



## University of St Andrews and the College of William and Mary

### BA (International Honours) Joint Degree Programme: Policy and Regulations

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## 1. Introduction

The purpose of this document is to detail the arrangements and regulations unique to the BA (International Honours) Programme, which is offered by the University of St Andrews and the College of William & Mary and is one of only a few of its kind in the world. Students complete two years at each institution and earn a single diploma - Bachelor of Arts (International Honours) - with the insignia of both institutions.

In principle, students are required to abide by 'local rules', i.e. they are subject to the general regulations of the institution at which they are studying in a given academic year. Thus, students in this programme have access to the same services at the University of St Andrews and are governed by the same policies contained in the Course Catalogue as all other students at St Andrews (<http://www.st-andrews.ac.uk/coursecatalogue/>). For further information, please also see: <https://www.st-andrews.ac.uk/collaborations/bainthons/>

General programme requirements are explained in the section on Academic Regulations below. Reference should be made to the appropriate subject entries in the Course Catalogue for detailed pathway and module information.

### Definitions

#### Home Institution

The institution to which a student is admitted. The first year of the Programme must be spent at the Home Institution.

#### Host Institution

The institution at which a student must spend the second year of the Programme.

### 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.

Students are expected to familiarise themselves with the regulations and policies at each institution, and to ensure that they follow the appropriate programme requirements.

BA (International Honours) applicants, entrants and students should note that information, communications and decisions will be shared with the College of William & Mary. This may include, but is not restricted to, information about an applicant's status, information about a student's hall of residence, contact details at St Andrews, module choice, academic progress and module results, any disciplinary or academic misconduct case involving the student.

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/](http://www.st-andrews.ac.uk/students/rules/dataprotection/)

### **Monitoring and review**

The BA (International Honours) Programme Policy and 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/study/ug/options/routes/wm/](http://www.st-andrews.ac.uk/study/ug/options/routes/wm/)

Information about the Joint Programme: [www.st-andrews.ac.uk/collaborations/bainthons/](http://www.st-andrews.ac.uk/collaborations/bainthons/)

Information about visas: [www.st-andrews.ac.uk/international/information/visas/](http://www.st-andrews.ac.uk/international/information/visas/)

Undergraduate Course Catalogue: [www.st-andrews.ac.uk/coursecatalogue/ug/](http://www.st-andrews.ac.uk/coursecatalogue/ug/)

## **2. Admission and Registration**

### **Application and admission**

Applicants to the BA (International Honours) Programme apply through *either* St Andrews or William & Mary; they may not apply to this programme through both institutions. The institutions may, however, recommend that a student commences the Programme at the other institution, if the student's academic background and interests make this the most appropriate pathway.

Applications are due by 1 May and decisions are made on a rolling basis. St Andrews applicants may apply to the Programme using the BA (International Honours) direct application form or via the Common Application. Applicants cannot apply through UCAS.

Applicants to St Andrews may apply for the BA (International Honours) programme alone or for other St Andrews degree programmes simultaneously. If multiple offers are issued by St Andrews, the applicant may only accept one as their 'Firm' choice. Applicants should note that this admission 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.

Because students must spend two full years at each institution and because of the progression criteria specified below, transfer credits from other universities will not be accepted, nor will advanced standing credits be awarded. There can be no admission to the Programme as a non-graduating student.

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

## **Registration**

All St Andrews 'Home' entrants must complete the matriculation process in order to become registered students of St Andrews. This includes completion of the academic advising process, completion of Online Matriculation (including verification of personal details, confirmation of financial arrangements, and completion of the Matriculation Agreement) and attendance at the matriculation event during Orientation Week (including, if relevant, passport and visa verification). Entrant students who fail to complete the matriculation process on time will be classed as "No show" and will be required to re-apply through the normal Admissions route.

All William & Mary 'Home' students will automatically become registered in St Andrews and will have an equivalent student record provided they complete all relevant procedures at William and Mary.

All students will be expected to follow the relevant St Andrews matriculation procedures in subsequent years of the Programme.

All BA (International Honours) students must maintain full-time status, i.e. they must be registered for a minimum of 80 credits in any Academic Session at St Andrews.

While studying at St Andrews, BA (International Honours) students have access to the same facilities and services that are available to other registered students of St Andrews. In addition, the CSA team run daily Student Consultation Hours during term-time (2-4pm, Monday to Friday), which are designed to provide an extra resource for BA (International Honours) students while in St Andrews.

While studying at St Andrews, BA (International Honours) students are subject to the same rules and regulations as other registered students of St Andrews. In addition to the University's learning and teaching policies, students should note the information provided in relevant module and School handbooks.

## **Immigration**

BA (International Honours) students from outside the EU are required to obtain a Tier 4 visa before entering the UK. St Andrews will liaise with St Andrews entrants and William and Mary 'Home' students in the summer before they commence their studies at St Andrews to support them through this process and issue them with a CAS number, required for the visa application. However, responsibility for securing a student visa and meeting all UK immigration requirements lies with the student.

All Tier 4 students should also refer to their Terms & Conditions of Study for further information about their obligations as a Tier 4 student in the UK.

St Andrews and William & Mary will provide assistance to St Andrews 'Home' students requiring a visa to study in the United States. However, responsibility for securing a student visa and meeting all US immigration requirements lies with the student.

### **Tuition Fees**

All BA (International Honours) students will be liable for tuition fees at their Home Institution for each year of the Programme, irrespective of location of study.

The tuition fee for all students on the BA (International Honours) is the same regardless of domicile, expressed in US dollars, and will always be the Pound sterling equivalent of the US dollar amount per year, as converted on 1 June preceding the start of each academic year.

Information about tuition fees for the BA (International Honours) Programme is available at:

[www.st-andrews.ac.uk/study/ug/options/routes/wm/](http://www.st-andrews.ac.uk/study/ug/options/routes/wm/)

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 Home 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 the institution they are attending at the time, and that institution's regulations will apply. Relevant information will be shared with the other institution for the completeness of records.

Normally, the institution which granted the leave of absence and to which the student is expected to return, will approve a student's request to return after a Leave of Absence. The regulations of that institution will apply, though the other institution will be consulted.

Due to the specific requirements of progression between the institutions, it will normally only be possible to take a Leave of Absence for a whole year.

### **Transfers into the BA (International Honours) from a St Andrews Degree Programme**

First year students in the Faculties of Arts and Divinity at St Andrews may apply to transfer into the BA (International Honours) Programme no later than 30 April in their second semester.

Students applying for a transfer into the Programme will have to demonstrate that they are on track to complete 120 credits at St Andrews (not counting any transferred or advanced standing credits) before they begin their second year at William & Mary. They must meet the entry requirements for the Programme and must consult with the Pro Dean Curriculum (Arts & Divinity) to establish that they will have completed or will be able to complete the required modules. Applications will be considered within the context of the current cohort of students and the capacity available.

Additional fees may apply for the first year; however, from the second year onwards the BA (International Honours) tuition fees will apply to all transferred students regardless of fee status.

Students who transfer from the first year of a St Andrews degree programme into the BA (International Honours) Programme will be considered St Andrews Home students.

St Andrews students who apply to the BA (International Honours) Programme after their first year will be admitted only under extraordinary circumstances and with the consent of both institutions. Such students will still have to complete two years each at William & Mary and St Andrews, and so will very likely require an additional year to complete the programme requirements.

### **Transfers from the BA (International Honours) Programme into St Andrews or William & Mary**

Students admitted into the BA (International Honours) Programme through St Andrews (i.e. whose Home Institution is St Andrews) may not normally transfer to a regular degree programme at the University, though exceptional cases may be considered within the framework detailed below.

#### First years

First year BA (International Honours) students who wish to transfer must submit a new application to St Andrews through the usual admissions routes. 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 new application is successful, there is no guarantee that credit obtained in the Joint Programme will be relevant and transfer in full to a St Andrews degree programme. Students may require longer to complete St Andrews programme requirements.

Tuition fees for years completed in the Joint Programme will not be refunded. Students in receipt of scholarships should also note that these are not normally transferable.

## Second and third years

Second and third year students who wish to apply to transfer to a full St Andrews degree programme must apply for transfer by the published deadline (April of each year).

Students whose Home Institution is William and Mary must seek permission from William and Mary before applying for admission to a St Andrews degree programme.

Applications will be considered only after the results for Semester Two and year-long modules have been reported in June. Students will be informed of the outcome of their applications in mid-June.

All applicants will be expected to demonstrate:

- Strong academic record in the Joint Programme;
- Good reasons for seeking to transfer to a St Andrews degree programme;
- That they meet the Honours entry requirements for their intended degree programme.

Where a transfer application is successful, there is no guarantee that credit obtained in the Joint Programme will transfer in full to a St Andrews degree programme. Students may require longer to complete St Andrews programme requirements.

Tuition fees for years completed in the Joint Programme will not be refunded. Students in receipt of scholarships should also note that these may not be transferable.

Students admitted through St Andrews who wish to become regular students at William & Mary must request permission to transfer from St Andrews in the first instance and then apply to transfer there via the normal William & Mary admissions process.

## **3. Academic Regulations**

### **Programme requirements**

The Faculty of Arts and Sciences at the College of William & Mary and the Faculty of Arts at St Andrews determine the programme requirements for the BA (International Honours). These are reviewed regularly by the relevant authorities in the two institutions and communicated to applicants and students as required.

BA (International Honours) students are admitted to one of the six programmes, the specifications for which appear in the Course Catalogue.

Students are expected to complete the programme in four years of full-time study (periods of Leave of Absence do not count towards this time).

#### Credit loads and distribution

480 credits are required for graduation and students must meet the minimum requirements for a Third Class Honours classification at St Andrews and an overall GPA of at least 2.0, as well as a GPA of at least 2.0 in the major, at William & Mary.

William & Mary home students must complete at least 61 credit hours in residence at W&M.

Sub-honours years (2 years) – 240 credits in total

- The normal expectation is that students attempt 120 credits at each institution.
- At least 100 credits must be obtained at each institution.
- Where students are trailing credits at the end of Year 1, agreement must be reached by both institutions on appropriate progression.
- Content of modules taken in Year 2 is expected to demonstrate progression. While at St Andrews, at least 80 of the year 2 credits should be at 2000 level.
- Exceptionally students may be allowed to trail 20 credits outwith their major when entering Year 3.

Honours years (2 years) – 240 credits in total

Students' interests and programmes of study will determine at which institution they spend years three and four, but they must spend one of those years at each institution.

- 120 credits must be obtained at St Andrews.
- 120 credits must be obtained at William and Mary.
- Of the 240 credits at least 180 must be Honours level credits in the major obtained at either of the two institutions.
- Normally, no more than 30 sub-honours credits may be taken in a single Honours year.
- Students taking Summer Programme credits after Year 2 at William and Mary may count up to six of these towards William and Mary Honours credits provided that these are at the required level and approved by both institutions.
- Of the 180 credits at least 90 credits must be at 4000 level (or the equivalent at W&M) obtained at either of the two institutions.



### General course requirements

BA (International Honours) students are required to complete the William & Mary foreign language, writing, digital information, major computing proficiencies and a COLL 150 course of their choice.

BA (International Honours) students will, in consultation with their Adviser of Studies, compile a 'breadth portfolio' comprised of courses satisfying the six knowledge-, nine skills-, and three values-objectives that underlie the William & Mary General Education Requirements (GERs) – see Appendix 1.

### General course restrictions

BA (International Honours) students may not apply credits from modules taken at William & Mary in Applied Music, Military Science, Physical Activities, and Theatre/Speech/Dance, with the following exceptions from Theatre/Speech/Dance, which *may* be applied to the Joint Degree: Theatre 150/150W, 152W, 200, 328/328W, 329/329W, 331/331W, 332, 333, 340, 410/410W, 461/461W, and 481; Dance 220, 230, 333; and Speech 311 and 410.

BA (International Honours) students may count only two introductory statistics modules from either institution toward the Joint Degree.

### **Progression Criteria**

#### Progression to Third Year (Entry to Honours)

By the beginning of their third year of the Programme, students should have accumulated at least 240 credits, must have passed all compulsory modules for their programme, and earned an average of 11 in specified modules in second year to proceed to Honours. Students should refer to the specific Programme Requirements for each subject for further information. These are available at: <http://www.st-andrews.ac.uk/coursecatalogue/ug/>

Students who have not met the progression criteria for progression to the third year but who wish to continue in the BA (International Honours) may request a review through the Pro Dean for the Joint Programme once decisions about Honours entry have been communicated. In order for the review to be considered,

- Students must have earned at least 210 credits.
- William & Mary home students must have received grades averaging 10 in their Honours entry courses at St Andrews; St Andrews home students must have received grades averaging 'C' (2.0) in the corresponding courses at William & Mary.

The respective authorities at both institutions will decide together whether the student will be permitted to continue on probation.

## Academic intervention

BA (International Honours) students who do not meet the minimum progression criteria at the end of the academic year, regardless of whether they are home or host students, will be subject to the academic intervention policies at each institution . Note that:

### St Andrews

Students who achieve grades lower than 11 in all modules in a given semester at St Andrews will be issued with a Performance Warning by the Pro Dean.

Students at St Andrews who do not achieve 60 credits in Semester One and students who are required to sit reassessments after Semester Two will be issued with a Progression Warning by the Pro Dean.

Students who, at the end of the academic year, do not meet the minimum progression criteria for the BA (Int Hons) programme, will be placed on probation. Students on probation must achieve 60 credits at the first sitting in each of the next two semesters, and will be required to meet with the Pro Dean and Student Services.

### William & Mary

In order to stay on track, students should follow the plan of study for required courses that is listed for each major in the Programme Guide and Catalog Supplement available on the W&M website. Students will work with their advisers to choose and schedule electives and breadth requirement courses.

In general, students should accumulate at least 15 W&M credits (equivalent to 60 St Andrews credits) per semester at W&M and at least 15 (60) while at St Andrews. You should earn a D or better in all courses that count towards your major by the end of your fourth semester. In order to progress to the Honours level at St Andrews (your 3rd year) you should have a C+ average in the Honours Entry courses designated for your major.

Any student at William and Mary who does not meet required number of credits as outlined above or who maintains less than a 2.0 grade point average will be placed on academic probation and is required to participate in the W&M academic intervention program.

All the System of Grading information, including continuance standards are detailed in the St Andrews Joint Degree Programme Guide and Catalog Supplement.

### Probation communication and outcomes

No official action (i.e. the notification that the student is on probation or has been suspended) will be taken until the end of the semester or academic year in question; and

Students will be allowed a full academic year after they have been put on probation to achieve the minimum progression criteria provided that possible pathways remain achievable. Should this not be the case, the student may be removed from the Joint Programme. In such cases students will normally be transferred to their Home Institution whose progression rules will then apply.

William & Mary Home students should consult William & Mary regulations for further information.

St Andrews Home students in this situation may, provided that they meet the relevant progression criteria, request through the Pro Dean (Advising) of Arts & Divinity that they be allowed to pursue a St Andrews Honours or General degree programme. This may require an additional time (semester or year) with additional fees. Otherwise, their studies will be terminated, with the same recourse to appeal as other St Andrews students.

### Progression to the W&M Honors thesis

In order to pursue an Honors thesis at William & Mary, students must have an overall GPA of at least 3.0 (a credit-weighted mean of 14 at St Andrews) by the beginning of their seventh semester, or a GPA of at least 3.0 (credit-weighted mean of 14) for their third year. In addition, students will be required to meet subject-specific programme requirements.

Alternative arrangements will be made for those students returning to W&M for their final year who meet the progression criteria, but who do not meet the discipline-specific criteria for undertaking an Honors thesis.

### **Credit and grade transfer**

Although it is not possible to establish direct equivalents between William & Mary courses and St Andrews modules, all courses studied at William & Mary which form part of the programme will be allocated a St Andrews module code which reflects the level of study and the subject area, where these can be mapped onto existing subject areas at St Andrews. Other courses may appear on academic transcripts as 'Breadth', to signify that they contribute towards this requirement.

All course or module results will be converted using an agreed Conversion Table and published to the student record at both institutions. Please see Appendix 2 for the Conversion Tables.

### **Advanced Standing and Transferred Credit**

No such credit may be applied toward the BA (International Honours) Degree.

### **Summer School and Study Away**

BA (International Honours) students may count summer school courses taken at William & Mary (including William & Mary summer Study Abroad), towards the degree programme, as long as by the end of the programme:

- (i) the student has earned 240 credits by the end of the second semester of their second year, and (except in unusual circumstances) 480 St Andrews credits (including approved summer credits) by the end of the second semester of their fourth year;
- (ii) that the credit rules and distributions specified above are met; and
- (iii) the student spends two complete academic years studying at each institution.

No other study away may be counted toward the BA (International Honours).

### **St Andrews Honours Classification**

The St Andrews Honours Classification Algorithm uses, as the primary determinant of degree classification, the credit-weighted mean and median of all Honours grades awarded in the Honours years.

Only one decimal point is used in calculations of means and medians.

#### Means, Medians and Outcomes for Honours Classification

<b>Mean</b>	<b>Median</b>	<b>Classification Outcome</b>
16.5 or more	any value	I
16.0-16.4	16.5 or more	I
	16.4 or less	II.1
13.5-15.9	any value	II.1
13.0-13.4	13.5 or more	II.1
	13.4 or less	II.2
10.5-12.9	any value	II.2
10.0-10.4	10.5 or more	II.2
	10.4 or less	III*
7.5-9.9	any value	III*
7.0-7.4	7.5 or more	III*
	7.4 or less	Not of Honours standard
6.9 or less	any value	Not of Honours standard

\* Students may only graduate with Third Class in the BA (International Honours) if they have an overall GPA of 2.0 or above, as well as a GPA of at least 2.0 in the major, at William & Mary.

Students who do not meet the requirements for graduation from the BA (International Honours) programme may qualify for an alternative St Andrews degree, provided that the relevant requirements have been met.

### Calculation Protocols

At least 180 credits are required at Honours level. For students who have taken more Honours credits during the Honours years, the calculation of mean and median must include all these modules. Thus a student cannot take an extra module with a view to disposing of another with a poorer grade.

Only grades from 3000-level and 4000-level modules are entered into the algorithm. In other words, grades achieved for 'dip down' modules taken during the Honours programme do not enter the algorithmic calculation for the Honours degree classification.

If students take modules coded as 3000-or 4000-level prior to the normal start of their Honours years (only possible at William & Mary), then these results do not count as part of the Honours classification calculation.

In the case of a 3000-level or 4000-level module which is failed with a grade of 3.9 or less, hence with no right to reassessment, or which is not subsequently passed at reassessment, the original grade is reported and entered into the algorithmic calculation even though no credits are obtained for the module.

In the case of a 3000-level or 4000-level module failed with a grade between 4.0 and 6.9, there is a right to reassessment. If the reassessment is passed, the grade reported and entered into the algorithmic calculation is a 'capped' grade of 7.0 (not the original failed grade, although this is also reported on the transcript).

If a 3000-level or 4000-level module (as part of an Honours programme) is failed both at the first sitting and at re-assessment (if permitted), but is subsequently re-taken and passed, then (i) the original failed grade is entered into the algorithm for the session in which the module was first taken, and (ii) the grade earned for the later session in which the module was re-taken and passed is reported and entered into the algorithm. This may occur when a specified Honours module has to be passed in order to fulfil the stipulations of an Honours programme. In such cases, two grades are entered into the algorithm for this module even though actual credit is only achieved at the second taking.

In the case of receiving a 0X in a 3000-level or 4000-level module, a grade of '0' is entered into the algorithmic calculation (with the credit-weighting of the relevant module), even though no credits are obtained for the module with respect to meeting the requirements of the Honours degree programme. Any properly authorised withdrawal from a module, however, would be ignored by the algorithm.

Grades that are achieved (after conversion) from modules taken at William & Mary as part of an Honours programme are entered into the algorithmic calculation. If ungraded credits are received from William & Mary (or graded credits that are not formally approved as part of an

Honours programme), then these will not influence the algorithmic calculation, although such credits will normally appear on transcripts.

Exceptional cases will be referred to the Special Classification Board.

### **Award**

Upon successful completion of the BA (International Honours) programme, students will receive a Latin degree certificate from William & Mary, and an English version from the University of St Andrews. Both certificates will reflect the joint nature of the award, and carry the crests and seals of both institutions. Both certificates will include the St Andrews degree classification and, if relevant, William & Mary Latin Honors.

In addition, graduates will receive transcripts from each institution, detailing courses and modules taken at both institution.

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Web page reference: [www.st-andrews.ac.uk/collaborations/bainthons/](http://www.st-andrews.ac.uk/collaborations/bainthons/)

## **Appendix 1: William & Mary General Education Requirements**

### Knowledge objectives:

- An understanding of the world of nature;
- An understanding of individual and social behaviour;
- A general historical knowledge of Western civilisation;
- An acquaintance with a non-Western cultural tradition;
- A general knowledge of masterworks, genres and movements in art, music, and literature;
- A general knowledge of major philosophical and religious systems.

### Skills objectives:

- Critical thinking skills;
- Verbal skills;
- Quantitative skills;
- Scientific skills;
- Aesthetic skills;
- Historical inquiry skills;
- Language skills (i.e. proficiency in a foreign language);
- Information acquisition skills;
- Computer literacy skills.

### Values objectives:

- Intellectual values;
- Social and civic values;
- Personal values.

## Appendix 2: Grade Conversion Tables

Table A: Conversion of St Andrews results to William & Mary results (with effect from 2013-2014)

St Andrews Reporting Scale	William & Mary Letter Grade
15.5 to 20	A
14.5 to 15.4	A-
13.9 to 14.4	B+
13.1 to 13.8	B
12.3 to 13.0	B-
11.0 to 12.2	C+
10.5 to 10.9	C
9.0 to 10.4	C-
8.0 to 8.9	D+
7.5 to 7.9	D
7.0 to 7.4	D-
0 to 6.9	F

Table B: Conversion of William & Mary results to St Andrews results (with effect from 2013-2014)

William & Mary Letter Grade	St Andrews Reporting Scale	Notes
A1	19.5	Special arrangements are in place to convert W&M grade 'A' to StA grades according to academic merit.
A2	18.5	
A3	17.5	
A4	16.5	
A-	15	
B+	14	
B	13	
B-	12	
C+	11.5	
C	10.5	
C-	9	
D+	8	
D	7.5	
D-	7	
F	0	