

## **1. Purpose**

- 1.1. The University of St Andrews Admissions Policy (the Policy) provides policy information to enquirers, applicants, offer holders and advisors about recruitment, selection and admissions at the University. It is the policy framework on which all staff who are involved in recruitment, selection and admissions activity, approach applications decisions.
- 1.2. The University is committed to reducing and eliminating barriers to entry for students with the potential to succeed at the University. We aim to make the University a beacon for diversity and to pursue the most effective ways to make a St Andrews education accessible to all who may benefit from it. We encourage all applicants to demonstrate their potential, regardless of social or economic background, whether this is related to their previous place of education, family background, or residence. We welcome applications from all suitably qualified applicants.
- 1.3. The University is committed to providing clear and accurate pre-entry information and support to prospective students so they can apply to programmes appropriate to their interests while gauging their academic achievements and potential against the University's requirements. Our recruitment and admissions activities are informed by a commitment to the provision of impartial advice and support for applicants to enable them to make informed decisions about applying to study at the University of St Andrews. We are a highly selective institution, and our leading student experience is at the heart of a St Andrews education. As a result, applicants are in competition for a limited number of places and it is with great regret that not all highly qualified applicants can be made an offer.
- 1.4. The Policy and associated procedures comply with relevant legislation and are aligned with the guiding principles of the QAA Expectations and Practices for Admissions, Recruitment and Widening Access as well as the UK Agent Quality Framework. The Policy is developed and monitored by the Admissions Unit on behalf of the University and is approved by the Information Compliance Group (ICG) annually.

## **2. Scope of the Policy**

- 2.1. This Policy applies to all applicants to foundation, undergraduate, postgraduate taught and postgraduate research courses regardless of whether their learning is taking place primarily in person or online. This policy does not cover short courses or Executive Education. All Exchange and Study Abroad students are covered in our [Exchange and study abroad policy](#).
- 2.2. The Policy is supported by other University policies, which are referenced on our [website](#).
- 2.3. Any questions relating to the Policy can be addressed in writing to the Director of Admissions ([director.admissions@st-andrews.ac.uk](mailto:director.admissions@st-andrews.ac.uk)).

## **3. Eligibility**

- 3.1. The University will not normally consider applications from applicants who had:
  - Previously applied for a place on any course/programme and no offer of a place was made as their application had given serious cause for concern;
  - Previously applied for a place on any course/programme and no offer of a place was made as their application, applications, or communications were considered excessive, vexatious or spurious;
  - Previously applied and received a place, and the University subsequently had cause to withdraw an offer where irregularities or concerns with the application materialised;
  - Previously received a place at the University and subsequently, voluntary withdrew, having prior to that been on a compulsory/[voluntary] leave of absence, where they are unable to present evidence (equivalent to that required of the

University policy 'Leave of absence, re-engagement and withdrawal') that the circumstances under which they were granted Leave of Absence have been resolved.

- Previously taken up a place with the University but had been expelled from the University or had their studies terminated; left the University of St Andrews with significant debt to the University; or individuals who withdrew from their studies pending the conclusion of non-academic misconduct proceedings.
- 3.2. While individuals are free to apply to courses for which they believe they meet or are expected to meet the entry conditions, the University reserves the right to decline to accept applications where the University determines that the number of applications or communications received from any individual is excessive, vexatious or spurious. Applicants will be advised where such a decision is reached and which, if any, of the applications made will be considered. The University reserves the right to cease communication after an application has been declined as vexatious and/or spurious.
- 3.3. Applications will be considered from individuals who: (i) have previously been expelled from an educational institution that provides secondary, further, or higher education, for serious misconduct, or (ii) are currently subject to an ongoing investigation or disciplinary proceedings for misconduct at such an institution. However, the offer of a place and admission to the University is contingent upon declaration of all material facts, including that of prior expulsion or where an investigation or proceedings are in train and are not concluded. The applicant will be required to provide sufficient information to allow the University to make an informed decision on whether to offer a place and/or conduct a risk assessment to establish if the University can meet wellbeing and/or welfare obligations, in line with the University's Student Conduct Risk Management Policy.

Applicants should note that:

- The risk assessment will consider factors such as risk to the University community, risks to reputation, visa-related considerations, capacity to support staff in line with our obligations as an employer, and any other apparent risks (this list is not exhaustive).
  - Should the University determine via a risk assessment that it is unable to manage identified risks (for example, there are clear and present risks to the University community or staff that cannot be adequately managed via precautionary measures) this may result in the withdrawal of the offer. In this instance, appropriate information will be shared with the applicant as to the risks identified and why they cannot be managed via precautionary measures. The appeal procedures outlined in the Student Conduct Risk Management Policy will apply.
- 3.4. Applicants to online programmes must comply with the minimum ICT infrastructure required for online learning as set out in the offer letter.
- 3.5. As smartphones are necessary for the multi-factor authentication which the University deploys, applicants are advised that they are required to have access to a compatible smart phone for the duration of their studies. If this is likely to be a problem, then the offer holder must inform the University as soon as possible before matriculating at the University.
- 3.6. Any questions about eligibility should be directed to the Director of Admissions ([director.admissions@st-andrews.ac.uk](mailto:director.admissions@st-andrews.ac.uk)). Please see section 18 below on Declaring criminal convictions when accepting an offer of a place.
4. **Material information to an application**
- 4.1. It is the responsibility of the applicant to provide full and accurate information in support of their application. Applicants must not mislead or provide false (including plagiarised) and/or incomplete information as this may lead to applications being withdrawn/rejected by the University.

- 4.2. Where an application is submitted with the assistance of an agent or third party, applicants must maintain control of their application and are ultimately responsible for the content of their application, the management of their application account, and all communications sent to and from that account.
- 4.3. All required elements of the application should be provided in English.
- 4.4. The University regards the following details essential for an application to be considered complete:
- Course choice;
  - Fee status assessment and the information provided in order to make the assessment (where the fee status influences the level of tuition fees due);
  - Country of domicile and/or nationality for courses where fee status is not relevant;
  - Intended year or point of entry;
  - Academic record: qualifications or grades achieved and predicted grades and marks;
  - Evidence supporting grades achieved and predicted grades and marks including any non-standard education experience and extenuating circumstances;
  - Academic references;
  - Personal statement and/ or requested sample of written work completed by the applicant;
  - Contextual data information, which is additional information related to an applicant as described in the '[use of contextual data](#)' policy;
  - Evidence of [English language proficiency](#), where required;
  - Relevant work or other experience demonstrated on CV/Resume, where appropriate;
  - Performance at interview, where appropriate;
  - External aptitude tests, where appropriate;
  - Academic or work-related references;
  - Clear objective attainment achieved in non-academic extra-curricular activity such as: sport, the arts, voluntary or community work and/or paid employment;
  - The disclosures required as per section 3 Eligibility;
  - Any information requested by the University of an applicant to process/consider an application;

If an offer-holder fails to advise the University of such, then the offer may be withdrawn, or if admitted as a student an investigation under the University [Student Conduct](#) Policy could follow, leading to the termination of studies.

- 4.5. Applicants are required to submit materials that have been produced by themselves and not third parties and must not be drawn from the internet or generated through AI. Unauthorised content generation (UCG) is the production of academic work, in whole or part, for academic credit, progression or award, whether or not a payment or other favour is involved, using unapproved or undeclared human or technological assistance. If an applicant were, for example, to copy a personal statement or sample piece of written work from elsewhere, ask someone else to write this for them, or use generative AI including the use of AI apps such as Chat GPT, they could be committing fraud. Applications generated by AI are unlikely to be persuasive. If an application is found to be false or misleading, non-academic misconduct proceedings may apply. Where this is identified prior to matriculation, any offer made may be withdrawn; where it is identified after matriculation, this may lead to termination of studies.

## 5. **Course information provided by the University before applying**

- 5.1. The University produces the prospectus in two formats – digital and print. The [digital prospectus](#) represents the definitive offering that forms the basis for the contract between the student and the University. The printed prospectus, which can be accessed by [PDF](#), is a guide to intended programmes of study but not a formal commitment by the

University. The printed prospectus is developed 18 months in advance of the start of each academic year and therefore the information reflects the programmes as they are at the time of going to print.

## **6. Compulsory fees**

- 6.1. Details of compulsory fees and charges (including placement costs) that a student will be required to pay, including, where applicable, any placement years, will be provided within the relevant offer letter, and accompanying documentation. The offer letter will also clarify conditions for any variation of fees. [The University's approach to fee setting is described online.](#)

## **7. Fee status assessment for foundation, undergraduate and postgraduate**

- 7.1. The tuition fee is determined by the applicant's fee status (except where a programme fee is set regardless of fee status), mode of attendance and degree course. Where fee levels are different based on fee status, the University makes offers on the basis of fee status and may withdraw the offer if the fee status changes.
- 7.2. The provisions relating to offers being made or withdrawn on the basis of fee-status changes do not apply to Postgraduate Research applicants. Fee assessment and confirmation for Postgraduate Research programmes follow a separate procedure.
- 7.3. It is the University's responsibility to assess an applicant's fee status. Fee status is determined using the regulations approved by the Scottish Parliament, the [Education \(Fees\) \(Scotland\) Regulations 2022](#) and our [Fee Status Policy](#).
- 7.4. Where fee status is required, final decisions on applications cannot be made until the fee status is set. Any incorrect or incomplete information may delay decision making and may affect an applicant's opportunity for securing a place. More detailed information is available in our [Fee Status Policy](#).

## **8. How to apply**

- 8.1. Applicants should follow the relevant process as specified below:

### **8.2. Undergraduate applications**

- 8.2.1. [UCAS](#) – available to all applicants applying for standard programmes, except part-time applicants;
- 8.2.2. [Common Application](#) – available only to Overseas applicants applying to standard undergraduate programmes plus any applicant applying to the BA (International Honours) joint degree programme between the University of St Andrews and the College of William & Mary;
- 8.2.3. [St Andrews Direct Application](#) – available only to Overseas applicants applying to standard undergraduate programmes plus any applicant applying to the BA (International Honours) joint degree programme between the University of St Andrews and the College of William & Mary;
- 8.2.4. [Part-time Direct Application](#) – available for those applying for MA Combined Studies and applicants wishing to study on a part-time basis at the University of St Andrews. This application can only be used for part-time entry and decisions made based on this form are only for part-time study. Those entering the university as a part time student, who subsequently wish to change to full time study will be required to complete the UCAS application, within the appropriate time frame. All applications will be given equal consideration, provided that the applicant meets the published equal consideration deadline, usually in mid-October for Medicine and the last Wednesday in January for all other programmes, in the cycle of application.

8.2.5. The University publishes deadlines for applications as a mechanism for managing and considering applications in a fair and timely manner. The published equal consideration deadlines do not prevent applications from being considered before or, in the case of Overseas fee status, after that deadline; it merely ensures that no application received within that period will be rejected purely on the grounds that it was received after others in that period.

8.2.6. Undergraduate application deadlines are [published annually online](#).

### 8.2.7. Undergraduate applications made through Universities and Colleges Admissions Service (“UCAS”)

8.2.7.1 The UCAS application is a contract between an applicant and UCAS. When an applicant accepts an offer from the University there will be a separate contract between the applicant and the University. No other party can enforce any part of these respective contracts under the terms of the Contract (Third Party Rights) (Scotland) Act 2017 or any other legislation.

## 8.3. Postgraduate taught applications

8.3.1. Applications for postgraduate taught courses should be made through the St Andrews [Direct application form](#).

8.3.2. Application deadlines are programme-specific and are [published annually online](#) by course. Where dates are stated, they mean Midnight UK standard time unless otherwise stated. Please see 9.4.3 below with reference to instances where programmes may close early.

8.3.3. For relevant postgraduate taught programmes, applicants may receive an “offer in principle” following a formal telephone conversation or interview with the University. In this instance, the University will provide an email to detail the offer in principle and facilitate this process. This email will detail what was discussed during the telephone conversation or interview and what next steps are required, including a request that a formal application is submitted to the University to complete the application process. Not all postgraduate taught programmes will participate in this process.

## 8.4. Postgraduate research applications

8.4.1. Prospective students should contact the relevant academic School in the first instance to discuss their proposed area of research. This initial contact is intended as a pre-application step only and does not constitute a formal application to the University. To be considered for admission, applicants must submit a formal application through the University’s designated process.

8.4.2. Postgraduate research applications should be made through the St Andrews [Direct application form](#). If an applicant requires an alternative arrangement, they should contact the University directly at [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk).

8.4.3. There are five possible start dates for postgraduate research students: August, September, October, January and May, although students are strongly encouraged to begin their studies in September. Deadlines are course-specific and are [published online annually](#) for each academic School.

8.4.4. For general information on the University, or to arrange a visit, [contact Admissions](#). An applicant should contact [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk) to discuss any aspect of their application.

## 8.5. International Foundation Programme applications

8.5.1. Applications for International Foundation Programmes should be made through the St Andrews [Direct application form](#).

8.5.2. Application deadlines are [published online annually](#) by course.

## 9. How applications are assessed

## **9.1. Undergraduate applications**

- 9.1.1. The responsibility for setting out entrance requirements and the criteria for assessing the strength of applications resides with Admissions and the academic Schools. The responsibility for making decisions on applications rests with Admissions in coordination with Academic Registry, the Associate Dean Students (Arts and Divinity), the Associate Dean Students (Science) and the academic Schools.

## **9.2. Basis for undergraduate decisions**

- 9.2.1. The University selects applicants with the academic potential and ability to thrive in a demanding academic environment. This may be different to admissions criteria in other universities.
- 9.2.2. All applications are initially assessed against the agreed academic selection criteria for the relevant course and the general entrance requirements. The selection criteria for individual courses and the general entrance requirements are available on the [digital prospectus](#) subject pages.
- 9.2.3. Meeting the selection criteria and the general entrance requirements for a course will not guarantee a place at the University, as competition for places can be high. When assessing applications, the University uses all material information requested and submitted. We will not assess supplementary information that has not been requested unless it is related to Eligibility and/or extenuating circumstances, please see section 3 and 24 respectively. Applications are assessed relative to other applications for the same course, for the same year of entry, and within a specific cohort determined by fee status, based upon the quality of the academic achievement to date, personal statement or written work, and considered future potential. In the case of the School of Medicine, this could be determined through interview and use of an aptitude test.
- 9.2.4. The University considers additional information to provide a more complete picture of the educational and social circumstances that underpin any individual undergraduate application and an applicant's performance in our decision-making processes. Details of how these data are used are available in our [statement on the use of contextual data](#). Please also note 4.2 above.
- 9.2.5. Where appropriate, we will request and consider alternative evidence to that referenced in 9.2.4 above.

## **9.3. Postgraduate taught applications**

- 9.3.1. The responsibility for making decisions on applications rests with the academic Schools delivering the PGT programmes, or with Admissions where decision-making authority has been formally delegated. A School's decision to reject an applicant who has met the published minimum requirements can be reviewed and overturned by Admissions, but only after consultation with the School, the Provost and the Master.
- 9.3.2. All applicants are expected to demonstrate that they meet the published entrance requirements and any additional selection criteria outlined on the website for the course to which they are applying. In assessing whether these requirements are met, the University takes a holistic view of each application, which may include consideration of academic evidence beyond formal qualifications, such as relevant certificates, experience, or indicators of preparedness for study. Meeting a course's selection criteria and the entrance requirements will not guarantee an offer, as competition for places can be high.
- 9.3.3. We also value the non-academic attributes of applicants, recognising the importance of merit and potential in these areas as important contributors to university life.

## **9.4. Basis for postgraduate taught decisions**

- 9.4.1. When assessing applications, the University uses the following information:

- Academic record(s) and academic transcripts;
- Academic or work-related references;
- Personal statement and/ or sample of written work, where required, completed by the applicant;
- Evidence of English language proficiency, where required;
- Relevant work or other experience, where appropriate;
- CV, where required;
- Performance in interview, where applicable and
- We may recognise clear objective attainment achieved in non-academic extra-curricular activity such as: sport, the arts, voluntary or community work and/or paid employment.

9.4.1.1. The University uses contextual information when evaluating an application. In addition to information in 9.4.1, the University considers additional information provided by an applicant about their educational and social circumstances that underpin the individual's postgraduate application providing us with a clearer picture of the contextual background against which we can assess an applicant's performance. Details of how these data are used are available in our [statement on the use of contextual data](#). Please also note 4.2 above and section 10.0 on recognition of prior learning.

9.4.2. Postgraduate taught applications are assessed on the quality of the academic and work-related achievement to date, extracurricular achievement, relative to other applications for the same programme and potentially within the same Fee Status, where applicable.

9.4.3. Admission to some programmes will close once the programme is full. Applicants are encouraged to apply as early as possible.

9.4.4. The Admissions panel may assess the above material information as part of a telephone consultation or interview.

## 9.5. **Postgraduate research applications**

9.5.1. Decisions regarding admission are based upon a recommendation by the Head(s) of the relevant academic School or delegate. Applicants can only be admitted to a single School, though affiliation with a Centre or Institute or different School(s) is possible and will be noted in their record.

9.5.2. In cases when an applicant applies to a programme that involves participation by more than one academic School, approval for admission must be obtained from all relevant Heads of School or according to protocols established with the Associate Provost Students for the co-ordination of the programme.

9.5.3. In cases where a student is being admitted to a co-tutelle or collaborative PhD, an agreement signed by the relevant authorities in both universities must already be in place before the student is registered for the joint programme at either institution.

## 9.6. **Basis for postgraduate research decisions**

9.6.1. Admission decisions for postgraduate programmes will involve the judgement of more than one member of the academic School's staff, with at least one who will not be involved directly in the supervision of the student and at least one of whom must be research active. Staff with experience of the research area or with experience of postgraduate research supervision will be involved in the selection process of candidates for postgraduate research degrees.

9.6.2. When assessing applications, the University may use any of the following information:

- Academic record(s) and academic transcripts;
- Academic or work-related references;

- Personal statement and/or sample of written work, where required, completed by the applicant;
- Research proposal, or summary of research interest, where required;
- Interview, where required;
- CV, where required;
- The outcome of a training needs analysis. All students applying for doctoral level programmes will be subject to a training needs analysis with regard to skills and training that may need to be acquired in order to successfully pursue their studies;
- Whether it might reasonably be expected that the applicant's programme of study can be completed within the period designated for it;
- Whether the appropriate resources (e.g. library, computing, laboratory, or technical) will be available. For programmes involving industrial placements, whether suitable placement opportunities exist;
- Whether proper supervision can be maintained throughout the research period (for postgraduate research degrees), including during any periods of research leave for the supervisor or time spent away from St Andrews by the student;
- Evidence of English language proficiency, where required;
- Relevant work or other experience, where appropriate.

### **9.7. International Foundation Programme applications**

9.7.1. The responsibility for setting out entrance requirements and the broader criteria for assessing the strength of applications for International Foundation Programmes rests with the Director of (IELLI).

9.7.2. Applications for International Foundation Programmes will be assessed on the basis of:

- Academic record(s) and academic transcripts;
- Academic references;
- Personal statement;
- Evidence of English language proficiency;
- Performance in interview, where this is required.

9.7.3. Typical academic entry requirements for International Foundation Programmes are published on [programme pages](#).

## **10. Prior learning**

10.1. The University recognises prior learning that has taken place elsewhere after formal assessment, to facilitate admission to a degree programme (undergraduate or postgraduate; full-time or part-time) and to award credit towards a degree programme. Our [Recognition of prior learning policy](#) provides relevant detail.

## **11. Applicants who will be under the age of 18 at the point of entry to the University**

11.1. The University welcomes applications from people of all ages and applications will be considered on their individual merits. Scots Law recognises that despite having full legal capacity at 16, young people aged 16 can be vulnerable in certain situations. The University is also required to obtain relevant permissions from the parents of international applicants aged under 18 by the Home Office in line with its duties as a Sponsor of Student visas.

11.2. Where international applicants will be under 18 at the point of enrolment, the applicant and both the applicant's parents or guardians will both be asked to sign the Young Student Authorisation Form, declaring that they understand the conditions under which young students will be accepted to study at the University. This will be accompanied by identity checks to ensure the signatures are validated. If the applicant does not have a relationship with both parents, or if they are estranged from their parents, relevant checks will be undertaken to ensure adequate permissions are obtained. Such applicants will also be required to provide accurate details of their travel plans when travelling to commence their

studies so the University can demonstrate it has met its requirements in relation to safeguarding as set out by the Home Office. Where an under-18 entrant is travelling without a parent or chaperone, they must work with the University to agree appropriate travel arrangements to and from the UK airport of entry.

- 11.3. Where UK-domiciled applicants will be under 18 at the point of enrolment, the applicant's parent or guardian will be asked to sign the Young Student Authorisation Form, declaring that they understand the conditions under which young students will be accepted to study at the University.
- 11.4. Applicants aged under 16 at the point of enrolment will be considered on an individual basis and are likely to be required to be accompanied by a parent or guardian. The University is unable to sponsor Child Student visas and therefore international applicants under 16 requiring a student visa are unlikely to be able to be sponsored by the University. Guidance to applicants under 18 can be found online: [Young Student Information](#).

## **12. Applicants with disabilities**

- 12.1. Where an applicant has declared a disability on their application form, this information is passed to the University's [Disabilities Team](#) to make an initial assessment of the declared information and follow up where appropriate. The disability assessment is completed separately from the admissions decision-making process and will not have a bearing on the final admissions decision. The University will make reasonable adjustments to meet the needs of students with disabilities in accordance with its legal duties under the Equality Act 2010. In the unlikely event that the University is unable to make reasonable adjustments, the applicant will be informed as soon as possible and an alternative programme will be offered where feasible.

## **13. How we verify the information an applicant provides to the University**

- 13.1. If the University believes an application contains information which is misleading and/or omits key information this may lead us to question the validity of the information provided to the University and the suitability of the application.
- 13.2. The University may take any necessary steps to check with the applicant and other parties declared on the application, including but not limited to previous schools, colleges, and examination and awarding bodies whether the information provided is accurate or complete; this may also include the University conducting its own research from publicly available sources to verify the information provided in an application. In conducting verification checks, the University may work with third-party providers and the applicant will be advised where this is the case.
- 13.3. The University retains the right to cancel an application or rescind an offer without refunding an application fee if the University has determined, having carried out any necessary checks and due diligence, or has reasonable belief, that an application contains false and/or misleading information. Where such a decision is taken, this will be final and there is no right of appeal.
- 13.4. If an applicant has any reason to believe that information the University holds about them is not true, complete or accurate, the applicant must tell us by writing to: [dataprot@st-andrews.ac.uk](mailto:dataprot@st-andrews.ac.uk)
- 13.5. If the University needs to verify an applicant's identity or qualification details, the University may check details in the application by using any official, publicly available or commercially available identity checking services. If any information of concern is revealed about an applicant, the University will write to the applicant by email so that the applicant has an opportunity to respond. The application will be placed on hold until the required information was obtained. If the matter is not resolved within a specified timeframe, then the application may not be considered within the application cycle within which it was received.

## **14. Plagiarised UCAS personal statements**

14.1. All personal statements from UCAS applicants are checked using the UCAS Similarity Detection Service on submission. Any personal statement showing a level of similarity of 30% or greater is flagged by UCAS and the University and the applicant is notified. The University will investigate all instances of similarity that are notified from UCAS and an application may be rejected where the University finds that there are reasonable grounds to suspect that a statement has been plagiarised. Where such a decision is taken, this will be final and there is no right of appeal.

#### 15. **School of Medicine Admissions fitness to practise procedures**

15.1. Concerns about Fitness to Practise may be raised as part of the procedures for admitting potential students to a medical programme. When considering applicants for admission to the School of Medicine, concerns about previous conduct may be considered at the time of application or prior to entry to the medical course. Such concerns will be considered by the School of Medicine Professionalism and Welfare Committee.

##### 15.2. Conduct Concerns

15.2.1. Applications will not be considered from those who have been subject to a determination by a regulatory body responsible for regulation of a medical or other health or social care profession, either in the UK or overseas, to the effect that their 'fitness to practise' as a member of the profession is impaired.

##### 15.3. Plagiarism or fraud

15.3.1. An application will not be considered if it is determined that the application contains false or purposefully misleading information or if information has been included that appears to have been copied from another source.

##### 15.4. Disclosure

15.4.1. Applicants must declare in their application to study in the Medical School, including associated pathway programmes such as Gateway to Medicine and the International Pre-Med programmes, if they have in any country:

15.4.1.1. Received any criminal conviction or caution;

15.4.1.2. Ever been found guilty of, or pled guilty to, any criminal offence;

15.4.1.3. Been issued with a Police Caution (England and Wales) or equivalent;

15.4.1.4. Been issued with a recorded Police Warning (Scotland) or equivalent;

15.4.1.5. Been issued with a fixed penalty fine;

15.4.1.6. Been given a formal warning or reprimand;

15.4.1.7. Been given a fiscal fine (Scotland) or equivalent.

15.4.2. The Medical School may check an applicant's previous Police Cautions, cautions, reprimands and warnings (or equivalent), convictions (both spent and unspent), through national disclosure organisations. Where an applicant has disclosed past or pending criminal proceedings, these will be considered by the School of Medicine Professionalism and Welfare Committee. This includes all motoring convictions or fixed penalties other than parking tickets.

15.4.3. If one of the outcomes listed above has occurred or is pending after an application has been submitted, but before entry to the course, the applicant has a continuing obligation to tell the Medical School and to do so immediately. If disclosure does not occur prior to commencing the course, it is likely that this will be considered a 'Fitness to Practise' issue.

15.4.4. An applicant who has made a declaration relating to caution, warning or equivalent as described above, either in their application or at a subsequent time during the admissions cycle, will be contacted by a member of staff from the Medical School, and given a reasonable timescale in which to provide the following:

15.4.4.1. Confirmation from the relevant authorities of the nature and date of the incident/occurrence declared;

15.4.4.2. A copy of any certificate of conviction/caution etc;

15.4.4.3. An explanatory letter, including personal reflection.

15.4.5. Any information provided will be treated in confidence and passed to the School of Medicine Professionalism and Welfare Committee for consideration. Consideration will be given to all documentation collated. The Committee may also seek further information from the applicant.

## 15.5. Outcomes

15.5.1. Following consideration, the Dean of Medicine will decide on one of the following outcomes:

15.5.1.1. Approve an applicant to proceed to the next stage of the admissions process;

15.5.1.2. Refer the case for further investigation;

15.5.1.3. Conditions set for admission: typically involving a review on arrival;

15.5.1.4. Rejection of the application, where it appears that the applicant is unlikely to pass the GMC conditions for full registration or where the applicant has displayed behaviour in the past that raises serious concerns about future 'fitness to practise'.

## 16. Communication of the outcome of a decision on admissions

16.1. Following the assessment of a completed application, applicants will receive one of the following decisions:

- An unconditional offer – this means that the applicant has met all of the entrance conditions and selection criteria for the course and the University is holding a secured place for the applicant;
- A conditional offer – the University wishes to make the applicant an offer provided that certain conditions (for example, a particular standard in future examinations) are met;
- Unsuccessful – the University does not make the applicant an offer.

16.2. Postgraduate taught applicants may receive an 'offer in principle' as part of a formal telephone consultation. Please see 8.3.3 above.

16.3. An offer, whether conditional or unconditional, is valid in the context of the material information which was used as the basis for the offer (see section 4), including the qualifications and subjects declared. If this information changes, the offer may be reviewed and withdrawn. Offers are non-transferable and cannot be reassigned to another person, course, or fee status unless otherwise specified.

16.4. Where an applicant has evidence that a mistake in the terms of the decision has been made, they should contact the University within 14 calendar days using one of the email addresses below. This may include, for example, an offer that is based on a qualification which the applicant is not currently undertaking, where a conditional offer has been communicated and the applicant believes that they presently meet the entry conditions.

International Foundation Programmes: [ifpapplications@st-andrews.ac.uk](mailto:ifpapplications@st-andrews.ac.uk)

Undergraduate: [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk)

Postgraduate Taught: [pgt.application@st-andrews.ac.uk](mailto:pgt.application@st-andrews.ac.uk)

Postgraduate Research: [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk)

#### **16.5. Alternative course offers for undergraduate applicants**

- 16.5.1. In some cases, the University may not be able to make an offer for the applicant's chosen course but may make an offer for an alternative, related course. This alternative offer may be made at the original offer stage or at confirmation of qualification results.
- 16.5.2. If an applicant is being made an offer for an alternative course, this will be notified to the applicant via email and UCAS Track or in the Applicant Portal which will show the alternative programme.
- 16.5.3. If an applicant is holding a conditional offer and subsequently does not meet the specified entry requirements, the University may make an offer of an alternative course.
  - 16.5.3.1. This decision will be notified to the applicant via email and will appear on UCAS Track or in the Applicant Portal. The applicant is under no obligation to accept this alternative course offer. For UCAS applicants, if an applicant chooses to decline the offer, they will be released to their Insurance choice (where applicable). If the University of St Andrews is the applicant's Insurance choice, the University may release the applicant to Clearing.

#### **16.6. Alternative course offers for postgraduate taught applicants**

- 16.6.1. If the University is unable to make an offer of a place on the original programme for which the applicant applied, the University may make an offer on an alternative programme, which could be in-person or online.
  - 16.6.1.1. If an applicant is made an offer for an alternative programme, this will be made clear through the Applicant Portal.
- 16.6.2. If an applicant is holding a conditional offer and subsequently does not meet the specified entry requirements, the University may make an offer of an alternative programme.
- 16.6.3. This will be made clear in the Applicant Portal and the new offer letter. An applicant is under no obligation to accept this alternative course offer.

#### **17. Confirming conditions of the offer**

- 17.1. Where an applicant holding a conditional offer meets the terms of that offer, they are automatically confirmed as having secured a place to study at the University.
- 17.2. The University is under no obligation to honour a conditional offer to an applicant who has not met the conditions of their offer by the stipulated deadline.

#### **17.3. Confirming conditions of the offer for undergraduate offer holders**

- 17.3.1. The deadline for conditional offer holders to meet the conditions of their offer is 31 August in the year of entry. The University is not obliged to wait for the result of a re-mark or exam board appeal, as a reject decision will already have been recorded on the University applicant record (or through UCAS Track for undergraduate UCAS applicants).
- 17.3.2. If an applicant subsequently meets the terms of their offer as the result of a successful appeal to the relevant qualification or exam board, the University will consider the applicant in the year that they applied if possible. If the University is unable to provide a place in such circumstances in the year of application, the place will automatically be deferred to the following year of entry. If an applicant is unable to obtain a visa in time to commence their studies, even if they meet the conditions of their offer, their place will normally be deferred to the following academic year.

#### **17.4. Confirming conditions of the offer for postgraduate taught offer holders**

- 17.4.1. The deadline for conditional offer holders to meet the conditions of their offer is 21 August (to start studies in September), 30 November (to begin studies in January), or 5 working days after the offer is made, whichever is latest in the year of entry or otherwise specified in the offer letter. It is recommended that those offer holders who require a visa aim to prove that they meet the conditions of offer before this deadline.

#### **17.5. Confirming conditions of the offer for International Foundation Programme offer holders**

- 17.5.1. The deadline for conditional offer holders to meet the conditions of their offer is 21 August (to start studies in September) or 30 November (to begin studies in January) in the year of entry. It is recommended that those offer holders who require a visa aim to prove that they meet the conditions of offer before this deadline.

#### **18. What to expect when an applicant receives an offer of a place from the University**

- 18.1. When an applicant receives an offer of a place from the University, the University will provide the applicant with information to help make an informed decision. This includes key information about the course and modules, visa information (where required), tuition fees and any other relevant costs and/or conditions for the course and attendance, arrangements for making payments to the University, and details of the applicant's right to cancel the contract. The applicant will also be informed of the requirement to declare criminal convictions on acceptance of an offer (see Section 20).
- 18.2. From time to time, it may be necessary to make changes to the terms and conditions of an applicant's offer. Should any significant changes be made to the offer or the terms and conditions, this will be communicated to the applicant in writing.
- 18.3. The University will provide applicants with information about the terms, rules and regulations, which explain the applicant's and student's rights and obligations to the University, expectations relating to student conduct, and the University's obligations to the applicant and student. This will also include information relating to the core student training modules which will require to be completed as a condition of matriculation. These core student training modules reflect topics important to the University community and values.
- 18.4. Applicants should read and understand this information before deciding whether to accept their offer. Accepting an offer forms the basis of a contractual agreement with the University and may involve financial commitments including liability for tuition fees and any required pre-payments.
- 18.5. If an applicant does not receive the required information, or if an applicant is not clear about anything relating to an offer of a place and the information provided, the applicant should contact the University directly to ask for further advice by writing to the appropriate admissions contact:

International Foundation Programmes: [ifpapplications@st-andrews.ac.uk](mailto:ifpapplications@st-andrews.ac.uk)

Undergraduate: [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk)

Postgraduate Taught: [pgt.application@st-andrews.ac.uk](mailto:pgt.application@st-andrews.ac.uk)

Postgraduate Research: [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk)

- 18.6. Please see 8.3.3 in relation to applicants applying to online courses and potential offers in principle.

#### **19. Accepting the offer and terms of contract**

- 19.1. The formal offer of a place at the University sets out any conditions that must be met to have this place confirmed and asks whether the applicant wishes to accept the offer.

- 19.2. It is important that applicants identify any material information that is not correct prior to accepting an offer, as changes to material information could lead to the offer being withdrawn by the University.
- 19.3. Once an applicant has accepted the offer to study at the University, the applicant enters into a contractual agreement with the University.
- 19.4. Further information can be found in the further particulars of offers which are sent with the offer email and published online.
- 19.5. Please see 8.3.3 in relation to applicants applying to online courses and potential offers in principle.
20. **Declaring criminal convictions when accepting an offer of a place**
- 20.1. The University of St Andrews aims to maintain a safe environment for students and takes appropriate steps to protect all members of the University community. For this reason, the University collects and records information on relevant offences committed by offer holders or students in any country, unless these convictions are defined as 'spent' under the [Rehabilitation of Offenders Act 1974](#) or its equivalent.
- 20.2. In addition, where an offer-holder or student is under investigation by the Police or where criminal proceedings have been initiated, it is the responsibility of the offer-holder or student to report this to the University. If an offer-holder fails to advise the University of such, then the offer may be withdrawn, or if matriculated as a student, an investigation under the University Non-Academic Misconduct Policy could follow, leading to the termination of studies.
- 20.3. Any information received from declarations identifying relevant offences committed by offer-holders or students, ongoing police investigations or ongoing criminal proceedings will be used to undertake a risk assessment to understand if any mitigating measures need to be put in place during the period of the student's studies. This will also allow the University to put appropriate support in place for the student. The process the University will follow is set out in 3.3.
- 20.4. For the purposes of this policy, relevant offences include the following non-exhaustive list of offences:
- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm; Offences listed in the Sexual Offences Act 2003 or the Sexual Offences (Scotland) Act 2009 or the Abusive Behaviour and Sexual Harm (Scotland) Act 2016 or the Contract (Third Party Rights) (Scotland) Act 2017;
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing
  - or trafficking;
  - Offences involving firearms;
  - Offences involving arson;
  - Offences involving fraud or embezzlement;
  - Offences involving theft;
  - Offences listed in the Terrorism Act 2006;
  - Offences listed in Schedule 1 to the Protection of Vulnerable Groups (Scotland) Act 2007;
  - Offences listed in the Bribery Act 2010;
  - Offences listed in the Criminal Finances Act 2017;
  - Offences listed in the Computer Misuse Act 1990.
- 20.5. Students studying Medicine at the University of St Andrews are required to join the PVG scheme. Details can be found on the [Disclosure Scotland website](#). Please also see 13 and 15 above.
21. **Pre-payment requirements stated within the offer letter for undergraduate and postgraduate taught**

- 21.1. The offer letter will clearly state if an applicant is required to make a pre-payment towards the total amount of tuition fees due for the relevant course and the due date for such payment.
- 21.2. For applicants who require a Student Visa to study in the UK, the total amount paid, including any pre-payment made, will be displayed on the Confirmation of Acceptance for Studies (CAS) provided the payment is received and processed prior to the CAS being issued.
- 21.3. If a pre-payment remains unpaid beyond the deadline, this will be taken as an indication that the applicant no longer wishes to take up their offer of a place at the University and the offer of a place may be rescinded.

## **22. Requests for changes to courses after an application is submitted**

### **22.1. Undergraduate requests for changes to courses**

- 22.1.1. Submission of a request to change course will not result in loss of the original offer at the point of enquiry. If a formal request is submitted, it will be considered on a case-by-case basis by an admissions panel consisting of Deputy Directors of Admissions and the relevant Faculty Associate Dean Students, where relevant. In doing so, the University will follow the decision-making process outlined in the Admissions Policy. If a change of course application is unsuccessful, the applicant will retain their original offer. The applicant may choose to apply in the subsequent application cycle to the new course of interest.
- 22.1.2. All applicants should also be aware that entrant students are not permitted to change their course until the beginning of Semester 2 of their year of entry, which is outlined in the [Changes to Studies policy](#).
- 22.1.3. UCAS Applicants assessed as Home or Rest of UK (RUK) fee status are required to submit any requests to change course to [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk) before the UCAS equal consideration deadline of 14 January 2026. The University is under no obligation to grant such a request. Requests received after this January date will not be considered.
- 22.1.4. Undergraduate applicants assessed as Overseas fee status are required to submit any requests to change course to [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk) before 30 June in their original application cycle. Requests received after 30 June will not be considered. Changes to the course will not be considered once the Confirmation of Acceptance for Study (CAS) has been issued. The CAS is a unique number and statement created by United Kingdom Visas and Immigration (UKVI) and requested on behalf of the entrant by the University so that the entrant can apply for a visa. The CAS includes information about the course of study, fees due, fees paid, how an applicant was assessed as eligible to enter the University, and the University's details.
- 22.1.5. The School of Medicine will not consider requests for a change of course from applicants who have applied to another subject. Medicine applicants assessed as Overseas fee status may request to change from BSc Hons Medicine to the Scottish-Canadian Medical Programme (or vice versa) if all the conditions of the new course are met. This can be done at any point during the admissions cycle before an offer has been issued.

### **22.2. Postgraduate taught requests for changes to courses**

- 22.2.1. Postgraduate applicants are required to submit any requests to change course to [pgt.application@standrews.ac.uk](mailto:pgt.application@standrews.ac.uk). Submitted requests will be considered by Admissions in coordination with the academic Schools to which an applicant has applied. Any request to change course will not put any existing offer of a place at risk.

### **22.3. International Foundation Programme requests for changes to courses**

22.3.1. Applicants wishing to request a change of International Foundation Programme should contact [ifpapplications@standrews.ac.uk](mailto:ifpapplications@standrews.ac.uk). Course changes will only be allowed with the approval of the relevant Programme Director within the programmes offered by the International Foundation Programme.

## 23. Deferred applications

23.1. The University will accept applications for deferred entry as outlined in section 23. Deferred entry refers to applicants who, having applied in one admissions cycle, delay their entry into the following admissions cycle. Please see 23.4 for Medicine applications.

### 23.2. Deferring an undergraduate application

23.2.1. An applicant may only request a deferred entry into the admissions cycle immediately following the admissions cycle to which they initially applied.

23.2.2. Applicants are expected to apply in the academic cycle immediately prior to the start date they wish to commence their studies at the University. University [dates are published online](#). For example, applicants intending to start their studies in September 2027 would apply during the admissions cycle that opens in September 2026. Applicants intending to take a gap year or a year off studies are recommended to apply during the gap year. Applications will be assessed on their merits within the relevant cycle's application pool.

23.2.3. Applicants who meet the conditions of an offer who are subsequently required to undertake national military service will have their offers upheld until conclusion of their service. Applicants should ensure that they contact [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk) as soon as they are aware of any commitments to such military service and provide supporting documentation.

23.2.4. Applicants who request deferred entry for the subsequent academic year at the point of application should ensure that their personal statement includes information on:

- the reasons for the request to defer;
- subject-relevant activities undertaken in the deferred year;
- and how such activities will strengthen their application.

23.2.5. Applicants who wish to request deferred entry after receiving an offer should put their request in writing to [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk) as early as possible. In such circumstances, it is the responsibility of the applicant to provide as much detail as possible to explain their request. All such requests will be considered on a case-by-case basis by an admissions panel.

23.2.6. Any undergraduate applicant or offer holder considering such a request, should note that there is no guarantee that a formal request to defer entry will be granted. Applicants and offer holders may be required to withdraw their application and reapply in the cycle that is relevant for their year of entry.

23.2.7. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. The impact of a deferral on accommodation and scholarships will be considered on a case-by-case basis. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on and for further information.

### **23.3. Accepting and securing a deferred offer – undergraduate**

- 23.3.1. Applicants assessed as Overseas fee status holding an unconditional offer who have been granted deferred entry will be required to make a pre-payment before their deferred entry will be confirmed. The pre-payment will be deducted from the total of the first-year tuition fee.
- 23.3.2. Failure to submit the pre-payment by the relevant deadline will be taken as an indication that the applicant no longer wishes to take up the offer of a place to study at the University and the offer of a deferred place will be rescinded.
- 23.3.3. Further information about the required pre-payment will be included in the applicant's offer letter.

### **23.4. Deferring an undergraduate application to Medicine courses**

- 23.4.1. Applications for deferred entry to the School of Medicine are not considered unless an offer has already been made and express permission has been granted from the School of Medicine. Any questions regarding deferred entry to Medicine should be directed to [medical.admissions@st-andrews.ac.uk](mailto:medical.admissions@st-andrews.ac.uk).
- 23.4.2. There is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. The impact of a deferral on accommodation and scholarships will be considered on a case-by-case basis. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on scholarships and accommodation for further information.

### **23.5. Deferring a postgraduate taught application**

- 23.5.1. Applicants who wish to request deferred entry after receiving an offer should put their request in writing to [pgt.application@st-andrews.ac.uk](mailto:pgt.application@st-andrews.ac.uk) as early as possible. In such circumstances, it is the responsibility of the applicant to provide as much detail as possible to explain their request. All such requests will be considered on a case-by-case basis by Admissions in coordination with the Director of Postgraduate Studies (Taught) within the relevant academic School.
- 23.5.2. An applicant may only request a deferred entry into the admissions cycle immediately following the admissions cycle initially applied for, unless military service is a factor within the request. Applicants should be aware that it is possible that programmes can be withdrawn in the interim period. In such cases, offer holders will be informed and, where appropriate, offered entry to an alternative programme of study.
- 23.5.3. There is no guarantee that a request to defer entry will be granted. If a deferral is not approved, applicants may choose to decline their offer and reapply in the admissions cycle relevant to their intended year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. The impact of a deferral on accommodation and scholarships will be considered on a case-by-case basis. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on scholarships and accommodation for further information.

### **23.6. Accepting and securing a deferred offer – postgraduate taught courses**

23.6.1. While the decision to grant a request for deferred entry is taken by Admissions and the relevant academic School, any offer for deferred entry will only be confirmed if the applicant has made any pre-payments as required in the offer letter.

### **23.7. Deferring a postgraduate research application**

23.7.1. Applicants who wish to request deferred entry after receiving an offer should put their request in writing to [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk) as early as possible. In such circumstances, it is the responsibility of the applicant to provide as much detail as possible to explain their request. All such requests will be considered on a case-by-case basis by the Head of School or delegate within the relevant academic School.

23.7.2. An applicant may only request a deferred entry into the admissions cycle immediately following the admissions cycle initially applied for. There is no guarantee that a request to defer entry will be granted, and applicants may choose to decline their offer and reapply in the admissions cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University or external scholarships awarded. The impact of a deferral on accommodation and scholarships will be considered on a case-by-case basis. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the Terms and Conditions of the relevant scholarship (search for the relevant scholarship using our Scholarship Finder [Scholarships - Study at St Andrews - University of St Andrews \(st-andrews.ac.uk\)](#)), and the Accommodation Application webpages ([Apply for accommodation - Study at St Andrews - University of St Andrews \(st-andrews.ac.uk\)](#)) for information.

### **23.8. Accepting and securing a deferred offer – postgraduate research programmes**

23.8.1. While the decision to grant a request for deferred entry is taken by the relevant academic School, any offer for deferred entry will only be confirmed if the applicant has made any pre-payments as required in the offer letter.

### **23.9. Deferring an application to an International Foundation Programme**

23.9.1. Applications for deferred entry to International Foundation Programmes are not considered unless express permission has been granted by the Director of the International Education Institute. Any questions regarding deferred entry to International Foundation Programmes should be directed to [ifpapplications@st-andrews.ac.uk](mailto:ifpapplications@st-andrews.ac.uk).

23.9.2. There is no guarantee that a request to defer entry will be granted, and applicants may be required to withdraw their application and reapply in the cycle that is relevant for their year of entry. Granting of deferred entry may have implications for an applicant's offer of accommodation or any University scholarships awarded. The impact of a deferral on accommodation and scholarships will be considered on a case-by-case basis. Applicants should also be aware that tuition fees are updated annually, and so deferring an application is expected to increase the tuition and other attendance costs. Applicants should consult the policies on scholarships and accommodation for further information.

## **24. Applicants with extenuating circumstances**

### **24.1. Approach for all applications with extenuating circumstances**

24.1.1. The University aims to ensure that all applicants have an equal and fair opportunity to demonstrate their academic potential. In assessing applications, consideration may be given to extenuating circumstances that have affected an applicant's educational experience or capacity to evidence academic ability. We accept that in some cases there may be circumstances which significantly impact upon an applicant's capacity to demonstrate their academic ability. As an example, such circumstances could include, but are not limited to: an ongoing acute or chronic medical condition; a

recent family bereavement or serious illness; ongoing significant caring responsibilities; or other disruptions to educational teaching at a school, college or university outside the applicant's control.

24.1.2. We expect that in the first instance applicants with extenuating circumstances will inform their examination board (or, in the case of previous degree(s), the awarding institution) of their situation. This includes both those applicants with long-term extenuating circumstances and those with short-term circumstances that may have impacted unexpectedly upon examination performance.

## **24.2. Undergraduate applications with extenuating circumstances**

24.2.1. At any point within the application cycle, applicants may submit information on extenuating circumstances, where qualification attainment has been affected, to the University as part of their application by emailing [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk).

24.2.2. It is important that an applicant includes as much information as possible relating to their particular circumstances, including, where appropriate, submissions from medical or educational professionals. The applicant must also clearly indicate whether the examination board has been informed of the situation, and what action has been taken as a result, including any appeals that may have been made and any further details the applicant considers to be relevant. If this information is not included, the University will assume that the examination board has been informed, and that the applicant's academic achievements reflect this. In some circumstances we may contact applicants or referees, if additional information is required.

24.2.3. The University will not normally offer applicants a place if they do not meet the stated entrance requirements for their course. Each case of extenuating circumstances will be considered on a case-by-case basis, according to the information provided by the applicant by an admissions panel.

## **24.3. Medicine undergraduate applications with extenuating circumstances**

24.3.1. Applicants to study Medicine who have extenuating circumstances (including those associated with UCAT and interview) should consult the [School of Medicine's policy on extenuating circumstances](#).

## **24.4. Postgraduate taught course applications with extenuating circumstances**

24.4.1. Applicants for postgraduate taught courses should submit any evidence of extenuating circumstances to [pgt.application@st-andrews.ac.uk](mailto:pgt.application@st-andrews.ac.uk).

24.4.2. The University will not normally offer applicants a place if they do not meet the stated entrance requirements. All such cases will be considered on a case-by-case basis by the Director of Postgraduate Studies (Taught) in the relevant academic School and where necessary Admissions, the Master and the Provost.

## **24.5. Postgraduate Research course applications with extenuating circumstances**

24.5.1. Applicants for postgraduate research courses should submit any evidence of extenuating circumstances to [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk). The University will not normally offer applicants a place if they do not meet the stated entrance requirements. All such cases will be considered on a case-by-case basis by the Director of Postgraduate Research in the relevant academic School.

## **24.6. International Foundation Programme applications with extenuating circumstances**

24.6.1. Applicants for International Foundation Programmes who have extenuating circumstances should submit evidence of these to [ifpapplications@st-andrews.ac.uk](mailto:ifpapplications@st-andrews.ac.uk). The University will not normally offer applicants a place if they do not meet the stated entrance requirements. All such cases will be considered on a case-by-case basis by the Director of the International Education Institute or their designate.

## 25. Agents

25.1. This section only applies to an individual or organisation ('agent') applying on behalf of someone else. Before submitting an application on behalf of someone else, an agent must:

- Have all necessary authority to complete and submit the application on behalf of the applicant;
- Ensure the applicant has sufficient time to read and understand the applicant declaration, our website terms and conditions, admissions policy and our privacy notice.

25.2. The University retains the right to cancel an application if the University determines, having carried out the necessary checks and due diligence, or has reason to believe, that an agent has not fully complied with these requirements. The University will write to the applicant by email so that the applicant has an opportunity to respond.

25.3. Individual applications are judged on their own merits. Whether the application is made privately or through an agent does not in itself affect the University's assessment of the strength of the application.

25.4. In line with the principles of the Agent Quality Framework (AQF), the University expects all agents to uphold the highest standards of integrity and transparency when representing applicants. The University may report concerns about agent conduct to relevant bodies, and reserves the right to review or terminate relationships with agents who do not meet the expectations of this policy.

## 26. Feedback on admissions decisions for full-time undergraduate course applications

26.1. The University is a highly competitive institution, and each year many applicants who apply having either met or exceeded the minimum entrance requirements, or who are predicted to do so, will not receive an offer.

26.2. An applicant for an undergraduate course who is unsuccessful will receive formal notification confirming the University's decision including summary details for the rejection.

26.3. The University will provide feedback on an application if requested. This feedback will in the main be contextual, pertaining to the relevant application pool. Unsuccessful applicants seeking further feedback than that aforementioned, should contact [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk) in writing within 14 calendar days of being notified of the outcome of their application. The University will aim to provide feedback within 30 calendar days of receipt of the request. While the University aims to provide informative feedback that is helpful to enable applicants to reflect on their progress through the application process, it may not always be possible to provide additional specific or tailored advice.

26.4. The University is only able to provide feedback directly to the applicant, except where written consent has been previously given by the applicant to allow us to communicate throughout the application process with a nominated third party.

## 27. Feedback on admissions decisions for part-time undergraduate applications

- 27.1. The University will provide feedback to part-time undergraduate applicants if requested. Unsuccessful applicants seeking further feedback should contact [lifelonglearning@st-andrews.ac.uk](mailto:lifelonglearning@st-andrews.ac.uk) in writing within 14 days of being notified of the outcome of their application. The University will aim to provide feedback within 30 days of receipt of the request.

**28. Feedback on admissions decisions for International Foundation Programmes**

- 28.1. An applicant for an International Foundation Programme who is unsuccessful will receive formal notification detailing the University's decision including the reason for the rejection.
- 28.2. The University will provide feedback on an application if requested. Unsuccessful foundation applicants seeking further feedback should contact [ifpapplications@st-andrews.ac.uk](mailto:ifpapplications@st-andrews.ac.uk) within 14 days of being notified of the outcome of their application. The University will aim to provide feedback within 15 days of receipt of the request. While the University aims to provide informative feedback that is helpful to enable applicants to reflect on their progress through the application process, it may not always be possible to provide additional specific or tailored advice.
- 28.3. The University is only able to provide feedback to the applicant, except where written consent has been previously given by the applicant to allow us to communicate throughout the application process with a nominated third party.

**29. Feedback on admissions decisions for postgraduate taught course applications**

- 29.1. An applicant for a postgraduate taught course who is unsuccessful will receive notification detailing the University's decision. Applicants can apply for further feedback by writing to [pgt.application@st-andrews.ac.uk](mailto:pgt.application@st-andrews.ac.uk) within 14 days of being notified of the outcome of their application. The University aims to respond to such requests within 30 days of receipt.

**30. Feedback on admissions decisions for postgraduate research course applications**

- 30.1. An applicant for a postgraduate research course who is unsuccessful will receive notification detailing the University's decision. Applicants can apply for further feedback by writing to [pgr.application@st-andrews.ac.uk](mailto:pgr.application@st-andrews.ac.uk) within 14 days of being notified of the outcome of their application. The University aims to respond to such requests within 30 days of receipt.

**31. Complaints**

- 31.1. Grounds for raising complaints surrounding the Admissions Policy are limited to procedural error or irregularities in the application of the Admissions Policy. Complaints will be managed in line with the [University Complaints Handling procedure](#). In the first instance, complaints should be addressed to the Director of Admissions. The University will not investigate complaints that question the judgement exercised in an admissions decision, which the University is entitled to make, unless credible evidence of maladministration leading to a material flaw in decision making is provided.