



University of
St Andrews

Failure to matriculate

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Key terms	Student administration/Registration
Purpose	The policy explains the process and implications of failure to matriculate

This policy applies to all St Andrews students (including undergraduate, postgraduate taught, postgraduate research, part-time, online, international foundation programmes, pre-sessional programmes, single semester students and students who are studying or working abroad for credit).

Definitions

- **Matriculation** is the mandatory process of registering as a student with the University, by completing all the matriculation elements that are relevant to their cohort. All students *are required* to complete the matriculation process each academic year in which they are actively engaged in their programme of studies in order to maintain their University of St Andrews student status.
- **'Failed to complete matriculation'** - A student is deemed to have 'failed to complete matriculation' when one or more of the mandatory elements of the matriculation process have not been completed successfully within the specified timeframe. The consequences of failing to complete matriculation are described below.
- **'Final date to complete matriculation'** is the day by which all students are expected to have completed matriculation. *Final day to complete matriculation* is the first day of teaching for the relevant semester or session (for all taught students) and the first day of each year of study (for research students).

Matriculation elements and activities

The matriculation elements and activities that students need to complete vary depending on their cohort and year of study. All students are able to view a list of the elements and activities that apply to them in MySaint (<https://mysaint.st-andrews.ac.uk/>). The elements below include the most common ones, and is not exhaustive.

- Providing, updating and confirming Personal Details.
- All entrant students need to attend an in-person meeting for the purposes of identity and document checking. For UG and PGT entrant students, this will usually take place during the Matriculation event at the start of the academic year. PGR students will receive instructions by Registry about their meeting.
- All students on a Student Visa need to attend an in-person meeting for document checking each year, regardless of their year of study. For UG and PGT students, this will usually take place during the Matriculation event at the start of the academic year. PGR students must arrange for their annual document checking through the Advice and Support Centre (ASC), or as instructed by Registry.
- Completion of the Advising process for taught students, including (when required) meeting with the Adviser(s) of Studies.
- Payment of fees and outstanding debt (including tuition, accommodation, etc) or obtaining University approval for special payment arrangements for fees (accommodation, tuition and outstanding debt).
- Signing up to the 'Matriculation Agreement' (which includes the 'University's Honour Code').
- Successful completion of all *core student training modules* that the University requires to be completed prior to matriculation.
- Registering or updating Career Information.

Students are able to check their matriculation status and any outstanding tasks in MySaint (<https://mysaint.st-andrews.ac.uk/>), where they can complete the online elements of matriculation.

Matriculation normally opens at least one week prior to the *final date to complete matriculation*, to allow students ample time to complete the process. This may not be possible for entrants who are admitted to the University closer to the *final date to complete matriculation*. The *final date to complete matriculation* for students in this category will be five working days after they became entrants and received the invitation to matriculate. Students will always have at least five working days between opening matriculation and the *final date to complete matriculation*.

Consequences of failing to complete matriculation

Prior to completing matriculation, students may only have restricted access to University services (e.g. email account and access to eduroam, PC classrooms, virtual learning environments such as MMS or Moodle, Library, sports facilities, access to buildings, etc), and will not be able to receive funding.

All undergraduate students in Arts, Divinity and Science who have not completed the Advising element of matriculation within two weeks of the first day of teaching will have their Student Record closed, and their studies will be terminated. The final deadline for completion of the Advising element of matriculation will be 9am on the Monday of the third week following the date on which teaching begins, as published in the University Semester Dates (<https://www.st-andrews.ac.uk/semester-dates/>).

Students who have not completed the matriculation process within three weeks of the final date to complete matriculation will have their Student Record closed, and their studies will be terminated.

The University will always seek to ensure that the circumstances of individual students are taken into account fairly and supportively, but it is the student's responsibility to provide evidence to University staff of any circumstances that may prevent them from completing the matriculation process.

Process of Termination of study / Closure of Student Record

The University adheres strictly to the above timeframes, which apply to all students. Failure to matriculate will result in the following outcomes:

- Entrant students who have not completed the Advising process within the two-week deadline, or who have failed to matriculate within the three-week deadline, will have their Student Record updated to a "No show" status and will be required to re-apply through the normal Admissions route, should they wish to study at the University of St Andrews.
- Returning students failing to complete the Advising process or to matriculate by the above deadlines will have their studies terminated.
- All students whose studies have been terminated stop being students, and lose any associated rights.
- Students who fail to matriculate and who require a visa to remain in the UK will be reported to the UK Visas and Immigration (UKVI) by the University within ten days of the closure of their Student Record. Failure to matriculate will result in the curtailment of a student visa and the subsequent need to leave the UK.

Students will receive at least two reminders by email highlighting any elements of Matriculation that have not been completed; and will receive a reminder at least five working days before their record is closed.

A Termination of Studies email will be dispatched to the student's email address and a letter to the out-of-term and term-time contact addresses upon the closure of their Student Record.

As students who have their studies terminated or their Student Record closed due to failure to matriculate are not fully matriculated students of this University, they do not have a right of appeal to the University on these grounds.

Personal contact and correspondence details

It is the student's responsibility to ensure that personal contact information is complete and current. The University will at all times use the student's University email address as the primary point of contact, but will try to supplement this as appropriate with correspondence to the student's term-time and out-of-term contact addresses.

Contact

Academic Registry
Walter Bower House
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Guardbridge
Fife
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Scotland, United Kingdom

Undergraduate and IE students

Tel: 01334 464219/4089
Email: registry-ug@st-andrews.ac.uk

Postgraduate Taught students

Tel: 01334 463086
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Postgraduate Research students

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All students

Ask a question: <https://www.st-andrews.ac.uk/ask-a-question/>

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
0.1	Draft changes for 2022/3	Draft	Kostas Zafeiris	0.1
0.2	Changes during consultation with Registry	Draft	Kostas Zafeiris	0.2
0.3	Draft sent to ICG	Draft	Kostas Zafeiris	0.3
1.0	Submitted for publication		Kostas Zafeiris	2 Aug 2022
2.0	Information on reminder emails amended in line with current process	Published	Michele Goodwin, Registry Manager (Undergraduate and Fees)	31/07/2023
3.0	Annual review	Published	Michele Goodwin, Registry Manager (Undergraduate, Fees and Student Support)	08/08/2024