same way as other registered students of St Andrews, and are subject to the same rules and regulations. In addition to the University’s learning and teaching policies, students should note the information provided in relevant module and School handbooks and any information provided to them by PwC.

Tuition fees

The Graduate Apprenticeship programme is supported by Skills Development Scotland (SDS). Students eligible for the programme will have their tuition fees paid through SDS.

There are a number of expenses that are not covered by tuition fees and all students will be liable for these as appropriate. Such expenses may include accommodation fees and associated costs, field trip costs, Music Centre and Sports Centre memberships, photocopying costs, fines and other penalty fees. In addition, all St Andrews students will be liable for the General Council and Graduation Fee or Completion Fee, payable at matriculation.

Leaves of absence

Students who wish to take a Leave of Absence on medical and/or personal grounds must obtain permission from St Andrews, whose regulations will apply. Relevant information will be shared with PwC for the completeness of records.
Due to the specific requirements of managing the work placement periods, at some stages of the programme it may only be possible to take a Leave of Absence for a whole year.

**Location of study**

Throughout the programme, students are governed by the Policy on Location of Studies:

www.st-andrews.ac.uk/media/teaching-and-learning/policies/location-of-studies.pdf

While on the work placements delivered by PwC (which incorporate learning within a work environment), students are automatically granted formal permission from St Andrews for their study location to be outside St Andrews.

**Transfers**

First year undergraduate students on a compatible programme at St Andrews (such that their previous module choices make it possible for them to take core 2000-level modules in both Computer Science and Mathematics in the following year) may apply to transfer into the Graduate Apprenticeship programme no later than 30th April. Applications will be considered both by St Andrews and by PwC, within the context of the current cohort of students and the capacity available. Transfer applications from students beyond their first year will not be considered.

Students admitted into the Graduate Apprenticeship programme may not normally transfer to a different degree programme at the University, though exceptional cases may be considered. Applications will be considered in the context of the relevant applicant pool and there is no guarantee that such an application will be successful.

Where a student is transferred to an alternative programme, there is no guarantee that credit obtained in the Graduate Apprenticeship programme will transfer in full to the new programme. Students may require longer to complete the new programme requirements. Students transferring to a different programme will be liable for the relevant tuition fees. Should a transfer take place, PwC will consider the impact of this on its contractual relationship with the student.

**1.3. Academic regulations**

Students on the Graduate Apprenticeship programme are subject to the normal St Andrews academic regulations and policies.

Students must meet the normal progression criteria in order to progress satisfactorily through the degree programme. Where a student does not meet progression criteria for the Graduate Apprenticeship programme, s/he may be permitted to transfer to a different degree programme subject to the conditions in 1.2.