



University of
St Andrews

ScotGEM graduate entry medicine terms and conditions of study 2021

Document type	Policy
Scope (applies to)	All students
Applicability date	02/08/2021
Review / Expiry date	31/07/2022
Approved date	03/08/2021
Approver	Deputy Academic Registrar
Document owner	Administrator
School / unit	Academic Registry
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Student administration/Conditions of study
Purpose	This document sets out the terms and conditions for the ScotGEM graduate entry medicine programme.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.2	Update to the policy for entry in 2021. Updated link to Tuition Fee Policy.	Published	Heather Dudek, Unit Administrator, Registry	03/08/2021

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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.

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 [good academic practice](#) 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
- I will behave in a socially responsible way with due regard for environmental sustainability and respect for the local residents and community of St Andrews.
- 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, and will seek appropriate support where required.

Governing Law

- (i) This agreement, and any dispute, controversy, proceeding or claim of whatever nature arising out of or in any way relating to this agreement or its formation (including any non-contractual disputes or claims), shall be governed by and construed in accordance with Scots law.

Jurisdiction

- (i) Each party to this agreement irrevocably agrees that the courts of Scotland shall have exclusive jurisdiction to hear, settle and/or determine any dispute, controversy or claim (including any non-contractual dispute, controversy or claim) arising out of or in connection with this agreement, including any question regarding its existence, validity, formation or termination. For these purposes, each party irrevocably submits to the jurisdiction of the Scottish courts.

Changes to terms and conditions

- (i) In exceptional circumstances it may be necessary to make changes to these terms and conditions after you have accepted your offer, or during your programme of studies. Any such changes required will be approved by the relevant University committee(s), prior to being communicated to affected applicants and students in writing via email.

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](#), or via the University's [Undergraduate Senate Regulations](#) and [Postgraduate Senate Regulations](#) web pages.
- (ii) All students will be required to abide by, and submit to all relevant University Policies and Procedures, as amended from time to time. University policies and procedures are available on the University's [Undergraduate Rules and Regulations](#), [Postgraduate Rules and Regulations](#) and [Policies, Procedures and Guidance](#) web pages.
- (iii) All students will be required to abide by the specific requirements for their programme throughout the duration of their programme of studies.
- (iv) It is the responsibility of the student to ensure they are familiar with all relevant policies and procedures for the duration of their programme of studies.
- (v) The University will use all reasonable measures to deliver programmes and courses of study, as outlined at the time of offer. This may include a dual mode delivery plan of both face-to-face and online teaching. 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 in the University's [Course Revision Protocol](#).

- (vi) Any changes are made with due consideration to minimising impact, safeguarding academic standards and assuring the quality of the learning experience.
- (vii) The University's tuition fees are set out in the University's [Tuition Fees](#) table.
- 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 in the University's [Fee Setting Protocol](#)).
 - b) The University reviews its fees and charges annually (see approach to fee setting in the University's [Fee Setting Protocol](#)). 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 \(ASC\)](#).
 - e) The University will refund tuition fees in accordance with the [Tuition Fee Liability Policy](#).
- (viii) 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.
- (ix) 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, governmental order or advice. The University will not refund tuition fees following a Force Majeure Event.
- (x) A note of the rate for accommodation in University Halls of Residence and University-owned flats and houses is available on the University's [Accommodation](#) web pages. Accommodation fees are reviewed annually in January.
- (xi) All students are required to read and abide by the University's [Policy on Good Academic Practice](#) and agree that the University may make work submitted available to plagiarism detection services outside the University, both for screening and for enhancement of the detection service database.
- (xii) All students are required to successfully complete a series of mandatory modules at the start of their programme, relating to academic and non-academic aspects of life and expectations of behaviour at the University. These currently include but are not limited to, the Training in Good Academic Practice module, Consent module, Research Integrity modules for students undertaking research programmes, and modules relating to induction, conduct and environmental responsibilities. The University may include additional modules to be completed as appropriate.

- (xiii) By order of Senate, no student owing money to the University will be permitted to graduate at the summer or winter ceremonies and students are not normally allowed to matriculate for a subsequent year of study if they are in debt to the University.
- (xiv) Students undertaking collaborative programmes with partner institutions will also be required to sign up to the terms and conditions governing those parts of the programme delivered by the partner institution.
- (xv) Students agreeing to these terms are signing this contract with the University personally, unless a third party has power of attorney to sign on their behalf.

Your responsibilities

Personal information

- (i) It is the responsibility of students to keep their personal details up to date (including their address, contact details, mode and location of study) by making the appropriate changes online via the University's [MySaint](#) portal.

Email and University communications

- (ii) 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 abide by the regulations governing the use of University information and communications technology (ICT) facilities.

Attendance

- (iii) All students must ensure that they are available to engage in the appropriate Advising session by the end of the advising period 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 remain available until 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 [University Academic Calendar](#) for key semester dates 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.).
- (iv) All students will be required to matriculate at the start of their programme of studies. If the duration of a student's taught programme of study is longer than one year, they are required to matriculate (register) each academic year. Students who fail to matriculate by the first day of teaching will be contacted under the terms of the [Failure to Matriculate Policy](#)

Freedom of speech and expression

- (v) The University believes in the right of all members of the University community to exercise the right to freedom of expression in a manner that does not bring the University, or anyone connected with it into disrepute. The University has a [Freedom of Expression Legal Framework](#), detailing the University's position on freedom of speech and expression, and further clarification can be sought from the [Vice-Principal \(Governance\)](#).

Intellectual property

- (vi) By matriculating, students agree to uphold the University's [Policy on Intellectual Property Rights](#).

Access to the University computer network

- (vii) 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 the use of University information and communications technology \(ICT\) facilities](#).

Social media guidelines

- (viii) 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.

Other conditions

Privacy

- (ix) The University is committed to managing student data in accordance with the provisions of the The Data Protection Act 2018. Information about how the University collects, shares and uses personal data is detailed in the University Student Privacy Notices which can be accessed at the [Undergraduate and taught Postgraduate students privacy notice](#) and the [Postgraduate research students privacy notice](#).

Sharing of images and data

- (x) 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

- (xi) All candidates are automatically entered for eligible degree examination diets. For reassessment (resit) examinations, the University will make students aware of their eligibility to sit these examinations. Responsibility for registering for reassessment and

deferred examinations lies with the student. A reassessment fee may apply. The University will publish timetables for all degree examinations on the university [Examinations web pages](#).

Terms of re-engagement

- (xii) 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.
- (xiii) 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.
- (xiv) 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.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	New document for 2020 academic year.	Published	Helen Boyd, Deputy Academic Registrar, Registry	27/07/2020
1.1	Updated link to Intellectual Property Policy.	Published	Heather Dudek, Unit Administrator, Registry	10/02/2021
1.2	Update to the policy For entry in 2021. Updated link to Tuition Fee Policy.	Published	Heather Dudek, Unit Administrator, Registry	03/08/2021