



University of  
St Andrews

## Eligibility to study online (taught students)

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<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.1	Policy updated to reflect changes to decision-making process and criteria for the submission of an application (including evidence).		Kevin McNamara, Academic Policy Officer, Principal's Office	28/9/20

# UNIVERSITY OF ST ANDREWS

## POLICY ON ELIGIBILITY TO STUDY ONLINE (TAUGHT STUDENTS)

### 1. Introduction

- 1.1. This document sets out the University's policy on taught students' eligibility to study online.
- 1.2. It aims to support students in managing academic challenges and provides a means by which they can continue their studies in the event that they are unable to participate in in-person, face-to-face teaching.

### 2. Background

- 2.1. The University will continue to introduce in-person teaching for all, and dual mode delivery of teaching will continue through a blend of traditional, in-person classes, pre-recorded content and live, interactive online provision.
- 2.2. In-person classes have taken place in many subjects and the vast majority of students have reported that they feel safe and well supported in lecture theatres, classrooms and laboratories.
- 2.3. The University will further introduce measures to enable our students to enjoy extracurricular activities including facilities for University-led and student-led events.

### 3. Scope

- 3.1. The policy covers undergraduate and taught postgraduate students only. Students engaged in distance learning programmes such as the Global Online Year One, and students on the MA Combined Studies programme are excluded.
- 3.2. Students taking programmes in the School of Medicine (with the exception of returning ScotGEM students) where attendance in person may be required must complete the same application process, but in all cases the decision maker will be the School of Medicine. Medical students should contact the School for advice.

### 4. Policy

- 4.1. Students may apply to study online if one of the following criteria apply:

- General anxiety about Covid-19 or travel
- Health reasons
- Quarantine or self-isolation
- Caring responsibilities
- Non-availability of appropriate workspace
- Relevant travel restrictions
- Inability to obtain a study visa due to reasons beyond your control
- Non-availability of accommodation
- Financial reasons related to Covid-19

4.2. Any requests to study online will be shared with other relevant staff in the University.

4.3. It is the responsibility of the student to submit an application to the University if they wish to study remotely. Students should submit an application in [MySaint](#).

4.4. Students who have been granted permission to study online are responsible for any financial costs incurred.

## 5. Prerequisites for studying online

5.1. In order for the University to support online engagement with study, students must meet two key IT pre-requisites: access to a suitable device and a reliable broadband connection.

Computers: Student personal devices should meet the following system requirements:

- Windows devices should run Windows 10.
- Mac devices should be able to run a minimum of MacOS 10.14.
- Web browsers: student devices should run up to date web browsers for the best experience.

Broadband connection: For remote learning, students will need to have in their place of study, reliable broadband internet access with a recommended service of at least 3Mb/s.

5.2. Students based in China who have been given permission to study online are advised that the University has little control over what online services may be available to them at any time.

5.3. Students who are eligible to work online but cannot meet the above pre-requisites may apply to the Digital Inclusion Fund through [moneyadvice@st-andrews.ac.uk](mailto:moneyadvice@st-andrews.ac.uk); or may need to consider a leave of absence.

## 6. Assessment

6.1. Students who have been granted permission to study online may need to complete module requirements outside of normal semester dates in order to meet the assessment criteria (for e.g. laboratory practicals or fieldwork).

## 7. Appeals

- 7.1. Students who are not permitted to study online have the right of appeal to the relevant Dean, whose decision will be final and not subject to appeal or review.

28 September 2020

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.1	Policy updated to reflect changes to decision-making process and criteria for the submission of an application (including evidence).		Kevin McNamara, Academic Policy Officer, Principal's Office	28/9/20