



University of St Andrews
Scotland's first university

| 600 YEARS |
| 1413 – 2013 |

Terms and Conditions of Study
August 2017

Contents

Sponsio Academica	3
Translation.....	3
The Honour Code	4
Terms and conditions	5
Your responsibilities	7
Personal Information	7
Email and University communications.....	7
Attendance	7
Freedom of speech and expression.....	7
Access to the University computer network	8
Social media guidelines	8
Other conditions	9
Privacy	9
Sharing of images and data	9
Examinations.....	9
Terms of re-engagement.....	9
Visas and immigration requirements.....	9
Final year students	10

Sponsio Academica

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

Translation

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

The Honour Code

- I agree to abide by the terms and conditions governing matriculated students of the University of St Andrews for the duration of my studies on this programme and I accept liability for the timely payment of my tuition and any other fees for University services.
- I have been advised about my right to freedom of speech, and accept that I must exercise this right in a way that does not (1) bring the University, its staff, students and anyone associated with the University (e.g. visitors, contractors, and service providers) into disrepute, or (2) breach other obligations which I owe to the University its staff, students and anyone associated with the University.
- I will be honest in submitting coursework for assessment. My work will be my own and completed without the unacknowledged help of any other person. All quotations, or facts and ideas, taken from printed, Internet or other public sources, including recorded material, will be explicitly acknowledged in my text, endnotes or footnotes and bibliography. I will read and not contravene the University's policy on <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/GAP.pdf> and I agree that the University may make work I submit available to plagiarism detection services outside the University, both for screening and for enhancement of the detection service database.
- I will take responsibility for my own learning and respond to feedback about my performance and achievements.
- I will support the University's [Equality and Diversity Inclusion Policy](#) which promotes equality for all staff and students
- In addition, I accept that in all interactions my behaviour reflects upon the University of St Andrews and I will behave responsibly and appropriately on all occasions in and around the town of St Andrews and elsewhere during my time as a student.
- I shall have regard to my own safety and that of others at all times.

[Type here]

Terms and conditions

- (i) All students will be required as a condition of matriculation to abide by, and submit to the procedures of, the University's Senate Regulations, as amended from time to time. A copy of the Senate Regulations is available on request from the Registry, The Old Burgh School, Abbey Walk, St Andrews, KY16 9LB or via the University Web Page at

<https://www.st-andrews.ac.uk/students/rules/ugsenateregulations/> and at <https://www.st-andrews.ac.uk/staff/policy/students-postgraduate/pgsenateregulations/>

A list of the University's Rules and Regulations can be found at: <http://www.st-andrews.ac.uk/students/rules/>

- (ii) The University will use all reasonable measures to deliver programmes and courses of study, as outlined at the time of offer. As a research intensive institution, the University ensures that its teaching is based on and references the research and related interests of its staff; it is also mindful of the need to use resources effectively. As a result programmes and courses are regularly reviewed with the aim of enhancing the student learning experience. Programme and course revision protocols are student-focused, transparent and time sensitive, and are described at: <http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/course-revision-protocol.pdf>

Any changes are made with due consideration to minimising impact, safeguarding academic standards and assuring the quality of the learning experience.

- (iii) The University's tuition fees are set out at: <http://www.st-andrews.ac.uk/students/money/Tuitionfees/>
- (a) The University will clarify compulsory fees and charges it requires any student to pay at the time of offer. The offer will also clarify conditions for any variation of fees (these are described at: <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/fee-setting-protocol.pdf>)
- (b) The University reviews its fees and charges annually (see approach to fee setting at: <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/fee-setting-protocol.pdf>)
As part of this process the University will keep within the expectations and boundaries referred to as part of the offer and will communicate all decisions in a timely manner.
- (c) Any tuition fees and academic-related charges notified to the student as part of the offer or subsequently incurred by the student through informed choice and not paid for by a sponsor will be the personal responsibility of the student.
- (d) Prior to the start of the academic session, payment should be made in full or an instalment plan should be agreed with the Advice and Support Centre (ASC), 79 North Street, St Andrews, KY16 9AJ.
- (iv) The University will take all reasonable measures to ensure that teaching is delivered, that students are assessed and that any disruption to its business is minimal.

[Type here]

The University reserves the right to perform its duties by scheduling non-teaching days in the academic calendar during the semesters. Such days are carefully planned within the academic timetable and should not affect learning outcomes. The University shall not be liable for non-performance of its obligation to its students where performance is prevented by unforeseen acts, events, omissions or accidents beyond the reasonable control of the University (a "Force Majeure Event") including, but not limited to: strikes or other industrial disputes; failure of a utility service or transport network; act of God; compliance with any law or governmental order. The University will not refund tuition fees following a Force Majeure Event.

- (v) A note of the rate for accommodation in University Halls of Residence and University-owned flats and houses is available on the University website: <http://www.st-andrews.ac.uk/students/accommodation/>. Accommodation fees are reviewed annually in January.
- (vi) By order of Senate, no student owing money to the University will be permitted to graduate at the June or November ceremonies and students are not normally allowed to matriculate for a subsequent year of study if they are in debt to the University.
- (vii) Where a student is under investigation by the Police or where criminal proceedings have been initiated by the Office of the Procurator Fiscal, or where a student has been convicted, it is the responsibility of the student to report this to the University. Students are required to report criminal involvement when applying to the University, at matriculation every year, and at any point during the year that this involvement or investigation occurs. Information on how the University will use this information is available at <https://www.st-andrews.ac.uk/students/rules/matriculation/declaringcriminalproceedings/>
- (viii) Students agreeing to these terms are signing this contract with the University on their own behalf, and not with any third party unless they have power of attorney over their affairs.

Your responsibilities

Personal information

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

Email and University communications

Email and the University of St Andrews student portal, [MySaint](#), are official forms of University communication. All students are therefore required to check their University email account and their [MySaint](#) portal every 48 hours and to respond to University communications as requested in a timely manner. Failure to do so may result in students not receiving important information at the appropriate time.

All students must also abide by the use of email guidelines as set out in the University email policy (2005) which is available at https://www.st-andrews.ac.uk/media/it-services/e-mail/documents/computing_email_policy.pdf

Attendance

All students must ensure that they are available to attend the appropriate Advising session before 5:00pm on the Wednesday of Orientation Week as well as all lectures, tutorials/practicals, other classes and examinations for the full duration of each academic semester and each examination diet. Students should not leave before the official end of the diet, to allow for a re-sit session to be arranged during this time in case of need, for example due to an unexpected absence. Students should check the academic calendar (semester dates) at: <http://www.st-andrews.ac.uk/semesterdates/> and ensure that all leisure time and travel is arranged in such a way that they do not miss any of the required elements of their programme of study (this may include lectures, workshops, labs, practicals, class tests, oral assessments, exams etc.).

If the duration of a student's taught programme of study is longer than one year, they are expected to matriculate (register) during Orientation Week each academic year. All travel arrangements should be made to allow completion of matriculation (registration) and all academic preparations including Academic Advising by the end of Orientation Week in time for the first day of teaching. No student will be given permission to matriculate late. Students who fail to register by the first day of teaching will be contacted under the terms of Failure to Register. See: <https://www.st-andrews.ac.uk/students/rules/matriculation/failuretoregisterpolicy/>

Freedom of speech and expression

The right to exercise freedom of speech/ freedom of expression is a fundamental right which all members of the University community are entitled to exercise. However, while this right is enshrined in European and domestic law, it is not absolute. It is closely related to other rights that are also protected in law, and the interplay between such competing rights creates boundaries and limitations on what can be said and the manner of expression. An example of how these competing rights are reconciled is where the right of freedom of expression is qualified by government restrictions, for example on the grounds of national security, preserving public safety, and preventing crime and disorder. In the same way, the University requires all members of the University community to

[Type here]

exercise the right to freedom of expression in a manner that does not bring the University or anyone connected with it into disrepute.

Intellectual property

By matriculating, postgraduate students agree to uphold the University's policy on Intellectual Property Rights which can be found at <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/policy-on-intellectual-property-rights.pdf>

Access to the University computer network

The University allocates to students a username and password for access to its computer and network facilities and to the Internet, for academic and administrative purposes – for example, to enable students to handle their email, search for information, write assignments, etc., and to maintain contact with home. Passwords must be kept secret and precautions taken against spreading viruses. Students hereby agree to abide by the regulations governing computer use in the University. See: <http://www.st-andrews.ac.uk/media/it-services/policies-and-procedures/documents/regulations-acceptable-use-ict.pdf>

Social media guidelines

Social media is used within the University in a variety of formal and informal ways and the University wants to encourage and support the responsible and creative use of this medium wherever possible. Students hereby agreed to abide by the Social media guidelines published by the University at <https://www.st-andrews.ac.uk/digital-standards/service-manual/social-media/>

Other conditions

Privacy

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

Sharing of images and data

Where a course of study is delivered collaboratively or jointly between the University and a partner institution, the University will share personal student data, including images, to the extent that is necessary for the administration of the course, to facilitate seamless transition between institutions and to manage and monitor academic progression, and will only transfer personal data to countries outside the European Economic Area where adequate levels of protection are in place.

Examinations

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

Terms of re-engagement

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

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

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

Visas and immigration requirements

Students have a legal obligation to adhere to any visa conditions set down by UK Visas and Immigration (UKVI) and further information relating to these can be found on the University's web pages <http://www.st-andrews.ac.uk/international/information/tier4students-oursharedresponsibilities/> and on the UK Visas and Immigration pages <https://www.gov.uk/tier-4-general-visa>

As part of the University's obligations under the Tier 4 scheme, all students with Tier 4 visas are required to have their passport and visas checked twice a year to allow the University to reassure itself that they still have valid leave to remain and study in the UK, and to ensure the University fulfils its [Type here]

requirements regarding monitoring and record keeping with regard to UK Visas and Immigration. The first check will take place during the annual matriculation process and the second at the Confirmation Event usually held during Week 2 of Semester 2. It is the student's responsibility to produce the appropriate documentation for this purpose. Failure to produce the required evidence by the published deadline will mean that the student's studies will be terminated and that termination reported to UK Visas and Immigration who will curtail the student's visa. The student will be required to leave the UK immediately.

The University has a duty to report unauthorised non-engagement or breaches to leave to remain conditions if aware to UK Visas and Immigration. It is the student's responsibility to ensure that all conditions of entry and leave to remain in the UK are adhered to, including specific conditions relating to working whilst on a Tier 4 visa..

Students with a Tier 4 visa who take a leave of absence are normally required to leave the UK and reapply for a visa once Re-engagement has been authorised.

The University also has a duty to provide any relevant personal information to UK Visas and Immigration in line with condition 5(c) of Schedule 2 and 7(c) of Schedule 3 of the Data Protection Act.

Final year students

All students who may be eligible to graduate in June will receive notice of procedures by March. Applications to graduate must be received by Registry by the published deadline. Students eligible to graduate in November will be contacted by email in October. This notification does not constitute successful completion of the programme of studies.

The relevant Regulations are available from the University web page:

<http://www.standrews.ac.uk/graduation/>.